



Kosovo Property Agency VACANCY ANNOUNCEMENT

№: 35/2009
Dated: 08 December 2009

KCB position

Title of Post: Administrative Assistant, Enforcement Unit
Level: KCB salary scale (179.30 € per month)
Duty Stations: HQ, Prishtinë/Pristina
Starting Date: ASAP
Duration: 31/12/2010
Reference №: KPA- 047/2009

The Administrative Assistant (AA) will be employed in the KPA HQ under the supervision of the Head of Enforcement Unit and he/she shall report to him/her. The AA will assist the Head of Unit to enable him/her and the office to fulfil their duties and responsibilities in providing high quality administrative support, effectively and efficiently. In generic terms, however, the main duties can be described as follows:

- Tasks designated KPA during the post- warrant for eviction process;
- Track any correspondence or requests received post-eviction warrant for efficient processing;
- Track progress within the Enforcement Unit application in regards to eviction;
- Arrange the eviction schedule with the claimants
- Prepare and coordinate with the respective staff in the regions eviction plan;
- Prepare the schedule for the enforcement teams;
- Prepare and coordinate the KPA forecast eviction schedule with information unit

Deadline for submitting of applications is 22 December 2009

Detailed Terms of References (TORs) and requirements for these positions may be downloaded from www.kpaonline.org/jobs.asp or collected at any of the KPA offices. Applicants are requested to complete a PISG (KCB) Application Form available at: http://www.kpaonline.org/PDFs/PISG.application_form.pdf. Complete applications along with one page Curriculum Vitae (CV) supported by photocopies of certificates/diplomas, recommendations, etc. 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 Srdara 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

*e themeluar nga rregullorja e UNMIK-ut 2006/10 - established by UNMIK Regulation 2006/10 - osnovana pod UNMIK Uredbom 2006/10
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