



# Kosovo Property Agency

## VACANCY ANNOUNCEMENT

№ 33/2009

### Salary Scale

L-0	279 to 357	L-5	842 to 1110
L-1	496 to 648	L-6	956 to 1259
L-2	567 to 742	NPO-A	1,188 to 1494
L-3	650 to 852	NPO-B	1,361 to 1712
L-4	744 to 978	NPO-C	1,559 to 1961

### Re Advertisement

#### Notification Expert

Salary level: L- 1

Ref. №: KPA-042/2009 (re advertisement)

Duty station: Peje/Pec

Under the direct supervision of the Head of the Regional Office and in conformity with the instructions of the Regional Coordinator, the incumbent shall be responsible for notification of respondents, including:

- Locating properties and/or land parcels claimed with KPA;
- Notification of respondents and collecting data in conformity to SOP and instructions given through the chain of command;
- Preparing reports and documents;
- Any other duties as assigned by the supervisor.

#### Cadastral Expert – Information Unit

Salary level: L-3

Ref. №: KPA 043/2009 (re advertisement)

Duty station: Pristina

The position is located within the Information Unit and under the supervision of its Coordinator the incumbent is responsible for assistance in quality control of the notification of responding parties. His/her duties will include, but are not limited to:

- Locating land parcels;
- Assistance in field operations;
- Training of assigned staff members in HQ and regional offices on the use of geodesic equipment and identification of land parcels;
- Liaising with the Cadastral Office and Courts on matters pertaining to KPA field operations.
- Assisting in preparing reports, documents and maintaining database, and
- Quality Control of the notification of KPA claims.

### Deadline for submitting applications is 16 December 2009

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from [www.kpaonline.org/jobs](http://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](http://www.kpaonline.org/downloads/phf). 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](mailto: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:** Nazim Gafurri/Miladin Popović 31, 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:** ndërteser 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:** “William 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](http://www.kpaonline.org)

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