

The United Nation Office for Project Services (UNOPS), a major service provider of project management and implementation services to the United Nations System and developing countries. On behalf of Housing and Property Directorate, a programme of United Nations Mission in Kosovo, UNOPS seeks qualified applicants for the following position:

**Vacancy Code:** HPD/04-004  
**Title of Post:** Liaison Officer  
**Post Level:** UNOPS ALD equivalent to P-2  
**Project Title:** Housing and Property Directorate, UNMIK/ CA  
**Duty Station:** Pristina  
**Starting Date:** ASAP  
**Contract Duration:** 6 months (renewable)  
**Closing Date:** 25/07/2004

### **Background:**

The Housing and Property Directorate (HPD) and the Housing and Property Claims Commission (HPCC) are internationally supervised bodies mandated to regularize housing and property rights in Kosovo. The HPD was established by UNMIK on 15<sup>th</sup> November 1999 to achieve efficient and effective resolution of property disputes on the territory of Kosovo, and to provide creative and fair solutions for the many people of Kosovo whose rights to property have been affected by ethnic discrimination or the recent conflict.

HPD has six offices in Kosovo, and a Liaison office in Belgrade with a field office in Podgorica.

### **Main duties and responsibilities:**

The position is in the Executive Office of the Director. Under the supervision of the Executive Director, the Liaison Officer is specifically responsible for the following:

- Responsible for ensuring efficient and effective delivery of HPD work programme and targets for Serbia proper and Montenegro, by providing overall supervision and guidance to local staff in the Belgrade Liaison office;
- Drafting replies to correspondence received from other agencies, institutions, other UNMIK formations and the media.
- Ensuring that all information released by the HPD, in whatever form, is of a professional standard, coordinated, and supportive of each other;
- Assisting in the development and implementation of external relations and public information plans in support of the HPD mandate;
- Assisting in supporting and promoting the integration of HPD public information strategy with local government, Government of the State Union of Serbia and Montenegro and UNMIK;
- Assisting in the preparation of visual presentations on the HPD performance and activities for presentation to concerned officials within the UN community, donors government authorities and other associated agencies;
- Organizing delegation/media visits and give necessary briefings;
- Frequent travel within the mission area and regular weekly visits to the HPD office in Belgrade;
- Carrying out any other tasks that may be assigned from time to time.

### **Qualifications and Experience Required:**

- University degree in social sciences, international relations, law or any other relevant discipline;
- At least 2 years experience working in external relations, or public information, or within a legal setting, preferably within the UN system, or NGOs;

- Excellent drafting, negotiations and communicative skills are requirement;
- Excellent command of written and spoken English is essential. Working knowledge of Serbian/Albanian would be an asset;
- Ability to take initiative and be a team player;
- Sound computer skills, in particular Word, Excel, Lotus Notes and Power-point;
- Ability to work under pressure and for long hours;
- Able to work in a multi-cultural environment;
- A valid driving license.

**Notes:**

1. Interested applicants should submit their completed application forms (P.11) by e-mail to [intrecruit@hpdkosovo.org](mailto:intrecruit@hpdkosovo.org) or fax at **(038) 244-854** for attention of Human Resources Assistant. Please clearly specify the **Vacancy Code No.** of the post applied.
2. Applications from qualified women candidates are encouraged.
3. Due to large number of applicants only short-listed candidates will be contacted.