



Republika e Kosovës
Republika Kosova-Republic of Kosovo

Qeveria - Vlada - Government

REGULATION (OPM) NO. 01/2024
ON INTERNAL ORGANIZATION AND INSPECTORATE OF THE
MINISTRY OF JUSTICE¹

¹ Regulation (OPM) No. 01/2024 on Internal Organization and Inspectorate of the Ministry of Justice, as been approved by the Prime Minister, with Decision No. 011/2024, dated 31.01.2024.

The Prime Minister of the Republic of Kosovo

Pursuant to Article 94 (10) of the Constitution of the Republic of Kosovo, based on Article 28 (par 3) of Law no. 06/L-113 on Organization and Functioning of the State Administration and Independent Agencies of the Republic of Kosovo, in accordance with Article 9 (par 1, sub-par 1.11) of Law no. 08/L-117 on Government of the Republic of Kosovo, as well as in accordance with Article 8 and 9 of Regulation GRK-No. 01/2020 on standards of internal organization, the systematisation of jobs and cooperation in the institutions of the State Administration and Independent Agencies,

Issues:

REGULATION (OPM) NO. 01/2024 ON INTERNAL ORGANIZATION AND SYSTEMATISATION OF JOBS IN THE INSPECTORATE OF THE MINISTRY OF JUSTICE

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

This Regulation aims to define internal organization and systematisation of jobs in the Inspectorate of the Ministry of Justice (hereinafter, the Inspectorate).

Article 2 Scope

1. This Regulation shall apply to the Inspectorate of the Ministry of Justice, which operates within the Ministry of Justice.

2. The tasks and responsibilities of the Inspectorate are defined by the Law on the Execution of Criminal Sanctions as well as other legislation in force.

CHAPTER II INTERNAL ORGANIZATION OF THE INSPECTORATE

Article 3 Mission of the Inspectorate of the Ministry of Justice

The mission of the Inspectorate shall be to supervise the work of Correctional Institutions and Regional Probation Directorates in order to ensure a uniform system of execution of criminal sanctions.

Article 4
Organisational structure of the Inspectorate

1. The organisational structure of the Inspectorate shall be as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Divisions.
2. The total number of employees in the Inspectorate shall be twenty-four (24).

Article 5
Office of the Executive Director

1. The Office of the Executive Director shall consist of:
 - 1.1. Executive Director;
 - 1.2. Senior Legal Officer;
 - 1.3. Administrative Officer.
2. The duties and responsibilities of the Executive Director shall be defined by the Law on the Execution of Criminal Sanctions and other legislation in force.
3. The duties and responsibilities of the Senior Legal Officer and the Administrative Officer in the Inspectorate of the Ministry of Justice shall be defined according to the relevant legislation on public officials.
4. The number of employees in the Office of the Executive Director shall be three (3).

Article 6
Divisions of the Inspectorate of the Ministry of Justice

1. The following divisions shall operate under the Inspectorate of the Ministry of Justice:
 - 1.2. Division for Supervision of Correctional Centres;
 - 1.3. Division for Supervision of Detention Centres;
 - 1.4. Division for Supervision of Regional Probation Directorates.

Article 7
Division for Supervision Correctional Centres

1. Duties and responsibilities of the Division for Supervision of Correctional Centres shall be as follows:

- 1.1. Implement the defined work objectives for the supervision of Correctional Centres;
 - 1.2. Implement the Annual Inspection Plan in the defined areas of supervision of Correctional Centres according to the relevant legislation in force;
 - 1.3. Provide recommendations in areas of inspection for Correctional Centres;
 - 1.4. Draft an annual evaluation report for Correctional Centres.
2. The Head of the Division for Supervision of Correctional Centres of the Correctional Service of Kosovo shall report to the Executive Director of the Inspectorate of the Ministry of Justice.
3. The number of employees in the Division for Supervision of Correctional Centres shall be eight (8).

Article 8

Division for Supervision of Detention Centres

1. Duties and responsibilities of the Division for Supervision of Detention Centres shall be as follows:
- 1.1. Implement the defined work objectives of the Division for the supervision of Detention Centres;
 - 1.2. Implement the Annual Inspection Plan in the defined areas of supervision of the Detention Centres according to the relevant legislation in force;
 - 1.3. Provide recommendations in areas of inspection for Detention Centres;
 - 1.4. Drafts an annual evaluation report of Detention Centres.
2. The Head of the Division for Supervision of Detention Centres of the Kosovo Correctional Service shall report to the Executive Director of the Inspectorate of the Ministry of Justice.
3. The number of employees in the Division for the Supervision of Detention Centres shall be six (6).

Article 9

Division for Supervision of Regional Probation Directorates

1. Duties and responsibilities of the Division for Supervision of Regional Probation Directorates shall be as follows:
- 1.1. Implement the objectives set for the work of the Division for Supervision of Regional Probation Directorates;

- 1.2. Implement the Annual Inspection Plan in the defined areas of supervision of the Regional Probation Directorates according to the relevant legislation in force;
 - 1.3. Inspect the implementation of the individual supervision plan;
 - 1.4. Inspect the manner of execution of measures and alternative punishments that are the competence of Kosovo Probation Service;
 - 1.5. Provide recommendations in the areas of inspection for the Regional Probation Directorates;
 - 1.6. Draft an annual evaluation report of the Regional Probation Directorates.
2. The Head of the Division for Supervision of the Regional Directorates of the Kosovo Probation Service shall report to the Executive Director of the Inspectorate of the Ministry of Justice.
 3. The number of employees in the Division for supervision of Regional Probation Directorates shall be seven (7).

Article 10
Internal supporting functions

General, information technology, logistics, budget, finance, procurement and human resources services for the Inspectorate of the Ministry of Justice shall be performed by the responsible structures of the Ministry, according to Regulation (Grk) No. 01/2020 On Standards For Internal Organization, Systematization Of Jobs And Co-Operation In State Administration Institutions And Independent Agencies provided by paragraphs 1, 2, 3, 4, 5, 6, 7 and 8 of Article 7.

CHAPTER III
TRANSITIONAL AND FINAL PROVISIONS

Article 12
Transitional and final provisions

1. Mobility of personnel in accordance with the relevant legislation on civil service within the category shall be allowed, if it is considered necessary for the smooth running of the work.
2. The increase or decrease in the number of personnel in accordance with the annual budget law shall not create a need to amend this Regulation, except in cases where organizational structures are created or extinguished.
3. In accordance with paragraph 2 of this article, the provisions of the annual budget law shall be an integral part of this Regulation.

Article 13

1. An integral part of this Regulation are:

1.1. Appendix 1 which contains the designation, class and group of positions and the total number of employees;

1.2. Appendix II which contains the organization chart of the Inspectorate of the Ministry of Justice.

Article 14 Entry into force

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

Albin KURTI

Prime Minister of the Republic of Kosovo

Date:31 January 2024

Annex No. 1: INSPECTORATE OF THE MINISTRY OF JUSTICE

Position/Structure	Class	Group (general or special)	Total No. IMD: 24
1.Executive Director	Senior manager 2		1
Senior Legal Officer	Professional 1	1.Gr. legal specialist	1
Administrative Officer	Professional 3	58. Gr. general administration specialist	1
2.1. Division for Supervision of Correction Services			Total: 8
Head of Division	Lower manager		1
Inspector	Professional 1	14.Gr. Specialist in social	7
2.2. Division for Supervision of Detention Centres			Total: 6
Head of Division	Lower manager		1
Inspector	Professional 1	14.Gr. Specialist in social	5
2.3. Division for Supervision of Regional Probation Directorates			Total: 7
Head of Division	Lower manager		1
Inspector	Professional 1	14.Gr. Specialist in social	6

Appendix No. 2: Organogram of the Inspectorate of the Ministry of Justice

