



# Kosovo Property Agency VACANCIES

Gross monthly salary in €

SC-0	266	SC-5	802
SC-1	472	SC-6	910
SC-2	540	NPO-A	1,131
SC-3	619	NPO-B	1,296
SC-4	709	NPO-C	1,485

## Duty station Pristina

### Professional positions

<p><b>Coordinator, the Claims Commission</b> Salary level: NPO-B (Ref. №: KPA-001/2006) Under the supervision of the Secretary of the Claims Commission the incumbent is responsible for coordinating the work between the Commission and the domestic courts.</p>	<p><b>Registrar, the Registry</b> Salary level: NPO-B (Ref. №: KPA-002/2006) Under the supervision of the Executive Director the incumbent is responsible for the overall logistical processing of all claim cases filed with the Agency.</p>	<p><b>Coordinator, the Central Claims Processing Unit</b> Salary level: NPO-B (Ref. №: KPA-003/2006) Under the supervision of the Head of Operations the incumbent is responsible for managing and coordinating all substantive claims processing throughout the Agency.</p>
<p><b>Legal Officer, Oversight and Audit</b> Salary level: SC-4 (Ref. №: KPA-004/2006) Under the supervision of the Controller the incumbent is responsible for monitoring the execution of all internal substantive procedures and other routines, with special emphasis on property claims and carry out investigations related to complaints on breach of such.</p>	<p><b>Economist, the Oversight and Audit</b> Salary level: SC-3 (Ref. №: KPA-005/2006) Under the supervision of the Controller the incumbent is responsible for monitoring the execution of all internal case related financial procedures and other routines, with special emphasis on the compensation cases and rental for administered properties.</p>	<p><b>Team Leader Rental, the Property Administration Unit</b> Salary level: SC-3 (Ref. №: KPA-006/2006) Under the supervision of the Unit Coordinator the incumbent is responsible for executing all procedures related to the rental of administered abandoned properties, in addition to managing all staff allocated to the rental scheme throughout the Agency.</p>
<p><b>Coordinator, the Document Verification Unit</b> Salary level: NPO-A (Ref. №: KPA-007/2006) Under the supervision of the Head of Operations the incumbent is responsible for managing and coordinating all document verification throughout the Agency.</p>	<p><b>Senior Legal Officer, the Field Support Unit</b> Salary level: SC-5/6 (Ref. №: KPA-008/2006) Under the supervision of the Unit Coordinator the incumbent is responsible for follow up-activities related to security or safety issues involving KPA-staff and post-enforcement issues related to claimed properties.</p>	<p><b>Senior Legal Officer, Central Claims Processing Unit</b> Salary level: SC-5 (Ref. №: KPA-009/2006, multiple posts) Under the supervision of the Unit Coordinator the incumbent is responsible for processing allocated claims in line with applicable rules and procedures.</p>

### Management positions

<p><b>External Relation Officer, the Advisory</b> Salary level: SC-6 (Ref. №: KPA-010/2006) Under the supervision of the Legal and External Relation Adviser the incumbent is responsible for media research and advise on assigned issues.</p>	<p><b>Finance Officer, the Programme Management</b> Salary level: SC-5 (Ref. №: KPA-011/2006) Under the supervision of the Program Management Officer the incumbent is responsible for supervising the Finance Office by discharging his/her duties in accordance with Law on Public Financial Management and Accountability of 2003.</p>	<p><b>Finance and Personnel Officer, the Programme Management</b> Salary level: SC-5 (Ref. №: KPA-012/2006) Under the supervision of the Program Management Officer the incumbent is responsible for supervising the Finance and Personnel Office by discharging his/her duties in accordance with Law on Public Financial Management and Accountability of 2003, UNMIK Regulation 2001/36 and AI 2003/02.</p>
<p><b>Executive Officer, the Office of the Executive Director</b> Salary level: SC-5 (Ref. №: KPA-013/2006) Under the supervision of the Executive Director the incumbent is responsible for administration and management of the front office of the Agency.</p>	<p><b>Team Leader – Inventory, the Programme Management</b> Salary level: SC-3 (Ref. №: KPA-014/2006) Under the supervision of the Program Management Officer the incumbent is responsible for supervising the movement of assets, updating database of inventory, physical counting of assets, etc.</p>	<p><b>Team Leader – Transport, the Programme Management</b> Salary level: SC-3 (Ref. №: KPA-015/2006) Under the supervision of the Administration and Logistic Officer the incumbent is responsible for the orderly and effective management of the entire transport fleet of the Agency.</p>
<p><b>Team Leader – notification and enforcement, the Filed Support Unit</b> Salary level: SC-3 (Ref. №: KPA-016/2006) Under the supervision of the Unit Coordinator the incumbent is responsible for planning and supervising all notifications and enforcement activities throughout Kosovo.</p>	<p><b>Executive Officer, the Claims Commission</b> Salary level: SC-5 (Ref. №: KPA-017/2006) Under the supervision of the Secretary of the Commission the incumbent is responsible for administration and management of the Office of the Claims Commission.</p>	<p><b>Team leader – operation room, the Field Support Unit</b> Salary level: SC-3 (Ref. №: KPA-018/2006) Under the supervision of Unit Coordinator the incumbent is responsible for monitoring all ongoing field activities throughout Kosovo.</p>

### Assistants positions

<p><b>Claims Database Assistant, the Outreach Unit</b> Salary level: SC-2 (Ref. №: KPA-019/2006) Under the supervision of the Unit Coordinator the incumbent is responsible for monitoring the data entry into the central claims database to ensure accuracy, quality and consistency.</p>	<p><b>Administrative Assistant, the Programme Management</b> Salary level: SC-1 (Ref. №: KPA-020/2006) Under the supervision of the Program Management Officer the incumbent is responsible for assisting the PMO on LPSB and management of files/records, minutes, etc.</p>	<p><b>External Relation Assistant, the Advisory</b> Salary level: SC-3 (Ref. №: KPA-021/2006) Under the supervision of the Legal and External Relation Adviser the incumbent is responsible for maintaining and enhancing the Agency's communication with the minority communities of Kosovo.</p>
---	--	---

### Information Technology positions

<p><b>Coordinator, the Information Technology Unit</b> Salary level: NPO-B (Ref. №: KPA-022/2006) Under the supervision of the Program Management Officer the incumbent is responsible for enhance IT-infrastructure to include claim intake, claim processing management and rental collection.</p>	<p><b>Senior Database Programmer, the Information Technology Unit</b> Salary level: SC-6 (Ref. №: KPA-023/2006) Under the supervision of the Coordinator, IT Unit, the incumbent is responsible for design, development and quality control of relevant databases, their daily maintenance and backup, in addition to development and quality control of various web- and desktop-based applications for data entry.</p>	<p><b>Network Administrator, the Information Technology Unit</b> Salary level: SC-4 (Ref. №: KPA-024/2006) Under the supervision of the Coordinator, IT Unit, the incumbent is responsible for administering the Local and Wide Area Network and server's configurations.</p>
--	--	---

### Translation positions

<p><b>Coordinator, the Translation Unit</b> Salary level: NPO-A (Ref. №: KPA-025/2006) Under the supervision of the Head of Operations the incumbent is responsible for coordinating all translation work throughout the Agency, in addition to manage the HQ-based Translation Unit.</p>	<p><b>Senior Language Officer, the Translation Unit</b> Salary level: SC-5/6 (Ref. №: KPA-026/2006, two posts) Under the supervision of the Unit Coordinator the incumbent is responsible for high quality translation of assigned work from a local language to English and vice versa, with emphasis on written translation of legal documents.</p>	<p><b>Senior Language Officer, the Translation Unit</b> Salary level: SC-5/6 (Ref. №: KPA-027/2006, two posts) Under the supervision of the Unit Coordinator the incumbent is responsible for high quality translation of assigned work from a local language to English and vice versa, with emphasis on simultaneous oral translation.</p>
---	---	--

## Duty station outside Pristina

<p><b>Coordinator – Belgrade</b> Salary level: NPO-B (Ref. №: KPA-028/2006) Under the supervision of the Executive Director the incumbent is responsible for the management, administration and claim intake operations in Montenegro and Serbia proper.</p>	<p><b>Team Leader – Podgorica</b> Salary level: SC-3 (Ref. №: KPA-029/2006) Under the supervision of the Coordinator, the Office in Belgrade, the incumbent is responsible for management, administration and claim intake operations in Montenegro.</p>	<p><b>IT Officer – Belgrade</b> Salary level: SC-3 (Ref. №: KPA-030/2006) Under the supervision of the Office Coordinator the incumbent is responsible for supervising, operating and maintaining all IT-equipment located outside Kosovo, incl. servers.</p>
--	--	---

**Deadline for submitting of applications is 4 July 2006**

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from [www.kpaonline.org/jobsNAT1.asp](http://www.kpaonline.org/jobsNAT1.asp) or collected at any of the KPA offices. Applicants are requested to complete a United Nations Personal History Form (P.11) available at all United Nations offices or at [www.kpaonline.org/downloads/p11.rtf](http://www.kpaonline.org/downloads/p11.rtf). Complete applications may be submitted for attention of the Personnel Office prior to the above deadline by hard copy to any KPA office, by e-mail to [recruit@hpdkosovo.org](mailto:recruit@hpdkosovo.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:** Rexhep Luci Street 28/Goleska Street 2, Prishtinë/Prishtina, tel. (038) 225-473 and 249-918, fax. (038) 249-919

**Beograd:** Kosovska 49/8, tel. (011) 334-5513, fax. (011) 334-5314; **Gjilan/Gnjilane:** Rade Popović, tel. (0280) 20-289, fax. (0280) 24-067; **Mitrovicë/Mitroviça:** Mbretresha Teuta/Nenadović 14 (vis a vis UN HQ/Jugobanka), tel. (028) 30-136, fax. (028) 30-139; **Pjesa Veriore e Mitrovicës/Severni deo Mitroviçe:** ndërteser e AKM-së (afër Stacionit Verior të Policisë së UNMIK-ut)/Trepça-building/zgrada KPA (pored UNMIK-ove Policijske Stanice Sever); **Pejë/Peć:** Moša Pijade 54, tel. (039) 32-968, fax. (039) 32-970; **Podgoricë/Podgorica:** Crnogorskih Serdara bb, tel. (081) 624-216; **Prishtinë/Prishtina:** Rexhep Luci/Goleska 2, tel. (038) 225-473, fax. (038) 244-854; **Prizren:** Zef Lush Marku/Jeronim De Rada/Metohijska 63, tel. (029) 631-429 and (038) 504-604/Ext. 8046; **Skopje:** Vinichka 10 (CDRIM-building) second floor, tel. (+389-2) 265-6291 and 265-6680

[administrator@hpdkosovo.org](mailto:administrator@hpdkosovo.org) – [www.kpaonline.org](http://www.kpaonline.org)