



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 08/2011

№: 08/2011
Dated: 10 June 2011

Administrative Assistant / Receptionist

HQ Prishtina

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

Duration: fixed term (career), position (one year probation period)

(Ref. №:KPA-020/2011)

Under the overall supervision of the Head of the Information Unit the incumbent shall be fulfilling receptionist duties in the KPA HQ and any other administrative duties assigned from time to time. In addition, the administrative assistant/receptionist shall be responsible for:

- Proper reception of KPA visitors and clients;
- Ensure that the receptionist area is always in proper conditions;
- Managing and filing incoming/outgoing KPA official correspondence;
- Dealing with mail and pouch issues;
- Answering switchboard telephone and responding to routine inquires and direct line;
- Transferring incoming and outgoing calls to the right recipient;
- Maintaining and updating the internal KPA information;
- Assisting the Call Centre when required;
- Performing other duties as required.

Required qualifications and experience:

- Minimum secondary education with certificate or diploma in the related field;
- Proven ability and knowledge of modern office procedures;
- Ability to operate word-processing equipment;
- Minimum two years work experience as a Receptionist or similar client oriented (bank Cashier, etc)
- Fluent in Albanian and any of the following languages Serbian, Croatian, Bosnian or Montenegrin;
- Working knowledge of English

This post is classified as a career post as per paragraph 1.1 of Article 12 of Law no. 03/L-149 on the Civil Service of Republic of Kosovo.

Conditions for the participation in the recruitment process: Citizens of the Republic of Kosovo who have reached maturity, who have full capacity to act, who are in possession of their civil and political rights, who have educational background and professional competences required to carry out executive, managerial duties or implementation of administrative functions and who meet the physical conditions required for the concerned position have the right to take employment in the Civil Service of Kosovo.

Note: Selection procedure is regulated by the Regulation No. 02/2010 on Recruitment Procedure in Civil Service.

Application procedure is open for external candidates and existing civil servants.

Kosovo civil service offers equal opportunities for employment for all citizens of Kosovo and welcomes applications from all men and women of all communities in Kosovo. Non-majority community and their members are entitled to fair and proportional representation in central and local bodies of public administration in civil service as specified under Article 11. Paragraph 3 of the Law no. 03/L-149 on the Civil Service of Republic of Kosovo.

Detailed Terms of References and requirements for the position 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 received after the deadline will not be considered. Non complete application forms may be rejected. Because of the big number of the applications only short listed candidates will be contacted. For more details or information you can contact KPA Human Resources Office through e-mail: recruit@kpaonline.org

Deadline for submitting applications is 24 June 2011

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) 334-5514; **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:** Mbreterresha 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:** "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; **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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