



Republika e Kosovës
Republika Kosova - Republic of Kosova
Qeveria – Vlada – Government

**REGULATION (OPM) - NO. 06/2023 ON INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS IN THE OFFICE OF THE GENERAL
INSPECTOR¹**

¹ Regulation (OPM) No. 06/2023 on Internal Organization and Systematization of Jobs in the Office of the General Inspector has been approved by the Prime Minister, with Decision No. 540/2023, dated 03.07.2023.

The Prime Minister of the Republic of Kosovo,

In support of Article 94 (3) of the Constitution of the Republic of Kosovo, Article 9 (3) and 28 (3) of Law No. 06/L-113 on Organization and Functioning of State Administration and Independent Agencies, Article 12 (3) of Law No. 08/L-067 for Inspections, Article 19 (5) of Law No. 08/L-117 on the Government of the Republic of Kosovo and Article 9 (7) of Regulation (QRK) No. 01/2020 on Standards for Internal Organization, Systematization of Jobs and Co-operation in State Administration Institutions and Independent Agencies, concludes that:

REGULATION (OPM) – NO. 06/2023 FOR THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE OFFICE OF THE GENERAL INSPECTOR

Article 1

Purpose

This Regulation aims to define the internal organization and systematization of jobs in the Office of the General Inspector.

Article 2

Definitions

Terms used in this Regulation have the same meaning with definitions in the relevant Law on Inspections and the relevant Law on the Organization and Functioning of State Administration and Independent Agencies.

Article 3

Scope

1. This Regulation is implemented by the Office of the General Inspector, which operates within the Office of the Prime Minister.
2. The duties and responsibilities of the Office of the General Inspector are defined by the relevant Law for Inspections.

Article 4
Mission of the Office of the General Inspector

Mission of the Office of the General Inspector is to lead the inspection reform program, coordinate and support the activities of inspection bodies with the ultimate objective of reducing the administrative burden on inspections, with the aim in protecting the public interest, including public health, public safety and the environment throughout the territory of the Republic of Kosovo.

Article 5
Organizational structure of the Office of the General Inspector

1. The organizational structure of the Office of the General Inspector is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Divisions.
2. Total number of employees in the Office of the General Inspector is twelve (12).

Article 6
Office of the Executive Director

1. The office of the Executive Director comprises:
 - 1.1. Executive Director / General Inspector;
 - 1.2. One (1) senior executive officer;
 - 1.3. One (1) administrative officer.
2. Duties and responsibilities of the General Inspector are determined by the relevant law on the organization and functioning of the state administration and independent agencies, and by the relevant law on inspections.
3. Duties and responsibilities of the professional official and administrative official of the General Inspector are determined by the relevant legislation for public officials.

4. The number of staff employed in the Office of the Executive Director is three (3).

Article 7
Divisions of the Office of the General Inspector

1. The following divisions operate within the Office of the General Inspector:

1.1. Division for Inspection Methodology;

1.2. Division for Inspection Supervision and Coordination.

Article 8
Division for Inspection Methodology

1. Duties and responsibilities of the Division for Inspection Methodology are:

1.1. Supports the General Inspector, line ministries and their subordinate units with the advancement of inspection methodology to achieve and establish unified standards and principles for all inspections;

1.2. Develops general guidelines on performance indicators of inspection activities;

1.3. Supports the central and local inspectorates regarding the performance of joint inspections, according to their annual programs, based on the risk assessment;

1.4. Provides advice and regularly consults with central and municipal inspectorates regarding the design and content of checklists as well as their inclusion in the digital e-inspection platform;

1.5. The consultation according to paragraph 1.4 of this article is mandatory before the approval of the control lists by the inspection body;

1.6. Develops detailed guidelines for taking and handling samples, according to the type of inspection, as well as the methodology for calculating costs;

1.7. Coordinates training and certification processes for inspectors under the law;

1.8. Coordinates the process of drafting annual risk-based plans;

- 1.9. Promotes the transparency of the inspection system and coordinates international cooperation in the field of inspections;
 - 1.10. Coordinates the publication of materials according to the law by inspection bodies and promotes the transparency of inspections, according to the law;
 - 1.11. Supports the Office of the General Inspector by performing other tasks from the field of inspection methodology, specified in the law for inspections.
2. Division for Inspection Methodology is led by the Head of Division, who reports to the General Inspector.
 3. The number of employees within this Division is four (4).

Article 9

Division for Inspection Supervision and Coordination

1. Duties and responsibilities of division for the Inspection Supervision and Coordination are:
 - 1.1. Offers advisory opinions on standard documents and inspection procedures for specific inspectorates aimed at proper enforcement of legal requirements for inspections;
 - 1.2. Supports the process of drafting sublegal acts envisaged in the law for inspections and gives opinions of any legal and sublegal initiative in the field of inspections, undertaken by the government on the basis of the principles and rules envisaged in the law for inspections;
 - 1.3. Offers advice and co-operation for central and municipal inspectorates and ensures that the principles and procedures defined by the relevant law for inspections, including the inspection procedure, are properly respected, as well as coordinates their activity;
 - 1.4. Coordinates the works for the development, administration and maintenance of the electronic inspection platform "e-inspection";
 - 1.5. Coordinates the process of drafting annual reports of inspection bodies, under relevant laws, and prepares the overall annual report on inspections;

- 1.6. Supports the Office of the General Inspector by performing other tasks in the field of supervision and coordination of inspections, in accordance with the law on inspections.
2. The Division for Inspection Supervision and Coordination is led by the Head of the Division who reports to the General Inspector.
3. The number of employees within this Division is five (5).

Article 10
General and support services

General management services including financial management, human resource management, internal auditing, shared services (logistics, transportation, document management and other similar support services) are provided by the Office of the Prime Minister to the Office of the General Inspector.

Article 11
Final dispositions

1. Staff mobility in compliance with the legislation on public officials is allowed if it considered necessary for the workflow;
2. Increasing or decreasing the number of staff in accordance with the Law on Annual Budget does not create the need to amend and supplement this Regulation, except in cases when organizational structures are established and/or abolished;
3. In accordance with paragraph 2 of this Article, the provisions of the Annual Budget Act are an integral part of this Regulation.

Article 12
Entry into force

This Regulation enters into force seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo
Date: 03/07/2023

ANNEX I

Organogram of the Office of the Inspector General			
Position/structure	Class	The group (General or particular)	Number
- General Inspector	Senior Manager 2		Total 3: 1
- Senior Executive Officer;	Professional 1	-Gr. 58	1
- Administrative officer	Professional 2	-Gr. 58	1
2.1. Division for Inspection Methodology			Total 9:
- Head of the Division	Lower Manager		1
- Senior Officer for Analysis and Methodology	Professional 1	-Gr. 14	1
- Senior Officer for Capacity Building	Professional 1	-Gr. 5	1
- Senior Communication and Information Officer	Professional 1	-Gr. 10	1
2.2. Division for supervision and coordination of inspectorates			
- Head of the Division	Lower Manager		1
- Senior official for supervision and coordination of inspectorates	Professional 1	-Gr. 5	1

<p>- Senior Official for Legislation and assessment of the legal adequacy of legal acts</p>	<p>Professional 1</p>	<p>-Gr. 1</p>	<p>1</p>
<p>- Senior officer for data management and interoperability of the digital platform (e-inspection)</p>	<p>Expert 6</p>	<p>-Gr. 51</p>	<p>1</p>
<p>- Senior official for the management of the e-inspection platform and Information Technology</p>	<p>Expert 7</p>	<p>-Gr. 19</p>	<p>1</p>