



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on July 30 2026, hereby approves:

REGULATION No. 11/ 2026
ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE
ACADEMY OF JUSTICE

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

This Regulation defines the internal organization and systematization of jobs in the administration of the Academy of Justice, as an independent public institution.

Article 2
Scope

1. This Regulation shall apply to the units within the Academy of Justice.

Article 3

Definitions

1. The expressions, terms and abbreviations used in this Regulation shall have the following meaning:

- 1.1. Academy – means the Academy of Justice;
- 1.2. Steering Council – means the Steering Council of the Academy of Justice;
- 1.3. Director – means the Executive Director of the Academy of Justice;

Article 4

Principles of internal organization

1. The internal organization and systematization of jobs in the Academy shall be based on the following principles:

- 1.1. The principle of legality and independence means that the Academy exercises its duties and responsibilities independently, based on the constitutional and legal framework and other normative acts;
- 1.2. The principle of professionalism and impartiality means that the Academy shall exercise its duties and responsibilities within the framework of the code of conduct and shall act impartially and shall not provide unjustified benefits and advantages to individuals, legal entities or interest groups, and shall be politically neutral;
- 1.3. The principle of transparency towards the public means that the Academy is responsible for informing the public about the manner of exercising rights and responsibilities, always taking into consideration the preservation of confidentiality of information;
- 1.4. The principle of coordination and effective internal control in the performance of work duties means that the Academy ensures that work duties are performed in a coordinated manner within the institution and, where necessary, also with other institutions;
- 1.5. The principle of non-discrimination, whether direct or indirect, means that there shall be no discrimination based on colour, gender, language, religion, political or other opinions, national or social origin, association with any community, property, economic or social status, sexual orientation, birth, disability or any other personal status;
- 1.6. The principle of meritocracy means that career development and advancement in the Academy shall be based on objective and transparent criteria and merits; and
- 1.7. The principle of accountability means that the Academy exercises its duties and responsibilities by acting with responsibility and competence towards supervisory bodies.

CHAPTER II
INTERNAL ORGANIZATION AND SCOPE OF THE ORGANIZATIONAL UNITS OF
THE ACADEMY

Article 5
Functions of the Academy

1. The Academy shall perform the following legal functions:
 - 1.1. drafts training programmes and organizes trainings for judges and state prosecutors in accordance with the applicable legislation;
 - 1.2. develops the process of assessing training needs through mechanisms determined by the Academy, and based on the requirements of the Kosovo Judicial Council (hereinafter: KJC) and the Kosovo Prosecutorial Council (hereinafter: KPC);
 - 1.3. organizes trainings for judicial and prosecutorial administrative staff, following prior coordination of training needs with the KJC and the KPC, in accordance with the applicable legislation;
 - 1.4. may organize continuous professional training for state advocates, lawyers, notaries, private enforcement agents, mediators, bankruptcy administrators, as well as other professions, based on the assessments of the Academy and according to the requirements of competent institutions;
 - 1.5. develops and implements training programs in cooperation with the KJC and the KPC, chambers of free professions or respective institutions;
 - 1.6. maintains data on trainings and programs implemented at the Academy in accordance with the applicable legislation;
 - 1.7. establishes and maintains cooperation with domestic institutions and similar foreign institutions regarding the work it performs, including professional practices and exchange programs;
 - 1.8. conducts analyses, research and cooperates with scientific institutions;
 - 1.9. performs publishing activities in fulfilment of its mandate for the needs of the judicial and prosecutorial system and free professions;
 - 1.10. performs other duties defined by law and other acts of the Academy.

Article 6
Organizational structure of the Academy of Justice

1. The organizational structure of the administration of the Academy shall be as follows:

- 1.1. Office of the Executive Director;
- 1.2. Department of Training Programs;
- 1.3. Department of Legal and General Services;
- 1.4. Division for Human Resources;
- 1.5. Division for Budget and Finance.

Article 7
Office of the Executive Director of the Academy

1. The Office of the Executive Director of the Academy shall consist of:

- 1.1. Executive Director;
- 1.2. Professional staff; and
- 1.3. Supporting staff.

2. The duties and responsibilities of the Executive Director shall be determined by the relevant law on the organization and functioning of state administration and independent agencies, the relevant regulation on the classification of jobs in the Academy, as well as other applicable legislation.

3. The duties and responsibilities of the professional and supporting personnel of the Office of the Executive Director shall be determined according to the sub-legal acts of the Academy of Justice and the relevant applicable legislation.

Article 8
Departments and divisions within the departments

1. The Departments and Divisions of the Academy shall be as follows:

- 1.1. Department of Training Programs:

1.1.1. Division for the Initial Training of Judges, State Prosecutors and Judicial and Prosecutorial Administrative Staff;

1.1.2. Division for Continuous Training for Judges and State Prosecutors;

1.1.3. Division for Analysis, Research, Publications and Trainers.

1.2. Department of Legal and General Services:

1.2.1. Division for Legal Services and Representation;

1.2.2. Division for Information Technology;

1.2.3. Division for Administrative Support and Logistics.

Article 9

Department of Training Programs

1. The mission of the Department of Training Programs is the management of training programs and provision of initial and continuous training for judges and state prosecutors, as well as training for judicial and prosecutorial administrative staff, state advocates, lawyers and other free professions, as well as the management of the activities of the Academy related to analysis, research and publications.

2. The duties and responsibilities of the Department of Training Program shall be as follows:

2.1. Drafting and proposing training policies, objectives and strategies related to trainings for judges and state prosecutors, and in the field of analysis, research and publications;

2.2. Preparing and implementing the program for initial training and continuous training of judges and state prosecutors;

2.3. Organizing initial and continuous training for judges and state prosecutors;

2.4. Organizing training for judicial and prosecutorial administrative staff, following prior coordination of training needs with the KJC and KPC, in accordance with the applicable legislation;

2.5. Organizing continuous professional training for state advocates, lawyers, notaries, private enforcement agents, mediators, bankruptcy administrators, as well as other professions, based on the assessments of the Academy and according to the requirements of competent institutions;

- 2.6. Conducting training needs assessments for all types of training and for all target groups of the Academy;
- 2.7. Supporting the Program Council in developing and updating training programmes for all types of training and for all target groups of the Academy;
- 2.8. Conducting training evaluations for all types of training and for all target groups of the Academy;
- 2.9. Conducting training evaluations for all types of training and for all target groups of the Academy;
- 2.10. Developing training methodology standards for the Academy of Justice;
- 2.11. Conducting Training of Trainers and Mentors for the Academy of Justice;
- 2.12. Preparing the annual training plan and training activities calendar for the Academy of Justice, including financial aspects;
- 2.13. Drafting policies, objectives and strategies in the field of analysis, research and publications;
- 2.14. Conducting analysis, research and publications in fulfilment of the mandate of the Academy;
- 2.15. Compiling and publishing important documents reflecting the work of the Academy;
- 2.16. Supporting the bodies of the Academy and organizational units in the preparation of their periodic work reports;
- 2.17. Providing support to other units of the Academy, as needed;
- 2.18. Maintaining and processing statistical data and preparing reports and statistics according to needs and requirements;
- 2.19. Maintaining records of data and reporting on organized trainings;
- 2.20. Coordinating with organizational units of the Academy, as well as with relevant institutions of the justice sector, for the implementation of training activities;

2.21. Drafting and submitting the annual procurement plan for the activities and needs of the Department, in accordance with public procurement legislation and internal acts of the Academy;

2.22. Participating in the budget planning process for the activities of the Department.

3. The Director of the Department of Training Programs shall report to the Executive Director of the Academy of Justice.

4. The following are part of the Department of Training Programs:

4.1. Division for Initial Training of Judges and State Prosecutors and Judicial and Prosecutorial Administrative Staff;

4.2. Division for Continuous Training for Judges and State Prosecutors;

4.3. Division for Analysis, Research and Publications.

Article 10

Division for Initial Training of Judges, State Prosecutors and Judicial and Prosecutorial Administrative Staff

1. The duties and responsibilities of the Division for Initial Training of Judges, State Prosecutors and Judicial and Prosecutorial Administrative Staff shall be as follows:

1.1. Drafting and proposing training policies, objectives and strategies related to initial training needs of judges, prosecutors and judicial and prosecutorial administrative staff;

1.2. Drafting and implementing initial training programs for judges, prosecutors and judicial and prosecutorial administrative staff;

1.3. Organizing initial training for judges, prosecutors and judicial and prosecutorial administrative staff;

1.4. Maintaining records of data and reporting related to initial training and administrative staff;

1.5. Coordinating activities with other units of the Academy and relevant institutions of the justice system for the implementation of initial training;

1.6. Organizing the theoretical and practical part of initial training for judges, prosecutors and administrative staff;

1.7. Organizing mandatory training for judges and prosecutors according to the decisions of the KJC and KPC;

1.8. Providing support to the Program Council in developing and updating initial and mandatory training programs;

1.9. Coordinating and supervising the implementation of duties and responsibilities of trainers engaged in the initial training program for judges and state prosecutors, as well as judicial and prosecutorial administrative staff;

1.10. Developing processes for training needs assessment, training evaluation and implementing the training methodology;

1.11. Organizing Training of Trainers and Mentors for the Academy of Justice;

1.12. Drafting the annual training plan and activity calendar, including financial aspects;

1.13. Providing support to other units of the Academy, as needed.

1.14. Participating in the budget planning process for the activities of the Division;

1.15. Drafting and submitting the procurement plan for the activities of the Division, in accordance with the annual procurement plan of the Department and public procurement legislation, as well as internal acts of the Academy;

1.16. Depending on the workload and volume of work, performing and providing support to other divisions within the Department for the implementation of tasks and functions of the respective Department.

2. The Head of the Division for Initial Training of Judges and State Prosecutors shall report to the Director of the Department of Training Programs.

Article 11

Division for Continuous Training for Judges and State Prosecutors

1. The duties and responsibilities of the Division for Continuous Training for Judges and State Prosecutors shall be as follows:

1.1. Drafting and proposing training policies, objectives and strategies related to continuous training needs for judges and state prosecutors;

- 1.2. Drafting and implementing programs for continuous training of judges and state prosecutors;
 - 1.3. Organizing continuous training for judges and state prosecutors;
 - 1.4. Maintaining records of data and reporting on continuous training for judges and state prosecutors and free professions;
 - 1.5. Coordinating activities with other units of the Academy and relevant institutions of the justice system for the implementation of continuous training;
 - 1.6. Organizing training for professional associates and free professions;
 - 1.7. Providing support to the Program Council in developing and updating training programs for judges, prosecutors and professional associates;
 - 1.8. Coordinating and supervising the implementation of duties and responsibilities of trainers engaged in the continuous training programme;
 - 1.9. Developing processes for training needs assessment, evaluation of training programs, as well as training of trainers;
 - 1.10. Drafting the annual training plan and training activities calendar, including financial aspects, for judges, prosecutors and professional associates;
 - 1.11. Providing support to other units of the Academy, as needed;
 - 1.12. Drafting and submitting the procurement plan for the activities of the Division, in accordance with the annual procurement plan of the Department and public procurement legislation, as well as internal acts of the Academy;
 - 1.13. Participating in the budget planning process for the activities of the Division;
 - 1.14. Performing and providing support to other divisions within the Department, depending on the workload and volume of work, for the implementation of tasks and functions of the respective Department.
2. The Head of the Division for Continuous Training for Judges and State Prosecutors shall report to the Director of the Department of Training Programs.

Article 12
Division for Analysis, Research, Publications and Trainers

1. The duties and responsibilities of the Division for Analysis, Research and Publications shall be as follows:

- 1.1. Drafting policies, objectives and strategies in the field of analysis, research and publications;
- 1.2. Ensuring and organizing the necessary structure for providing legal literature for the purpose of professional development of the judicial and prosecutorial system;
- 1.3. Conducting analysis, research and publications in fulfilment of the mandate of the Academy;
- 1.4. Ensuring legal resources in electronic and physical form;
- 1.5. Compiling and publishing important documents reflecting the work of the Academy;
- 1.6. Developing research and analysis for training needs;
- 1.7. Supporting the bodies of the Academy and organizational units in preparing their periodic reports on their work;
- 1.8. Maintaining and processing statistical data, as well as drafting reports and statistics according to needs and requirements;
- 1.9. Implementing procedures for the management and administration of documents related to training, research and publication activities of the Academy;
- 1.10. Conducting analytical and research activities of the Academy;
- 1.11. Organizing publishing activities of the Academy;
- 1.12. Maintaining and updating the library of the Academy, including the online collection;
- 1.13. Collecting, processing and publishing statistics of the Academy;
- 1.14. Drafting the annual plan for analytical, research and publishing activities, including financial aspects;
- 1.15. Supporting training activities of the Academy, including permanent trainers;

- 1.16. Developing and implementing the process of training needs assessment according to the mechanisms for assessing training needs for judges, prosecutors, administrative staff and free professions;
 - 1.17. Providing support to other units of the Academy, as needed;
 - 1.18. Organizing recruitment procedures for temporary trainers;
 - 1.19. Collecting and administering data related to the process of monitoring the performance of trainers;
 - 1.20. Participating in the budget planning process for the activities of the Division;
 - 1.21. Drafting and submitting the procurement plan for the activities of the Division, in accordance with the annual procurement plan of the Department and public procurement legislation, as well as internal acts of the Academy.
 - 1.22. Performing and providing support to other divisions within the Department, depending on the workload and volume of work, for the implementation of tasks and functions of the respective Department.
2. The Head of the Division for Analysis, Research and Publications shall report to the Director of the Department of Training Programs.

Article 13

Department of Legal and General Services

1. The Department of Legal and General Services shall be responsible for managing and coordinating the activities of the Academy of Justice related to legal services, information technology, infrastructure working conditions, as well as the provision of supporting and logistical services.
2. The duties and responsibilities of the Department of Legal and General Services shall be as follows:
 - 2.1. Providing legal advice and expertise to the Academy, including drafting, analysing and commenting on legal and sub-legal acts, as well as providing legal support for institutional decision-making;
 - 2.2. Drafting draft memoranda, draft decisions and draft contracts for the needs of the institution;

- 2.3. Ensuring the implementation of techniques and standards for drafting sub-legal acts within the scope of the Academy;
- 2.4. Ensuring representation of the Academy in administrative and judicial proceedings.
- 2.5. Providing translation and proofreading services for the needs and activities of the Academy;
- 2.6. Providing and administering information technology (IT) services for the staff of the Academy, including maintaining equipment and ensuring cybersecurity and functionality of IT systems;
- 2.7. Implementing procedures for the management and administration of documentation, including registration, archiving and preservation thereof in accordance with the relevant acts;
- 2.8. Providing administrative and logistical support services for the Academy, including maintenance and cleaning of premises, as well as management of inventory and warehouse assets;
- 2.9. Managing and supervising the vehicles of the Academy, including implementing procedures for maintenance, technical servicing and reporting on fuel expenditures in accordance with the applicable legislation;
- 2.10. Managing the internal, incoming and outgoing archiving and documentation system of the Academy;
- 2.11. Receiving, controlling, registering and administering assets, including managing stocks, inventory and warehouses of the Academy;
- 2.12. Ensuring the provision of transport services and managing the vehicles of the Academy and those used by the Academy;
- 2.13. Participating and providing support for the activities of the Department of Training Programs;
- 2.14. Providing support to other units of the Academy, according to needs and requirements;
- 2.15. Drafting and submitting the annual procurement plan for the activities and needs of the Department, in accordance with public procurement legislation and internal acts of the Academy;
- 2.16. Participating in the budget planning process for the activities of the Department.

3. The following divisions are part of the Department of Legal and General Services:

3.1. Division for Legal Services and Representation;

3.2. Division for Information Technology; and

3.3. Division for Administrative Support and Logistics.

4. The Department of Legal and General Services shall be headed by the Director, who shall report to the Executive Director of the Academy.

Article 14

Division for Legal Services and Representation

1. The duties and responsibilities of the Division for Legal Services and Representation shall be as follows:

1.1. Drafting sub-legal acts and internal normative documents within the scope of the Academy, as well as providing comments on draft legal acts related to its field of activity;

1.2. Providing legal advice, recommendations and opinions requested within the scope of the Academy;

1.3. Drafting draft memoranda, draft decisions and draft contracts for the needs of the institution;

1.4. Ensuring the implementation of techniques and standards for drafting sub-legal acts within the scope of the Academy;

1.5. Providing assistance to the organizational structures of the Academy in identifying issues that need to be regulated;

1.6. Maintaining and updating the register of sub-legal acts of the Academy, ensuring that their publication and access thereto are carried out in accordance with the applicable legislation;

1.7. Representing the Academy in administrative and judicial proceedings;

1.8. Following up on the implementation of contractual obligations by parties and coordinating with the relevant units of the Academy for their execution, in accordance with

the provisions of the relevant legislation on public procurement and internal acts of the Academy of Justice;

1.9. Providing translation and proofreading services for the activities of the Academy;

1.10. Providing support to other units of the Academy, as needed;

1.11. Participating in the budget planning process for the activities of the Division;

1.12. Drafting and submitting the procurement plan for the activities of the Division, in accordance with the annual procurement plan of the Department and public procurement legislation, as well as internal acts of the Academy;

1.13. Performing and providing support to other divisions within the Department, depending on the workload and volume of work, for the implementation of tasks and functions of the respective Department.

2. The Head of the Division for Legal Services and Representation shall report to the Director of the Department of Legal and General Services.

Article 15

Division for Information Technology

1. The duties and responsibilities of the Division for Information Technology shall be as follows:

1.1. Providing Information Technology support to the staff of the Academy and ensuring quality IT equipment services;

1.2. Ensuring the maintenance of all IT equipment at the Academy;

1.3. Implementing international Information Technology standards and IT legislation at the Academy;

1.4. Maintaining the official website and social networks of the Academy;

1.5. Managing the ICT infrastructure of the Academy;

1.6. Ensuring the maintenance and improvement of the Academy's hardware (servers, LAN, VoIP, Intranet);

1.7. Maintaining and developing software systems (database, LMS, CMS, website);

- 1.8. Providing office assistance to employees and trainers of the Academy;
- 1.9. Ensuring technical and guidance support for online training and publications, including user administration and assistance;
- 1.10. Providing technical support to the Department of Training Programs in the use of ICT tools for the management and implementation of training activities;
- 1.11. Providing support to other units of the Academy according to needs and requirements;
- 1.12. Drafting and submitting the procurement plan for the activities of the Division, in accordance with the annual procurement plan of the Department and public procurement legislation, as well as internal acts of the Academy.
- 1.13. Participating in the budget planning process for the activities of the Division;
- 1.14. Performing and providing support to other divisions within the Department, depending on the workload and volume of work, for the implementation of tasks and functions of the respective Department.

2. The Head of the Division for Information Technology shall report to the Director of the Department of Legal and General Services.

Article 16

Division for Administrative Support and Logistics

1. The duties and responsibilities of the Division for Administrative Support and Logistics shall be as follows:
 - 1.1 Managing all documents of the Academy in accordance with legal provisions;
 - 1.2. Ensuring working conditions and accommodation for the staff of the Academy;
 - 1.3. Managing the inventory and warehouses of the Academy;
 - 1.4. Receiving and controlling assets, managing stocks and preparing relevant reports;
 - 1.5. Carrying out the movement of assets, providing accurate information on asset movements and preparing documentation for the movement and disposal of assets;
 - 1.6. Providing services for the needs of the Academy regarding inventory, goods and office equipment;

- 1.7. Ensuring the provision of transport services and managing the vehicles of the Academy and those in use by the Academy;
 - 1.8. Providing logistical support for the organization of staff meetings and activities;
 - 1.9. Providing logistical services for personnel and the needs of the institution;
 - 1.10. Providing support to other units of the Academy according to requests and needs;
 - 1.11. Participating in the budget planning process for the activities of the Division;
 - 1.12. Drafting and submitting the procurement plan for the activities of the Division, in accordance with the annual procurement plan of the Department and public procurement legislation, as well as internal acts of the Academy;
 - 1.13. Performing and providing support to other divisions within the Department, depending on the workload and volume of work, for the implementation of tasks and functions of the respective Department.
2. The Head of the Division for Administrative Support and Logistics shall report to the Director of the Department of Legal and General Services.

Article 17

Division for Budget and Finance

1. The duties and responsibilities of the Division for Budget and Finance shall be as follows:
 - 1.1. Ensuring the implementation of the legislation on public finance and the relevant sub-legal acts by undertaking all necessary actions related to the budget and finance for all departments and organizational units of the Academy;
 - 1.2. Drafting, proposing and justifying the Academy's budget and monitoring the implementation of budget proposals;
 - 1.3. Supervising and monitoring financial expenditures in accordance with the budget;
 - 1.4. Preparing and analytically monitoring the expenditures of the Academy's annual budget;
 - 1.5. Ensuring that the financial resources approved by the Government are used efficiently and in accordance with the objectives and priorities of the Academy;

1.6. Providing support in planning and implementing requests for the management of special funds, including donations to the Academy;

1.7. Providing support in the preparation of the Dynamic Plan for monthly, periodic and annual expenditures by economic categories for each organizational unit and department;

1.8. Managing records and analysing expenditures by economic categories, ensuring harmonization with the approved budget and the Procurement Plan, and continuously informing departments and organizational units on the budgetary status;

1.9. Drafting and implementing the monthly and annual plan for cash flow, allocations, commitments and expenditures for all departments and organizational units;

1.10. Supervising, maintaining and verifying records of all periodic and annual payments and expenditures, while supporting budget planning for the year and subsequent periods;

1.11. Reconciling expenditure records by organizational units and departments with the MFPT–FreeBalance records, and managing the relevant budget and finance systems;

1.12. Monitoring and executing all financial transactions within the Academy in accordance with the legislation in force;

1.13. Ensuring the timely settlement of obligations towards partners within the statutory deadline of thirty (30) days and preparing reports on outstanding liabilities;

1.14. Maintaining records of requests and monitoring the processing of suppliers' invoices by economic codes, while carrying out expenditure analyses by purpose and economic categories;

1.15. Preparing and submitting to the MFPT–Treasury the monthly, periodic (quarterly) and annual financial statements for each department and organizational unit separately, as well as for the Academy as a whole;

1.16. Depending on the workload and volume of work, performing and providing support to other departments within the Academy for the efficient implementation of its duties and functions.

2. The Head of the Division for Budget and Finance shall report to the Executive Director of the Academy.

3. The Head of the Division for Budget and Finance shall simultaneously serve as the Chief Financial Officer, who shall manage public finances in accordance with the legislation in force.

Article 18
Senior Human Resources Officer

1. The duties and responsibilities of the Senior Human Resources Officer shall be as follows:
 - 1.1. Coordinating the organization and planning of human resources within the Academy;
 - 1.2. Defining objectives and drafting the work plan for their implementation;
 - 1.3. Ensuring the implementation of policies, legislation and procedures relating to employment and human resources development;
 - 1.4. Leading staff planning, recruitment and performance evaluation processes, and managing and maintaining human resources records and information in both physical and electronic form;
 - 1.5. Identifying staff training and professional development needs, cooperating with the Kosovo Institute for Public Administration (KIPA) in planning and monitoring training activities, and ensuring the participation of officials in relevant training according to their field of work;
 - 1.6. Advising and supporting managers of organizational units in drafting job descriptions and in the performance evaluation process of civil servants;
 - 1.7. Ensuring the implementation of legal procedures in the management and development of human resources, including discipline, handling of requests and civil servants' leave;
 - 1.8. Preparing and issuing appointment acts and employment contracts for Academy officials upon completion of recruitment procedures, as well as other acts or decisions relating to their employment status, in accordance with the legislation in force;
 - 1.9. Managing and administering processes relating to the salaries and compensation of employees of the institution;
 - 1.10. Performing other duties in accordance with the legislation in force.
2. The Senior Human Resources Officer shall operate outside the Academy's regular organizational structure and shall report to the Executive Director of the Academy.

Article 19
Senior Certifying Officer

1. The duties and responsibilities of the Senior Certifying Officer shall be as follows:
 - 1.1. Reviewing and verifying payment requests to ensure that they are accurate, complete and in compliance with contracts, laws and sub-legal acts in force;
 - 1.2. Ensuring that each invoice or payment request is supported by valid documentation verified by the responsible organizational units;
 - 1.3. Certifying payment requests only after ensuring that the expenditure is lawful, justified and covered by sufficient budget funds;
 - 1.4. Cooperating closely with the Chief Administrative Officer and the Chief Financial Officer in implementing internal financial control procedures;
 - 1.5. Ensuring that all payment and certification processes comply with the standards of accountability and transparency;
 - 1.6. Refusing to certify any payment request that is not in compliance with the legislation in force, and notifying the Executive Director in writing of the reasons for such refusal;
 - 1.7. Ensuring the safekeeping and archiving of financial documentation relating to the certification and payment process;
 - 1.8. Implementing internal financial control measures to prevent errors and misuse of public funds.
2. The Senior Certifying Officer shall operate outside the Academy's regular organizational structure and shall report directly to the Executive Director of the Academy.

Article 20
Procurement Officer

1. The duties and responsibilities of the Senior Procurement Officer shall be as follows:
 - 1.1. Drafting work plans, in coordination with the supervisor, for the achievement of the objectives of the Academy of Justice, and providing professional recommendations for improving their implementation;

1.2. Coordinating and managing the Academy's annual procurement planning process, by cooperating with requesting units to identify procurement needs, preparing the annual procurement plan and submitting it to the Central Procurement Agency (CPA), and ensuring its compliance with the applicable public procurement legislation;

1.3. Planning, processing and supervising the procurement of goods and services in accordance with the contracts concluded by the CPA, while ensuring their implementation in compliance with contractual terms and the applicable legislation;

1.4. Ensuring the proper filing, administration and archiving of procurement cases, and regularly reporting to the supervisor on completed tasks and overall progress;

1.5. Verifying and reviewing invoices in accordance with contractual terms and the goods/services acceptance documents signed by the responsible person, preparing payment documentation and forwarding procurement files for financial execution;

1.6. Participating, as necessary, in bid evaluation commissions established by the CPA, ensuring the registration of bidders' data and commission decisions, and ensuring that the comments of all commission members are duly documented and signed;

1.7. Assisting the supervisor in evaluating procurement processes and recommending improvements aimed at increasing efficiency and transparency;

1.8. Providing professional support, in cooperation with the Academy's requesting units, to the Academy's staff regarding the implementation of tasks related to public procurement processes;

1.9. Ensuring that all procurement requests submitted by the Academy's requesting units comply with public procurement legislation and rules, and forwarding them to the CPA in a timely and orderly manner;

1.10. Monitoring the implementation of contracts concluded through the CPA and ensuring coordination with the relevant Academy units regarding their implementation, in accordance with the applicable public procurement legislation;

1.11. Performing other duties related to the nature of the position, as assigned by the supervisor.

2. The Senior Procurement Officer shall operate outside the Academy's regular organizational structure and shall report directly to the Executive Director of the Academy.

Article 21
Senior Officer for Communication and Interinstitutional Cooperation

1. The duties and responsibilities of the Senior Officer for Communication and Interinstitutional Cooperation shall be as follows:
 - 1.1 Drafting and ensuring the implementation of the communication plans of the Academy of Justice;
 - 1.2 Informing the public about and promoting the activities and work of the Academy;
 - 1.3 Organizing press conferences and preparing press releases, statements, announcements, reports and other media publications;
 - 1.4 Providing professional support to the Academy's staff in the field of communication and public information during media appearances;
 - 1.5 Preparing, distributing and archiving photographic and audiovisual materials relating to the Academy's main activities;
 - 1.6 Managing the Academy's internal and external communications, including its official website and official social media accounts;
 - 1.7 Coordinating and managing interinstitutional communication, international cooperation and relations with donors;
 - 1.8 Ensuring that institutional communication complies with the official policies and standards of the Academy and its partner institutions;
 - 1.9 Performing other duties within the scope of his/her responsibilities, as requested by the Executive Director, in accordance with the objectives of the Academy.
2. The Senior Officer for Communication and Interinstitutional Cooperation shall operate outside the Academy's regular organizational structure and shall report directly to the Executive Director of the Academy.

CHAPTER III FINAL AND REPEALING PROVISIONS

Article 22 Final Provisions

1. The mobility of personnel within the Academy shall be permitted where deemed necessary for the proper functioning of the Academy, in accordance with legal provisions and sub-legal acts in force.
2. An increase or decrease in the number of personnel, in accordance with the annual Law on Budget, shall not require amendments to this Regulation, except where organizational structures are established and/or abolished.
3. Pursuant to paragraph 2 of this Article, the provisions of the annual Law on Budget concerning the number of employees shall constitute an integral part of this Regulation.

Article 23 Annexes

1. The following Annexes shall form an integral part of this Regulation:
 - 1.1. Annex 1 – Organizational Chart, containing all staff positions within the organizational structure of the Academy, in accordance with this Regulation;
 - 1.2. Annex 2 – Functional Structure, including the class of each position and the group of each position within the professional category.

Article 24 Repeal

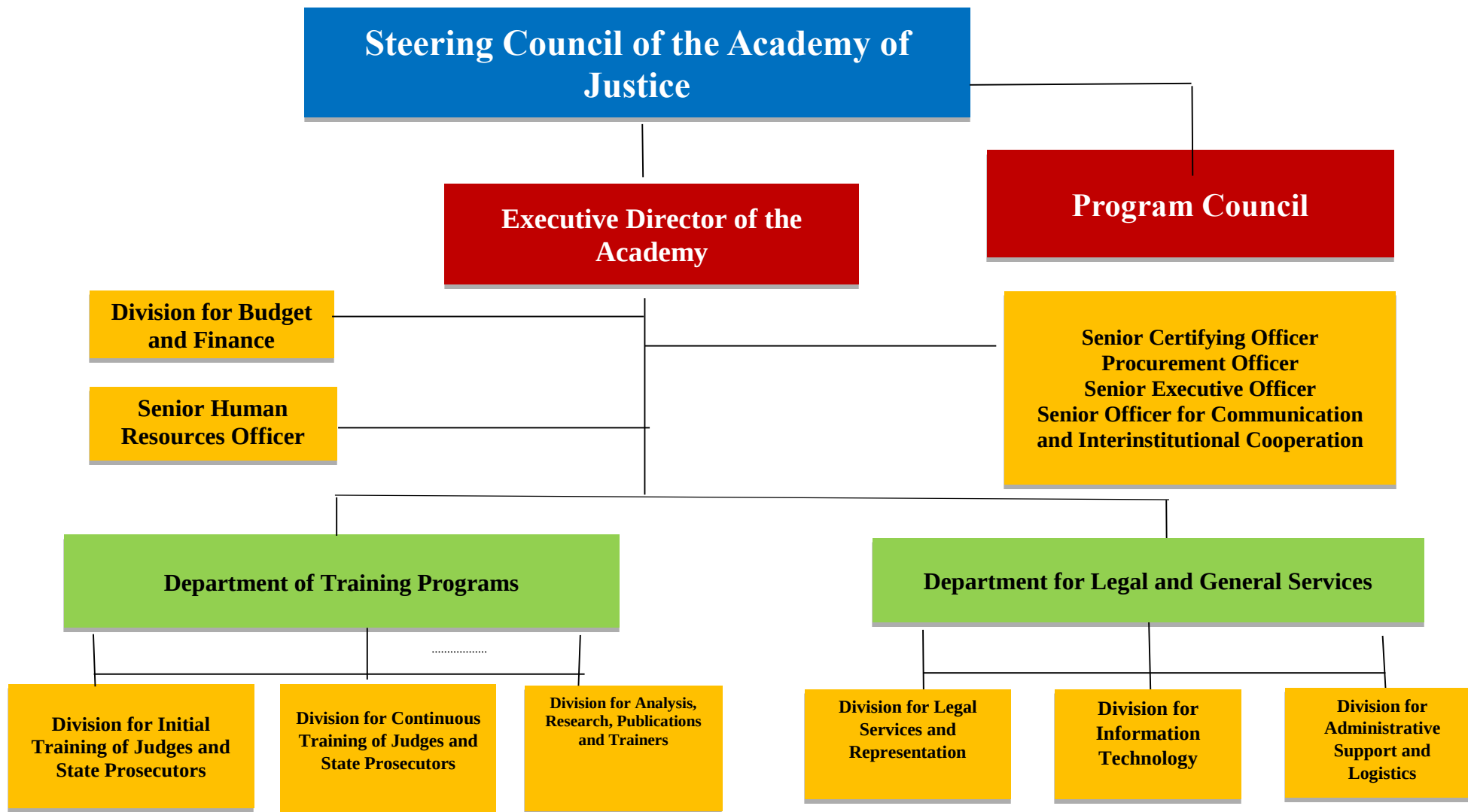
1. Upon the entry into force of this Regulation, the following shall be repealed:
 - 1.1. Regulation (AJ) No. 05/2023 on the Internal Organization and Systematization of Jobs in the Academy of Justice; and
 - 1.2. Regulation No. 01/2025 on Amending and Supplementing the Regulation No. 05/2023 on Internal Organization and Systematization of Working Places in the Justice Academy.

Article 25
Entry into Force

This Regulation shall enter into force on the date of its signature.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice



Position/Structure	Class	General or Specific Group	Number/Total
Executive Director	Senior Management	N/A	1
1.1 Senior Executive Officer	Professional 1		1
1.2 Administrative Officer	Professional 2		1
1.3 Transport Officer	Professional 3	General Administration	1
2. Department of Training Programs - Department Director	Middle Management	N/A	1
2.1 Division for Initial Training of Judges and State Prosecutors and Judicial and Prosecutorial Administrative Staff - Division Head - Senior Training Officer	Lower Management Professional 1	N/A Legal	1 2
2.2 Division for Continuous Training of Judges and State Prosecutors - Division Head - Senior Training Officer - Senior Distance Learning Officer	Lower Management Professional 1 Professional 1	N/A Legal Legal	1 3 1
2.3 Division for Analysis, Research, Publications and Trainers - Division Head - Senior Analysis and Research Officer - Permanent Trainer - Statistics Officer	Lower Management Professional 1 Professional 1 Professional 2	N/A Legal Legal Statistics	1 1 2 1
3. Department for Legal and General Services - Department Director	Middle Management	N/A	1
3.1 Division for Legal Services and Representation - Division Head - Senior Legal Officer - Senior Translation Officer	Lower Management Professional 1 Professional 1	N/A Legal Translation and Interpretation	1 1 2

Position/Structure	Class	General or Specific Group	Number/Total
3.2 Division for Information Technology			
- Division Head	Lower Management	N/A	1
- Senior IT Systems Officer	Professional 1	Information Technology	1
- Senior Officer for operational support	Professional 1	General administration	1
3.3 Division for Administrative Support and Logistics			
- Division Head	Lower Management	N/A	1
- Archiving Officer	Professional 2	Archive-documentation group	1
- Reception/Logistics Assistant	Professional 3	General Administration	1
- Administrative Assistant/Receptionist	Professional 3	General Administration	1
4. Division for Budget and Finance			
- Division Head	Lower Management	N/A	1
- Senior Budget and Finance Officer	Professional 1	Budget and Finance	1
- Senior Expenditure and Property Officer	Professional 1	Budget and Finance	1
5. Human Resources			
- Senior Human Resources Officer	Professional 1	Human Resources	1
6. Senior Certifying Officer			
- Senior Certifying Officer	Professional 1	Economics	1
7. Procurement Officer			
- Procurement Officer	Professional 2	Public Procurement	1
8. Senior Officer for Communication and Interinstitutional Cooperation			
- Senior Officer for Communication and Interinstitutional Cooperation	Professional 1	Journalism/Communication Sciences, Language and Literature, Public Relations, Marketing	1
Total number of employees in the Academy of Justice			37