



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 13/2010

№: 13/2010
Dated: 08 July 2010

Senior Procurement Assistant Pristina (HQ)

Salary level: L-2 (approximately € 567 gross monthly)
(Ref. №:KPA-021/2010)

The position is located in the Agency's Procurement Office in Pristina under the direct supervision of Senior Procurement Officer. The incumbent is responsible for dealing with procurement matters. His/her duties shall include, but are not limited to:

- Delivery of documents and other request to Public Procurement Agency, Public Procurement Regulatory Commission and Public Procurement Review Body regarding the procurement matters of the Agency;
- Assist in preparations of Procurement Plan for the KPA, based on inputs received from respective Departments and coordinates the submission of it to Public Procurement Agency as specified in the Public Procurement Law;
- Records all procurement requests in procurement database, and update all information related to procurement contracts, reminds respective units before contract expires.
- Drafts and dispatches "Invitations to Tender" and "Requests for Quotes", and follows up on timely receipt of responses;

Legal Officer, the Document Verification Unit Pristina (HQ)

Salary level: L-3 (approximately € 650 gross monthly)
(Ref. №:KPA-022/2010)

The position is located within the Document Verification Unit and under the direction of the Coordinator of the Document Verification Unit and Team Leader. His/her duties include, but are not limited to:

- Check and verify documents submitted by Parties;
- Conduct quality control of all verification reports submitted from the Region Offices;
- Participate on developing internal procedure on verification;
- Check and research data from the KCA and uses the same data for approving the Consolidated Verification Report;
- Liaise with IT on maintaining electronic application related to verification issues;
- Coordinates with other units within the Agency, related to the Verification issues;
- Cooperate with the Claims Processing Unit within the Agency relating to document disclosure.

Senior Legal Assistant, the Documents Verification Unit Pristina (HQ)

Salary level: L-2 (approximately € 567 gross monthly)
(Ref. №:KPA-023/2010)

The position is located within the Document Verification Unit and under the direction of the Team Leader. His/her duties include, but are not limited to:

- Check and verify particular documents submitted by Claimants or Respondent;
- Check and forward for verification all the documents submitted by the Claimant;
- Conduct quality control of all verification work as required;
- Participate on developing internal procedure on verification; Check and verify particular documents submitted by Claimants;
- Participate on developing internal procedure on verification;
- Liaise with IT on maintaining electronic application related to verification issues;

Deadline for submitting applications is 22 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 PISG (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) 334-5314; **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 Mitrovicë:** 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:** Vinichka Street No. 10 (CDRIM-building), first floor Telephone: +389 71 886 564

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