



# Kosovo Property Agency

## VACANCY ANNOUNCEMENT

№ 07/2010

№: 07/2010  
Dated: 25 May 2010

### Notification Expert, Mitrovica Regional Office

**Salary level: L-1** (approximately 496 € gross monthly)  
(Ref. №:KPA-012/2010)

Under the direct supervision of the Head of the Regional Office and in conformity with the instructions of the Regional Coordinator, the incumbent shall be responsible for notification of respondents, including:

- Locating properties and/or land parcels claimed with KPA;
- Notification of respondents and collecting data in conformity to SOP and instructions given through the chain of command;
- Preparing reports and documents;
- Any other duties as assigned by the supervisor.

### Qualifications and Experience:

- Diploma from Technical school in topography or geodesy;
- At least two years of cadastral or surveyor experience;
- Good knowledge of the operational area including location of cadastre parcels;
- Excellent command of Albanian and/or Serbian languages and good command of the English language, and
- Computer literate, especially of Microsoft Office.

### Assistant Process Server Officer Prizren Regional Office

**Salary level: KCB -5** (approximately 179.30 € gross monthly)  
(Ref. №:KPA-013/2010)

Under the supervision of the Head of Office and he/she shall report to him/her. The tasks may vary slightly, depending on the load of cases. In generic terms, however, the main duties can be described as follows:

- Delivery of official documents of the KPA, including notifications of claims and eviction orders in minority areas.
- The delivery process may involve liaison with law enforcement agencies. These duties may require travelling in hazardous areas, fulfilling tasks in stressful environment.
- To provide clerical and secretarial assistance to the PSO in general administrative work (telephone calls receiving/dialling, photocopying official documents, filing, etc.);
- Drive office vehicles for delivery/collection of important legal documents, when required;

### Qualifications and Experience:

- Minimum completion of a Secondary School.
- Minimum 2 years of professional experience.
- Previous legal or relevant professional experience will be an advantage. Knowledge in English and some translation/interpretational skills.
- Good knowledge of modern office equipment (IT/Comms, GPS, Digital Cameras, Photocopiers, etc.).
- Computer literate – Microsoft “Word” and “Excel”.
- Possession of a valid driving licence with some driving experience (preferred).
- Geographical knowledge of the region.

## Deadline for submitting applications is 09 June 2010

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from [www.kpaonline.org/jobs](http://www.kpaonline.org/jobs) or collected at any of the KPA offices. Applicants are requested to complete a Personal History Form available at KPA offices or at [www.kpaonline.org/downloads/phf](http://www.kpaonline.org/downloads/phf). Applicants for the KCB positions are requested to complete a KCB Application Form available at: [http://www.kpaonline.org/PDFs/PISG.application\\_form.pdf](http://www.kpaonline.org/PDFs/PISG.application_form.pdf). Complete applications may be submitted for attention of Personnel Office prior to the above deadline by hard copy to any KPA office, by e-mail it to [recruit@kpaonline.org](mailto:recruit@kpaonline.org) or by fax to (038) 249-919.

*Applications from qualified women are encouraged. Preference will be given to equally qualified internal candidates.*

*Only short-listed candidates will be contacted. The candidate should clearly specify which post and which duty station s/he is applying for by referring to the Vacancy Reference Number listed for the post.*

### KPA ZYRAT/OFFICES/KANCELARIJE KPA-a

**Selia/Headquarters/Sedište:** Perandori Justinian no.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:** ndërtesa 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; **Podgoricë/Podgorica:** Crnogorskih Serdara bb, tel. (081) 624-216; **Prishtinë/Priština:** Rexhep Luci/Goleška 2, tel. (038) 225 473, fax(038)244-854; **Prizren:** “Wiliam 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

[www.kpaonline.org](http://www.kpaonline.org)

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