



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. 02/ 2026
ON ESTABLISHING AN EMPLOYMENT RELATIONSHIP UNDER A FIXED-TERM CONTRACT IN THE ACADEMY OF JUSTICE

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

This Regulation sets out the rules and procedures for establishing an employment relationship in the Academy of Justice under a fixed-term contract.

Article 2
Scope

The provisions of this Regulation shall apply to civil servants of the Academy when establishing an employment relationship under a fixed-term contract.

Article 3
Definitions

1. The definitions and expressions used in this Regulation shall have the same meaning as the definitions set out in the applicable Law on Public Officials and the applicable Law on Labour.
 - 1.1 Responsible Officer – means the Senior Human Resources Officer;
 - 1.2 HRMIS – means the Academy of Justice module in the Human Resources Management Information System.

Article 4

Establishment of an employment relationship for a fixed term

1. An employment relationship in the Academy of Justice may be established under a fixed-term contract in the following cases:

- 1.1. to implement a specific project of the institution;
- 1.2. to fill a position in the case of a temporary absence.

2. A fixed-term employment contract shall be concluded for as long as necessary, but not exceeding three (3) years for contracts referred to in subparagraph 1.1 of this Article and not exceeding two (2) years for contracts referred to in subparagraph 1.2 of this Article.

3. A person employed under a contract pursuant to this Article shall not enjoy the right to the extension of the fixed-term contract beyond the period specified in paragraph 2 of this Article.

4. A person employed under a contract pursuant to paragraph 2 of this Article shall enjoy the same rights and obligations as all civil servants, except for the right to the extension of the fixed-term contract without being subject to the regular recruitment procedure in accordance with the sub-legal acts adopted by the Steering Council.

Article 5

Establishment of an employment relationship to implement a specific project

1. An employment relationship in the Academy of Justice may be established under a fixed-term contract for the implementation of a specific project.

2. The project referred to in paragraph 1 of this Article shall be approved by the Executive Director of the Academy of Justice and shall have financial coverage within the budget.

3. The project description referred to in paragraph 1 of this Article shall contain, at a minimum, the duration of the project, the detailed cost, the number of employees to be engaged and their remuneration.

Article 6

Establishment of an employment relationship to fill a position in the event of a temporary absence

1. An employment relationship in the Academy of Justice may be established under a fixed-term contract in the event of a temporary absence in the following cases:

- 1.1. unpaid medical leave;
- 1.2. maternity leave;
- 1.3. participation in a training program or professional program on behalf of the institution;
- 1.4. temporary transfer to other duties within or outside the country;
- 1.5. suspension according to articles 5 and 8 of the regulation on suspension and termination of employment in the Academy of Justice;

1.6. in other cases of temporary absence from work.

2. The establishment of an employment relationship under a fixed-term contract in the event of a temporary absence may only take place where the civil servant is absent for the reasons referred to in paragraph 1 of this Article for at least three (3) months.

3. The employment relationship referred to in paragraph 1 of this Article shall be concluded for as long as necessary or until the civil servant being replaced returns to work, but for no longer than two (2) years.

Article 7

Selection procedure

1. A request for establishing an employment relationship under a fixed-term contract in the event of a temporary absence shall be justified by the direct supervisor of the position and approved by the Executive Director of the AoJ.

2. A request for establishing an employment relationship under a fixed-term contract for a specific project shall be approved by the Executive Director of the AoJ.

3. The selection procedures for a fixed-term contractual position shall be conducted by the responsible officer of the AoJ.

4. The establishment of an employment relationship in the Academy of Justice under a fixed-term contract in the event of a temporary absence shall apply to the categories of technical-administrative staff, professional staff and specialist-expert staff, without limitation, through an open public recruitment procedure and in compliance with the relevant provisions of the regulation on the procedure for admission to AoJ.

5. The vacancy announcement for the selection procedure shall be published by the Responsible Officer in the HRMIS, on the official website of the Academy of Justice and through other appropriate means of public information.

6. Applications from candidates seeking employment in the Academy of Justice shall be accepted within the deadline specified in the vacancy announcement, which shall not be shorter than seven (7) days.

7. The competition shall be conducted in two (2) stages:

7.1. preliminary verification, through which it is verified whether the candidates fulfil the general and specific criteria set out in the vacancy announcement; and

7.2. professional assessment, which includes the assessment of the candidates' professional knowledge and competencies.

8. The preliminary verification shall be conducted by the Responsible Officer administering the selection procedure, whereas the professional assessment shall be conducted by the Selection Commission.

9. During the preliminary verification procedure, candidates shall not be awarded points, whereas in the professional assessment they may be awarded up to one hundred (100) points.

Article 8

Announcement of the selection procedure

1. The announcement of the selection procedure shall contain at least the following information:
 - 1.1. the workplace;
 - 1.2. the title of the position;
 - 1.3. the general job description;
 - 1.4. the duration of the employment relationship;
 - 1.5. the general eligibility criteria for appointment, according to article 5 of the regulation on the procedure for admission to AoJ;
 - 1.6. the coefficient of the position in the case of replacement, or the salary in the case of projects;
 - 1.7. additional specific criteria, where applicable;
 - 1.8. the knowledge, skills and competencies required in the selection procedure;
 - 1.9. the manner of submitting applications;
 - 1.10. the closing date for the submission of applications, specified by an exact date;
 - 1.11. the documents to be submitted as part of the application and the manner of their submission;
 - 1.12. the method of assessment of candidates;
 - 1.13. the manner of notification and communication with candidates;
2. Every vacancy announcement shall also contain the following notices:
 - 2.1. “Non-majority communities and their members, persons with disabilities and the less represented gender are entitled to fair and proportional representation in the Civil Service of Kosovo, as provided for in the LPO”;
 - 2.2. “Applications submitted after the prescribed deadline shall not be accepted, and incomplete applications shall be rejected”.
3. Through the application, the candidate declares and assumes responsibility for the authenticity of all documents submitted, as required by the announcement of the selection procedure.
4. Any false declaration referred to in this Article shall constitute grounds for exclusion from the selection procedure.

Article 9

Candidates' applications

1. Candidates shall complete the application form, which shall contain the following information:
 - 1.1. the reference number of the selection procedure announcement;
 - 1.2. the title of the position and the institution;
 - 1.3. the candidate's personal data;
 - 1.4. the level of education and academic qualifications obtained, the educational institutions attended and the dates of graduation;
 - 1.5. a detailed description of work experience, including:
 - 1.5.1. name of the employer;

- 1.5.2. previous positions held;
 - 1.5.3. title, grade and/or equivalent;
 - 1.5.4. duration of the employment relationship;
 - 1.5.5. description of the main duties performed;
 - 1.5.6. number and type of personnel supervised, where applicable;
 - 1.5.7. address and contact details of the previous employer; and
 - 1.5.8. reasons for the termination of previous employment relationship(s).
 - 1.6. language skills;
 - 1.7. information on completed or attended specialised training, professional qualifications and specialisations, special skills and publications, where required by the competition;
 - 1.8. computer skills;
 - 1.9. name, address and contact number of two (2) referring persons.
2. Along with the application for participation in the selection procedure, candidates shall also attach the following documentation:
 - 2.1. a copy or copies of the diploma(s) required by the competition together with information from the educational institution(s). Diplomas obtained abroad shall be nostrified or accompanied by proof that the nostrified procedure has been initiated, provided that the nostrification of the diploma is submitted by the time of signing the letter of appointment to the position;
 - 2.2. copies of proof of employment;
 - 2.3. copies of documents proving fulfilment of the application requirements specified in the selection announcement and stated in the application; and
 - 2.4. a copy of the work performance appraisal for the last three (3) years, where applicable.
 3. A certificate confirming that the candidate has not been convicted of an intentional criminal offence shall be submitted during the verification phase prior to appointment.
 4. Candidates shall complete the application form in accordance with the Law on the Use Languages.
 5. Applications shall be submitted to the specified address and within the determined deadline, either in person, by registered mail or electronically, in accordance with the requirements set out in the recruitment announcement.
 6. The Responsible Officer shall provide technical support during the recruitment procedure, upon the request of candidates.

Article 10

Preliminary verification

1. Preliminary verification is the process of verifying whether candidates applying for appointment to the civil service at the Academy of Justice meet the general and specific criteria set out in the vacancy announcement.
2. The preliminary verification shall be carried out by the Responsible Officer no later than five (5) days after the expiry of the deadline for submission of applications, on the basis of the documents submitted as part of the application.

3. The Responsible Officer shall publish in the HRMIS (once it becomes operational) and on the official website of the Academy of Justice the list of candidates who meet the general and specific criteria.

Article 11

Professional evaluation

1. The professional evaluation stage shall consist of an interview and a curriculum vitae evaluation and shall be conducted by the Selection Commission with the support of the Responsible Officer.

2. The Responsible Officer shall notify the candidates who have successfully passed the preliminary verification of the date, time and venue of the interview.

3. The interview shall evaluate the knowledge, skills and competencies required in the vacancy announcement.

4. The interview shall be structured by the Selection Commission, which shall prepare the same set of questions for all candidates for the interview.

5. The interview shall consist of six (6) questions, each of which shall be scored with a maximum of ten (10) points. In addition to the main questions, members of the Selection Commission may ask follow-up questions in order to assess the candidate more accurately in relation to the main question.

6. During the interview, the candidate may obtain a maximum of one hundred (100) points, of which forty (40) points shall be awarded for the curriculum vitae (CV).

7. The maximum score for the curriculum vitae shall be allocated as follows:

7.1. up to fifteen (15) points for education;

7.2. up to fifteen (15) points for relevant work experience; and

7.3. up to ten (10) points for relevant training.

8. Each member of the Selection Commission shall carry out a detailed evaluation of each interview question and of the curriculum vitae.

Article 12

Announcement of the final results

1. The final evaluation of the interview and the curriculum vitae for each candidate shall be the arithmetic average of the evaluations made by all members of the Selection Commission.

2. Upon completion of the interview and the evaluation of the curriculum vitae, the Selection Commission shall prepare the final list and submit it to the Responsible Officer. The list shall indicate the full name of each candidate and the total points awarded to each candidate.

3. The final list shall be published on the official website of the Academy of Justice, in the HRMIS (once it becomes operational), and through other appropriate means of information.

4. The candidate who receives the highest number of points, but not less than the threshold of seventy (70) points, shall be considered the successful candidate.

Article 13

Selection Commission

1. The Selection Commission for the professional evaluation of candidates in the selection procedure shall be established by a decision of the Executive Director of the Academy of Justice.
2. The Selection Commission shall consist of three (3) members, as follows:
 - 2.1. two (2) civil servants holding lower or middle management positions, specialised in the relevant field corresponding to the position for which the competition is conducted;
 - 2.2. one (1) professional civil servant specialised in the relevant field corresponding to the position for which the competition is conducted.

Article 14

Signing of the contract

Following the publication of the final results, the successful candidate and the Executive Director of the Academy of Justice shall sign the employment contract in accordance with the applicable labour legislation.

Article 15

Appeal

Candidates dissatisfied with the recruitment process, after the announcement of the final results, have the right to appeal to the Independent Civil Service Oversight Council within thirty (30) days.

Article 16

Annexes

An integral part of this Regulation shall be: Annex 1– Individual Candidate Evaluation Form for the Interview and Curriculum Vitae Evaluation, and Annex 2 – Final Candidate Evaluation List.

Article 17

Entry into force

This Regulation shall enter into force upon its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice



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Annex No. 1

**INDIVIDUAL CANDIDATE EVALUATION FORM FOR THE INTERVIEW AND
CURRICULUM VITAE EVALUATION**

Date: _____

Full Name of the candidate: _____

Evaluation area	Maximum points	Evaluation by the member	Comments or remarks by the member of the Commission (if any). Comments must be provided in cases where the minimum or maximum score is awarded.
Question 1	0-10		
Question 2	0-10		
Question 3	0-10		
Question 4	0-10		
Question 5	0-10		
Question 6	0-10		
Curriculum Vitae (CV) – Education	0-15		
Curriculum Vitae (CV) – Experience	0-15		
Curriculum Vitae (CV) – Training	0-10		
TOTAL:			

Selection Commission

Member 1
(Full Name)

(Signature)

Member 2
(Full Name)

(Signature)

Member 3
(Full Name)

(Signature)



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Annex No. 2

Date _____

FINAL CANDIDATE EVALUATION LIST

Candidate:	Interview points:	Total points:

Admission Commission:

Member 1

(Full Name)
(Signature)

Member 2

(Full Name)
(Signature)

Member 3

(Full Name)
(Signature)
