



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

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No: 01/517/2023

Date: 03.11.2023

Managing Board of the Academy of Justice,

Pursuant to Article 10 (paragraph 1, sub-paragraph 1.1) and Article 11 (Paragraph 4) of the Law No. 05/L-095 on the Academy of Justice, in its meeting held 03.11.2023 issues the following:

**DECISION**

- I. Approving Regulation No. 05/2023 on the Internal Organization and Systematization of Jobs in the Academy of Justice.
- II. Decision enters into force on the day of its approval by the Managing Board.

Vaton Durguti

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Chairman of the Managing Board  
Academy of Justice

Decision is sent to:  
Executive Director of the Academy of Justice  
Archive of the Academy of Justice



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The Managing Board of the Academy of Justice,

Pursuant to Article 10 paragraph 1, subsection 1.1, article 17 paragraph 1, subsection 1.10, as well as Article 23 paragraph 1 of the Law No. 05/L-095 on the Academy of Justice, in its meeting held on 03.11.2023,

Approves:

**REGULATION (AJ) NO. 05/2023**  
**ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS**  
**IN THE ACADEMY OF JUSTICE**

**CHAPTER I**  
**GENERAL PROVISIONS**

**Article 1**  
**Purpose**

This Regulation aims to determine the internal organization and systematization of jobs at the Academy of Justice (hereinafter: the Academy), as an independent public institution.

**Article 2**  
**Scope**

1. This regulation applies to the Academy of Justice.
2. The duties and responsibilities of the Academy of Justice are determined by the provisions of Law No. 05/L-095 on the Academy of Justice and according to the relevant applicable legislation.

### **Article 3**

#### **Administrative work of the Academy**

1. The Academy and its internal organizational units perform administrative, professional and other legally defined tasks related to:
  - 1.1 direct implementation of the law;
  - 1.2 issuing sublegal acts;
  - 1.3 exercise of administrative supervision;
  - 1.4 performing other administrative and professional works.

## **CHAPTER II**

### **INTERNAL ORGANIZATION AND SCOPE OF ORGANIZATIONAL UNITS OF THE ACADEMY**

#### **Article 4**

##### **Scope of the Academy and internal organizational units**

1. The Academy performs the following legal functions:
  - 1.1. compiles training programs and organizes trainings for judges and state prosecutors in accordance with applicable law;
  - 1.2. develops training needs assessment process through mechanisms set up by the Academy and based on the requests of the Kosovo Judicial Council (hereinafter: KJC), Kosovo Prosecutorial Council (hereinafter: KPC);
  - 1.3. organizes trainings for the court and prosecutorial administrative staff, after prior coordination on training needs with the KJC and KPC, in accordance with the legislation in force;
  - 1.4. may organize continuous professional trainings for the State Advocates, lawyers, notaries, private enforcement agents, mediators, bankruptcy administrators and other professions based on the Academy assessment, pursuant to the requests of competent institutions;
  - 1.5. develops and implements training programs in cooperation with KJC and KPC, and in cooperation with respective chambers of free legal professions or respective institutions;
  - 1.6. retains data on the trainings and programs conducted in the Academy in accordance with the legislation in force;

- 1.7. establishes and maintains cooperation with similar local and international institutions regarding the work which it performs, including professional practice and exchange programs;
  - 1.8. performs analysis, researches and cooperates with scientific institutions;
  - 1.9. conducts publishing activities for fulfilling the mandate for the needs of judicial and prosecution system and open professions.
  - 1.10. Performs other duties set forth by law and other acts of the Academy.
2. Number of employees in the Academy of Justice is thirty six (36).

## **Article 5**

### **Employees at the Academy of Justice**

Employees at the Academy of Justice have the status of civil servants according to the relevant Law on the Academy of Justice and the respective Law on public officials.

## **Article 6**

### **Bodies of the Academy of Justice**

1. The Academy Bodies are as follows:
  - 1.1 Managing Board;
  - 1.2 Program Council;
  - 1.3 Executive Director.
2. Composition, appointment or election, duties and responsibilities of the Managing Board of the Academy as a governing body of the Academy, and the Program Council of the Academy as a professional body, are determined by Law No. 05/L-095 on the Academy of Justice and Law no. 08/L-063 on Amending and Supplementing the Laws related to the Rationalization and Establishment of Accountability Lines of Independent Agencies.
3. Powers and responsibilities of the Executive Director as the main administrative officer of the Academy are determined by Article 17 of Law No. 05/L-095 on the Academy of Justice and Law No. 08/L-063 on Amending and Supplementing the Laws Related to the Rationalization and Establishment of Accountability Lines of Independent Agencies, and the relevant legislation into force for high-level management positions.
4. Members of the Managing Board of the Academy and the Program Council are not employed by the Academy, with the exception of the Executive Director, who is ex officio a member of the Program Council in accordance with the Law on the Academy.

**Article 7**  
**Organizational structure of the Academy of Justice**

1. The organizational structure of the Academy of Justice is as follows:
  - 1.1. Office of the Executive Director;
  - 1.2. Departments and
  - 1.3. Divisions.

**Article 8**  
**Office of the Executive Director of the Academy**

1. The Office of the Executive Director of the Academy consists of:
  - 1.1 Executive Director;
  - 1.2 One (1) senior executive officer
2. Duties and responsibilities of the Executive Director are determined by Law No. 05/L-095 on the Academy of Justice, Law No. 08/L-063 on Amending and Supplementing of Laws related to the Rationalization and Establishment of Accountability Lines of Independent Agencies and the relevant legislation in force.
3. Duties and responsibilities of the professional and support staff of the Office of the Executive Director are determined according to the relevant legislation for public officials.
4. Number of employees in the Office of the Executive Director of the Academy of Justice is two (2).

**Article 9**  
**Departments and Divisions of the Academy**

1. Departments and Divisions of the Academy are:
  - 1.1. Department of Training Programs:
    - 1.1.1. Division for the initial training of judges and state prosecutors;
    - 1.1.2. Division for continuous training for judges and state prosecutors;
    - 1.1.3. Division for the training of judicial and prosecutorial administrative staff, state advocates, lawyers and other free professions.
    - 1.1.4. Division for analysis, research and publications.
  - 1.2. Department for legal and general services:

- 1.2.1. Division for legal services, communications and inter-institutional cooperation;
  - 1.2.2. Division for Information Technology;
  - 1.2.3. Division for administrative support and logistics.
- 1.3. Division for Budget and Finance, and
  - 1.4. Senior Personnel Officer.

## **Article 10**

### **Department of Training Programs**

1. The mission of the Department of Training Programs is to manage training programs and provide initial training and ongoing training for judges and state prosecutors, as well as training for judicial and prosecutorial administrative staff, state advocates, lawyers and other free professions.
2. The duties and responsibilities of the Department of Training Programs are:
  - 2.1 Compilation and proposal of policies, objectives and training strategies related to the training of judges and state prosecutors and in the area of analysis, research and publications;
  - 2.2 Preparation and implementation of the program for initial training and continuous training of judges and state prosecutors;
  - 2.3 Organization of the initial training and continuous training for judges and state prosecutors;
  - 2.4 Organization of trainings for judicial and prosecutorial administrative staff, after prior coordination of training needs with KJC and KPC, in accordance with the legislation in force;
  - 2.5 Organization of continuous professional training for state attorneys, lawyers, notaries, private bailiffs, mediators, bankruptcy administrators, as well as other professions based on the Academy's evaluations, according to the requirements of the competent institutions;
  - 2.6 Conducting training needs assessment for all types of training and for all target groups of the Academy.
  - 2.7 Supporting the Program Council in developing and updating training programs for all types of training and for all target groups of the Academy.
  - 2.8 Performing evaluation of trainings for all types of trainings and for all target groups of the Academy;
  - 2.9 Manage the selection process of trainers and mentors for all types of trainings and for all target groups of the Academy;
  - 2.10 Coordinate, develop and implement the selection and engagement process of the trainers;

- 2.11 Coordinate and oversee the engagement of trainers, as well as fulfillment of duties and responsibilities of the trainers;
  - 2.12 Developing the standards of training methodology for the Justice Academy;
  - 2.13 Performing Training of Trainers and of Mentors for the Justice Academy;
  - 2.14 Elaborating the annual training plan and the calendar of training activities for the Justice Academy, including its financial aspects;
  - 2.15 Drafting polices, objectives and strategies in the area of analysis, research and publications;
  - 2.16 Performing analysis, research and publications in completion of the Academy's mandate;
  - 2.17 Compilation and publication of the important documents that reflect the work of the Academy;
  - 2.18 Support bodies of the Academy and the organizational units for preparation of periodic reports on its work;
  - 2.19 Provide support for other units of the Academy as needed;
  - 2.20 Retains and processes the statistical data and drafts reports and statistics as per request and needs;
  - 2.21 Retain the data and report on the organized trainings.
  - 2.22 Coordination with the organizational units of the Academy as well as with the relevant institutions of the justice sector for implementation of training activities.
  - 2.23 Participating in the budgetary planning process of the activities of the department.
3. The Director of the Department of Training Programs reports to the Executive Director of the Academy of Justice.
  4. Within the Department of training programs are included:
    - 4.1 Division for the initial training of judges and state prosecutors;
    - 4.2 Division for continuous training for judges and state prosecutors;
    - 4.3 Division for the training of judicial and prosecutorial administrative staff, state attorneys, lawyers and other free legal professions.
    - 4.4 Division for analysis, research and publications.
  5. The number of employees in the Department of Training Programs is fifteen (15).

**Article 11**  
**Division for initial training of judges and state prosecutors**

1. The duties and responsibilities of the Division for initial training for judges and state prosecutors are:
  - 1.1 Compilation and proposal of policies, objectives and training strategies related to the needs for initial training of judges and state prosecutors;
  - 1.2 Preparation and implementation of the program for initial training of judges and state prosecutors;
  - 1.3 Organization of initial training for judges and state prosecutors;
  - 1.4 Keeping records of data and reporting for initial training of judges and state prosecutors;
  - 1.5 Coordination with the other units of the Academy as well as with the relevant institutions of the Justice system for implementation of initial training;
  - 1.6 Managing Initial Training of judges and prosecutors (both theoretical and practical parts of the training);
  - 1.7 Managing mandatory training of judges and prosecutors, upon decision of KJC and KPC;
  - 1.8 Supporting the Program Council in developing and updating training programs for Initial and the Mandatory Training;
  - 1.9 Coordinate and oversee implementation of the duties and responsibilities of the trainers engaged in the initial training;
  - 1.10 Participating in the Training Needs Assessment and training evaluation processes, as well as in the selection of trainers for Initial and Mandatory Training;
  - 1.11 Developing and monitoring the compliance with the standards of training methodology for the Justice Academy;
  - 1.12 Conducting Training of Trainers and of Mentors for the Justice Academy;
  - 1.13 Elaborating the annual training plan and the calendar of training activities for Initial and Mandatory Training, including its financial aspects;
  - 1.14 Providing support to the other units of the Academy, as required;
  - 1.15 Participating in the budgetary planning process of the activities of the division.
  
2. The Head of Division of initial training for judges and state prosecutors reports to the Director of the Department of Training Programs.
  
3. The number of employees in the Division for initial training for judges and state prosecutors is three (3).



## **Article 12**

### **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 are as follows:
  - 1.1 Compilation and proposal of training policies, objectives and strategies regarding the continuous training for judges and state prosecutors,
  - 1.2 Preparation and implementation of the program for judges and state prosecutors;
  - 1.3 Organization of continuous training for judges and state prosecutors;
  - 1.4 Keeping records of data and reporting on the continuous training for judges and state prosecutors;
  - 1.5 Coordination with the other units of the Academy and the relevant institutions of the Justice system for implementation of continuous training;
  - 1.6 Managing Continuous Training for judges and prosecutors;
  - 1.7 Managing training for professional associates;
  - 1.8 Supporting the Program Council in developing and updating training programs for Continuous Training for judges, prosecutors and professional associates;
  - 1.9 Coordinate and oversee implementation of the trainer's duties and responsibilities engaged in the continuous training program;
  - 1.10 Participating in the Training Needs Assessment and training evaluation processes, as well as in the selection and training of trainers for Continuous Training;
  - 1.11 Elaborating the annual training plan and the calendar of training activities for Continuous training for judges, prosecutors and professional associates, including its financial aspects;
  - 1.12 Providing support to the other units of the Academy, as required;
  - 1.13 Participating in the budgetary planning process of the activities of the division;
2. The Head of the Division for continuous training for judges and state prosecutors reports to the Director of the Department of Training Programs.
3. The number of employees in the Division for continuous training for judges and state prosecutors is three (3).

## **Article 13**

### **Division for training of judicial and prosecutorial administrative staff, state attorneys, lawyers and other free legal professions**

1. The duties and responsibilities of the Division for the training of judicial and prosecutorial administrative staff, state attorneys, lawyers and other free legal professions are:
  - 1.1 Drafting and proposal of training policies, objectives and strategies related to training for judicial and prosecutorial administrative staff, after prior coordination of training needs with KJC and KPC, in accordance with the legislation in force;
  - 1.2 Preparation and implementation of the program for judicial and prosecutorial administrative staff in coordination with KJC and KPC;
  - 1.3 Organization of trainings for judicial and prosecutorial administrative staff;
  - 1.4 Organization of continuous professional training for state attorneys, lawyers, notaries, private bailiffs, mediators, bankruptcy administrators, as well as other professions based on the Academy's evaluations, according to the requirements of the competent institutions;
  - 1.5 Keeping records of data and reporting on trainings for judicial and prosecutorial administrative staff, state attorneys, lawyers and other free professions;
  - 1.6 Coordination with the other units of the Academy and relevant institutions of the Justice system and competent institutions for other professions for implementation of trainings;
  - 1.7 Managing training of Administrative staff of courts and prosecution offices;
  - 1.8 Managing training of governing bodies of the Justice system such as members and staff of KJC, KPC, Court Presidents, Chief Prosecutors, Heads of Departments and Units;
  - 1.9 Managing training of the Legal Professions;
  - 1.10 Supporting the Program Council in developing and updating training programs for their target groups;
  - 1.11 Coordinate and supervise implementation of the trainer's duties and responsibilities engaged in the program for training of the free professions;
  - 1.12 Participation in the Training Needs Assessment and training evaluation processes, as well as in the selection and training of trainers for their target groups;
  - 1.13 Elaborating the annual training plan and the calendar of training activities for their respective target groups, including its financial aspects;
  - 1.14 Providing support to the other units of the Academy, as required;

1.15 Participating in the budgetary planning process of the activities of the division

2. The head of the Division for training of judicial and prosecutorial administrative staff, state attorneys, lawyers and other free professions reports to the Director of the Department of Training Programs.

3. The number of employees in the Division for training of judicial and prosecutorial administrative staff, state attorneys, lawyers and other free professions is three (3).

#### **Article 14**

#### **Division for analysis, research and publications**

1. The duties and responsibilities of the Division for analysis, publications, information technology and logistics are:

1.1. Compilation of policies, objectives and strategy in the field of analysis, research and publications;

1.2. Create and organize the necessary structure for provision of legal literature with the aim of professional development of the judicial and prosecutorial system;

1.3. Perform analysis, research and publications in fulfilment of the mandate of the Academy;

1.4. Ensure legal sources in electronic and hard copy format;

1.5. Compilation and publication of important documents that reflect the work of the Academy;

1.6. Conduct research and analysis for the training needs;

1.7. Supports Academy bodies and organizational units regarding periodical reports on their work;

1.8. Maintains and processes statistical data and prepares reports and statistics as needed and requested;

1.9. Apply the procedures and management and administration of documents pertaining to training activities, the research and publications of the Academy;

1.10. Perform analytical and research activities of the Academy;

1.11. Organizing publication activities of the Academy;

1.12. Update the Academy's library including the online collection;

1.13. Collect, process and publish the Academy's statistics;

1.14. Process the annual work plan of the analytical, research and publication activities of the Academy, including the financial aspects;

1.15. Support the Academy's training activities, including the permanent trainers;

1.16. Participate and provide support on the training needs assessment process, provision of the training and other activities of the Training Program Department;

1.17. Provide support for other units of the Academy as needed;

1.18. Develop and administer the recruitment procedure for temporary trainers;

1.19. Support coordination and implementation of the selection and engagement process of trainers;

1.20. Provide information and the data pertaining to the process of the trainers performance monitoring;

1.21. Participate in the process of budgetary planning for the division activities.

2. Head of the Divisions for analysis, research and publications reports to the Director of the Training program Department.
3. Number of employees in the Division for Analysis, Research and Publications is five (5).

**Article 15**  
**Department for Legal and general services**

1. The Mission of the Department for legal and general services is management of the Academy's activities related to its legal services, communication, inter-institutional cooperation, information technology services, physical conditions of work, the necessary equipment, and the support and logistics services.
2. Duties and responsibilities of the Legal and General Services Department are:
  - 2.1 Providing advice and expertise on legal matters, including drafting, analyzing and/or commenting on legislative acts and by-laws;
  - 2.2 Managing the Academy's internal and external communications, including its website and social media accounts;
  - 2.3 Management of inter-institutional communication, international cooperation and donor coordination;
  - 2.4 Provision of translation services for Academy activities;
  - 2.5 Provides IT support to Academy staff and ensures the provision of quality IT equipment services;
  - 2.6 Implements procedures for document management and administration.
  - 2.7 Provides administrative and logistical services and support for the Academy such as maintenance and cleaning of facilities, inventory management and maintenance in warehouses, etc.
  - 2.8 Ensures the implementation of the procedures for the management of all the vehicles that the Academy has in accordance with the legislation in force, coordinates with the relevant institutions for reporting on the condition of the vehicles (service, maintenance, fuel expenses, etc.);
  - 2.9 Manages the archive system and internal, incoming and outgoing documents of the Academy;
  - 2.10 Receives, controls the property, manages the stocks, inventory and warehouses of the Academy;
  - 2.11 Ensures provision of transport service and manages the Academy's vehicles and those that are in use;
  - 2.12 Participation and provision of support for the activities of the Training Program Department;
  - 2.13 Providing support to other units of the Academy, as needed;
  - 2.14 Participation in the budget planning process of the department's activities.
3. The following divisions are part of the Department for legal and general services:
  - 3.1 Division for legal services, communication and inter-institutional cooperation;
  - 3.2 Division for Information Technology, and
  - 3.3 Administrative Support and Logistics Division.

4. The department for legal and general services is led by the Director who reports to the Executive Director of the Academy.

5. The number of employees in the Department for legal and general services is thirteen (13).

## **Article 16**

### **Division for legal services, communications and inter-institutional cooperation**

1. The duties and responsibilities of the Division for legal services, communications and inter-institutional cooperation are:

1.1 Drafting of primary and secondary legislation in the scope of the Academy;

1.2 Participation in the drafting of other draft laws in the field of justice when this is required by the Academy;

1.3 Providing legal advice, recommendations, instructions and opinions requested by the Executive Director and Academy officials;

1.4 Cooperates with other Departments and Divisions in relation to the field of activity of the Academy;

1.5 Cooperates with other competent institutions for the creation of legal infrastructure in the field of activity of the Academy;

1.6 Drafting memorandums, decisions, proposals and other materials requested by the Executive Director;

1.7 Ensuring the fulfillment of legal duties in the implementation of the law and other provisions from the scope of the Academy.

1.8 Designs and ensures the implementation of the Academy's communication plans;

1.9 Informs and promotes the activity and activities of the Academy in the public sphere;

1.10 Organizes media conferences and prepares press releases, statements, advisories, reports and other media publications;

1.11 Provides professional support for Academy personnel in the field of communication and information in media presentations;

1.12 Prepares, distributes and archives photographs and audio-visual materials of the main activities of the Academy.

1.13 Maintains the register of bylaws of the Academy;

1.14 Ensuring the fulfillment of legal duties in the implementation of the law and other provisions from the scope of the Academy;

1.15 Providing advice and expertise on legal matters, including drafting, analyzing and/or commenting on legislative and bylaw acts;

1.16 Managing the Academy's internal and external communications, including its website and social media accounts;

1.17 Management of inter-institutional communication, international cooperation and donor coordination;

1.18 Provision of translation services for Academy activities;

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

1.20 Participation in the budget planning process of the division's activities.

2. The Head of the Division for legal services, communication and inter-institutional cooperation reports to the Director of the Department for Legal and General Services.
3. The number of employees in the Division for legal services, communication and inter-institutional cooperation is five (5).

**Article 17**  
**Division for Information Technology**

1. Duties and responsibilities of the Division for Information Technology are the following:
  - 1.1. Provides IT support to Academy staff and ensures provision of quality IT equipment services;
  - 1.2. Ensures proper maintenance of all IT equipment in the Academy;
  - 1.3. Implements international standards of Information Technology, IT legislation in the Academy;
  - 1.4. Maintains the official website and official social networks of the Academy; and
  - 1.5. Managing the ICT infrastructure of the Academy, including drafting technical specifications and supervising the supply and procurement procedures in ICT;
  - 1.6. Maintaining and upgrading the hardware of the Academy (servers, LAN, VoIP, Intranet)
  - 1.7. Maintaining and developing software systems (data-base, LMS, CMS, the web-site);
  - 1.8. Providing help-desk support to the employees and trainers of the Academy;
  - 1.9. Providing technical and instructional support to the online training and publications, including users administration and support;
  - 1.10. Providing technical support to the Training Department in operating the ICT tools for managing and delivering the training activities;
  - 1.11. Providing support to the other units of the Academy, as required;
  - 1.12. Participating in the budgetary planning process of the activities of the division.
2. The Head of the Division for Information Technology reports to the Director of the Department for Legal and General Services.
3. The number of employees in the Division for Information Technology is three (3).

**Article 18**  
**Division for administrative support and logistics**

1. The duties and responsibilities of the Division for administrative support and logistics are:
  - 1.1. Implements procedures for document management and administration related to the general functioning of the Academy;
  - 1.2. Ensures working and accommodation conditions for Academy staff;
  - 1.3. Manages the Academy's inventory and warehouses;
  - 1.4. Accepts, checks assets, manages stocks and prepares relevant reports;
  - 1.5. Conducts the movement of property and provides appropriate information related to the movement of property, and prepares documentation for the movement of assets-alienation;

- 1.6. Provides services for the needs of the Academy for inventory, goods and other office equipment for work;
  - 1.7. Ensures the provision of transportation services and manages the Academy's vehicles and those that are in its use;
  - 1.8. Provides logistical support for the organization of Academy staff meetings;
  - 1.9. Provides logistic services for the personnel and needs of the institution;
  - 1.10. Provides secretarial service to other departments and divisions in the Academy.
  - 1.11. Providing support to the other units of the Academy, as required;
  - 1.12. Participating in the budgetary planning process of the activities of the division;
2. The Head of the Division for administrative support and logistics reports to the Director of the Department for Legal and General Services.
  3. The number of employees in the Division for administrative support and logistics is four (4).

### **Article 19**

#### **Budget and Finance Division**

1. The duties and responsibilities of the Budget and Finance Division are as follows:
  - 1.1. Taking care for the implementation of legislation on public finances and responsibilities and other sub legal acts that regulate this field by taking all appropriate actions related to the Budget and Finances, for all Departments and organizational units of the Academy;
  - 1.2. Formulation, proposal and justification of the budget as well as the implementation of the budget proposals;
  - 1.3. Taking care of finances with supervision and follow-up of budget financial expenses;
  - 1.4. Analytical preparation and follow-up of the annual budget of the Academy;
  - 1.5. Ensures that the financial resources allowed by the Government are allocated efficiently and according to the priorities of the Academy that are in accordance with the objectives and priorities of the Academy;
  - 1.6. Assistance in the efficient planning and realization of requests for the management of special funds - Donations for the Academy;
  - 1.7. Assistance in the preparation of the dynamic Plan of monthly, periodic and annual expenses according to economic categories for each organizational unit and Department separately;
  - 1.8. Managing with the evidence and the analysis of the expenses according to the economic categories and ensures that they are in harmony with the approved Budget and the Procurement Plan, and also continuously informs the Departments and other organizational units about the budget situation in the relevant Budget Program;
  - 1.9. Drafting and implementation of the monthly and annual cash flow plan and allocations, expenditure commitments for all Departments and organizational units of the Academy;

- 1.10. Carrying out, maintaining and verifying the relevant evidence for all payments made by the Academy and periodic and annual expenses, as well as helps in planning the budget for the year and subsequent periods;
  - 1.11. Reconciliation of the books of evidence of the Academy's expenses according to organizational units and Departments with the books of MFPT - Free Balance - respectively manages the relevant Programs related to the budget and finances;
  - 1.12. Monitoring and execution of all financial transactions within the Academy, respecting the legislation in force;
  - 1.13. Undertaking appropriate actions to correctly and timely settle all obligations towards partners within the legal term of 30 days and reporting on unpaid obligations;
  - 1.14. Keeping records of requests and tracking the realization of invoices for obligations to suppliers according to economic codes, as well as analysis of expenses according to destinations and economic categories;
  - 1.15. Drafting and submission to MFPT-Treasury the monthly, quarterly (3 months-period) and annual financial statements according to Departments and other organizational units separately as well as those of the Academy as a whole.
2. The Head of the Budget and Finance Division reports to the Executive Director of the Academy.
  3. The Head of the Budget and Finance Division is also the Chief Financial Officer, who manages public finances in accordance with the legislation in force.
  4. The number of employees in the Budget and Finance Division is three (3).

## **Article 20**

### **Senior Personnel Officer**

1. The duties and responsibilities of the Senior Personnel Officer are:
  - 1.1 implementation of the provisions of the legislation for public officials;
  - 1.2 cooperation in designing the structure and defining the organization of the Academy's departments;
  - 1.3 evaluates the needs, descriptions and working conditions for civil servants in cooperation with Departments and other organizational units of the Academy;
  - 1.4 prepares the procedures for selection and employment of qualified personnel necessary for the Academy in accordance with the legislation on public officials;
  - 1.5 issuing relevant certifications from the personnel field;
  - 1.6 performing administrative and professional work in the implementation of personnel policies, including job evaluation and classification, recruitment, selection, discipline;
  - 1.7 training needs assessment and coordination of training, preparation and implementation of qualification programs for the employees of the Academy's departments;



- 1.8 providing descriptions and tasks for the positions to be recruited as well as the selection of competing candidates;
  - 1.9 the preparation of Contracts/Appointment acts, decisions on staff transfer and forms for setting salaries and eventual incentives, according to the law;
  - 1.10 take care of the operation of the Databases and maintain the files for every public official of the Academy;
  - 1.11 preparing forms to evaluate the performance and quality of work of each civil servant/public official of the departments and other organizational units of the Academy;
  - 1.12 implementation of the implementation of the "Continuity" Program (electronic evidence) by making checks and reports on the implementation of working hours for civil servants/public officials;
  - 1.13 management of payrolls for public officials;
  - 1.14 performing other work according to the legislation in force.
2. The Human Resources Manager operates outside the Agency's structures and reports directly to the Executive Director of the Academy.
3. The number of employees in the position of Senior Personnel Officer is one (1)

### **Article 21 Certification Officer**

1. The Certification Officer's mission is to undertake actions to ensure that public money is spent in accordance with the legislation in force on public finances.
2. The certification officer at the Academy operates outside the Academy's structures and reports directly to the Executive Director of the Academy.
3. The number of employees as Certification Officer is one (1).

### **Article 22 Procurement Officer**

1. The duties and responsibilities of the Procurement Officer are:
  - 1.1. Drafts the work plans in agreement with the supervisor for the implementation of tasks determined on the basis of the unit's objectives and gives recommendations related to the realization of the unit's objectives;
  - 1.2. Leads working groups in the specific professional field when required and performs specialized tasks in the specific field as well as helps other staff of the institution in the realization of their duties and responsibilities;

- 1.3. In collaboration with the supervisor, analyzes and evaluates the achievement of the unit's objectives and work plan and prepares reports on the progress achieved and recommends improvements if required;
  - 1.4. Ensures that all procurement requests are in accordance with public procurement legislation and rules;
  - 1.5. Prepares contracts and ensures that procurement methods and techniques are understood and implemented by other procurement officials;
  - 1.6. Prepares standard forms and procedures, depending on the procurement method, and ensures that invitations to bids for tenders and their dispatch are made on time;
  - 1.7. Ensures the keeping of detailed data for all participating bidders, for the actions and decisions taken, as well as the signing of comments by each member;
  - 1.8. Performs other work in accordance with the purpose of the workplace which may be requested from time to time by the supervisor.
2. The Academy's Procurement Officer operates outside the Academy's structures and reports directly to the Academy's Executive Director.
  3. The number of employees as Senior Procurement Officer is one (1).

### **CHAPTER III FINAL AND REPEALING PROVISIONS**

#### **Article 23 Final Provisions**

1. The systematization of personnel in accordance with the legislation for public officials within the institution is allowed, if it is considered necessary for retaining the workflow.
2. The increase or decrease in the number of personnel in accordance with the annual Budget Law does not create a need to supplement-change this Regulation, except in cases where organizational structures are created and/or extinguished.
3. In accordance with paragraph 2 of this article, the provisions of the annual Budget Law regarding the number of employees are an integral part of this Regulation.
4. Annex 1, Organizational Structure of the Academy of Justice, is an integral part of this Regulation.

#### **Article 24 Changes of the number of employees**

1. In the case of increasing or decreasing the number of employees in the Academy through the annual Law on Budget Allocation, beyond what is defined in this regulation, the Executive Director is obliged through the decision to reflect the corresponding change in the designated administrative unit.

3. The number of employees and the budget allocations in the sub-programs can be adjusted by the decision of the Executive Director, provided that the total number of employees allowed and the amount of the budget allowed within the Academy do not change.
4. The positions of additional civil servants foreseen by this regulation, namely the following positions: Head of the Division for training of the administrative staff; Senior Training Officer; The Head of the Administrative and Logistics Support Division, as well as the Property Officer will be recruited after the approval/allocation of sufficient budget in the Academy of Law.

### **Article 25** **Repeal**

1. With the entry into force of this regulation, the following are repealed:
  - 1.1. Regulation No. 01/2018 on the Organization and Systematization of Jobs in the Academy of Justice; and
  - 1.2. Regulation No. 01/2019 on Amending and Supplementing Regulation No. 01/2018 on the Organization and Systematization of jobs in the Academy of Justice.

### **Article 26** **Entry into force**

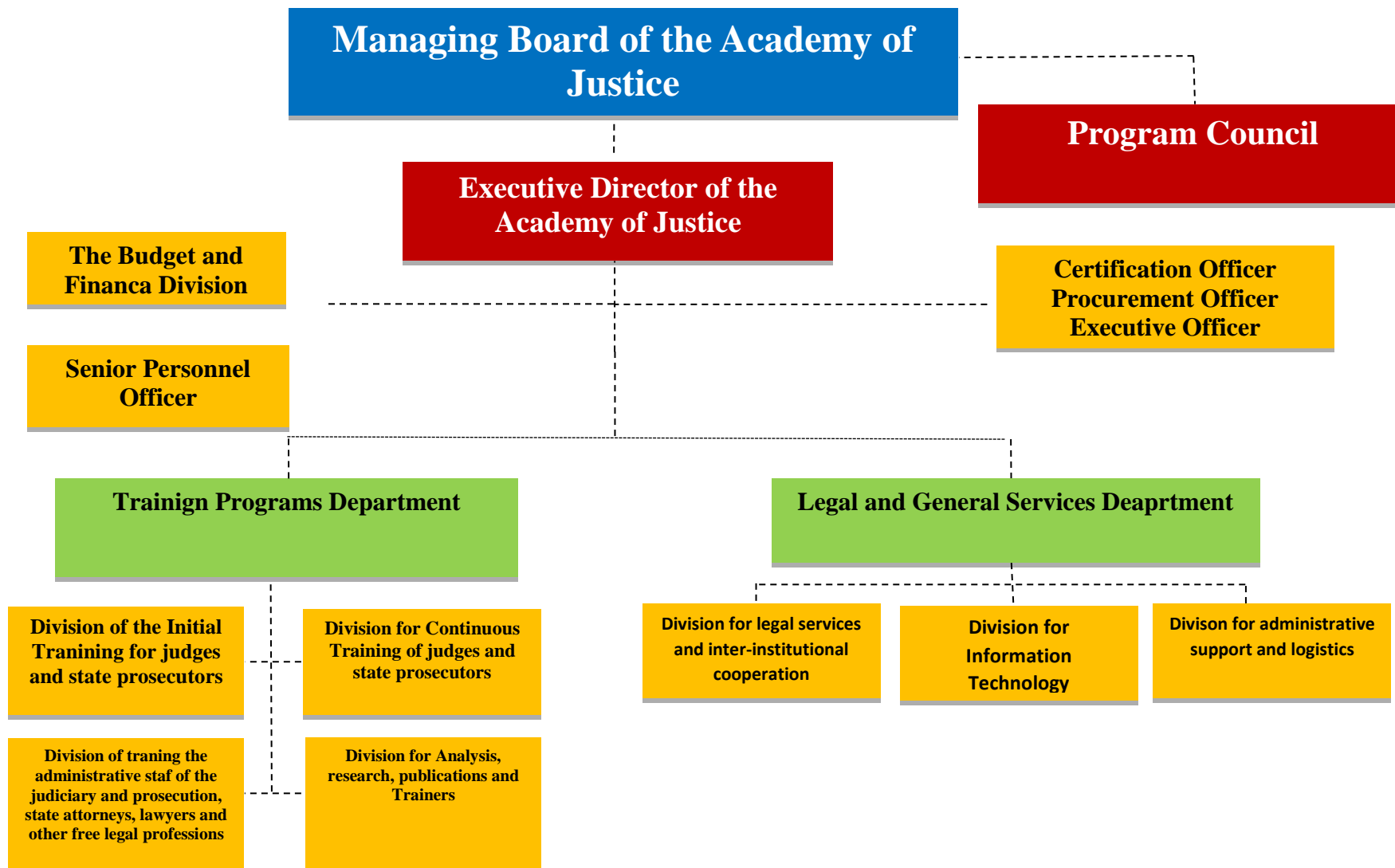
This Regulation enters into force seven (7) days after approval by the Managing Board of the Academy of Justice.

Prishtina, 03/11/2023

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Vaton Dërguti  
Chairman of the Managing Board  
Academy of Justice

**Annex 1.**



## Annex 1 – Organizational structure of the Academy of Justice

| Position/ structure  | Class              | General or special group                   | Total number |
|--|--------------------|--|--------------|
| <b>1. Executive Director</b>   | Senior Manager 2   | N/A  | <b>1</b>     |
| 1.1. Certification Officer   | Professional 1     | 3.Gr. budget specialist                    | <b>1</b>     |
| 1.2. Executive Officer   | Professional 2     | 58.Gr. – General administration specialist | <b>1</b>     |
| <b>2. Training Program Department</b>  |                    |  |              |
| - Department Director  | Middle manager     | N/A  | <b>1</b>     |
| 2.1. Division for Initial Training of judges and state prosecutors   |                    |  |              |
| - Head of Division   | First line manager | N/A  | <b>1</b>     |
| - Senior Training Officer  | Professional 1     | 1. Gr. Legal specialist                    | <b>2</b>     |
| 2.2. Division for continuous training of judges and state prosecutors  |                    |  |              |
| - Head of the Division   | First line manager | N/A  | <b>1</b>     |
| - Senior Training Officer  | Professional 1     | 1. Gr. Legal specialist                    | <b>2</b>     |
| 2.3. Division of training of the administrative staff of the judiciary and prosecution, state attorneys, lawyers and other free professions. |                    |  |              |
| - Head of the Division   | First line manager | N/A  | <b>1</b>     |
| - Senior Training Officer  | Professional 1     | 1. Gr. Legal specialist                    | <b>2</b>     |

|   |  |  |   |
|---|--|--|---|
| 2.4. Division of analysis, research, publications and Trainers<br>- Head of the Division<br>- Senior analysis and research officer<br><br>- Statistics and analysis officer<br><br>- Permanent trainer          | First line manager<br>Professional 1<br><br>Professional 2<br><br>Professional 1 | N/A<br>58.Gr. - General administration specialist<br>58.Gr. - General administration specialist<br>1. Gr. Legal specialist | <b>1</b><br><b>1</b><br><b>1</b><br><b>2</b>                  |
| <b>3. Legal and General Services Department</b><br>Department Director  | Middle manager   | N/A  | <b>1</b>  |
| 3.1. Division of Legal Services and inter-institutional cooperation<br>- Head of the Division<br>- Legal Officer;<br>- Senior communications and institutional cooperation Officer<br>- Senior language officer | First line manager 1<br>Professional 2<br>Professional 1<br><br>Professional 1   | N/A<br>1. Gr. Specialist ligjor<br>1. Gr. Specialist ligjor<br><br>58.Gr. – General administration specialist              | <b>1</b><br><b>1</b><br><b>1</b><br><b>2</b>                  |
| 3.2. Information Technology Division,<br><br>- Head of the Division<br>- Senior IT Systems Administrator<br><br>- Distance learning Officer   | First line manager<br>Professional 1<br><br>Professional 2                       | N/A<br>61. Gr. – ICT Systems Specialist<br><br>1. Gr. Legal specialist   | <b>Total:</b><br><b>1</b><br><b>1</b><br><b>1</b>             |
| 3.3. Division for administrative support and logistics<br>- Head of Division<br>- Receipt/ logistics assistant<br><br>- Administrative officer<br><br>- Property officer  | First line manager<br>Professional 3<br><br>Professional 3<br><br>Professional 2 | N/A<br>58.Gr. General administration specialist<br>58.Gr. General administration specialist<br>4. Gr. Economy specialist   | <b>Total:</b><br><b>1</b><br><b>1</b><br><b>1</b><br><b>1</b> |

|  |                    |  |                      |
|--|--------------------|--|----------------------|
| <b>4. Budget and Finance Division</b>                      |                    |  | <b>Total:</b>        |
| - Head of Division   | First line manager | N/A                                    | <b>1</b>             |
| - Expenses Officer   | Professional 2     | 4.Gr.Economy specialist                | <b>1</b>             |
| - Senior budget and finance officer                        | Professional 1     | 3.Gr. Budget specialist                | <b>1</b>             |
| <b>5. Senior personnel officer</b>                         |                    |  | <b>Total:</b>        |
| - Senior Personnel Officer                                 | Professional 1     | 7.Gr. Human resources specialist       | <b>1</b>             |
| <b>6. Procurement officer</b>                              |                    |  | <b>Total:</b>        |
| - Procurement officer                                      | Professional 2     | 5. Gr. – public procurement specialist | <b>1</b>             |
| <b>Total number of employees in the Academy of Justice</b> |                    |  | <b>TOTAL:<br/>36</b> |