



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 30 July 2026, hereby approves:

REGULATION NO. 12/2026
ON THE CLASSIFICATION OF JOB POSITIONS

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

This Regulation determines the functional categories, the classes for each category, the titles of positions for each class, the general description for each category and class, the procedure and methodology for the classification of job positions, and the division of the special administration groups and the general administration group within the Academy of Justice.

Article 2
Scope

This Regulation shall apply to all civil servants of the Academy of Justice.

Article 3
Definitions

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

- 1.1. LPO – means Law No. 08/L-197 on Public Officials;
- 1.2. Steering Council – means the Steering Council of the Academy of Justice;
- 1.3. Academy – means the Academy of Justice;
- 1.2. Director – means the Executive Director of the Academy of Justice;
- 1.4. Responsible Officer – means the Senior Human Resources Officer of the Academy of Justice;
- 1.5. Official/Civil Servant – means civil servants with special status of the Academy of Justice, as defined in Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing Law No. 08/L-197 on Public Officials.
- 1.6. HRMIS – means the Human Resources Management Information System;
- 2. Other expressions, terms and abbreviations used in this Regulation shall have the same meaning as the definitions provided in the LPO.
- 3. Expressions, terms and abbreviations used in one gender shall also include the other gender, while those used in the singular shall also include the plural.

CHAPTER II

LEVEL AND GENERAL JOB DESCRIPTION FOR EACH FUNCTIONAL CATEGORY

Article 4 Functional categories of job positions

- 1. Job positions for civil servants with special status in the Academy shall be divided into the following categories:
 - 1.1. Senior Management Category;
 - 1.2. Middle Management Category;
 - 1.3. Lower Management Category;
 - 1.4. Specialist Category;
 - 1.5. Professional Category;
 - 1.6 Expert Category;

Article 5
General job description for the Senior Management Category

1. The Senior Management Category is the highest management category within the Academy and is responsible for policy development and policy advice. Positions within this category shall be responsible for:

- 1.1. determining objectives and drafting programs, standards and relevant procedures for their implementation;
- 1.2. ensuring the efficient use of the material, human and financial resources necessary for the implementation of programs and the achievement of objectives;
- 1.3. planning and directing the daily administrative activities of the Academy;
- 1.4. representing the Academy at meetings and forums within and outside the country.

Article 6
General job description for the Middle Management Category

1. The Middle Management Category is the category responsible for managing a specific area within the scope of the Academy's activities and is responsible for:

- 1.1. planning, directing and coordinating the activities of the respective Department in accordance with the approved programs and policies;
- 1.2 implementing existing policies;
- 1.3. identifying policy development needs;
- 1.4. strategic planning, policy and legislation drafting within the area of activity under responsibility.

Article 7
General Job Description for the Lower Management Category

1. The Lower Management Category is the category responsible for supervising and coordinating the administrative activities of the respective unit and is responsible for:

- 1.1. guiding, advising and closely monitoring the implementation of the duties of subordinate staff;

1.2. analysing and resolving problems within the framework of policies and in accordance with procedures;

1.3. interpreting policies by applying professional knowledge;

1.4. contributing to the decision-making process, within the area of expertise, by providing detailed information and analyses that support the proposed course of action.

Article 8

General job description for the Specialist Category

The Specialist Category is the category responsible for performing specific professional duties requiring specialised qualifications in accordance with the fields determined in Annex No. 1 to this Regulation.

Article 9

General job description for the Professional Category

The Professional Category is the category responsible for carrying out duties in accordance with legal provisions, instructions and procedures, and provides professional and administrative support.

Article 10

General job description for the Expert Category

The general job description for the Expert Category shall be based on the category under which the position has been classified.

CHAPTER III

CLASSES AND TITLES WITHIN EACH CLASS

Article 11

Classes of Job Positions

Each category shall comprise one or more classes, in accordance with the importance, discretion in decision-making, the complexity required, and the general requirements that the holder of a position must possess for the performance of duties within the respective class.

Article 12
Classes and titles of job positions in the Senior Management Category

1. The classes comprising the Senior Management Category and the titles permitted for this class are:

- 1.1 Senior Manager:
 - 1.1.1 The Executive Director

Article 13
Classes and titles of job positions in the Middle Management Category

1. The classes comprising the Middle Management Category and the titles permitted for each class are:

- 1.1. Middle Manager:
 - 1.1.1. Director of the Department of Training Programs;
 - 1.1.2. Director of the Department for Legal and General Services.

Article 14
Classes and titles of job positions in the Lower Management Category

1. The classes comprising the Lower Management Category and the titles permitted for each class are:

- 1.1. Lower Manager:
 - 1.1.1. Head of the Division for Initial Training of Judges, Prosecutors and Judicial and Prosecutorial Administrative Staff;
 - 1.1.2. Head of the Division for Continuous Training of Judges and State Prosecutors;
 - 1.1.3. Head of the Division for Analysis, Research, Publications and Trainers;
 - 1.1.4. Head of the Division for Legal Services and Representation;
 - 1.1.5. Head of the Division for Information Technology;
 - 1.1.6. Head of the Division for Administrative Support and Logistics;
 - 1.1.7. Head of the Division for Budget and Finance.

Article 15
Classes and titles of job positions in the Professional Category

1. The classes comprising the Professional Category and the titles permitted for each class are:

- 1.1 Professional 1

- 1.1.1 Permanent Trainer;
- 1.1.2 Senior Certifying Officer;
- 1.1.3 Senior Training Officer;
- 1.1.4 Senior Analysis and Research Officer;
- 1.1.5 Senior Officer for Communication and Interinstitutional Cooperation;
- 1.1.6 Senior Translation Officer;
- 1.1.7 Senior Budget and Finance Officer;
- 1.1.8 Senior Human Resources Officer;
- 1.1.9 Senior Legal Officer;
- 1.1.10 Senior Executive Officer;
- 1.1.11 Senior Distance Learning Officer;
- 1.1.12 Senior Expenditure and Property Officer;
- 1.1.13 Senior Operational Support Officer.

1.2 Professional 2:

- 1.2.1 Procurement Officer
- 1.2.2 Statistics Officer;
- 1.2.3 Archive Officer;
- 1.2.4 Administrative Officer;

Information Technology Officer.

1.3 Professional 3:

- 1.3.1 Admissions/Logistics Assistant;
- 1.3.2 Administrative Assistant/Receptionist;
- 1.3.3 Transport Officer.

Article 16

Information Technology experts

1. The classified State system of strategic importance within the Academy's system is:
 - 1.1 Training Activities Management System (TAMS).
2. The positions classified as experts are:
 - 2.1 Expert 5 - Head of the Division for Information Technology;
 - 2.2 Expert 7 - Senior Information Technology Systems Officer;

CHAPTER IV

GENERAL JOB DESCRIPTION FOR EACH CLASS OF CIVIL SERVANTS AND THE JOB DESCRIPTION PROCEDURE

Article 17

General description for Each Class

1. The general description for each class of civil servants shall be determined in accordance with Annex No. 1 to this Regulation.
2. The general job description for each class of civil servants, pursuant to Annex No. 1, shall include:
 - 2.1. the main duties and responsibilities of the positions within the class;
 - 2.2. the characteristics of the class according to the classification factors;
 - 2.3. the general requirements necessary for the successful performance of the duties and responsibilities of the class;
 - 2.4. the general formal requirements;
 - 2.5. additional specific criteria, if any.

Article 18

Main duties and responsibilities

The main duties and responsibilities are those duties and responsibilities that are typical of the respective class, or those distinguishing characteristics in the performance of duties and responsibilities that differentiate that class from another class of civil servants within the same category.

Article 19

Classification factors and characteristics according to the factors

1. The classification factors for a position within a class are:
 - 1.1. importance;
 - 1.2. discretion in decision-making;
 - 1.3. difficulty.

2. Importance determines the level of responsibility and the typical impact of positions within the class. It shall be assessed according to the criteria of complexity and consequences, as follows:

2.1. Complexity shall be divided into four levels:

2.1.1. Routine - The position may present minor technical and analytical issues. Problems are routine in nature, with detailed rules and procedures for addressing them.

2.1.2. Standardized - Regular encountering of problems that require an established thought process within the policies, principles and objectives defined for a particular function or service area.

2.1.3. Moderately diversified - Various issues that require judgement in applying established practices and procedures for the provision of a function or service within the relevant field.

2.1.4. Generally diversified - When considerable judgement is required to develop new approaches and techniques in all functional areas for problem-solving – thinking within overall policies, principles and objectives.

2.2. The consequences of solutions during the decision-making process shall be divided into four levels:

2.2.1. Negligible - Solutions have no significant consequences.

2.2.2. Contributory - The impact of solutions contributes to the performance results of the institution of which the position being evaluated is a part, or of the segment of society it serves.

2.2.3. Controls the final results - The impact controls the final results within the entire Academy or its subordinate entity, in the processes or systems that affect employees, can affect employment relations/public relations and employee relations.

2.2.4. National - Solutions may affect a significant segment or the Academy as a whole, have national or international impact, and errors may cause serious consequences for the organization's performance and may result in a loss of public confidence at the national level.

3. Discretion in decision-making determines the level of autonomy, supervision or dependence/independence in taking decisions typical of the respective class. Discretion in decision-making shall be assessed according to the criteria of the type of decision and the freedom to act.

3.1. Types of decisions shall be divided into five levels:

3.1.1. Routine - Activities are performed repeatedly according to well-defined procedures requiring minimal decision-making regarding the order and organization of tasks.

3.1.2. Standardized matters - This job position enables standardized decisions to be made regarding supervisory, technical or analytical issues. The type of actions taken do not change

frequently, and decisions involve selecting a predetermined procedure from among several standard alternatives, analysing exceptions and addressing them by changing procedures, monitoring the work of subordinate staff and recording their work or attendance.

3.1.3. Regular and relatively diversified - In this position, the civil servant works within established objectives, the achievement of which may require modification of existing procedures or the development of new methods. Analysis and planning are integral parts of this job. Decisions may also be made outside standard practices and may establish precedents. The civil servant makes decisions and performs actions within the framework of the program or area of expertise.

3.1.4. Frequent and considerably diversified - In this position, the civil servant works on developing, formulating and drafting new objectives. This requires the harmonization of several different disciplines. Decisions made include the approval of budgets, expenditures, staff employment, policy proposals, as well as exceptions to accepted rules, practices or formalized precedents.

3.1.5. Constant and complex - The civil servant in this position works on resolving highly complex issues in order to achieve major objectives within changing contexts that include cultural, social, economic, security or political issues at the national level. The civil servant addresses issues for which previous precedents cannot be applied and finds solutions based on a broad knowledge base.

3.2. Freedom to act is divided into five levels:

3.2.1. Little or no autonomy - Works under direct supervision. Receives detailed instructions on following procedures, either verbally or in writing. There is no significant room for changing these procedures. In case of doubt, refers to the superior.

3.2.2. Only within procedures - The work is determined by standard practices and predefined procedures. Has the possibility to set priorities in performing tasks and decides whether additional information is needed for following procedures. Interprets data and results. Makes decisions on how assigned tasks will be performed. Problems arising are brought to the attention of the superior.

3.2.3. In the context of policies - Plans, decides and acts to achieve defined objectives, but only within established policies/procedures/routines. The civil servant may act in implementing widely accepted policies or standards within their profession.

3.2.4. Within accepted principles - The civil servant makes decisions and acts within general principles or general recognized and accepted policies, such as for drafting the Academy's strategy. The civil servant may make operational changes to solve problems and improve the performance of functions of the respective units. The civil servant may assign tasks for innovation and improvement of policy implementation.

3.2.5. Generally unlimited - The decisions or actions of this civil servant may only be limited by law, the Steering Council or the Executive Director of the Academy of Justice. The civil servant makes decisions without referring to superiors, except in cases where changes to policies are required, or decisions on major investments or long-term programs are needed.

4. Difficulty determines the level of complexity and variety of work tasks which is reflected in the physical and emotional level required for the successful performance of the duties of the respective class. Difficulty also includes the level of risk of the task, if this is a permanent characteristic of the respective task. Difficulty is assessed according to the criteria of focus of activity and management relationship.

4.1. Focus of activity is divided into six levels:

4.1.1. Provision of specific services - indicates that the position holder is normally engaged in providing a complete service for internal or external clients.

4.1.2. Partially over a group of functions or services - indicates that the focus of the position holder's work is or has the capacity to influence a part of the group of functions or services they perform.

4.1.3. Fully over a group of functions or services - indicates that the focus of the position holder's work is or has the capacity to influence the entire group of functions or services they perform.

4.1.4. Entire functional area - indicates that the focus of the position holder's work is or has the capacity to influence the entire functional area in a defined segment of society.

4.1.5. Academy of Justice - indicates that the focus of the position holder's work affects or has the capacity to affect the entire Academy.

4.1.6. Broad-level system - indicates that the focus of the position holder's work affects or has the capacity to influence the entire Government or the population of the country.

4.2. Management relationship is divided into six levels:

4.2.1. Supervision by superior - Refers to a specialist in a narrow aspect of a specific functional area.

4.2.2. Technical supervision - Refers to an expert officer in a specific area who is capable of performing their functional duties without continuous supervision.

4.2.3. Supervised by lower-level managers - Refers to matters of the final decision-maker on procedural issues within a specific functional area.

4.2.4. Supervised by middle-level managers - Refers to a person who has responsibility for ensuring the successful delivery of an entire service program; typically, this management belongs to persons in the position of Division Heads.

4.2.5. Supervised by senior managers - Used to describe the direct reporting/accountability relationship with the Executive Director of the Academy of Justice.

4.2.6. Supervised by the Managing Board - Describes a direct reporting relationship with the elected Managing Board or reflects the “independence” of the institution.

5. The characteristics of the class are a summarized description of the features of each classification factor for that class which distinguish it from other classes and determine the weight of the class in the overall classification.

6. For each factor, in the job description of the specific position, the quality that best fits each criterion is selected.

Article 20

General formal requirements

1. The general formal requirements include the education, professional work experience and/or skills required for the respective position, category, class or group, which are necessary for the successful performance of duties and responsibilities.

2. Professional and managerial experience shall be calculated after graduation from the first cycle of basic studies.

Article 21

Specific criteria

1. Specific criteria for certain positions may be determined only during the process of approving the job description.

2. Specific criteria may determine the qualification, licensing and/or special certification required for the respective position.

Article 22

Procedure and form of job description

1. The job description shall be a summary of the mission, general purpose, main duties and main responsibilities of the job position.

2. The job description shall serve for:

2.1. informing the official about the work that must be performed;

2.2. evaluation and classification of the job position;

2.3. evaluation of work results;

2.4. determining the criteria for each job position in the Academy.

3. Job descriptions shall be drafted and amended when the internal organization changes, the mandate or scope of activity is expanded, or when the duties and responsibilities of the Academy are increased.
4. Job descriptions shall be drafted by the Classification Assessment Group, in cooperation with the direct supervisor of the job position.
5. Job descriptions shall be approved by the Executive Director of the Academy. The responsible Human Resources Officer supervises the drafting of job descriptions and verifies their compliance with the provisions of this Regulation before approval by the Executive Director.
6. Job descriptions approved by the Executive Director shall be entered into the HRMIS by the responsible Human Resources Officer of the Academy.
7. The job description for civil servants shall be prepared according to the standard form determined in Annex No. 3, which is an integral part of this Regulation.

CHAPTER V

RULES/METHODOLOGY AND PROCEDURE FOR CLASSIFICATION OF JOB POSITIONS

Article 23

Classification of a position

1. Each job position of civil servants in the Academy shall be part of one of the classes determined according to this Regulation.
2. Each specific position of the professional category shall be classified as part of one of the three (3) classes of the respective category.
3. The classification of a position in the professional or specialist category shall be carried out based on the job evaluation and classification process in accordance with Articles 22-28 of this Regulation.

Article 24

Methodology for classification of a position

1. The classification of a job position of the specialist, professional and expert categories as part of one of the classes provided by the provisions of this Regulation shall be carried out through the analysis and assessment of the level of classification factors and the required general criteria.

2. The analysis of classification factors shall be carried out for each factor based on the description of the respective job position.
3. The characteristics presented by the specific position according to each factor shall be compared with the characteristics of the classification factors determined for each class in accordance with Annex No. 1 of this Regulation.
4. The position shall be considered classified in that class whose characteristics according to the factors have the greatest similarity.

Article 25

Competence for assessment of job position classification

1. The assessment for the classification of job positions of the specialist category, professional category and experts shall be carried out by the Assessment Group, whenever a new Regulation on the internal organization of the institution is drafted.

Article 26

Establishment and composition of the Classification Assessment Group

1. The Classification Assessment Group shall be established by the Executive Director of the Academy.
2. The Classification Assessment Group shall consist of a minimum of three members, including the responsible Human Resources Officer and two other civil servants with special status and experience in the Academy.

Article 27

Classification assessment procedure

1. The Classification Assessment Group shall analyse and assess the positions, shall draft the proposal for the classification of positions and shall submit it for further action to the Executive Director of the Academy.
2. After approval by the Executive Director of the Academy, the proposal shall be included in the draft Regulation on the organization of the institution.

Article 28

Approval of classification

1. The class to which each specific position of the specialist, professional and expert categories belongs shall be determined and approved simultaneously with the Regulation on Internal Organization of the Institution.

CHAPTER VI

JOB POSITION GROUPS

Article 29

Position groups

1. For the purpose of organizing recruitment procedures in the Academy, positions of the specialist and professional categories shall be grouped according to the nature of the position into:

1.1. special administration position groups;

1.2. general administration position group.

2. Each special administration group shall include similar positions, in one or more administrative units, related to the exercise of specific responsibilities, the successful performance of which requires special knowledge and skills, which derive from and are necessarily related to the possession of one or several similar professions.

3. The general administration position group shall include all positions that are not part of a special administration group and which relate to the exercise of general administrative responsibilities, the successful performance of which requires general administrative knowledge and skills, which do not derive from or are necessarily related to the possession of one or several specific professions.

4. Position groups shall be established based on:

4.1. specific groups determined according to the required field of education;

4.2. the position class.

5. Specific groups according to the field of education shall be determined in Annex No. 2 and are an integral part of this Regulation.

6. Recruitment procedures for Academy civil servants shall be conducted separately for each type-group and for one or several classes, in accordance with the defined criteria.

Article 30

Methodology and procedure for grouping a position

1. Each job position of the professional, specialist and expert categories in the Academy shall be part of one of the groups determined according to Annex No. 2 of this Regulation.
2. Classification of a position as part of a detailed group shall be based on the job description.
3. The position shall be classified in the detailed group corresponding to the required field of education for that position, according to the job description and respective class.
4. The procedure for classification of a job position in the specialist, professional and expert categories in the Academy, into one of the groups determined according to this Regulation, shall be carried out in accordance with the provisions of Articles 22-28 of this Regulation, which shall apply accordingly.

Article 31

Exceptional procedure for grouping a job position

1. Exceptionally, if one or several specific positions cannot be grouped into one of the groups due to different admission requirements, the Academy may request from the Managing Board authorization for the establishment of a special ad hoc group.
2. The Managing Board shall approve or reject the request according to paragraph 1 of this Article.
3. The approval according to paragraph 2 of this Article shall be temporary and may serve only for conducting a recruitment procedure for that group.

Article 32

Job catalogue

1. For the purpose of facilitating the process of classification and grouping of job positions for the professional, specialist and expert categories, the job catalogue shall be drafted in accordance with this Regulation and shall be approved by the Managing Board, upon the proposal of the Executive Director of the Academy.
2. The job catalogue shall contain the title of the position, category, class, group and general criteria, as well as the job description for each position.
3. Notwithstanding paragraph 2 of this Article, the first drafting of the description shall be carried out according to Article 22 of this Regulation.

4. For specific positions of the professional category, higher criteria than the general criteria defined in Annex 1 of this Regulation may be determined in the job catalogue or relevant legislation.
5. The job catalogue shall be approved by the Managing Board within three (3) months from the entry into force of this Regulation.
6. When there is a need to add new positions to the job catalogue, the approval of the new position shall be made by the Managing Board upon the proposal of the Executive Director.

CHAPTER VII

TRANSITIONAL AND FINAL PROVISIONS

Article 33

Transitional provision for grouping

Until the approval of the Regulation on the Internal Organization and Systematization of Jobs, which determines the group to which a job position belongs, the group to which a position belongs shall be determined on a case-by-case basis by the Responsible Unit.

Article 34

Transitional provision for current civil servants

A civil servant who is currently placed in a class of the professional category and does not possess the level and type of education determined for that class according to this Regulation, shall continue to hold the position if, at least during the last three years, he/she has received a positive performance evaluation.

Article 35

Final provisions

1. The Academy shall be obliged, after the entry into force of this Regulation, to prepare the classification and grouping of job positions in accordance with this Regulation and the job catalogue, no later than three (3) months from the entry into force of this Regulation.

Article 36
Entry into force

This Regulation shall enter into force on the day of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice

ANNEX NO. 1: General job description for each class at the Academy of Justice

Annex No. 1/1: General job description for the Senior Manager grade

Senior Manager	
<i>He is the highest administrative leader (civil servant with special status) at the Academy, who is directly accountable for his work to the Governing Council.</i>	
<u>Includes positions with these titles:</u> - Executive Director	
<u>I. Main duties and responsibilities:</u> ▪ Supports and provides advice to the Governing Council in defining the institution's policies, strategies and objectives and their development. ▪ Ensures the coordination and drafting of policies, objectives, as well as the drafting and development of programs, relevant procedures and standards for their implementation. ▪ It approves work plans, action plans, and initiatives to achieve objectives in the short, medium, and long term, as well as organizes work and defines tasks according to the main administrative units. ▪ Coordinates and guarantees the inclusion of contributions provided by Departments and/or other structures of the institution during the process of drafting policies and strategies according to the area of responsibility. ▪ Ensures the implementation of legislation, policies and decisions of the head of the institution, as well as the resolution of various and complex problems that affect the achievement of the institution's objectives. ▪ Ensures the preparation and implementation of the budget for the implementation of the institution's policies, goals and objectives and ensures an efficient internal financial control system, as well as identifies opportunities for reducing expenses.	<u>II. Characteristics according to classification factors:</u> ▪ Level of importance - includes responsibility for tasks and decisions with significant impact on policy definition and implementation, including broad supervisory and managerial responsibilities . ▪ Level of freedom in decision-making - includes independence in work and decision-making on complex professional issues, limited only by general guidelines related to state policies and approved policies of the institution. ▪ Level of difficulty - includes developing new concepts and solving diverse and complex problems that affect the achievement of institutional objectives, as well as planning, managing and coordinating entrusted tasks.

▪ Manages civil servants with special status and other employees of the Academy and establishes policies and programs for the administration, selection, training, stimulation and development of human resources, as well as their leadership and management. ▪ Drafts the work plan, action plans and annual performance report ▪ Represents the institution with the authorization of the head of the institution in meetings and forums inside and outside the country in areas and issues related to the mandates and functions of the institution. ▪ Performs any other duties and responsibilities assigned by law or expressly delegated by the head of the institution.	
III. <u>General requirements (Knowledge, skills and qualities) needed:</u> ▪ High organizational, leadership , policy-making and strategic management skills. ▪ Excellent strategic and analytical skills that enable him to advise on complex issues, with credibility and determination in achieving the institution's strategic objectives. ▪ Ability to lead, collaborate and manage significant changes in large and complex organizations. ▪ Extensive knowledge related to the field of institutional accountability, budget management and civil service. ▪ Ability to adapt to changing priorities, demands and timelines through high-level analytical and problem-solving skills. ▪ Strong negotiation, communication and collaboration skills, including the ability to establish and maintain trusting relationships with the head of the institution and the staff they manage.	<u>IV. General formal requirements:</u> a) Required education: Higher education diploma with at least 4 years of study. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Required work experience: At least eight (8) years of professional work experience, including at least five (5) years of work experience in management positions.

Annex No. 1/2: General job description for the Middle Manager grade

Middle Manager <i>He is responsible for managing a Department which is responsible for the formulation, supervision of the implementation of policies, legislation, strategic documents, procedures, standards that extend to all central and local level institutions, or the coordination of important processes for the Academy. Also, for the areas he manages, he is responsible for drafting reports for the Executive Director. The holder of this position is a civil servant with special status and is directly responsible for his work to the Executive Director.</i>	
<u>Includes positions with these titles:</u> 1. Director of the Department for Legal and General Services 2. Director of the Training Programs Department	
<u>I. Main duties and responsibilities:</u> ▪ Supports and provides advice to the Executive Director on the policies and objectives of the institution in the area of responsibility of the Department. ▪ Identifies needs for the development of policies and objectives of the institution and makes recommendations within the Department's responsibility. ▪ Directs and supervises all activities of the Department and ensures its efficient functioning. ▪ Is responsible for setting objectives and planning the Department's activities and resolving professional problems related to the Department. ▪ Manages the Department's human resources and budget, and identifies needs for capacity building of the Department's staff. ▪ Organizes and distributes work to his subordinates and manages the implementation of tasks and responsibilities that must be fulfilled in accordance with the objectives and responsibilities of the Department.	<u>II. Characteristics according to classification factors:</u> ▪ <i>Level of importance</i> - includes responsibility for the proper implementation of work methodology, professional procedures and techniques and responsibility for the management of relevant organizational units. ▪ <i>Level of decision-making freedom</i> - includes independence at work that is limited by the supervisor's occasional supervision and assistance in solving complex professional problems. ▪ <i>Difficulty level</i> – involves providing support to senior management positions to ensure the proper implementation of measures and instructions to address important strategic tasks.

▪ Guides staff in carrying out the daily activities of the Department and ensures that this activity is in compliance with relevant legislation, institutional policies and standards. ▪ With the authorization of the supervisor, represents the institution in working meetings, conferences in the area of responsibility of the Department he/she leads. ▪ Evaluates work results for staff under his/her direct supervision and identifies needs for developing their capacities through training.	
III. <u>General requirements (Knowledge, skills and qualities) needed:</u> ▪ High organizational, leadership and policy-making skills. ▪ Ability to adapt to priorities and demands, deadlines through high-level analytical and problem-solving skills. ▪ Extensive knowledge regarding the Department's area of responsibility, budget management and civil service. ▪ Communication and collaboration skills, including the ability to create and maintain trusting relationships with superiors and the staff they manage. ▪ Ability to motivate staff and successfully manage Department projects.	IV. <u>General formal requirements:</u> a) Required education: Higher education diploma with at least 4 years of study. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Required work experience: At least five (5) years of professional work experience, including at least three (3) years in management positions.

Annex No. 1/3: General job description for the Junior Manager grade.

Junior Manager <i>This grade includes the Head of a Division who is responsible for a specific area of responsibility within the Department. The holder of this position is a civil servant with a special status who is directly responsible for his work to the Director of the Department.</i>	
<u>Includes positions with these titles:</u> 1. Head of the Division for Legal Services and Inter-Institutional Cooperation; 2. Head of the Division for Initial Training for State Judges and Prosecutors and Judicial and Prosecutorial Administrative Staff ; 3. Head of the Division for Continuing Training for Judges and State Prosecutors; 4. Head of the Division for Analysis, Research, Publications and Training; 5. Head of the Budget and Finance Division; 6. Head of the Information Technology Division; 7. Head of the Administrative Support and Logistics Division.	
<u>I. Main duties and responsibilities:</u> ▪ Supports and provides advice to the Director of the Department and, upon request, to the Executive Director of the Academy and the Governing Council for the area of responsibility of the Division he leads. ▪ Directs and supervises all activities of the Division and ensures its efficient functioning, as well as assists the Director in setting objectives and developing a work plan to meet these objectives. ▪ Contributes to the decision-making process according to the area of responsibility, providing detailed data and analysis that support the decision-making process.	<u>II. Characteristics according to classification factors:</u> • <i>Level of importance</i> - includes responsibility for managing relevant organizational units within the department or institution. • <i>Level of decision-making freedom</i> - includes independence at work that is limited by frequent supervision by the supervisor and his assistance in solving complex professional problems. • <i>Difficulty level</i> – includes the support of professional officials in solving complex tasks.

▪ Plans, prepares, monitors and analyzes the Division's budget as well as other Division activities and ensures their fulfillment according to plan. ▪ Organizes and distributes work to his staff and manages the implementation of tasks and responsibilities that must be fulfilled in accordance with the objectives and responsibilities of the Division. ▪ Guides staff in the fulfillment of daily activities and ensures that this activity is in compliance with relevant legislation, institutional policies and standards. ▪ With the authorization of the supervisor, represents the institution in working meetings, conferences in the area of responsibility of the Division he/she leads. ▪ Ensures communication within and outside the organizational unit and institution for the purpose of collecting or exchanging information. ▪ Evaluates the work results of the staff under his supervision and identifies needs for building their capacities.	
III. <u>General requirements (Knowledge, skills and qualities) needed:</u> ▪ Broad and in-depth knowledge of policies, legislation, and procedures according to the activity covered by the Division. ▪ Organizational and leadership skills to manage organizational units. ▪ Ability to adapt to priorities and demands, deadlines through analytical and problem-solving skills. ▪ Communication skills and personal influence, including the ability to create and maintain trusting relationships with superiors and the staff they manage. ▪ Ability to motivate staff and successfully manage Division/Department Projects. ▪ Knowledge of foreign languages (preferred).	IV. General formal requirements: a) Required education: Higher education diploma with at least 3 years of study. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Required work experience : At least three (3) years of professional work experience.

Annex No. 1/4: General job description for the Specialist class.

Specialist	
<i>This class includes high-level professional positions with specific training, which perform tasks that require in-depth knowledge. professional. Holders of these positions perform a variety of tasks of a complex or specific nature individually or as a leader or member of a team. Holders of these positions work independently and without professional supervision and support within general guidelines regarding objectives and deadlines for completion of tasks.</i>	
<u>Includes positions with these titles:</u> <i>Position titles for this class are determined in accordance with the Job Catalogue.</i>	
I. <u>Main duties and responsibilities:</u> • This class includes positions for the performance of tasks that require in-depth professional knowledge of the relevant field. • The work is carried out within general guidelines regarding objectives and deadlines for completing tasks. • Tasks/Projects are carried out in accordance with the institution's policies, administrative standards and technical procedures, and taking into account professional practices. • Accomplishing tasks requires analytical skills and independent planning. • Officials in this class are required and expected to identify opportunities for further improvement of procedures and techniques. • Officials in this class are required and expected to discuss work results with their superior and to refer to him only in cases of unusual problems/issues. • The superior controls the work of the official of this class only as far as the result is concerned and usually does not intervene regarding its content. • The officer of this class guides staff in lower-grade positions within the organizational unit in the execution of their duties and responsibilities.	II. <u>Characteristics according to classification factors:</u> • <i>Level of importance</i> - includes responsibility for making decisions that affect the work of the organizational unit. They are involved, contribute to and control decision-making that usually has national consequences but also includes individual cases. ▪ <i>Level of decision-making freedom</i> - involves performing tasks and responsibilities in accordance with the general instructions of his/her leader and with a considerable degree of autonomy and self-initiative. ▪ <i>Level of difficulty</i> – includes work processes that present high complexity and need for innovation, as well as professional support for lower-level civil servants and their supervisors in matters within their area of responsibility.

• As needed, reviews and controls the work of other lower-level professional officials, suggesting and instructing the performance of professional tasks.	
III. <u>General requirements (Knowledge, skills and qualities) needed:</u> • Deep and specialized knowledge in the specific professional field. • High level of professional or technical knowledge of the relevant field and understanding of areas related to duties and responsibilities. • Extensive knowledge of the field, of research methods, which helps in the preparation of • basic or analytical reports. • Logical reasoning and analysis skills. • Ability to make independent professional judgments and exercise discretion on issues and to make a significant contribution to the development and implementation of policies. • Research, analytical, evaluation and recommendation formulation skills and professional advice. • Communication skills and personal influence, including the ability to represent. • Knowledge of foreign languages (preferred).	IV. <u>General formal requirements:</u> a) Required education: First-level higher education degree (Bachelor) in the fields of engineering, spatial planning, architecture, urbanism, geodesy, chemistry, physics, mathematics, biology, medicine, pharmacy, biochemistry, ecology, forestry, agriculture, veterinary medicine, geography, environment, astronomy, astrophysics, not including educational majors. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Required work experience: At least three (3) years of professional work experience in the field for which the procedure for filling the vacant job position is being conducted.

Annex No. 1/5: General job description for the Information Technology Experts class

Experts <i>This class includes positions of information technology experts, who are responsible for a specific area of responsibility. The holder of this position is a civil servant, who is directly responsible for his work to the Director of the Department/Head of Division.</i>	
<u>Includes positions with these titles:</u> Expert 5 Head of the Information Technology Division Expert 7 Senior IT Systems Officer	
I. <u>Main duties and responsibilities:</u> <u>Duties and responsibilities:</u> • For the position of "Head of the Information Technology Division", a job description is prepared in accordance with the criteria set for the Junior Manager grade according to the Appendix. No. 1/3 and Annex No. 3 of this Regulation; • For the position of "Senior IT Systems Officer", a job description is prepared in accordance with the criteria set for the "Professional 1" grade. according to Annex No. 1/6 and Annex No. 3 of this Regulation.	II. <u>Characteristics according to classification factors:</u> • For the position of "Head of the Information Technology Division", the characteristics defined for the Junior Manager class according to Annex No. 1/3 of this Regulation apply; • For the position of "Senior IT Systems Officer", the characteristics defined for the "Professional 1" grade apply. according to Annex No. 1/6 of this Regulation.
III. <u>requirements (knowledge, skills and qualities) needed:</u> <u>General requirements needed:</u>	IV. <u>General formal requirements:</u>

• For the position of "Head of the Information Technology Division", the general requirements specified for the Junior Manager grade according to the Appendix apply. No. 1/5 of this Regulation; • For the position of "Senior IT Systems Officer", the general requirements specified for the "Professional 1" grade apply. according to Annex No. 1/6 of this Regulation.	• For the position of "Head of the Information Technology Division", the general formal requirements specified for the Junior Manager grade according to the Appendix apply. No. 1/5 of this Regulation; • For the position of "Senior IT Systems Officer", the general formal requirements set for the "Professional 1" grade apply. according to Annex No. 1/6 of this Regulation.
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Annex No. 1/6: General job description for Professional Grade 1.

Professional 1		
<i>This class includes positions of high professional level 1, which perform tasks that require in-depth professional knowledge in specific fields and sectors. Holders of these positions perform a variety of tasks of a complex or specific nature individually or as a leader or member of a team. Holders of these positions work independently and without professional supervision and support within general guidelines regarding the objectives and deadlines for completing the tasks.</i>		
<u>Includes positions with these titles:</u> 1. Senior Executive Officer; 2. Senior Legal Officer; 3. Senior Training Officer; 4. Senior Distance Learning Officer; 5. Senior Analysis and Research Officer; 6. Permanent Trainer; 7. Senior Human Resources Officer; 8. Senior Certifying Officer ; 9. Senior Officer for Communication and Inter-Institutional Cooperation; 10. Senior Budget and Finance Officer; 11. Senior Translation Officer; 12. Senior Expenditure and Assets Officer; 13. Senior Operational Support Officer		
V. <u>Main duties and responsibilities:</u> • This class includes positions for the performance of tasks that require in-depth professional knowledge of the relevant field. • The work is carried out within general guidelines regarding objectives and deadlines for completing tasks.		VI. <u>Characteristics according to classification factors:</u> • <i>Level of importance</i> - includes responsibility for making decisions that affect the work of the organizational unit. They are involved, contribute to and control decision-making that usually has national consequences but also includes individual cases.

• Tasks/Projects are carried out in accordance with the institution's policies, administrative standards and technical procedures, and taking into account professional practices. • Accomplishing tasks requires analytical skills and independent planning. • Officials in this class are required and expected to identify opportunities for further improvement of procedures and techniques. • Officials in this class are required and expected to discuss work results with their superior and to refer to him only in cases of unusual problems/issues. • The superior controls the work of the official of this class only as far as the result is concerned and usually does not intervene regarding its content. • The officer of this class guides staff in lower-grade positions within the organizational unit in the execution of their duties and responsibilities. • As needed, reviews and controls the work of other lower-level professional officials, suggesting and instructing the performance of professional tasks.	▪ <i>Level of decision-making freedom</i> - involves performing tasks and responsibilities in accordance with the general instructions of his/her leader and with a considerable degree of autonomy and self-initiative. ▪ <i>Level of difficulty</i> – includes work processes that present high complexity and need for innovation, as well as professional support for lower-level civil servants and their supervisors in matters within their area of responsibility.
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VII. <u>General requirements (Knowledge, skills and qualities) needed:</u> ▪ Deep and specialized knowledge in the specific professional field. ▪ High level of professional or technical knowledge of the relevant field and understanding of areas related to duties and responsibilities. ▪ Extensive knowledge of the field, research methods, which assist in the preparation of basic or analytical reports. ▪ Logical reasoning and analysis skills. ▪ Ability to make independent professional judgments and exercise discretion on issues and to make a significant contribution to the development and implementation of policies. ▪ Research, analytical, evaluation skills and formulation of recommendations and professional advice. ▪ Communication skills and personal influence, including the ability to represent. ▪ Knowledge of foreign languages (preferred).	VIII. <u>General formal requirements:</u> a) Required education: Higher education diploma with at least 3 years of study. Diploma of the fifth level of the KQF, in the field of ICT. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Required work experience: At least two (2) years of professional work experience in the field for which the procedure for filling the vacant job position is being conducted.
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Annex No. 1/7: General job description for Professional Grade 2.

Professional 2 <i>This class includes professional level 2 positions, which perform tasks that require general professional knowledge in specific areas. The work is performed within specific guidelines and practices of the institution with a reasonable degree of independence with occasional professional supervision and support from the supervisor and the higher professional level officer.</i> <u>Includes positions with these titles:</u> 1. <i>Procurement Officer;</i> 2. <i>Administrative Officer;</i> 3. <i>Statistics Officer;</i> 4. <i>Archives Officer;</i>	
I. <u>Main duties and responsibilities:</u> ▪ This class includes positions for performing tasks that require thorough knowledge of a specific field. ▪ The fulfillment of duties in positions of this class is accomplished by following institutional guidelines and practice. ▪ It is required that a careful analysis of factual information be carried out while working in positions of this class. ▪ Officials in positions in this class may adapt procedures, techniques, material means and/or equipment to the needs of the field of activity and may perform work that is not routine but always within the respective area of responsibility. ▪ The officer in positions of this class assumes specific responsibility, without supervision, for the interpretation and implementation of a number of administrative procedures and instructions through his own initiative when required.	II. <u>Characteristics according to classification factors:</u> • <i>Level of importance</i> - includes responsibility for making decisions that affect the work of the organizational unit. They are involved in or contribute to decision-making that, as a rule, does not have national consequences but is limited to consequences within the institution. • <i>Level of decision-making freedom</i> - involves working under ordinary, non-regular supervision to perform duties and responsibilities while following the general and specific instructions of the superior/supervisor. • <i>Difficulty level</i> – includes work processes that present medium complexity and moderate need for innovation.

III. <u>General requirements (Knowledge, Skills and Qualities) needed:</u> ▪ Complete and specialized knowledge in the specific professional field. ▪ High level of professional or technical knowledge of the relevant field and understanding of areas related to duties and responsibilities. ▪ Good knowledge of research methods, which assist in the preparation of basic or analytical reports and in decision-making. ▪ Logical reasoning and analysis skills. ▪ Ability to make independent professional judgments and exercise discretion on issues and to make a significant contribution to the development and implementation of policies. ▪ Research, analytical, evaluation skills and formulation of recommendations and professional advice. ▪ Communication skills and personal influence, including the ability to represent. ▪ Knowledge of foreign languages (preferred).	IV. <u>General formal requirements:</u> a) Required education: Higher education diploma with at least 3 years of study. Diploma of the fifth level of the KQF, in the field of ICT. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Required work experience: At least 1 (one) year of work experience in the field for which the procedure for filling the vacant job position is being conducted.
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Annex No. 1/8: General job description for Professional Grade 3.

Professional 3 <i>This class includes professional level 3 positions, which perform administrative, support duties for other professional officers. The work is carried out within detailed instructions, procedures and under the supervision of a superior or senior professional officer .</i>	
<u>Includes positions with these titles:</u> 1. <i>Transport Officer;</i> 2. <i>Reception and Logistics Assistant;</i> 3. <i>Administrative Assistant and Receptionist</i>	
I. <u>Main duties and responsibilities:</u> ▪ This class includes positions for performing tasks that require basic knowledge/concepts from the relevant field of education or basic skills typically acquired with a Bachelor's degree or secondary education with basic experience regardless of the field or specialty. ▪ Tasks are assigned by the superior or a senior, experienced official along with clear, detailed instructions, the completion of which requires providing solutions to simple problems. ▪ The work performed in these positions is generally routine tasks within a function for which no previous work experience is required. ▪ The specific work in these positions is carried out in accordance with instructions and/or procedures that are well-detailed and standardized. ▪ Work in these positions is performed under the very close supervision of a superior or a higher-ranking official, who provides verbal or written instructions. ▪ Officials in these positions consult with their superiors regarding any uncertainties or difficulties encountered during work, in order to carry out the tasks assigned to them.	II. <u>Characteristics according to classification factors:</u> ▪ Level of importance - includes responsibility for the proper implementation of work methodology, procedures and professional techniques. As a rule, responsibility for implementing well-defined work tasks and without consequences outside the organizational unit. ▪ Level of decision-making freedom - involves working under the regular supervision of a senior official and his instructions for solving routine problems. ▪ Level of difficulty – involves performing several routine tasks that require the implementation of defined work

	methodology, procedures and professional techniques .
III. <u>General requirements (Knowledge, skills and qualities) needed:</u> ▪ Basic professional and specific supporting knowledge in the relevant field of work, acquired through basic education and training. ▪ Ability to understand and implement operational practices with standard administrative/technical procedures in a given field. ▪ Knowledge of standard administrative/technical procedures in a specific field. ▪ Ability to work on own initiative within established plans and procedures. ▪ Good communication skills, including the ability to give instructions and convey information to others. ▪ Computer skills in software applications (Word, Excel, Power Point).	IV. <u>General formal requirements:</u> a) Required education: Higher education diploma with at least 3 years of study. Diploma of the fifth level of the KQF, in the field of ICT. b) Special formal qualifications: Certificates, licenses when required by applicable legislation or when deemed necessary for positions in this class. c) Work experience required: Not required.

Annex No. 2 : Type Groups of general and special administration.

Type Group Code	Group Name Type	Required field of education
1. Gr .	Legal group	Legal.
2. Gr .	Budget and Finance Group	Economics, finance or accounting
3. Gr .	Economy group	Economics (regardless of specialization).
4. Gr .	Public procurement group	Economics (regardless of specialization), Law or Public Administration
5. Gr .	Internal audit group	Economics (regardless of specialization), Law, Public Administration, Public Finance.
6. Gr .	Human resources group	Law, Economics, Psychology, Public Administration, Pedagogy, Human Resources Management.
7. Gr .	Archive-documentation group	Law/History/Literature/ Archival Studies /Oriental Studies, Anthropology, Balkan studies.
8. Gr .	Public relations and information group	Journalism/Communication Science, Language and Literature, Public Relations, Marketing
9. Gr .	General tax or revenue collection group	Law/Economics (regardless of specialization).
10. Gr .	General social services group	Psychology/Sociology, Social Work, Speech Therapy.
11. Gr .	Natural sciences group	Biology, Zoology, Agriculture, Horticulture, Forestry, Geography, Physics, Chemistry, Mathematics, Ecology, Agronomy, Veterinary Medicine, Environment.
12. Gr .	Social sciences group	Law, Economics (unspecified), Sociology, Anthropology, Philosophy, History, Political Science, Psychology, Social Work, Geography, Public Administration
13. Gr .	Political science group	History/Philosophy/Sociology, Political Science, Public Administration, Social Policy, Law, International Relations.

14. Gr .	Foreign Service Group	Political Science, Law, International Relations, Security Policy, European Studies, Economics, Law and Diplomacy (economic, public and cultural) Public Administration.
15. Gr .	Protocol Group	International Relations, Law, Communication, Protocol
16. Gr .	General engineering group	Engineering, excluding Electrical Engineering - Technology
17. Gr .	Electrotechnology engineering science group	Electronics, Electronics and Telecommunications Engineering.
18. Gr .	General health/medical group	General Medicine, Other Medicine and Medical Management.
19. GR.	General cultural heritage group	History, Art History, Archaeology, Ethnology, Anthropology, Architecture, Landscape Architecture, Urban Conservation, Fine Arts (painting, sculpture, graphic design, music), Curation , Museology, Oriental Studies, Geography.
20. Gr .	Physics group	Physics.
21. Gr .	Meteorology group	Meteorology, Physics, Geography, Agriculture.
22. Gr .	Chemistry group	Chemistry, Industrial Chemistry, Chemical Engineering
23. Gr .	Geology and geophysics group	Geology, Geophysics, Geological Engineering/Engineering Geology and Hydrogeology , Geography
24. Gr .	Hydrology group	Engineering /Hydrotechnical Sciences , Geology, Hydrogeology , Geography.
25. Gr .	Air quality group	Chemistry, Industrial Chemistry/General Technology, Chemical Engineering/General Technology Eng .
26. Gr .	Mathematics group	Mathematics.
27. Gr .	Statistics group	Mathematics, Economics, Geography.
28. Gr .	Biology and botany group	Biology/Botany/Plant Production/Agronomy.
29. Gr .	Zoology and zootechnics group	Zootechnics.
30. Gr .	Agriculture, Forestry and Land Group	Agronomy/Forestry/Horticulture/Earth Sciences, Geography, Veterinary Medicine.
31. Gr .	General environmental group	Environmental Engineering/Environmental/General Chemistry, Biology, Ecology, Geography
32. Gr .	Soil and water group	Chemistry, Industrial Chemistry, General Technology, Chemical Engineering, Agriculture, Water Engineering.
33. Gr .	Industrial engineering group	Meteorological Engineering, Industrial Engineering.

34. Gr .	Construction engineering group	Civil Engineering, Structural Engineering, Architectural Engineering, Geotechnical Engineering , Hydrotechnics.
35. Gr .	Mechanical engineering group	Manufacturing and Industrial Engineering with Management , Thermopower and Renewable Energy , Engineering Design and Vehicles, Communication and Transportation, Mechatronics .
36. Gr .	Mining engineering group	Extractive Metallurgy/ Mining Engineer/ Mining Engineer Oil and Natural Gas, Mining Engineer, Geological Engineer
37. Gr .	Electrical engineering group	Electrical Engineering, Energy.
38. Gr .	Electronic engineering group	Electronics, Mechatronics and Robotics Engineering .
39. Gr .	Telecommunications engineering group	Telecommunications Engineering.
40. Gr .	Architecture group	Architecture, Interior, Urban Design, Landscape Architect
41. Gr .	Spatial planning group	Spatial planning (regional, urban, rural, transport and environment), Architecture and Geography.
42. Gr .	Geodesy group	Geodesy.
43. Gr .	Cartography and GIS Group	Geography. Geodesy. GIS, Architecture, Civil Engineering.
44. Gr .	Geography group	Geography.
45. Gr .	Veterinary group	Veterinarian.
46. Gr .	Pharmaceutical group	Pharmacy/Pharmaceutical Engineering/Chemistry, Engineering Chemistry .
47. Gr .	Environmental and Occupational Health and Hygiene Group	Environmental and Occupational Hygiene/Epidemiology, Public Health, Social Medicine.
48. Gr .	Education group	Teaching or a specific branch of relevant science and teaching experience.
49. Gr .	Information technology group	Computer Science, Computer and Software Engineering, Engineering Computer Science , Information Technology and Telecommunications, Computer Science and Information Technology, Computer Electrical Engineering with Telecommunications
50. Gr .	Data technology group	Data Science, Data Engineering, Statistical Science, Computer Science, Computer and Software Engineering,

		Engineering Computer Science , Information Technology and Telecommunications, Computer Science and Information Technology, Computer Electrical Engineering with Telecommunications
51. Gr .	Architectural heritage group / CONSERVATION	Architecture, Urban Conservation, Landscape Architecture, Structural Engineering and Conservation Sub-Specializations - Structural Conservator.
52. Gr .	Archaeology group	Archaeological Sciences, Anthropology, and Conservation Sub-Specializations
53. Gr .	Archives group	Archives , History, Art History, Anthropology, Oriental Studies, Balkan Studies and conservation sub-specialties.
54. Gr .	Curator /museology group	History, Art History, Anthropology, Curation , Museology, Sociology, Balkan Studies, Literature, Fine Arts (Painting, Sculpture, Graphic Design and others), Architecture, Interior Design, and sub-specializations of museology
55. Gr .	Movable heritage group / CHRISTIAN	History, Art History, Anthropology, Balkan Studies, Ethnology, Archaeology, numismatics, fine arts (painting, sculpture, design, music), and subspecialties in the field of conservation (conservator of stone, wood, textile, metal, ceramics, paper, etc.).
56. Gr .	Psychology group	Psychological Sciences.
57. Gr .	Social work group	Social Work
58. Gr .	Sociology group	Sociology.
59. Gr .	Translation and interpretation group	Relevant foreign language.
60. Gr .	Food safety group	Food Technology, Food Chemistry.
61. Gr .	Security group	Security, Law, Forensics.
62. Gr .	Tourism group	Geography, Tourism, Ethnology, Cultural Heritage.
63. Gr .	General administration group	Unspecified higher education.
64. Gr .	General administration group	Unspecified secondary education.

Annex No. 3 : Job description form.

I. JOB POSITION DATA

Position title: _____

Institution: _____

Department: _____

Division: _____

Reports to: _____

II. UNIT MISSION

.....
.....

III. GENERAL PURPOSE OF THE JOB POSITION

.....

IV. MAIN DUTIES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. MAIN RESPONSIBILITIES RELATED TO

A. *Planning and objectives (if any)*

A.1. _____

A. 2 _____

A.3. _____

B. Management (if any)

B.1. _____

B.2 _____

B.3. _____.

C. Technical tasks

C.1 _____

C. 2 _____

C. 3 _____

D. Institutional representation and cooperation

D.1. _____

D.2. _____

D.3 _____

VI. IMPORTANCE

(Complexity and consequences).

(Select the appropriate setting for each factor according to the definitions shown in Article 16 of the Regulation).

.....
.....

VI. FREEDOM IN DECISION-MAKING

(Type of decision and freedom to act).

(Select the appropriate setting for each factor according to the definitions shown in Article 17 of the Regulation).

.....
.....

VIII. DIFFICULTY

(Management relationship and focus of activity).

(Select the appropriate setting for each factor according to the definitions indicated in Article 16 of the Regulation).

IX. Oversight

.....
.....

X. SUBORDINATE STAFF (if any)

.....
.....

XI. WORKING CONDITIONS

.....

XII. GENERAL FORMAL AND SPECIFIC REQUIREMENTS (Category, class, group, work experience and other specific requirements if any).

Position Category and Class:

Required group and field of education:

Experience:

Specific	Requirements:
.....	

XIII. SIGNATURE

1. Direct supervisor: _____

2. Executive Director: _____