

Kosovo Real Estate Cadaster and Geospatial Infrastructure Project (REGIP)

Terms of Reference for

Cadastre Specialist for Utility Cadaster (2 positions)

(Contract Ref number REGIP- XK-KCA-101500-CS-INDV)

The Government of Kosovo GoK has received a Credit from the International Development Association (IDA) in the amount of 14.60 million EUR to finance the Real Estate Cadaster & Geospatial Infrastructure Project, expected to be implemented within a five years period. The proposed Project aims to assist the Government of Kosovo to increase the transparency and quality of land administration and geospatial data and services. The Kosovo Cadastral Agency (KCA) is the implementing agency for REGIP project within which a Project Implementation Units (PIU) is established. The PIU is staffed with a Head of PIU, Procurement Specialist, Financial Management Specialist, Public Relation and Communication and other technical staff such as GIS/Cadastre Specialist, etc.

The PIU is responsible for day-to-day Project implementation and for providing specific technical oversight to project activities. The PIU is also responsible for all fiduciary aspects, such as procurement, financial management, monitoring and evaluation, and safeguards under the Project. The Components of the project 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 Outreach, and Monitoring & Evaluation.

The PIU is looking for two (2) Full time Cadastre Specialist to assist PIU/KCA on Utility Cadastre issues within the scope of REGIP project.

Objectives

The objective of this activity is to support KCA in the identification of existing data for utilities in Municipalities and other institutions and also for the support in monitoring the work on behalf of KCA during the implementation of the activities of Utility Cadastre for the pilot in Prishtina and data collection in 3-5 other bigger cities in Kosovo. KCA intends to hire two Cadastre Specialists to support the development, execution, and oversight of the Utility Cadaster on behalf of KCA.

Responsibilities of the Cadastre Specialists

The Cadastre Specialist is a Full-Time position for a two year fixed term that will be located within the KCA headquarters in Prishtina, with frequent travel to the field and Municipal Cadastral Offices in support of cadastral operations. The specialists will work together and be responsible for the tasks on Utility Cadastre

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

- To identify the existing utility data in other institutions and support the KCA for monitoring the work during the implementation of the activities of Utility Cadastre for the pilot in Prishtina and data collection in 3-5 other bigger cities in Kosovo. **The identification includes:**
 - initial identification of existing utility data in respective institutions as utility owners,
 - detailed specification of utility data, by institution / source. for each data set identified, it will be required to determine:
 - Format of data – digital or on paper
 - If the data are maintained on a regular base
 - The scale of the utility maps
 - If data are in digital form, what is the data model and in what kind of software the data are maintained
 - In case of digital data do they keep the history etc.
- Drafting technical guidelines for Utility Cadastre as a part of KCA working groups;
- Drafting the Administrative Instructions for Utility Cadastre units,
- Participates in preparation of ToR's, participates on evaluation committees for the activities related to cadastre, and other activities at KCA
- Finalizing the technical specifications of utility units for further development of KCLIS (Graphic, Textual and Geoportal),
- Continue with supporting the implementation and oversight of the Utility Cadastre Projects in 3-5 other bigger cities in Kosovo
- Any other duties required by the Executive Director of KCA, Director of Cadastre Directorate of KCA and Head of PIU related to REGIP project.

Cadastral Specialist

Required qualifications and experience

- University degree in Geodesy, Geomatics, Cadastre, Land Administration, or related fields;
- Minimum 3 years working experience in Cadastre, Land Administration or utility management.;
- Language knowledge: English and Albanian language proficiency/essential; Serbian language skills would be an advantage;
- Excellent skills in Microsoft Word, Excel and Power Point are required;
- Demonstrable knowledge and practical experience in working with GIS or dbms systems, or existing knowledge and experience of working with utility facilities management systems
- Knowledge, skills and experience with international organizations like World Bank or other International Development Partners will be an added advantage;

Required competencies and abilities

- To be well organized and able to learn complex systems and procedures quickly;
- Ability to work independently and effectively in a team environment
- Ability to work effectively with minimum supervision and careful attention to details;
- Ability to take initiative, prioritize and coordinate work, handle pressure from strict deadlines and long hours;
- Ability to function within a diverse multiethnic and multicultural working environment;

Period of Performance

The Cadastral Specialists will work on a full time basis and the contract duration is two years from the date of appointment. The duration of contract will be subject to satisfactory performance agreed during a formal scheduled annual evaluation. The remuneration will be paid based on the monthly rate agreed in the contract. The Cadastral Specialist is expected to commence services upon signing of the contract.

The appointment is expected to commence on June 2023.

Reporting

The Cadastral Specialists will report to the Director of Directorate for Cadastre and Immovable Property Rights and will submit monthly time-sheets to account for the actual days worked during the calendar month.

Selection process

Experienced and qualified individuals will be selected under the provisions of the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers, issued in July 2016, and revised November 2017 and August 2018, based on open call.

Kosovo Cadastral Agency is dedicated to the principles of equal employment opportunities and it is also dedicated to take decisions for employment based on merits. We are dedicated to apply the state laws offering equal employment opportunities, as well as all the laws that have to do with employment conditions. The Agency desires to keep a working environment without sexual harassment or without discriminations based on the race, religion, color, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition defended by state laws.