



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

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**REGULATION (OPM) NO.07/ 2023 ON INTERNAL ORGANIZATION AND  
SYSTEMATIZATION OF JOBS IN THE AGENCY FOR DEVELOPMENT OF  
AGRICULTURE<sup>1</sup>**

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<sup>1</sup> Regulation (OPM) No.07/2023 on Internal Organization and Systematization of Jobs in the Agency for Development of Agriculture has been approved by the Prime Minister, with Decision No.563/2023, dated 25.08.2023.

**Prime Minister of the Republic of Kosovo,**

Pursuant to Article 93 paragraph 4 and 94 paragraph 3 of the Constitution of the Republic of Kosovo and Article 28 paragraph 3 of Law No. 06/L-113 on Organization and Functioning of State Administration and Independent Agencies, , as well as in accordance with Article 9 paragraphs 2 and 7 of Regulation (GRK) No. 01/2020 on Standards for Internal Organization, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies, issues the following:

**REGULATION (OPM) NO. 07/ 2023 ON INTERNAL ORGANIZATION AND  
SYSTEMATIZATION OF JOBS IN THE AGENCY FOR DEVELOPMENT OF  
AGRICULTURE**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose**

This Regulation shall aim to determine the internal organization and systematization of jobs in the Agency for Development of Agriculture (hereinafter: the Agency).

**Article 2  
Scope**

1. This Regulation shall apply to the Agency.
2. The duties and responsibilities of the Agency shall be defined by the relevant Law on Agriculture and Rural Development and other legislation in force.

**CHAPTER II  
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS**

**Article 3  
Mission of the Agency**

Mission of the Agency shall be agricultural and rural development in the Republic of Kosovo through

the implementation of support programs, financed by the Budget of the Republic of Kosovo, IPARD and other donors, in accordance with legal rules and procedures, as well as other standards, which include the application, administrative control and on-field control, as well as the approval and execution of payments to the beneficiary, as well as support schemes through direct payments.

#### **Article 4** **Organizational structure of the Agency**

1.The organizational structure of the Agency shall be as follows:

- 1.1. Office of the Executive Director;
- 1.2. Departments, and
- 1.3. Divisions.

2.The number of employees in the Agency shall be one hundred and thirteen (113).

#### **Article 5** **Office of the Executive Director**

1.The Office of the Executive Director shall consist of:

- 1.1.Executive Director,
- 1.2.Senior Certifying Officer, and
- 1.3. Administrative officers.

2.The duties and responsibilities of the Executive Director shall be determined by the relevant Law on the Organization and Functioning of State Administration and Independent Agencies, by the relevant Law on Agriculture and Rural Development and by other legislation in force.

3.The duties and responsibilities of supporting staff of the Office of Executive Director shall be defined by the respective legislation on public officials.

4.The number of employees in the Office of the Executive Director shall be four (4).

#### **Article 6** **Departments and Divisions within the Agency**

1.Departments and Divisions within the Agency shall be as follows:

- 1.1. Department for Approval of Projects and Authorisation of Payments;

- 1.1.1. Division for Selection and Approval of Projects; and
- 1.1.2. Division for Authorization of Payments.
- 1.2. Department for Direct Payments;
  - 1.2.1 .Division for Review of Applications for Direct Payments; and
  - 1.2.2 Division for Approval of Direct Payments.
- 1.3.Department for On-Field Control;
  - 1.3.1.Division for Project Control;
  - 1.3.2.Division for Control of Direct Payments; and
  - 1.3.3.Regional Division for Coordination and Control.
- 1.4. Department for Administration and General Services;
  - 1.4.1. Division for Logistics, Document Management and Archiving; and
  - 1.4.2. Division for Information Technology
- 1.5. Division for Budget and Finance;
- 1.6. Division for Legal Affairs;
- 1.7. Division for Internal Audit;
- 1.8. Division for Public Procurement;
- 1.9. Division for Human Resources Management;
- 1.10. Division for Communication and Information.

**Article 7**  
**Department for Approval of Projects and Authorisation of Payments**

1.Department for and Approval of Projects and Authorisation of Payments (DAPAP) shall be an organizational unit within the Agency whose mission is the selection and approval of projects for the implementation of the program for agriculture and rural development according to the budget of the Republic of Kosovo, the IPARD program and other supported programs by donors, as well to ensure that that payments for approved projects are made in accordance with the established legal rules and procedures.

2. Department for Approval of Projects and Authorisation of Payments shall have the following duties and responsibilities:

- 2.1. Preparation and publication of the call for applications for projects within the programs, and eligibility criteria and conditions;
- 2.2. Administrative control of the eligibility of project applications and their selection for funding based on ranking;
- 2.3. Undertaking operational actions in accordance with criteria mechanisms and rules applicable to programs;
- 2.4. Acceptance and registration of requests for payments according to approved projects;
- 2.5. Administrative control of the eligibility of requests, before the authorization of payments, in accordance with accepted obligations, and
- 2.6. Authorization of payments for approved projects according to their eligibility and commitments made.

3. The Director of Department for Approval of Projects and Authorisation of Payments shall report to the Executive Director of the Agency.

4. The following divisions shall be part of the Department for Approval of Projects and Authorisation of Payments:

- 4.1. Division for Selection and Approval of Projects; and
- 4.2. Division for Authorization of Payments.

5. The number of employees in the Department for Approval of Projects and Authorisation of Payments shall be twenty-four (24).

## **Article 8**

### **Division for Selection and Approval of Projects**

1. Division for Selection and Approval of Projects shall have the following duties and responsibilities:

- 1.1. Preparing the call for applications for projects;
- 1.2. Preparing and updating application forms and providing information and instructions regarding the measures defined in the call for applications and the procedure;
- 1.3. Registering applications and updating the database with the actions taken;
- 1.4. Examining the completeness and admissibility of applications based on the checklist;

1.5. Administrative control of applications in accordance with the established eligibility criteria and ranking based on evaluation;

1.6. Authorization for on-field control to verify fulfilment of eligibility criteria and evaluation of reports from this control;

1.7. Development and implementation of rules, procedures and documents for internal control, and

1.8. Drafting of decisions and notification for the approval or rejection of projects.

2.The Head of the Division for Selection and Approval of Projects shall report to the Director of the Department for Approval of Projects and Authorisation of Payments.

3.The number of employees in the Division for Selection and Approval of Projects shall be ten (10).

## **Article 9 Authorization of Payments Division**

1.The Authorization of Payments Division has the following duties and responsibilities:

1.1. Preparing and updating payment request forms for projects and providing information and instructions regarding those requests and the procedure;

1.2.Accepting and registering requests for payments, as well as updating the database with the actions taken;

1.3. Administrative control of payment requests for their completeness and admissibility;

1.4.Authorization for a second on-site control to verify the quantity and quality of the goods and services offered, and the evaluation of the reports from this control;

1.5.Calculating the payments according to the reports of the second field control;

1.6.Development and implementation of rules, procedures and documents for internal control, and

1.7.Drafting of decisions and notification for the approval or rejection of requests for payments.

2.The Head of the Payment Authorization Division reports to the Director of the Department for Approval of Projects and Authorisation of Payments.

3.The number of employees in the Authorization of Payments Division is thirteen (13).

## **Article 10**

## **Direct Payments Department**

1. The Direct Payments Department (DPD) is an organizational unit within the Agency, whose mission is to support farmers through subsidies, for the implementation of the Program for Direct Payments, in accordance with the established legal rules and procedures.
2. The Direct Payments Department has the following duties and responsibilities:
  - 2.1. Supporting the preparation of the direct payments program, administrative instructions for direct payments and other acts related to the work of this department;
  - 2.2. Organization and monitoring of the process for applying for direct payments according to the annual program;
  - 2.3. Prepares the required materials for informing applicants for direct payments;
  - 2.4. Timely training of municipal officials and staff of the Direct Payments Division;
  - 2.5. Administration of applications for direct payments within the time limits, from the acceptance of the request until the decision is made, and
  - 2.6. Development and implementation of rules, procedures and documents for internal control, and
  - 2.7. Preparation of reports on the implementation of direct payments, including the provision of statistical data for direct payments to interested parties in accordance with the relevant law in force for the protection of personal data.
3. The Director of Direct Payments Department reports to the Executive Director of the Agency.
4. The Direct Payments Department includes the following divisions:
  - 4.1. Division on Review of Direct Payment Applications, and
  - 4.2. Direct Payment Approval Division.
5. The number of employees in the Department for Direct Payments is twenty-five (25).

### **Article 11 Division on Review of Direct Payment Applications**

1. The Division on Review of Direct Payment Applications has the following duties and responsibilities:
  - 1.1. Proposal of the list of required documents for application when the direct payments program is under preparation;

- 1.2. Preparing the call for direct payment application;
- 1.3. Preparing and updating application forms and providing information and instructions regarding direct payments defined in the call for applications and the procedure;
- 1.4. Registering applications for direct payments and updating the database with the actions taken;
- 1.5. Examination of the acceptability of applications based on the checklist;
- 1.6. Administrative control of applications in accordance with the established criteria and ranking based on evaluation;
- 1.7. Authorization for on-site control to verify compliance with eligibility criteria and evaluation of reports from this control, and
- 1.8. Proposal for authorization of direct payments, in accordance with eligibility criteria and ranking.

2.The Head of Division on Review of Direct Payment Applications reports to the Director of Direct Payments Department.

3.The number of employees in the Division on Review of Direct Payment Applications is sixteen (16).

## **Article 12**

### **Direct Payment Approval Divisio**

1.The Direct Payments Approval Division has the following duties and responsibilities:

- 1.1. Registration of proposals for the authorization of direct payments and updating the database with the actions taken;
- 1.2. Checking the completeness and admissibility of proposals for the authorization of direct payments;
- 1.3. Verification and calculation of reports from the field and placing those findings in the system;
- 1.4. Drafting of decisions and notification for the approval or rejection of direct payments, and
- 1.5. Implementing the rules, procedures and documents for internal control.

2.The Head of Direct Payment Approval Division reports to the Director of the Direct Payments Department.



3.The number of employees in the Direct Payments Approval Division is eight (8).

### **Article 13** **Field Control Department**

1.The Field Control Department (FCD) is an organizational unit within the Agency whose mission is to accurately ascertain the facts and collect evidence for the proper implementation of all applicable support measures.

2.The Field Control Department has the following duties and responsibilities:

2.1.Planning and management of all types of field control, for all applicable support measures;

2.2.Coordination with other units of the Agency for the implementation of field control, for all applicable support measures;

2.3.Reporting on the results of field controls implemented, for all applicable support measures;

3.The Director of the Field Control Department reports to the Executive Director of the Agency.

4.The Field Control Department includes the following divisions:

4.1.Project Control Division;

4.2. Direct Payment Control Division and

4.3. Regional Coordination and Control Division.

5. The number of employees in the Field Control Department is thirty-one (31).

### **Article 14** **Project Control Division**

1.The Project Control Division has the following duties and responsibilities:

1.1. Planning and preparing, as well as updating the procedures and guidelines for the implementation of field control of projects;

1.2. Training of controllers, including officials of potential delegated bodies;

1.3. Coordinating the field control for projects with other units within the Agency;

1.4. Implementing the field control of projects, before, during and after the end of the investment;

1.5. Checking the facts on which the applications and requests are based and verifying the

evidence for their compliance with the rules and criteria of the support programs;

1.6. Annual planning of *ex-post* control, drafting of periodic reports and evaluation of reports from this control for all projects;

1.7. Checking the fulfilment of all contractual obligations between the Agency and the beneficiary, before payments and in *ex-post* controls, which include verifications that the expenses incurred are based on actual expenses and paid with properly paid invoices, and that supplies and use of assets are made according to the rules;

1.8. Field control to identify irregularities for projects;

1.9. Reporting on field control results for projects;

1.10. Development and implementation of rules, procedures and documents for internal control;

1.11. Checking the work of the controllers, evaluating and identifying possible problems of a systemic nature, and

1.12. Updating the database, regarding the control of projects;

2. The Head of the Project Control Division reports to the Director of the Field Control Department.

3. The number of employees in the Project Control Division is six (6).

## **Article 15**

### **Direct Payment Control Division**

1. The Direct Payments Control Division has the following duties and responsibilities:

1.1. Planning and preparing, as well as updating the procedures and guidelines for the implementation of field control of direct payments;

1.2. Training of controllers, including officials of potential delegated bodies;

1.3. Coordinating the field control for direct payments with other units within the Agency;

1.4. Implementing the field control of applicants for direct payments before their authorization;

1.5. Checking the facts on which the applications and requests are based and verifying the evidence for their compliance with the rules and criteria of direct payments;

1.6. Field control to identify irregularities for direct payments;

- 1.7. Reporting on field control results for direct payments;
  - 1.8. Development and implementation of rules, procedures and documents for internal control;
  - 1.9. Checking the work of the controllers, evaluating and identifying possible problems of a systemic nature, and
  - 1.10. Updating the database, regarding direct payments;
2. The Head of the Direct Payment Control Division reports to the Director of the Field Control Department.
  3. The number of employees in the Direct Payments Control Division is six (6).

**Article 16**  
**Regional Coordination and Control Division**

1. The Regional Coordination and Control Division has the following duties and responsibilities:
  - 1.1. Supporting the implementation of all types of field control;
  - 1.2. Supporting the preparation of reports on the results of field controls;
  - 1.3. Updating the farm register;
  - 1.4. Providing information, accepting and distributing documents related to the application for project approval, authorization of payments and direct payments in all regions of Kosovo, and
  - 1.5. Supporting other units of the Agency for the realization of certain tasks and responsibilities in the regions of Kosovo.
2. The Head of the Regional Coordination and Control Division reports to the Director of the Field Control Department.
3. The number of employees in the Regional Coordination and Control Division is eighteen (18).

**Article 17**  
**Department for Administration and General Services**

1. Department for Administration and General Services (DAGS) is an organizational unit within the

Agency whose mission is to provide administrative support and general services to other organizational units, to ensure the regular functioning of the Agency.

2. Department for Administration and General Services has the following duties and responsibilities:

2.1. Managing, coordinating and providing administrative services, including information technology, for all units and bodies within the Agency;

2.2. Providing common services to all Agency staff;

2.3. Ensuring the operation of logistics, transport, warehouses, office materials, documentation, and infrastructure of the Agency.

3. Director of the Department for Administration and General Services reports to the Executive Director of the Agency.

4. Within the Department for Administration and General Services are the following divisions:

4.1. Division for Logistics, Document Management and Archiving; and

4.2. Division for Information Technology

5. The number of employees in the Department for Administration and General Services is eight (8).

### **Article 18** **Division for Logistics, Management and Archiving**

1. Division for Logistics, Management and Archiving has the following duties and responsibilities:

1.1. Providing logistic services for the Agency;

1.2. Managing the Agency's inventory and warehouses;

1.3. Preparing and supplying, according to the needs of office goods and equipment for work;

1.4. Maintaining and protecting the Agency's offices, installations and equipment;

1.5. Providing transportation services and maintenance of the Agency's vehicles;

1.6. Maintaining and administering the Agency's archive system;

1.7. Maintaining and administering all incoming and outgoing letters of the Agency;

1.8. Ensuring that archival units are marked with the signs defined according to the rules;

1.9. Takes care of the filing deadlines of the cases, as well as prepares the cases with a permanent deadline for delivery to the Archives of the Republic of Kosovo, according to the legal provisions;

1.10. Monitoring the archive system, systematizing archival subjects, assisting other units in classifying documents;

1.11. Performing the disposal of archival materials according to the requirements of the units that send expired materials according to the laws in force;

1.12. Performing work on the basis of special books that are determined by the competent authority for recording and circulation of documents;

1.13. Storing the documentation in separate safes according to the standards defined by the legislation in force, and

1.14. Development and implementation of rules for internal distribution of documents.

2.The Head of the Division for Logistics, Management and Archiving reports to the Director of the Department for Administration and General Services.

3.The number of employees in the Division for Logistics, Management and Archiving is four (4).

## **Article 19**

### **Information Technology Division**

1.The Information Technology Division has the following duties and responsibilities:

1.1. Implements policies for support in the field of information technology of Agency officials;

1.2. Organizing and developing the Agency's software;

1.3. Defining the rules and methods for recording data for all applicable measures;

1.4. Managing the IT projects;

1.5. Training of officials on the use of the Agency's software;

1.6. Preparing the guidelines for the use of the Agency's software;

1.7. Supporting the end-users, managing communication and supervising the external performers;

1.8. Organizing the security management information system;

1.9. Monitoring and analysing the security incidents and similar problems;

- 1.10. Preparing the safety control reports;
- 1.11. Assists officials in performing their duties through the use of information technology equipment;
- 1.12. Maintains the information technology equipment;
- 1.13. Performs the installation of various application and system software on the computers of Agency officials;
- 1.14. Takes care of the administration of the Agency's domain and servers, and
- 1.15. Takes care of the operation of the network infrastructure and collaborates with other divisions to resolve issues.

2.The Head of the Information Technology Division reports to the Director of the Department for Administration and General Services.

3.The number of employees in the Information Technology Division is three (3).

## **Article 20**

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

1. Division for Budget and Finance (DBF) is an organizational unit within the Agency whose mission is to plan and execute the budget in accordance with the relevant law on public finance management and other legislation in force.
2. Division for Budget and Finance has the following duties and responsibilities:
  - 2.1. Agency budget planning in coordination with other organizational units;
  - 2.2. Preparation of the Medium-Term Expenditure Framework (MTEF), in harmony with the requirements presented by the Agency;
  - 2.3. Preparation of the draft annual budget of the Agency in accordance with the planning documents;
  - 2.4. Creation of programs/subprograms based on the requirements of organizational units, in cooperation with the Budget Department in the Ministry responsible for Finance;
  - 2.5. Application of accounting standards on keeping accounting records;
  - 2.6. Accounting for commitments and payments, as well as recording all commitments and payments;

- 2.7. Coordination of work with the ministry responsible for finance and banking institutions;
  - 2.8. Registration of revenues and various donations as well as registration of accounting data;
  - 2.9. Preparation of budget analyses as well as periodical reports on budget spending and monitoring the implementation of projects that are related to the Agency budget;
  - 2.10. Creation of a system for the recognition of all amounts and for registration in the special debt book;
  - 2.11. Regular inspection of the debt book and planning activities for the collection of overdue debts;
  - 2.12. Compilation of periodic reports on the level of debts, based on the data of the Agency and data from the Treasury;
3. The Head of the Division for Budget and Finance reports to the Executive Director of the Agency.
  4. The number of employees in the Division for Budget and Finance is five (5).

**Article 21**  
**Division for Legal Affairs**

1. Division for Legal Affairs (DLA) is an organizational unit within the Agency, whose mission is to ensure that the duties and responsibilities of the Agency are exercised in accordance with the legislation in force during their planning and implementation.

2. Division for Legal Affairs has the following duties and responsibilities:

- 2.1. Providing legal advice and opinions, clarifications, reports and legal analyses for the Agency;
- 2.2. Providing support for the drafting of decisions, contracts, other legal acts, as well as forms, guidelines and samples for the needs of the Agency;
- 2.3. Assessing legally the documents prepared by other units of the Agency, prior to their approval by the Executive Director;
- 2.4. Representing the Agency in legal proceedings in relation to external parties;
- 2.5. Monitoring of legal changes that affect the operation of the Agency;
- 2.6. Participating in the drafting of legislation related to the work of the Agency;
- 2.7. Supporting, updating and monitoring the risk management process and register;

2.8. Authorizing additional controls in the field in case of information on the violation of obligations;

2.9. Drafting of requests for reimbursement of funds, prevention and detection of irregularities and fraud;

3. The Head of the Division for Legal Affairs reports to the Executive Director of the Agency.

4. The number of employees in the Division for Legal Affairs is four (4).

## **Article 22**

### **Division for Internal Audit**

1. Division for Internal Audit (UIA) is an organizational unit within the Agency, whose mission is to contribute to the improvement of financial management and internal control of public finances in order to improve governance and protect the interests of taxpayers.

2. The duties and responsibilities of the Division for Internal Audit are:

2.1. Drafting and submission of the five-year Strategic Plan based on risk assessment and the Annual Internal Audit Plan;

2.2. Determination of objectives and scope in the Annual Plan;

2.3. Undertaking regular and systematic audits in the Agency, in accordance with the Law on Internal Control of Public Finances and other rules, as well as the standards applicable to the Agency;

2.4. Verification of the existence and implementation of the Agency's internal control system and its quality;

2.5. Identification of substantial deficiencies in the Agency's management system;

2.6. Verification of compliance of the Agency's procedures with the rules applicable to the Agency;

2.7. Examination of all operational functions of the Agency;

2.8. Verifying that all accounts are accurate, complete, timely, including reliability and completeness of accounting information;

2.9. Obtaining sufficient, appropriate, relevant and usable information as a basis for audit findings and recommendations;

2.10. The audit assessing the economy, efficiency and effectiveness of the management and control systems of the audited entity;



- 2.11. Providing recommendations for improvement in raising the economy, efficiency and effectiveness of the Agency's activities;
  - 2.12. Providing advice on the development of organizational rules of the Agency and on the evaluation of the efficiency of the proposed measures;
  - 2.13. Cooperation with the National Audit Office, the Internal Audit Committee at the Ministry and the Central Harmonization Department of the ministry responsible for finance;
  - 2.14. Drafting and submission of periodic and annual internal audit reports, and
  - 2.15. Monitoring the reports of the National Audit Office, the Audit Authority and other authorized audit bodies, and addressing and monitoring the recommendations from these reports.
3. The Head of the Division for Internal Audit reports to the Executive Director of the Agency.
  4. The number of employees in the Division for Internal Audit is three (3).

**Article 23**  
**Public Procurement Division**

1. The Public Procurement Division (PPD) is an organizational unit within the Agency, whose mission is to carry out all public procurement procedures for the needs of the Agency, in an efficient and transparent manner, ensuring the fair use of public funds, public resources and also all the other funds and resources of the Agency, adhering to the criteria and rules of the legislation in force.
2. The Public Procurement Division has the following duties and responsibilities:
  - 2.1. Preparation, coordination and implementation of the Agency's annual plan in the field of public procurement;
  - 2.2. Development and implementation of procurement procedures for goods, works and services;
  - 2.3. Ensuring that all requests are prepared and procurement procedures are conducted in accordance with applicable legal provisions;
  - 2.4. Providing advice and assisting the Executive Director and other units in making decisions related to procurement procedures, and
  - 2.5. Preparation of procurement reports according to the legislation in force.
3. The Head of Division for Public Procurement reports to the Executive Director.

4. The number of employees in the Division is three (3).

**Article 24**  
**The Division of Human Resource Management**

1. The Division of Human Resource Management (DHRM) is an organizational unit within the Agency, whose mission is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the distribution of tasks and responsibilities in a balanced manner for employees of the institution.

2. The Division of Human Resource Management has the following duties and responsibilities:

2.1. Supporting and providing advice to the Executive Director on human resource management;

2.2. Ensuring and exercising powers in accordance with authorizations and accountability in the function of implementing legislation, documents, requirements, procedures and standards for the institution in the field of human resources;

2.3. Administration of files of the Agency civil servant files;

2.4. Preparation of the annual plan and the medium-term staff plan, in accordance with the institution's budget planning process;

2.5. Aiding relevant units in the preparation of job descriptions, job classification and job systematization;

2.6. Development of intra-category movement and promotion procedures for civil servants until the job position is filled based on the legislation in force;

2.7. In coordination with the leaders of the units, the identification and periodic assessment of the needs for the training of civil servants of the institution as well as the development of professional capacities through training for career development and promotion;

2.8. Monitoring the implementation of the Agency's staff training plan;

2.9. Management of processes related to appointments, dismissals, transfers, suspensions, retirements, confirmations of civil servants in the Agency and other categories in the sense of the relevant law on public officials;

2.10. Ensuring the implementation of procedures for evaluating results at work as well as continuity at work;

2.11. Management of disciplinary procedures and complaints and disputes procedures for civil servants and public officials;

2.12. Drafting of the annual report and work plan for human resource management.

3. The Head of the Division of Human Resource Management reports to the Executive Director of the Agency.

4. The number of employees in the Division of Human Resource Management is three (3).

## **Article 25**

### **Division for Communication and Information**

1. The mission of the Division for Communication and Information is to increase the transparency of the work of the Agency through open communication with the public, objective and impartial, clear, responsible and timely, inclusive that ensures active participation of the public in the implementation of the duties and responsibilities of Agency.

2. The Division for Communication and Information has the following duties and responsibilities:

2.1. Providing professional support to the Executive Director, providing advice on the effectiveness of policy presentation;

2.2. Preparation and sharing of press release, statements, reports and other publications of the Agency to the public;

2.3. Coordination with the Public Communication Office of the Ministry of Agriculture, Forestry and Rural Development, and that of the Government, for effective communication with the public;

2.4. Preparation, sharing and archiving of photographs and audio-visual materials of the main activities of the Agency;

2.5. Preparation of public communication reports according to the legislation in force;

2.6. Updating, ensuring access and credibility of information on the Agency's official website and managing the official electronic account for communication with the public; and

2.7. Management of the agency's communication on the institution's official account on social media.

3. The Head of Division for Communication and Information reports to the Executive Director of the Agency.

4. The number of employees in the Division is three (3).

## **CHAPTER III FINAL PROVISIONS**

### **Article 26 Final provisions**

An integral part of this Regulation is Annex 1, which contains the total number of all employees in the Agency and the special number for each unit, as well as Annex II, which contains the visual organogram.

### **Article 27 Division of responsibilities within the department in the event of overload**

Regardless of the divisions of work according to the description of tasks for the divisions, the director of the department in the event of overloading with work of one division, can distribute the tasks to other divisions within the department.

### **Article 28 Repeal**

With the entry into force of this Regulation, Regulation No. 01/2012 – on the Duties, Responsibilities, Powers and Organizational Structure of the Agency for the Development of Agriculture is repealed.

### **Article 29 Entry into force**

This Regulation shall enter into force on the date of publication in the Official Gazette of the Republic of Kosovo.

**Albin Kurti**

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**Prime Minister of the Republic of Kosovo**

25/08/2023

## APPENDIX I

<b>ORGANIZATION CHART OF THE AGRICULTURAL DEVELOPMENT AGENCY</b>			
<b>POSITION/STRUCTURE</b>	<b>CLASS</b>	<b>GROUP (GENERAL OR SPECIAL)</b>	<b>Number</b>
<b>1. OFFICE OF THE EXECUTIVE DIRECTOR</b>			
– Executive Director	Senior Manager 2	N/A	1
– Senior Certifying Officer	Professional 1	3. Gr. Budget specialist	1
– Administrative officer	Professional 2	58.Gr. General administration specialist	1
– Administrative officer	Professional 3	64.Gr. General administration specialist	1
<b>2. DEPARTMENT FOR APPROVAL OF PROJECTS AND AUTHORISATION OF PAYMENTS</b>			
– Director	Middle Manager	N/A	1
<b>2.1. Division for Selection and Approval of Projects</b>			
– Head of Division	Lower Manager	N/A	1
– Senior Official for Project Selection and Approval	Professional 1	31. Gr. Agriculture, forestry and land specialist	3
– Senior Official for Project Selection and Approval	Professional 1	13. Gr. Specialist of natural sciences	2
– Project Selection and Approval Officer	Professional 2	13. Gr. Specialist of natural sciences	2
– Project Selection and Approval Officer	Professional 2	4. Gr. Economics specialist	2
<b>2.2. Division for Authorization of Payments</b>			
– Head of Division	Lower Manager	N/A	1
			Total 12
– Senior Payment Authorization Officer	Professional 1	31. Gr. Agriculture, forestry and land	4

– Senior Payment Authorization Officer	Professional 1	specialist 2.Gr. Financial specialist	1
– Senior Payment Authorization Officer	Professional 1	13. Gr. Specialist of natural sciences	2
– Payment Authorization Officer	Professional 2	31. Gr. Agriculture, forestry and land specialist	1
– Payment Authorization Officer	Professional 2	Gr. 4 Economics specialist	1
– Payment Authorization Officer	Professional 2	1.Gr. Legal specialist	1
– Payment Authorization Officer	Professional 2	1.Gr. Legal specialist	1
– Payment Authorization Officer	Professional 2	58.Gr. General administration specialist	1
<b>3. DEPARTMENT FOR DIRECT PAYMENTS</b>			
– Director	Middle Manager	N/A	1
<b>3.1. Division for Review of Applications for Direct Payments</b>			
– Head of Division	Lower Manager	N/A	1
			Total: 15
– Senior Application Review Officer	Professional 1	31. Gr. Agriculture, forestry and land specialist	3
– Senior Application Review Officer	Professional 1	13. Gr. Specialist of natural sciences	2
– Senior Application Review Officer	Professional 1	1.Gr. Legal specialist	1
– Senior Application Review Officer	Professional 1	4.Gr. Economics specialist	1
– Application Review Officer	Professional 2	13. Gr. Specialist of natural sciences	2
		1.Gr. Legal specialist	1

– Application Review Officer	Professional 2	4.Gr. Economics specialist	2
– Application Review Officer	Professional 2	4.Gr. Economics specialist	2
– Application Review Officer	Professional 2	58.Gr. General administration specialist	1
– Application Review Officer	Professional 2		
<b>3.2. Division for Approval of Direct Payments</b>			
– Head of Division	Lower Manager	N/A	1
– Senior Approval Officer	Professional 1	31. Gr. Agriculture, forestry and land specialist	3
– Senior Approval Officer	Professional 1	13. Gr. Specialist of natural sciences	1
– Approval Officer	Professional 2	Gr. 4 Economics specialist	1
– Approval Officer	Professional 2	1. Gr. Legal specialist	1
– Approval Officer	Professional 2	58.Gr. General administration specialist	1
<b>4. DEPARTMENT FOR ON-FIELD CONTROL</b>			
– Director	Middle Manager	N/A	1
<b>4.1. Division for Project Control</b>			
– Head of Division	Lower Manager	N/A	1
– Senior Control Inspector	Professional 1	31. Gr. Agriculture, forestry and land specialist	3
– Controlling Inspector	Professional 2	35.Gr. Engineering construction specialist	1

– Controlling Inspector	Professional 2	58.Gr. General administration specialist	1
<b>4.2. Division for Control of Direct Payments</b>			
– Head of Division	Lower Manager	N/A	1
– Senior Controlling Inspector	Professional 1	31. Gr. Agriculture, forestry and land specialist	2
– Senior Controlling Inspector	Professional 1	13. Gr. Specialist of natural sciences	1
– Senior Controlling Inspector	Professional 1	Gr. 4 Economics specialist	1
– Controlling Inspector	Professional 2	58.Gr. General administration specialist	1
<b>4.3. Regional Division for Coordination and Control</b>			
– Head of Division	Lower Manager	N/A	1
– Senior Coordination and Control Inspector	Professional 1	31. Gr. Agriculture, forestry and land specialist	4
– Senior Coordination and Control Inspector	Professional 1	13. Gr. Specialist of natural sciences	3
– Controlling Inspector	Professional 2	Gr. 4 Economics specialist	2
– Controlling Inspector	Professional 2	1. Gr. Legal specialist	2
– Controlling Inspector	Professional 2	58. Gr. General Administration Specialist	2
– Controlling Inspector	Professional 2	15. Gr. Specialist of political sciences	2



- Controlling Inspector	Professional 2	58. Gr. General Administration Specialist	2
<b>5. DEPARTMENT FOR ADMINISTRATION AND GENERAL SERVICES</b>			
- Director	Middle Manager	N/A	1
<b>5.1. Division for Logistics, Document Management and Archiving</b>			
- Head of Division	Lower Manager	N/A	1
- Senior Logistics Officer	Professional 1	64. Gr. General administration specialist	1
- Document Management and Archiving Officer	Professional 2	64. Gr. General administration specialist	2
			Total: 3
<b>5.2. Division for Information Technology</b>			
- Head of Division	Lower Manager	N/A	1
- Senior Information Technology Officer	Professional 1	51. Gr. Database specialist	1
- Information Technology Officer	Professional 2	19. Gr. Information Technology Specialist	1
			Total: 2
<b>6. DIVISION FOR BUDGET AND FINANCE</b>			
- Head of Division	Lower Manager	N/A	1
- Senior Budget and Debt Management Officer	Professional 1	3. Gr. Budget specialist	2
- Senior Finance Officer	Professional 1	2.Gr. Finance specialist	2
			Total: 4
<b>7. DIVISION FOR LEGAL AFFAIRS</b>			
- Head of Division	Lower Manager	N/A	1
- Senior Legal Officer	Professional 1	1. Gr. Legal specialist	2
- Legal Officer	Professional 2	1. Gr. Legal specialist	1
			Total: 3

<b>8. DIVISION FOR INTERNAL AUDIT</b>			
– Head of Division	Lower Manager	N/A	1
			Total: 2
– Internal Auditor	Professional 1	6. Gr. Internal audit specialist	1
– Internal Auditor	Professional 1	6. Gr. Internal audit specialist	1
<b>9. DIVISION FOR PUBLIC PROCUREMENT</b>			
– Head of Division	Lower Manager	N/A	1
			Total: 2
– Senior Public Procurement Officer	Professional 1	5.Gr. Public procurement specialist	1
– Public Procurement Officer	Professional 2	5. Gr. Public procurement specialist	1
<b>10. DIVISION FOR HUMAN RESOURCES MANAGEMENT</b>			
– Head of Division	Lower Manager	N/A	1
			Total: 2
– Senior Human Resources Management Officer	Professional 1	7. Gr. Human resources specialist	1
– Human Resources Management Officer	Professional 2	7. Gr. Human resources specialist	1
<b>11. DIVISION FOR COMMUNICATION AND INFORMATION</b>			
– Head of Division	Lower Manager	N/A	1
			Total: 2
– Senior Communication and Information Officer	Professional 1	10. Gr. Public relations and information specialist	1
– Communication and Information Officer	Professional 2	58. Gr. General Administration Specialist	1
<b>Total</b>			113

## APPENDIX 2 – THE ORGANOGRAM

