



REPUBLICA E KOSOVËS REPUBLIC OF KOSOVA - REPUBLIC OF KOSOVA AKADEMIA E DREJTËSISË ACADEMY OF JUSTICE			
Njësia. Org. Org. Jedin. Org. Unit	01	Nr. Prot. Br. Prot. Prot. No.	361
Nr. Faqeve Br. Stranica No. Pages	1	Data Datum Date	26.07.2023
Prishtinë / a			



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

No: 01/ 361/ 2023

Date: 25.07.2023

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, held on 25.07.2023, issues the following:

DECISION

- I. Approving Regulation No. 04/2023 on Recruitment and Appointment of the Executive Director of the Academy of Justice.
- II. This regulation upon enactment supersedes the Regulation No. 01/2017 on the procedure for Appointment and Dismissal of the Executive Director of the Academy of Justice.
- III. Decision enters into force on the day of its approval.

Vaton Durguti

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



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

The Managing Board of the Academy of Justice,

Pursuant to Article 10, paragraph 1 of Law No. 05/L-095 on Academy of Justice and Article 24 of Law No. 08/L-063 on amending and supplementing the laws related to the rationalization and establishment of accountability lines of the independent agencies, in the meeting held on 25/07/2023, adopts:

REGULATION

(AJ) NO. 04/2023

**ON RECRUITMENT AND APPOINTMENT OF THE EXECUTIVE DIRECTOR
OF THE ACADEMY OF JUSTICE**

CHAPTER I

GENERAL PROVISIONS

Article 1
Purpose

1. This Regulation shall define the rules, criteria and procedures for the recruitment and appointment of the Executive Director at the Academy of Justice.
2. This Regulation shall also define the rules for the disciplinary procedure, operation and decision-making of the recruitment committee, the criteria and procedures for the selection of the committee members as well as the remuneration of recruitment committee members.

Article 2
Scope

This Regulation shall apply to the senior management category position, specifically to the position of the Executive Director of the Academy of Justice.

Article 3 Definitions

1. The terms used in this Regulation shall have the same meaning as in the definitions of Law No. 06/L-114 on Public Officials (hereinafter “Law on Public Officials”) and Law No. 06/l -113 on the Organization and Functioning of the State Administration and Independent Agencies (hereinafter “LOFSAIA”)
2. For the purposes of this Regulation, the terms used herein shall have the following meaning:
 - 2.1. **Strategic thinking** - the ability to understand and connect things in a broader context and develop a clear and long-term vision for the organization, as well as the ability to prepare strategies and plans to achieve that vision.
 - 2.2. **Leadership** - the ability to lead and determine the direction of the institution, inspire others, build effective teams, and use different leadership approaches when needed.
 - 2.3. **Creative thinking** - creative ability, constantly seeking new ways to achieve desired results, questioning traditional ways of working regularly, and valuing and developing new ideas.
 - 2.4. **Problem-solving** - the ability to analyze information and demonstrate flexibility in thinking.
 - 2.5. **Results-oriented** - the focus on improving services and understanding the needs and goals of service users, constantly result-oriented, and able to set objectives and measure their achievements.
 - 2.6. **Communication** - communication skills verbally and in writing within and outside the institution, using different methods for different audiences.
 - 2.7. **Management** - knowledge of human resources and financial management systems, as well as planning and organizational skills, and being willing to delegate responsibilities.
 - 2.8. **Adaptability** - the ability to adjust to shifting priorities, demands, and deadlines, and to cope with conflicts and stress, self-motivated, determined but not aggressive.
 - 2.9. **Teamwork** - the ability to collaborate with a diverse group of people and maintain effective relationships with all stakeholders.
 - 2.10. **Self and others’ development** - the ability to understand personal strengths and weaknesses and address them, always ready to learn from experiences and others, build capacities and develop talent.
 - 2.11. **Integrity** - acts based on clear values, serves as an example of honesty, and integrity, is discreet with others, and is politically impartial.

2.12. **Specialized organizations** - non-public providers of employment services, NGOs, and/or companies registered in the Republic of Kosovo in the area of human resources.

Article 4 **Recruitment principles**

Recruitment and appointment to the position of the senior management category, namely to the position of the Executive Director of the Academy of Justice, shall be made in accordance with the principles defined in Article 6 of the Law on Public Officials.

CHAPTER II **RECRUITMENT PROCEDURES TO THE POSITION OF THE** **SENIOR MANAGEMENT CATEGORY - EXECUTIVE DIRECTOR**

Article 5 **Recruitment requirements and conditions**

1. Candidates applying for senior management positions, such as the position of Executive Director, in addition to the general requirements stated in paragraph 1 of Article 8 of the Law on Public Officials and the conditions and criteria for senior management positions defined by the respective Regulation on the classification of job positions, shall also demonstrate the following competencies:

- 1.1. Strategic thinking;
- 1.2. Leadership;
- 1.3. Creative thinking;
- 1.4. Problem-solving;
- 1.5. Result-oriented;
- 1.6. Communication;
- 1.7. Management;
- 1.8. Adaptability;
- 1.9. Teamwork;
- 1.10. Self and others' development;
- 1.11. Integrity.

2. In addition to the competency framework requirements stated in paragraph 1 of this Article and the requirement and criteria defined by specific law, the proposing institution of the competition may also impose additional specific requirements for the position being recruited, which are determined by the Managing Board of the Academy and the Human Resources Unit of the Academy.

3. In the course of evaluating the criteria and requirements specified in paragraphs 1 and 2 of this Article, the Academy of Justice can rely on guidelines developed by the Department of the Management of Public Officials.

Article 6

Organizing the competition

1. The competition procedure for the position of Executive Director shall be organized by the Human Resources Unit within the Academy of Justice (hereinafter “the Responsible Unit”).
2. The Head of the Academy of Justice shall propose to the Responsible Unit the initiation of procedures for recruiting an employee in the position of Executive Director.
3. In cases where the extension of the term is not proposed after the first term according to paragraph 5 of Article 42 of the Law on Public Officials, and completion of the term according to paragraph 4 of Article 42 of the Law on Public Officials, the competition procedure shall commence three (3) months before the completion of the term.
4. The Recruitment Unit shall announce the vacancy procedure for the position of Executive Director no later than thirty (30) calendar days before the designated date for receiving applications.
5. The deadline for accepting applications is eight (8) calendar days.
6. The vacancy announcement for the first time shall be made available to existing high and mid-level civil servants throughout the Civil Service and shall be posted on the unique website of competition procedures for civil servants (HRIMS) and the website of the Academy of Justice, and it shall include the following information:
 - 6.1 the title of the position for which the competition is being held;
 - 6.2 a general description of the job for the position for which the competition is being held.
 - 6.3 general recruitment requirements according to Article 8 of the Law on Public Officials;
 - 6.4 general formal requirements;
 - 6.5 knowledge, skills, and qualities evaluated in the competition procedure (general necessary requirements);
 - 6.6 specific requirements that candidates must fulfil according to paragraph 2 of Article 5 of this Regulation;
 - 6.7 documentation to be submitted for application, the method, procedure, and deadline for submitting the application;
 - 6.8 the start date of the competition procedure;
 - 6.9 the date for announcing the results after the preliminary verification;
 - 6.10 the method of evaluating candidates;
 - 6.11 the date for announcing the results of the final evaluation;
 - 6.12 the method of notification/communication with candidates, via email;
 - 6.13 the application method (through the online application website);
 - 6.14 Information that for the first time, only existing high and mid-level civil servants throughout the Civil Service are entitled to compete; and
 - 6.15 the requirement for a motivational letter.

7. All vacancy announcements shall be published in accordance with the Law on the Use of Languages and should also include the following notes:

- 7.1 “Non-majority communities and their members are be entitled to fair and proportional representation in the Kosovo civil service, as specified in the Law on Public Officials”;
- 7.2 “Underrepresented gender is encouraged to apply for senior management positions in accordance with the Law on Public Officials”;
- 7.3 “Applications submitted after the specified deadline will not be accepted, and incomplete applications will be rejected.”

Article 7

Application for competition and application form content

1. Candidates competing for the announced position shall complete the application form on the unique website for competition procedures for civil servants.

2. The application form, as stated in paragraph 1 of this Article, should include the following information:

- 2.1. a reference to the vacancy announcement;
- 2.2. the candidate’s personal data, including name, address, phone number, and date of birth;
- 2.3. educational level and diplomas obtained from educational institutions, including graduation dates;
- 2.4. a detailed description of work experience, including employer's name, job functions, titles, duration of employment, a brief description of duties, the number and type of personnel supervised, budget responsibility, employer's address, reasons for leaving the job;
- 2.5. language proficiency;
- 2.6. information on specific trainings, professional qualifications and specializations, special skills, and publications;
- 2.7. computer skills;
- 2.8. the name, address, and contact number of two (2) reference persons.

3. Along with the competition application, candidates must also submit the following supporting documentation:

- 3.1. copies of academic qualification diplomas, and for diplomas obtained abroad, recognition of equivalence is required;
- 3.2. copies of employment certificates including positions held and dates of employment.
- 3.3. copies of documents proving compliance with the application requirements specified in the competition announcement and stated in the application form.

4. Candidates shall fill in the application form in one of the official languages specified by the respective law on the use of languages.

5. The application form shall be filled in electronically within the deadline specified in the competition announcement.
6. The Department for the Management of Public Officials shall provide technical support during the competition procedure upon request from the Responsible Unit.
7. If the number of applications received from candidates is less than three (3), the competition procedure shall be suspended, and a second open competition procedure shall be organized where candidates from outside the civil service can also apply. The second open procedure shall also be organized in cases where at least two (2) candidates out of the applicants (three or more) have not been evaluated by the recruitment committee by more than 70 percent of the total evaluation points.
8. If even the organization of the second competition procedure, as stated in paragraph 7 of this Article, does not result in at least two winning candidates, the third competition procedure, also open, shall be organized after a period of three (3) months under the same conditions as stated in paragraph 7 of this Article.
9. The open announcement of the competition and the receipt of applications shall be done in accordance with paragraphs 4 and 5 of Article 6 of this Regulation.

Article 8

Pre-screening of candidates

1. Pre-screening shall be the process of verifying whether a candidate meets the application requirements.
2. Pre-screening shall be conducted by the Responsible Unit based on the documents submitted as part of the application and other ex officio verifications related to pre-screening.
3. Upon completion of the pre-screening, the Responsible Unit shall determine the candidates who meet the application requirements. Only candidates who meet the application requirements shall be entitled to proceed to the professional evaluation stage of the competition.
4. Candidates who meet the application requirements shall be included in the shortlist in alphabetical order. The list shall be published on the unique website for competition procedures for civil servants and on the Academy Justice website no later than ten (10) calendar days from the application deadline.
5. Candidates who do not meet the application requirements shall not be entitled to continue further in the competition. Notification of non-compliance with the application requirements shall be justified, including all unmet criteria and/or evidence, and shall be individually sent to the applicants no later than three (3) calendar days from the publication of the results.
6. Within five (5) calendar days from the individual notification, in accordance with paragraph 5 of this Article, notified candidates who do not meet the application requirements shall be entitled to submit a written request for additional clarifications or to appear before the

Responsible Unit to be informed of the detailed reasons for disqualification from further competition.

7. The Responsible Unit must respond in writing to the candidate's request within the deadline of five (5) calendar days, as stated in paragraph 6 of this Article, providing detailed reasons for disqualification from further competition.

8. An aggrieved candidate shall, as stated in paragraph 7 of this Article, be entitled to complain to the Independent Oversight Board for the Civil Service of Kosovo within eight (8) calendar days after receiving the written response.

Article 9

Recruitment Committee of the Academy of Justice

1. Professional evaluation of candidates for the appointment of the Executive Director of the Academy of Justice shall be conducted by the Recruitment Committee, which shall be established by the decision of the Managing Board of the Academy of Justice, in accordance with paragraph 5 of Article 41 of the Law on Public Officials.

2. The Recruitment Committee of the Academy of Justice shall have the following composition:

- 2.1. a representative of the Responsible Unit of the Academy of Justice;
- 2.2 two senior-level civil servants from the institution or another institution of the Civil Service with special training in the selection process; and
- 2.3. two external experts in the selection process from specialized organizations.

3. Candidates for membership in the Recruitment Committee specified in paragraph 2.2 of this Article must meet the following criteria:

- 3.1. have at least six (6) months of work experience in senior management positions in state administration institutions and other state institutions.
- 3.2. have not been a member of any political party in the last four (4) years;
- 3.3. have moral and professional integrity;
- 3.4. have no current disciplinary measures; and
- 3.5. have no confirmed indictment for criminal charges.

4. The Managing Board shall ex officio appoint a representative of the Responsible Unit of the Academy of Justice as a member of the Recruitment Committee, as provided in subparagraph 2.1 of paragraph 2 of this Article.

5. The Responsible Unit of the institution shall prepare a list of candidates who meet the criteria set out in paragraph 3 of this Article and shall forward the same list to the Managing Board.

6. The Managing Board shall select two (2) candidates from the list specified in paragraph 5 of this Article and shall assign them as members of the Recruitment Committee.

7. Candidates for membership in the Recruitment Committee of the Academy of Justice specified in subparagraph 2.3 of paragraph 2 of this Article must meet the following criteria:

- 7.1. have a university degree of at least 240 credits, and for diplomas obtained abroad, nostrification is required;

- 7.2. have eight (8) years of professional work experience, of which at least five (5) years in managerial positions;
 - 7.3. have not been members of the governing bodies of any political party for at least five (5) years;
 - 7.4. have moral and professional integrity;
 - 7.5. have no confirmed indictment and have not been convicted of a criminal offence;
 - 7.6. not be employed in the civil service, not have been dismissed from the civil service as a result of disciplinary measures, and not have any current disciplinary measures.
8. The Head of the Justice Academy, namely the Responsible Unit, shall publish the public announcement within a period of seven (7) calendar days for the submission of proposals from specialized organizations for external experts of the Recruitment Committee.
9. The Responsible Unit of the institution shall, within ten (10) calendar days after the closing date of the public announcement as stated in paragraph 8 of this Article, prepare a list of candidates who meet the criteria set out in paragraph 7 of this Article and shall forward it to the Managing Board of the Academy of Justice.
10. The Managing Board shall, from the list of candidates as stated in paragraph 9 of this Article, appoint two (2) candidates as members of the Recruitment Committee.
11. The lists of candidates as stated in paragraphs 4 and 9 of this Article shall be valid for a period of two (2) years, except for members who have participated in the new recruitment procedure.
12. In case of resignation, conflict of interest, and other cases where a member cannot fulfil the duties of a member of the Recruitment Committee, their replacement shall be done by the member next in line from the list as stated in paragraph 9 of this Article, following the same procedure as in the case of appointment. The replacement due to conflict of interest shall be made on a case-by-case basis in which the member has a conflict of interest.

Article 10

Payment of external members of the Recruitment Committee

A Committee member as an external expert of the Recruitment Committee shall receive a fixed payment of two hundred and fifty (250.00) Euro for each competition procedure in which he/she participates.

Article 11

Dismissal of members of the Recruitment Committee

1. The members of the Recruitment Committee, as stated in Article 9 of this Regulation, may be dismissed by the same appointing body in cases when they:
 - 1.1 perform activities contrary to the provisions of the Law, as well as the implementing regulations thereof;
 - 1.2 engage in behaviour and acts that seriously discredit their role and position as members;

- 1.3 unjustifiably fail to attend in more than two (2) consecutive occasions in the selection procedures;
 - 1.4 are convicted by a final decision for committing a criminal offence.
2. The decision to dismiss members from their duties shall be taken by the Managing Board.

Article 12

Professional evaluation of candidates

1. The professional evaluation of candidates from the candidate list, as stated in paragraph 4 of Article 8 of this Regulation, shall be conducted by the Recruitment Committee.
2. The professional evaluation of candidates, in addition to evaluating their knowledge, skills, and professional qualities based on the criteria and other requirements specified in Article 7 of this Regulation, shall include a written test in electronic form and an oral interview.
3. In the written test, candidates shall be presented with multiple-choice questions and one or more essay questions.
4. The number of multiple-choice questions in the written test shall not be fewer than ten (10) questions and not more than twenty (20) questions.
5. The maximum score for the written test is fifty (50) points, including a maximum score of up to twenty (20) points for the essay questions and a maximum score of thirty (30) points for the multiple-choice questions.
6. In the structured oral interview, candidates shall be asked no fewer than five (5) questions and no more than ten (10) questions, as well as one (1) question for introduction.
7. The maximum score for the oral interview shall be fifty (50) points, including a maximum score of up to fifteen (15) points for the introduction question and a maximum score of thirty-five (35) points for the other interview questions.
8. All candidates shall be offered the same duration for the written test and interview. The duration of the written test shall not be less than sixty (60) minutes. The duration of the oral interview shall not be less than thirty (30) minutes.
9. The Committee in full composition shall be obliged to select the questions for the written test and oral interview from the question banks, two (2) hours before the test and interview, taking into account the fields of knowledge and skills specified in the vacancy announcement.
10. Evaluation of candidates shall be carried out according to a procedure that includes maximum points for each evaluation phase as specified in this Article.
11. The Committee shall make a decision on the final evaluation of candidates based on the number of points. Each member shall provide his/her own independent and individual evaluation of each candidate. The final evaluation for each candidate shall be the arithmetic mean of all the

members' evaluations.

12. The decision shall, as stated in paragraph 11 of this Article, be made no later than three (3) calendar days after the completion of the professional evaluation procedure and shall include: individual evaluation of each candidate, the number of points earned by each candidate, and the individual justification for the evaluation of each candidate.

13. Based on the decision, as stated in paragraph 13 of this Article, the Committee shall prepare a list of candidates with more than 70 percent of the points and shall rank them starting from the candidate with the highest score.

14. No more than three (3) candidates and no fewer than two (2) candidates evaluated by the Recruitment Committee, with the highest scores and above the minimum threshold of 70 percent or more of the total evaluation points, are considered winning candidates and, along with their scores, are proposed for final selection by the direct supervisor. In case of equal points, the provisions of Article 27 of the relevant Regulation on Admission and Career in the Civil Service of the Republic of Kosovo shall apply *mutatis mutandis*.

15. The direct supervisor shall select one of the candidates proposed, as stated in paragraph 14 of this Article, and shall propose them for appointment to the Managing Board. The selection must be justified in writing.

16. The list of candidates shall, as in paragraph 13 of this Article, be published on the unique website for competition procedures for civil servants and the institution's website.

17. Candidates who are not winners shall be personally notified by the Responsible Unit and shall be entitled to complain to the Independent Oversight Board for the Civil Service of Kosovo within eight (8) calendar days of receiving the notification.

Article 13 **Final selection and appointment**

1. The final selection and appointment to senior executive positions shall be made in accordance with Article 42 of the Law on Public Officials.

2. After receiving the decision from the Managing Board on the selection of the winning candidate, the Responsible Unit shall make the appointment of the winning candidate.

3. After the appointment of the candidate to the respective position, as stated in paragraph 3 of Article 42 of the Law, the Responsible Unit shall invite the winning candidate and shall notify him/her to start work within a period of 30 days.

4. In case the appointed candidate fails to appear within the specified period, as defined in paragraph 3 of this Article, the Responsible Unit shall be notified within seven (7) working days from the deadline.

5. After confirming the non-appearance within the legal deadline, the Responsible Unit shall cancel the appointment.

6. Upon cancellation of the appointment or if the selected candidate withdraws after the selection, the recruitment procedure shall be concluded.
7. The implementation of this Article, as well as Article 12 of this Regulation, shall be supported through guidelines and forms developed by the Department of Public Officials Management.

Article 14
Appointment after the completion of the term

1. After the completion of the term of a senior executive civil servant, the Responsible Unit shall be obliged to appoint the employee to a middle-level managerial position within the shortest possible time, if such a position is available, and if no such position is available, then the employee shall be appointed to a professional-level position.
2. Refusal to be appointed to a middle-level managerial or professional position constitutes the grounds for dismissal from the Civil Service and termination of the employee's employment relationship.
3. During the waiting period for appointment, which is the first three (3) months following the completion of the term, the employee shall receive the salary of the position he/she held until the completion of the term and may compete for any senior executive position, except for the one he/she has completed the term.

CHAPTER III
DISCIPLINARY PROCEDURES FOR THE EXECUTIVE DIRECTOR

Article 15
Disciplinary Commission of the Academy of Justice

1. Disciplinary procedures for the senior management category - the position of Executive Director of the Academy of Justice shall be conducted by the Disciplinary Commission for senior executive managers established by the Managing Board ad-hoc basis with the following composition:
 - 1.1. the Head of the Human Resources Unit;
 - 1.2. two (2) senior executive officers, and
 - 1.3. two (2) independent individuals with recognized professional experience and integrity, representing civil society.
2. The procedures for selecting and appointing members of the Recruitment Committee of the Academy of Justice shall apply mutatis mutandis for the procedure of selecting members of the Disciplinary Commission according to paragraph 1, subparagraph 1.3, .
3. Two (2) members of the Disciplinary Commission (independent individuals) shall receive

a fixed remuneration for each disciplinary procedure as defined in Article 10 of this Regulation.

4. In case of resignation, conflict of interest, or the departure of any member of the Disciplinary Commission, their replacement shall be carried out through the same procedure as in the case of appointment.

5. The Human Resources Unit of the Academy of Justice shall serve as the secretariat of the Disciplinary Commission.

Article 16 **Disciplinary procedure**

The disciplinary procedure shall commence, shall be conducted, and shall be concluded in accordance with the provisions of the relevant legislation on general administrative procedures, the relevant Law on the Academy of Justice, the relevant Law on Public Officials, the provisions of this Regulations, as well as the relevant Regulation on the Discipline of Public Officials.

Article 17 **Transitional provisions**

The term of the Executive Director of the Academy of Justice, who is currently serving as the Executive Director, shall be terminated in accordance with the specified duration as provided in Article 42, paragraph 4 of Law No. 06/L-114 on Public Officials.

Article 18 **Applicable law**

Upon the entry into force of this Regulation, the Regulation No. 01/2017 on the Appointment and Dismissal Procedure of the Executive Director of the Academy of Justice shall be repealed.

Article 19 **Entry into force**

This Regulation shall enter into force seven (7) days following its approval by the Managing Board of the Academy of Justice.

Vaton Durguti

Chairman of the Managing Board
Academy of Justice

Prishtina, 25/07/2023