



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 14/2010

№: 14/2010
Dated: 15 July 2010

Assistant Process Server Officer Pristina Regional Office

Level: KCB salary scale K-5 (approximately 179.30 Euro/month)
(Ref. №:KPA-024/2010)

The Assistant of Process Server Officer (PSO) will be employed in the KPA Regional Office under the supervision of the Head of Office and he/she shall report to him/her. He/she will be largely responsible for serving notification of claims and eviction orders in person on current occupants of properties under claim and other interested parties. The main duties can be described as follows:

- Delivery of official documents of the KPA, including notifications of claims and eviction orders in minority areas. He/she will also ensure that proof of service is obtained in each case, preferably by means of the signature of the recipient.
- The delivery process may involve liaison with law enforcement agencies. These duties may require travelling in hazardous areas, fulfilling tasks in stressful environment.
- Assist in file management. Prepare and update the Claims Gazette and Notifications of Claim and the Notices of Participation. Arrange for the Gazette to be placed on the notice board in the Regional Office;
- To provide clerical and secretarial assistance to the PSO in general administrative work (telephone calls receiving/dialling, photocopying official documents, filing, etc.);
- Drive office vehicles for delivery/collection of important legal documents, when required;

Qualifications and Experience:

- Minimum completion of a Secondary School.
- Minimum 2 years of professional experience.
- Previous legal or relevant professional experience will be an advantage. Knowledge in English and some translation/interpretational skills.
- Good knowledge of modern office equipment (IT/Comms, GPS, Digital Cameras, Photocopiers, etc.).
- Computer literate – Microsoft “Word” and “Excel”.
- Possession of a valid driving licence with some driving experience (preferred).
- Geographical knowledge of the region.

Archiving Assistant HQ-Pristina

Level: L-0 (approximately 279 € gross monthly)
(Ref. №:KPA-25/2010)

The position is located within the Administration Office. Under the overall supervision of the Section Leader Administration, the incumbent will be responsible for maintenance of the physical and electronic archiving of the KPA administrative documentation. His/her duties include, but are not limited to;

- Physical and Electronic archiving – according to KPA Internal Archive Procedure and the approved organisational archiving code/s;
- Scanning of documents submitted for archiving in PDF Format.
- Data entry – filling up variety of archiving applications. The relevant particulars/details shall be extracted from administrative documentation (electronic folders), summarised in the following areas:
 - general (incoming/outgoing) correspondence, admin/logistics and miscellaneous;
 - budget, accounting, finance and procurement;
 - personnel;
- Preliminary quality control of the entered archiving data (Archiving Application) and the attached data file;

Qualifications:

- Minimum completion of a Secondary School;
- Experience in archiving, file management and data entry will be an advantage
- Previous work experience in administration would be an advantage;
- Computer literate – Microsoft Office, Adobe Acrobat Professional;
- Command of English language;
- Working knowledge of Albanian and Serbo-Croatian (including Cyrillic script) is essential;
- Very good communication skills.

Deadline for submitting applications is 29 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) 334-5314; **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; **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

www.kpaonline.org

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