

Real Estate Cadastre & Geospatial Infrastructure Project (REGIP)

Terms of Reference for

Cadastre Specialist for Utilities Cadastre (2 positions)

Reference No. XK-KCA-501208-CS-INDV

The Government of Kosovo (GK) has received a Credit from the International Development Association (IDA) in the amount of EUR 14.60 million to 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 enhancing 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 be staffed with the Head of PIU, Procurement Specialist, Financial Management Specialist, Public Relations and Communications Specialist and other technical staff such as GIS/Cadastre Specialists, etc.

The PIU will be responsible for the day-to-day implementation of the project and provision of specific technical oversight for the project activities. The PIU will oversee all aspects of the reliability, including procurement, financial management, monitoring and evaluation, and project safeguard measures under the Project.

The project components are Component A - Policy, Legal and Institutional Support; Component B - Cadastre Modernization; Component C - ICT and Geospatial Infrastructure and Component D - Project Management, Capacity Building, Public Information and Monitoring and Evaluation.

The PIU is looking for two (2) full-time Cadastre Specialists to assist the PIU/KCA in the Utilities Cadastre in issues within the REGIP project.

Objectives

The objective of this activity is to support the KCA in identifying existing utility data within municipalities and other institutions, as well as to provide support in monitoring the work on behalf of the KCA during the implementation of Utilities Cadastre activities for the pilot project in Prishtina, and in the data collection phase in 3-5 other major cities in Kosovo. The KCA aims to engage two Cadastre Specialists to support the development, execution and oversight of the Utilities Cadastre on behalf of the KCA.

Responsibilities of the Cadastre Specialist

The Cadastre Specialist position is a full-time role for a fixed-term period until the completion of the REGIP project. The Specialist will be based at the KCA premises in Prishtina, with frequent field visits and travel to Municipal Cadastral Offices in support of cadastral activities. The Specialists will work together and will be responsible for tasks related to the Utilities Cadastre.

The main duties of the Cadastre Specialists will include, but are not limited to:

- Identifying existing utility data in relevant institutions and providing support to the KCA in monitoring activities during the implementation of the Utilities Cadastre for the pilot project in Prishtina, and during data collection in 3-5 other major cities in Kosovo.

Identification includes:

- The initial identification of existing utilities data held by relevant institutions that are the owners of utilities;
- The detailed specification of utilities data, by institution/source for each identified dataset, including:
 - Data format – digital or hard copy;
 - Whether the data is maintained regularly;
 - The scale of the utility maps;
 - If the data is in digital form, what is the data model and in which software system the data is stored and managed;
 - For digital datasets, identify whether historical records are maintained.
- Supporting the KCA in the drafting of administrative and technical guidelines for the Utilities Cadastre as part of the KCA's working groups;
- Participating in the preparation of Terms of Reference (ToR), serving on evaluation committees and other relevant activities related to the Utility Cadastre;
- Finalizing Technical Specifications for utility units for the further development of the KCLIS (Graphical, Textual and Geoportal);
- Providing support in the implementation and oversight of Utilities Cadastre projects in 3-5 other major cities across Kosovo;
- Performing any other duties as requested by the Executive Director of the KCA, the Director of the Cadastre Department at the KCA, or the Head of other PIU related to the Utility Cadastre within REGIP project.

Cadastral Specialist

Qualifications and required experience

- University degree in geodesy, geomatics, cadastral, land administration or a related field;
- Minimum of 3 years of work experience in cadastral, land administration or utilities management;
- Proven knowledge and hands-on experience working with GIS and spatial database management systems,
- Demonstrated experience with utilities asset management systems;
- Language skills: Proficient knowledge of English and Albanian is required; Knowledge of Serbian will be considered an advantage;
- Excellent skills in Microsoft Word, Excel, and PowerPoint are required;
- Knowledge, skills and experience with international organizations such as the World Bank or other International Development Partners will be an added advantage;

Required competencies and skills

- Strong organizational skills and the ability to quickly learn complex systems and procedures; Ability to work independently and effectively within a team environment;
- Capacity to work with minimal supervision and with close attention to detail;
- Ability to take initiative, set priorities, coordinate work and operate effectively under pressure to meet tight deadlines and manage extended working hours when required;
- Ability to work in a diverse, multi-ethnic and multicultural work environment;

Period of performance

The Cadastral Specialist will be engaged on a full-time basis and the duration of the contract will be until the completion of the REGIP project, i.e., November, 30 2026. Payment will be made on the basis of the monthly fee stipulated in the contract. The Utility Cadastral Specialist is expected to commence services upon signature of the contract.

Reporting

The Cadastre Specialists will report to the Director of the Department of Cadastre and Immovable Property Rights and will submit a monthly timesheet to account for the actual working days during the calendar month.

Selection process:

Experienced and qualified individuals will third 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.

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.