



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 15/2010

№: 15/2010
Dated: 28 July 2010

Driver/Interpreter
Mitrovica Regional Office
Level: KCB salary scale K-5 (approximately 179.30 Euro/month)
(Ref. №:KPA-026/2010)

Based in the KPA Mitrovica Regional Office, the Driver/Interpreter will be under supervision of the Head of Regional Office. He/She shall perform his/her duties in collaboration with staff in RO administration which includes:

- Drive office vehicles for transport of authorized personnel and delivery/collection of important legal documents and other items, as and when required.
- Participate in KPA evictions, illegally occupied residential property checks/visits, delivery of KPA Notifications, Verifications of claimed property addresses, etc.
- Provide verbal and/or written translation from Albanian and/or Serbo-Croatian and/or Turkish into English vice versa, as and when required;
- Do daily maintenance of the assigned vehicle and ensures that the vehicle is kept clean.
- Perform minor repairs and coordinate arrangements for regular service as per the passed mileages;
- Maintain/fill-up official vehicle paper work and ensure all relevant documentation is on place (insurance policies, traffic accident report forms, declaration forms, etc.;

Required qualifications and experience

- Secondary education diploma
- Relevant driving and translation experience
- Possession of valid driving license with safe driving records

Section Leader, Officer, Registry Implementation
HQ-Prishtina

Level: L-6 (approximately 956 € gross monthly)
(Ref. №:KPA-27/2010)

The position is located within the Registry Implementation and under the supervision of the Registrar. Besides assisting the Registrar in the management of the Registry Implementation, the incumbent is the focal point for communication on claims and properties succeeded to KPA from the mandate of the Housing and Property Agency (HPD). This includes, but not limited to:

- Drafting official external correspondence for Senior Management;
- Providing legal opinions and advice on issues pertaining to the previous mandate of HPD and the current KPA mandate;
- Assisting the Registrar in managing and developing the case handling processes within the responsibility of the Registry Implementation;
- Monitoring and overseeing the appeals process, including drafting correspondence to the Supreme Court of the Republic of Kosovo;
- Managing requests received to the Registry Implementation for notification of decisions, implementation of claims and other related matters; and
- Collect and report on relevant statistics.

Required qualifications and experience

- University degree in Law, preferably Master Degree or equivalent;
- Minimum three years of relevant experience;
- Excellent analytical, communication, negotiation, coordination and inter-personnel skills;
- Excellent knowledge of the Albanian, English and Serbian languages (candidate will be tested);
- Computer literate, especially of Microsoft Office.

Deadline for submitting applications is 11 August 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

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