



# Kosovo Property Agency

## VACANCY ANNOUNCEMENT

№ 08/2010

№: 08/2010  
Dated: 03 June 2010

### Senior IT-Comms Officer/Team Leader, HQ-Pristina

**Salary level: L-5** (approximately 842 € gross monthly)  
(Ref. №:KPA-014/2010)

Under the direct supervision of the Head of IT, the incumbent is responsible for configuring, administration and maintenance of all communication equipment and telephone billing software, in addition to being the focal point for all IT-help desk related activities, including:

- Manage and Supervise IT Helpdesk Unit in standardized installation of client side operating Systems and configuration and installation of additional software as per KPA requirements;
- Provide hardware and software troubleshooting support to the Agency users as required;
- Provide assistance to users for email and Desktop access and support standard software;
- Monitoring installation of hardware, software, network connections and cables;
- Programming and maintenance of communication equipment (radio base, vehicle and hand-held sets, chargers, antennas, connectors, switchboards etc);
- Focal point for IT procurement; determining technical requirements and drafting procurement proposals ensuring budget constraints and organizational needs.

#### Qualifications and Experience:

- University degree or equivalent certifications from Microsoft or Cisco and Minimum three years of relevant experience;
- Strong knowledge of Microsoft based operating systems with emphasis on Windows 2000/2003;
- Troubleshooting experience with MS office 2003/2007 and Outlook within a network environment (permissions, calendar sharing, delegation) ;
- Very good knowledge of VHF communication equipment;
- Very good knowledge of telephone switchboards and relevant software;
- Good knowledge of the English language.

### Section Leader, Software Development Unit HQ-Pristina

**Salary level: L-6** (approximately 956 € gross monthly)  
(Ref. №:KPA-015/2010)

Under the direct supervision of the Head of IT, the Section Leader, Software Development Unit will be responsible for overall supervision of all Database/Programming activities, as well as to develop various web-based and desktop based applications for data entry and data modifying, including:

- Conducting system analysis and feasibility study for KPA application systems according to user specifications.
- Liaising extensively with department heads and other users for requirement analysis and system modulation.
- Supervising and working closely with programmers in developing web and desktop applications according to the specifications;
- Development and maintenance and KPA database schema
- Ensuring compatibility with related information systems as well as providing support for designing data communications infrastructure on LAN / WAN for access to databases and network resources.

#### Qualifications and Experience:

- College Degree (preferably in computer science) and 2 years of relevant experience;
- Excellent knowledge and minimum two year of professional experience working with Microsoft visual studio .NET environment;
- Excellent knowledge and minimum one year experience with Structured Query Language (SQL) and (SQL) Server Administration (MCDBA an advantage);
- Excellent knowledge in developing professional quality client/server database applications integrating Microsoft.NET environment with Microsoft SQL-Server 2005/2008;
- Fluency in English language, and Capable to work in diverse circumstances.

### Deadline for submitting applications is 18 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 [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/Mitrova:** 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:** Vinicka Street No. 10 (CDRIM-building), first floor Telephone: +389 71 886 564

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

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