



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 13/2011

№: 13/2011
Dated: 31 August 2011

Re advertisement

Assets Officer

HQ Prishtina

Level: KCB Multiplier 6 (approx. 278.85 € gross monthly)

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

(Ref. №:KPA-025/2011)

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:

- Perform the duties of Assets Officer in accordance with the MF Administrative Instruction 21/2009 and KPA Internal Assets Procedure;
- Responsible for registration, supervision and maintenance of General Assets containing all information required under the AI No. 21/2009 and KPA internal assets management procedure;
- Register all assets in the General Assets Register, KPA Assets Registry and FMISK Account Registry based on the invoice and receipts;
- Provide the CFO with General Assets Register, KPA Assets Registry and FMISK Account Registry reports on quarterly basis and when required;
- Coordinate cases for write off of lost, stolen, damaged, or worn out assets;
- Perform other duties that may be assigned, as and when required by the immediate supervisor;

Required qualifications and experience:

- University Degree in Economics;
- Two years of professional experience in Finance, preferable in Inventory, Asset Tracking;
- Excellent computer and technical skills;
- Possession of valid driving license, with at least two-years driving experience (safe driving record)

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 14 September 2011

KPA ZYRAT/OFFICES/KANCELARIJE KPA-a

Selia/Headquarters/Sedište: Perandori Justinian 5, Prishtinë/Prishtina, 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 Mitrovice:** 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; **Prishtinë/Prishtina:** Rexhep Luci/Goleška 2, tel. (038) 225 473, fax.(038)244-854; **Prizren:** "Wiliam Walker" në 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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