



Kosovo Property Agency
VACANCY ANNOUNCEMENT
№ 003/2014

Dated: 08 May 2014

Senior Legal Officer – Claims Processing Team

Pristina

Level: P-6 (approx. € 900.75 gross monthly)

(Ref. №:KPA-004/2014)- 2 positions

The position is located within the Claims Processing Team under the supervision of its Coordinator. The incumbent is responsible for the review and processing of allocated claims in line with applicable law and procedures for referral to the Kosovo Property Claims Commission (KPCC) for adjudication. His/her duties include, but are not limited to

- Request and scrutinize documentary evidence and make written legal assessments/recommendations;
- Conduct follow up interviews with parties to a claim;
- Provide the KPCC with all necessary support to ensure a swift and secure processing of the claims; and
- Present and argue cases before the KPCC during its sessions and Courts if/where necessary;
- Conduct legal research if/when requested.

Required qualifications and experience:

- University degree in Law and relevant trainings; a Master's degree or equivalent, successful completion of bar exam, competence in international law, property law are all an advantage;
- Minimum 3 years of relevant professional experience, preferably in property law;
- Fluency in Albanian and/or Serbian oral and written language (including Cyrillic script) is essential;
- Command of oral and written English language;
- Previous experience in drafting legal documents, presenting and arguing cases before a court or tribunal is an advantage;
- Strong communication and analytical skills are essential; and
- Computer literate, especially on Microsoft Office.

This post is classified as a career post as per paragraph 1.1 of Article 12 of Law no. 03/L-149 on the Civil Service of Republic of Kosovo.

Conditions for the participation in the recruitment process: Citizens of the Republic of Kosovo who have reached maturity, who have full capacity to act, who are in possession of their civil and political rights, who have educational background and professional competences required to carry out executive, managerial duties or implementation of administrative functions and who meet the physical conditions required for the concerned position have the right to take employment in the Civil Service of Kosovo.

Note: Selection procedure is regulated by the Regulation No. 02/2010 on Recruitment Procedure in Civil Service.

Application procedure is open for external candidates and existing civil servants.

Kosovo civil service offers equal opportunities for employment for all citizens of Kosovo and welcomes applications from all men and women of all communities in Kosovo. Non-majority community and their members are entitled to fair and proportional representation in central and local bodies of public administration in civil service as specified under Article 11. Paragraph 3 of the Law no. 03/L-149 on the Civil Service of Republic of Kosovo.

Detailed Terms of References and requirements for the position may be downloaded from www.kpaonline.org/jobs or collected at any of the KPA offices. Interested applicants are requested to apply online through KPA web site: <http://www.kpaonline.org/jobs.asp>
Applications received after the deadline will not be considered. Non complete application forms may be rejected. Because of the big number of the applications only short listed candidates will be contacted. For more details or information you can contact KPA Human Resources Office through e-mail: recruit@kpaonline.org

Deadline for submitting applications is 22 May 2014

KPA ZYRAT/OFFICES/KANCELARIJE KPA-a

KPA ZYRAT/OFFICES/KANCELARIJE KPA-a. Selia/Headquarters/Sedište; Perandori Justinian 5, Prishtinë/Priština, tel. 038 249 918, fax. 038 249 919. Gjilan/Gnjilane; Lidhja e Prizrenit 114, tel. 0280 320 289, fax. 0280 324 067. Mitrovicë/Mitroviça; Shemsi Ahmeti nn, tel. 028 530 136/7, fax. 028 530 139. Pjesa Veriore e Mitrovicës/Severni deo Mitrovice; Filip Visnjic (ndertesa e Trepces/ zgrada Trepce / Trepca building) kati/sprat/floor 2 nr.18. Pejë/Peçë; Mbretëresha Teutë 85, tel. 039 431 668, fax. 039 432 970. Prishtinë/Priština; Rexhep Luci/Goleška 2, tel. 038 225 473, fax. 038 244 854. Prizren, De Rada" str No: 74 (behind shopping center - Ben Af) , tel. 029 231 469, fax. 029 231 429. Podgoricë/Podgorica; Crnogorskih Sedara, tel. 082 20 624 216. UNHCR Property Offices - Beograd/Beograde; Višegradska 23, tel.011 362 13 93, fax.011 361 27 48. Kragujevc/Kragujevac; Karadjordjeva 17, zyra/kancelarija/office 11, tel.034 355 651, fax 034 355 652.

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