



Kosovo Property Agency

VACANCY ANNOUNCEMENT

№ 34/2009

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

New Advertisement

Legal Officer – the Claims Processing Team

Salary level: L- 4

Ref. №: KPA-045/2009

Duty station: HQ, Pristina

The position is located within the Claims Processing Team under the supervision of its Coordinator. The incumbent is responsible for processing allocated claims in line with applicable law and procedures. His/her duties include, but are not limited to:

- Request and scrutinize documentary evidence and make written legal assessments;
- Conduct follow up interviews with parties;
- Prepare cases for referral to the Claims Commission for adjudication;
- Provide the Commission with all necessary support to ensure a swift and secure processing of the claims; and
- Present and argue cases before the Claims Commission during its sessions, and the Courts when necessary.

Administrative Assistant, Logistics-Administration Unit

Salary level: L-2

Ref. №: KPA 046/2009

Duty station: HQ, Pristina

The position is located within the Administration Unit. Under the direct supervision of the Team Leader, Administration. His/her duties include, but are not limited to:

- Assisting the Administrative TL in completion of daily tasks
- Perform the duties of Logistics Officer in accordance to the MEF Administrative Instruction 2005/11
- Assisting in the preparation of procurement requests for goods and services
- Assisting in the supervision of BM Assistants and Cleaners
- Assisting in the supervision of the Security Guarding Company and Electronic Security System.
- Updating and maintaining the general KPA Inventory Database.

Deadline for submitting applications is 22 December 2009

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. 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: 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:** 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:** “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

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e përkrahur nga - supported by - podržavaju

