

KOSOVO REAL ESTATE CADASTRE & GEOSPATIAL INFRASTRUCTURE PROJECT (REGIP)

Terms of Reference for:

Local Cadastre Officer – Member of the Subcommittee Supporting the Committee for the Formalization of Factual Situations and Resolution of Inconsistencies in the Immovable Property Rights Register

Reference No.: XK-KCA-559655-CS-INDV

The Government of Kosovo has received a Credit from the International Development Association (IDA) in the amount of 14.60 million to US dollars finance the Real Estate Cadastre & Geospatial Infrastructure Project, expected to be implemented within a five-year period. The project proposed aims to assist the Government of Kosovo in improving transparency and quality in land administration, geospatial data and services. The Kosovo Cadastral Agency (KCA) is the implementing agency for the REGIP project, within which the Project Implementation Unit (PIU) will be established. The PIU will have personnel consisting of the Head of the PIU, Procurement Specialist, Financial Management Specialist, Communication and Public Relations Specialist, Legal Specialist, and other technical staff, such as GIS/Cadastre Experts, etc.

Within the REGIP, one of the key activities is the Cadastral Reconstruction (CR) project. CR is planned to be implemented in 115 priority cadastral zones.

CR will be carried out by contracted economic operators who will reconstruct cadastral information in the designated cadastral zones. The activities performed by the economic operators will be monitored by the quality control contractor.

Based on Article 42 of Law No. 08/L-237 on Cadastre of Immovable Property, KCA will establish subcommittees to fulfill obligations arising from the reconstruction process and to provide support to the Committee during this process.

The PIU is currently seeking to recruit a Cadastral Officer.

Job description and responsibilities

The local officer will support the sub-committees in assisting the Cadastral Reconstruction Committee, as defined in Article 42 of Law No. 08/L-237 on Cadastre of Immovable Property and Article 13 of Administrative Instruction (MESPI) No. 08/2024 on Subcommittees and Committees for Cadastral Reconstruction and Immovable Property Rights Register, as well as any other tasks required by KCA or the CR Committee.

The officer will be stationed at KCA premises in Prishtina but must be willing to travel to various project locations across the country, hold multiple meetings, and work under pressure. Transportation will be provided by KCA.

Cadastral Officer (1)

The Cadastral Officer shall perform the following duties:

- Assist in the review of documentation for cases related to the completion or correction of cadastral data during the project;
- Support legal experts and review cases concerning the recognition and formalization of uncontested property rights over immovable property in cases of non-formalized inheritance; In cooperation with the Economic Operator, prepare and propose the opening of the public display process, including notification of the date, organization and management of the public display;
- Take statements from parties and collect the necessary documentation and evidence for decision-making;
- Support the CR Commission in reviewing requests and appeals submitted by property owners; Review cases involving the completion or correction of data where cadastral data are incomplete or incorrect, and submit such cases to the Commission for approval;
- Cooperate with institutions and authorized persons in using the necessary data to obtain documentation and evidence for decision-making concerning the correction of incomplete or incorrect cadastral data.
- Perform other related support duties upon reasonable request by the KCA.

Cadastral Officer (1)

Qualifications required

- Bachelor' degree in Geodesy;
- At least one (1) year of professional work experience;
- Excellent drafting, analytical, communication, coordination, and interpersonal skills;
- Fluency in Albanian is required;
- Knowledge of English and Serbian shall be considered an advantage;
- Excellent knowledge of computer applications, including Word and Excel.

Work outcomes

The main outcome of the professionally performed work should satisfactorily support the main CR Committee during the project implementation.

Regarding the fulfillment of tasks described in the job description and responsibilities, the Local Expert will be required to prepare and submit work reports for the specified tasks, in accordance with the CR implementation plan.

Working conditions and performance period

The recruited local officer will work full-time (8 hours), and the contract duration is expected to be until the end of the REGIP project (30 November 2026). Payment will be made based on the monthly amount agreed upon in the contract. The officer is expected to commence services upon signing the contract. The officer will be stationed at KCA premises in Prishtina but must be willing to travel to various project locations across the country, hold multiple meetings, and work under pressure.

Reporting

The local officer will report to the responsible person designated by the KCA, and will submit a monthly work attendance report to calculate the actual working days during the calendar month,

Selection process

Experienced and qualified individuals will be hired according to the provisions of the World Bank Procurement Regulations for Borrowers for Investment Project Financing (IPF), issued in July 2016 and revised in November 2017 and August 2018, based on an open call for selection of Individual Consultants.

The Kosovo Cadastral Agency is committed to the principles of equal employment opportunities and making employment decisions based on merits. We are committed to implementing state laws that provide equal employment opportunities, as well as all laws related to employment conditions. The Agency aims to maintain a workplace free of sexual harassment and discrimination based on race, religion, colour, national origin, sexual orientation, physical and mental disabilities, marital status and any other condition protected by state laws.