



# Kosovo Property Agency

## VACANCY ANNOUNCEMENT

№ 12/2010

№: 12/2010  
Dated: 22 June 2010

### New positions

#### Expenses Officer

Pristina (HQ)

**Salary level:** L-3 (approximately € 650 gross monthly)  
(Ref. №:KPA-019/2010)

The post is lying in the Finance Office of the KPA. Under the direct supervision of the Chief Financial Officer, the incumbent performs the following functions:

- Verification of Commitment Payment Order (CPO) documents and ensuring that the commitments are registered in the Kosovo Financial Management Information System (KFMIS)
- Verification of authorized signatures, the economic category of expenditures on basis of the supporting documentation, and all other necessary data for international bank transfers on basis of supporting documentation;
- Recording of Expense Vouchers into the KFMIS and KPA's Financial Application;
- Delivers the complete financial documentation to the Certifying Officer for certification and approval in the KFMIS;
- Monitors the detailed budget execution of KPA Kosovo Consolidated Budget and performs different budget and finance analyses in accordance with internal financial control procedures.

#### Required qualifications and experience

- University Degree in Finance, Accounting or any other related field;
- One year of relevant experience in finance
- Excellent knowledge of Microsoft Excel, Word and database applications; and
- Good communication skills in English.

#### Finance Officer - Rental

Pristina (HQ)

**Salary level:** L-3 (approximately € 650 gross monthly)  
(Ref. №:KPA-020/2010)

The post is lying in the Finance Office of the KPA. Under the supervision of the Chief Financial Officer and Senior Finance Officer - Rental, the incumbent performs the following functions:

- Process rental incoming and outgoing payments on the daily basis;
- Register Incoming payments in 'Treasury Free Balance and KPA Finance Rental Scheme Data Base';
- Maintain Rental Scheme accounts (Rent, Deposit and Inventory) in line with rentals paid through commercial Banks and CBK deposits;
- Prepare the regular lists such as: transfer of funds to Landlords, return of deposit and return of wrong incomings;
- Archive daily transaction files in hardcopy and electronic version;
- Liaise with Property Administration Unit and Regional Offices to ensure smooth running of 'Rental Scheme' project;
- Maintain regular contact with CBK, Commercial Banks and Treasury for collection of financial extracts;

#### Required qualifications and experience

- University Degree in Finance, Accounting or any other related field;
- One year of relevant experience in finance;
- Excellent knowledge of Microsoft Excel, Word and database applications; and
- Good communication skills in English.

### Deadline for submitting applications is 07 July 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 PISG (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:** Nazim Gafurri/Miladin Popović 31, 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:** "Wiliam Walker "nn Prizren (at EULEX base) Tel: (038) 760 610/ (038) 760 611; **Skopje:** Vinichka Street No. 10 (CDRIM-building), first floor  
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[www.kpaonline.org](http://www.kpaonline.org)

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