



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 06/2011

№: 06/2011
Dated: 28 April 2011

Eviction Assistant – Enforcement Unit, HQ Pristina

Level: L-0 (approx. 332.79 € gross monthly)

(Ref. №:KPA-015/2011)

Under the overall supervision of the Enforcement Officer, the incumbent shall report direct to the Team Leader Enforcement Unit. In close coordination, cooperation and support with other Enforcement Unit staff, the Eviction Assistant shall assist with evictions by:

- Loading/off-loading of furniture, equipment and other items to/from a property where an eviction is being undertaken;
- Providing the necessary technical work and casual labour when and where necessary.
- Providing verbal translation from Serbian into English and vice versa.

Note: this position is reserved for a minority community member who is a native Serbian, Croatian, Montenegrin, or Bosnian speaker.

Eviction Assistant – Enforcement Unit, HQ Pristina

Level: Service Contract (20 € per day worked)

(Ref. №:KPA-016/201)

Under the overall supervision of the Enforcement Officer, the incumbent shall report direct to the Team Leader Enforcement Unit. In close coordination, cooperation and support with other Enforcement Unit staff, the Eviction Assistant shall assist with evictions by:

- Loading/off-loading of furniture, equipment and other items to/from a property where an eviction is being undertaken;
- Providing the necessary technical work and casual labour when and where necessary.

Note: this position is reserved for a minority community member who is a native Serbian, Croatian, Montenegrin, or Bosnian speaker.

Selected candidate will be employed on Service Contract and paid per days worked. He/she will be required to work approximately 4 days per month.

Driver/Interpreter Prizren RO

Level: KCB-5 (approx. € 233.09 gross monthly)

(Ref. №:KPA-017/2011)

Under supervision of the Head of Regional Office. He/She shall perform his/her duties in collaboration with staff in RO administration which includes:

- Drive office vehicles for transport of authorized personnel and delivery/collection of important legal documents and other items, as and when required.
- Participate in KPA evictions, illegally occupied residential property checks/visits, delivery of KPA Notifications, Verifications of claimed property addresses, etc.
- Provide verbal and/or written translation from Albanian and/or Serbo-Croatian and/or Turkish into English vice versa, as and when required;

Administrative Assistant Prizren RO

Level: KCB-5 (approx. € 233.09 gross monthly)

(Ref. №:KPA-018/2011)

Under the supervision of the Head of Regional Office he/she will assist the HO to enable him/her and the office to fulfil their duties and responsibilities in providing high quality administrative support, effectively and efficiently, to KPA staff and to assure a proper receipt of KPA visitors/clients. In generic terms, however, the main duties can be described as follows:

- Provide effective and day to day administrative support as required for the units/sections;
- To undertake initiative and ensure that the office premises are in a proper order;
- Managing and filing of incoming/outgoing KPA official correspondence with HQ and other KPA RO (administrative and legal);
- Make photocopy of official documents as required;

Deadline for submitting applications is 12 May 2011

Detailed Terms of References and requirements for these positions may be downloaded from www.kpaonline.org/jobs or collected at any of the KPA offices. Interested applicants are requested to apply online through KPA web site:

<http://www.kpaonline.org/jobs.asp>

Applications from qualified women are encouraged. Preference will be given to equally qualified internal candidates. Only short-listed candidates will be contacted.

KPA ZYRAT/OFFICES/KANCELARIJE KPA-a

Selia/Headquarters/Sedište: Perandori Justinian 5, Prishtinë/Priština, tel. (038) 249-918, fax. (038) 249-919; **Beograd:** Kosovska 49/8, tel. (011) 334-5513, fax. (011) 334-5314; **Gjilan/Gnjilane:** Lidhja e Prizrenit 114, tel. (0280) 320-289, fax. (0280) 324-067; **Mitrovicë/Mitrovica:** Mbretresha Teuta/Nenadović 14 (vis a vis UN HQ/Jugobanka), tel. (028) 530-136, fax. (028) 530-139; **Pjesa Veriore e Mitrovicës/Severni deo Mitrovice:** ndërteser e AKM-së (afër Stacionit Verior të Policisë së UNMIK-ut)/Trepca-building/zgrada KPA (pored UNMIK-ove Policijske Stanice Sever); **Pejë/Peć:** Mbretresha Teute 85, tel.(039) 431-668, fax. (039) 432-970; **Prishtinë/Priština:** Rexhep Luci/Goleška 2, tel. (038) 225 473, fax(038)244-854; **Prizren:** “William Walker “nn Prizren (at EULEX base) Tel: (038) 760 610/ (038) 760 611; **Skopje:** Vinichka Street No. 10 (CDRIM-building), first floor, Telephone: +389 71 886 564; **Beograd/Belgrade: UNHCR Property Office, Visegradska 23, Tel: 011/362-13-93; 362-13-94 Fax:011/361-27-48; Podgoricë/Podgorica:** Crnogorskih Serdara bb, tel. (081) 624-216;www.kpaonline.org

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