



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 11/2010

№: 11/2010
Dated: 18 June 2010

New positions

Transport Assistant – Administration Unit

HQ-Pristina

Salary level: KCB (approx. € 179.30 gross monthly)

(Ref. №:KPA-018/2010)

The position is located within the Office of the Programme Management. Under the overall supervision of the Head of Administration and direct supervision of the Transport Team Leader, the incumbent will be responsible for assisting in the orderly and effective management of the entire transport fleet of the Agency. His/her duties include, but are not limited to:

- Assist Transport Team Leader in record keeping, distribution and supervising the use of all vehicles throughout the Agency in line with applicable policies, rules and procedures;
- Organize in a proper manner in line with the KPA policies, rules and procedures all documentation on use of KPA vehicle;
- Assist Transport Team Leader in a systematic maintenance programme for all KPA vehicles;
- Organise routine and ad hoc transport services throughout the Agency;
- Ensure complete vehicle documentation at all time;
- First line supervision of HQ-located drivers.

Required qualifications and experience

- Minimum completion of a Secondary School;
- Relevant experience is an advantage;
- Good technical knowledge of vehicle maintenance;
- Knowledge of the Albanian and Serbian languages, Understanding of English
- Possession of valid driving licence with safe driving records.

Deadline for submitting applications is 03 July 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

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