



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 10/2010

№: 10/2010
Dated: 11 June 2010

New positions

Head of Regional Office, Mitrovica Regional Office

Salary level: NPO-A (approximately 1188 € gross monthly)

(Ref. №:KPA-017/2010)

Under the direct supervision of the Regional Coordinator, the Head of Regional Office is responsible for all activities in the office where s/he is assigned This includes, but is not limited to:

- *Management* of the office
 - s/he performs all relevant administrative, personnel and logistical functions;
 - s/he is responsible for the management of all operational work in the region with regards to (1) collecting and updating information on the property claims, (2) verification of documents (3) notification of claims and decisions, (4) administration of properties and rental scheme (5) co-operation with the governmental and non-governmental organisations and (6) co-ordination with KPA-HQ;
- The collections of documentation, including requests for repossession or administration of properties,
 - s/he supervise the reception of claimants and respondents and the interviews according to KPA standard operational procedures;
 - s/he liaises with all regional actors involved in data collection on claimants/respondents and abandoned residential properties in Kosovo, e.g. governmental authorities, EULEX, ICO, UNMIK, UNHCR, OSCE, and any other relevant agency or organisation with the intention of ensuring cordial and good co-operation in the exchange of information between these organizations and KPA; s/he updates the KPA-HQ and the other KPA Regional Offices on verified information on claimants/respondents and abandoned residential properties in Kosovo;
- Co-ordination and supervision of the *implementation of KPA and HPCC/KPCC decisions*, including liaison with KPS, EULEX Police and KFOR;
- Co-ordination with the KPA-HQ and other KPA Regional Offices to ensure consistency, neutrality and transparency in all activities throughout Kosovo.

Deadline for submitting applications is 25 June 2010

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from 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. Applicants for the KCB positions are requested to complete a KCB Application Form available at: 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 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) 334-5514; **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:** 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:** “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

www.kpaonline.org

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