



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

**REGULATION (OPM) NO. 02/2024 ON INTERNAL ORGANIZATION AND  
SYSTEMATIZATION OF JOBS IN THE MINISTRY OF REGIONAL  
DEVELOPMENT <sup>1</sup>**

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<sup>1</sup> Regulation (OPM) no. 02/2024 on Internal Organization and Systematization of Jobs in the Ministry of Regional Development, has been approved by the Prime Minister, with Decision No. 015/2024, dated 14.02.2024.

## **Government of the Republic of Kosovo,**

In accordance with Article 93 (3) of the Constitution of the Republic of Kosovo, Article 28 paragraph 3 of Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies, Law no. 08/L-117 on the Government of the Republic of Kosovo, Article 9 paragraph 7 of Regulation (GRK) No. 01/2020 on Internal Organization Standards and Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies,

Issues:

## **REGULATION (OPM) NO. 02/2024 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE MINISTRY OF REGIONAL DEVELOPMENT**

### **CHAPTER I GENERAL PROVISIONS**

#### **Article 1 Purpose**

This Regulation aims to define the internal organization and systematization of jobs in the Ministry of Regional Development.

#### **Article 2 Scope**

1. This Regulation shall be applicable to the Ministry of Regional Development.
2. The area of responsibility of the Ministry of Regional Development shall be defined in the relevant Regulation of the Rules of Procedure of the Government, the relevant Regulation on the Area of Administrative Responsibility of the Office of the Prime Minister, as well as other legislation in force.

### **CHEPTER II INTERNAL ORGANIZATION OF THE MINISTERIAL SYSTEM**

#### **Article 3 Mission of the Ministry**

The Ministry of Regional Development shall have as its mission the development of policies, programs for regional development and inter-regional cooperation to reduce regional disparities

**Article 4**  
**Organizational Structure**

1. The organizational structure of the Ministry of Regional Development shall be as follows:
  - 1.1. Minister's Cabinet;
  - 1.2. Office of the Secretary-General;
  - 1.3. Departments;
  - 1.4. Divisions.
2. The number of staff in the Ministry of Regional Development according to the organizational structure shall be seventy-two (72).

**Article 5**  
**Minister's Cabinet**

1. The cabinet of the Minister of MRD shall consist of:
  - 1.1. Minister;
  - 1.2. Deputy Ministers;
  - 1.3. Political Advisers;
  - 1.4. Support staff.
2. Duties and responsibilities of the Minister, Deputy Ministers, Political Advisers and Personnel Support shall be defined by the Government Regulation on the Rules of Procedure, relevant Regulation on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as the relevant legislation in force.
3. The number of employees in the Cabinet of the Minister shall be eighteen (18).

**Article 6**  
**Office of the Secretary-General**

1. The Office of the Secretary-General of MRD shall consist of:
  - 1.1. Secretary-General;
  - 1.2. Support staff.

2. Professional and support civil servants within the Office of the Secretary are:

2.1. Senior Executive Officer;

2.2. Administrative Assistant.

3. Other positions that report directly to the General Secretary are:

3.1. Certifying Officer.

4. The duties and responsibilities of the Secretary-General shall be determined by the relevant Law on the Organization and Functioning of State Administration and Independent Agencies, the relevant Law on Public Officials, the relevant Regulation on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as other legislation in force.

5. The duties and responsibilities of the supporting staff of the Office of the Secretary-General of the MRD shall be defined by the relevant applicable legislation on the civil service.

6. The number of employees in the Office of the Secretary General of the MRD shall be four (4).

#### **Article 7**

#### **Departments and Divisions of the Ministry of Regional Development**

1. The Departments and Divisions of the Ministry of Regional Development are:

1.1. Department for the Planning and Coordination of Regional Development:

1.1.1. Division for Coordination of Regional Development;

1.1.2. Division for Coordination of Regional Initiatives;

1.1.3. Division for Development and Management of Regional Development Projects.

1.2. Department for Regional Performance and Analysis:

1.2.1. Division for Regional Socio-Economic Analysis;

1.2.2. Division for Balanced Regional Development Performance.

1.3. Department for European Integration and coordination of politics:

1.3.1. Division for European Integration;

1.3.2. Division for coordination of politics.

1.4. Department of General Services:

- 1.4.1. Division for Information Technology and Logistics;
- 1.4.2. Division for Document Management and Archiving.
- 1.5. Division for Budget and Finance;
- 1.6. Human Resources Management Unit;
- 1.7. Legal Division;
- 1.8. Internal Audit Unit;
- 1.9. Division for Public Communication;
- 1.10. Procurement Division.

**Article 8**  
**Department for the Planning and Coordination of Regional Development**

1. The mission of the Department for the Planning and Coordination of Regional Development is a balanced regional development and the reduction of disparities between regions, in the sense of improving the infrastructure and well-being of the standard of living in all segments of citizens' lives and the activities of businessmen and those who have ideas and intention to start business as target audience within the country.
2. The duties and responsibilities of the Department for the Planning and Coordination of Regional Development are:
  - 2.1. Contributes to the coordination of activities for regional development with line ministries, municipalities, Agencies/Centers responsible for regional development as well as other actors;
  - 2.2. Contributes to the coordination of activities to support economic development and regeneration of new jobs, with line ministries, municipalities, Agencies/Centers responsible for regional development as well as other actors;
  - 2.3. Cooperates with line ministries, municipalities, regional development agencies and other actors, for the support and promotion of businesses;
  - 2.4. Prepares, coordinates and ensures the implementation of the annual plan of development and management of projects for regional development from the category of capital investments and subsidies and transfers for municipalities, businesses and CSOs;
  - 2.5. Designs and implements programs for balanced regional development according to budget categories: capital investments, subsidies and transfers;

2.6. Manages and implements projects from the budget categories: capital investments and subsidies and transfers to provide balanced regional socio-economic development throughout the territory of the Republic of Kosovo and promotes them;

2.7. Draws up guidelines for financing, monitoring, and implementing criteria for development projects and publishes/promotes them;

2.8. Drafts annual reports related to regional development programs and initiatives.

3. The Director of the Department for the Planning and Coordination of Regional Development reports to the Secretary-General.

4. The number of staff in this Department is ten (10).

5. The following Divisions are part of this Department:

5.1. Division for Coordination of Regional Development;

5.2. Division for Coordination of Regional Initiatives;

5.3. Division for Development and Management of Regional Development Projects.

## **Article 9**

### **Division for Coordination of Regional Development**

1. The duties and responsibilities of the Division for Coordination of Regional Development are:

1.1. Encourages cooperation between regions in order to identify areas that contribute to regional socio-economic development;

1.2. Plans and coordinates activities in support of balanced regional socio-economic development and the generation of new jobs with the Centers in charge of regional development;

1.3. Proposes the operating model of Centers in charge of regional development, in cooperation with Partners and other actors;

1.4. Monitors Operational Plans which are financed by the Program for Balanced Regional Development;

1.5. Coordinates activities with the Ministry responsible for Industry, Entrepreneurship and Trade as well as other institutions for the development of economic zones with the aim of balanced regional socio-economic development;

1.6. Monitors Centers in charge of regional development.

2. The Head of the Division for Coordination of Regional Development reports to the Director of the Department for the Planning and Coordination of Regional Development.

3. The number of staff in this Division is three (3).

**Article 10**  
**Division for Coordination of Regional Initiatives**

1. The duties and responsibilities of the Division for Coordination of Regional Initiatives are as follows:

1.1 Develops regional initiatives that contribute to balanced regional development in coordination with the ministry responsible for Foreign Affairs and line ministries related to this field;

1.2. Plans and prepares the action plan for participation in regional initiatives;

1.3. Prepares the ministry's proposals for participation in regional initiatives and meetings;

1.4 Monitors the activities of regional initiatives in cooperation with other relevant institutions;

1.5. Drafts the annual report for the Government regarding the implementation of programs and participation in regional initiatives.

2. The Head of the Division for Coordination of Regional Initiatives, reports to the Director of the Department for the Planning and Coordination of Regional Development.

3. The number of staff in this Division is three (3).

**Article 11**  
**Division for Development and Management of Regional Development Projects**

1. The tasks and responsibilities of the Division for Development and Management of Regional Development Projects are as follows:

1.1. Drafts the balanced regional development program;

1.2. Prepares the annual plan of management and implementation of capital projects, subsidies and transfers for the field of regional development;

1.3. Develops and promotes projects for balanced regional development;

1.4 Drafts guidelines for the development and management of projects in the field of regional socio-economic development;

1.5. Drafts project funding guides;

- 1.6 Coordinates activities with line ministries, municipalities and centers responsible for regional development to identify the needs and areas for development and support of projects;
  - 1.7. Launches the balanced regional development program: capital investments, subsidies and transfers;
  - 1.8. Prepares and implements project monitoring plan;
  - 1.9. Follows project implementation and reports on a regular basis.
2. The Head of the Division for Development and Management of Regional Development Projects reports to the Director of the Department for the Planning and Coordination of Regional Development.
  3. The number of staff in this Division is three (3).

**Article 12**  
**Department for Regional Performance and Analysis**

1. The mission of the Department of Regional Performance and Analysis is a balanced and sustainable regional development through support, promotion of development policies and reduction of regional inequalities.
2. The tasks and responsibilities of the Department of Department for Regional Performance and Analysis are as follows:
  - 2.1. Coordinates with centers for regional development and municipalities in regional socio-economic development activities, strengthening mutual economic and social ties as well as enhancing the balanced development of the regions;
  - 2.2. Encourages the communication of municipalities within the regions, in order to stimulate the balanced regional socio-economic development;
  - 2.3. Develops the system for measuring and monitoring a balanced regional socio-economic development;
  - 2.4. Develops the data reporting system related to balanced regional socio-economic development;
  - 2.5. Contributes to the preparation and development of regional impact policies;
  - 2.6. Coordinates activities with line ministries and other institutions, organizations regarding the drafting of analyses, reports and other regional socio-economic development documents;
3. The Director of the Department for Regional Performance and Analysis reports to the MRD's Secretary General.



4. The following Divisions are part of this Department:
  - 4.1. Division for Regional Socio-Economic Analysis;
  - 4.2. Division for Balanced Regional Development Performance.
5. The number of staff in this department is seven (7).

**Article 13**  
**Division for Regional Socio-Economic Analysis**

1. The duties and responsibilities of the Division for Regional socio-economic analysis are as follows:
  - 1.1. Coordinates activities with line ministries and other institutions regarding the drafting of analyses for balanced regional socio-economic development;
  - 1.2. Coordinates activities with regional development centers in drafting documents that promote balanced regional development;
  - 1.3. Prepares annual analysis regarding the capital investments of central institutions realized in municipalities according to developing regions;
  - 1.4. Prepares annual analysis regarding programs implemented for socio-economic development;
  - 1.5. Recommends inclusion of balanced regional development through regional socio-economic analysis;
2. The Head of the Division for Regional Socio-Economic Analysis reports to the Director of the Department of Performance and Regional Analysis.
3. The number of staff in this Division is three (3).

**Article 14**  
**Division for Balanced Regional Development Performance**

1. The duties and responsibilities of the Division for Balanced Regional Development Performance are as follows:
  - 1.1. Defines fields and drafts indicators for measuring balanced regional development;
  - 1.2. Manages the system for measuring regional performance;
  - 1.3. Collects statistical data and other relevant information from the institutions responsible for the relevant development regions that are necessary to measure changes in indicators associated with balanced regional development which are used for reporting and planning processes;

- 1.4. Develops and organizes the process of reporting data from municipalities and the central level related to regional development;
  - 1.5. Prepares and determines the demographic index and development index in accordance with the Law on Balanced Regional Development;
  - 1.6. Creates and maintains the database of balanced regional development.
2. The Head of the Division for balanced regional development performance reports to the Director of the Department for Performance and Regional Analysis.
  3. The number of staff in this Division is three (3).

**Neni 15**  
**Department for European Integration and coordination of politics**

1. The mission of the Department for European Integration and Policy Coordination is to coordinate processes within the Ministry related to the European Integration Process, to coordinate the process of drafting documents and policies, programs and projects for cooperation, concept papers, annual work plan and other documents, as well as coordinate processes within the Ministry for international bilateral and multilateral cooperation with international partners.
2. The duties and responsibilities of the Department of European Integration Department are:
  - 2.1. provides support in coordinating activities for the European integration process;
  - 2.2. Monitors and reports on the implementation of European Commission recommendations;
  - 2.3. Provides support in the harmonization of the Ministry's legislation with the EU acquis;
  - 2.4. Coordinates Ministry's activities for financial support from the pre-membership instrument (IPA) and other European Union funds;
  - 2.5. Contributes to the exchange of information because of the European integration process for the scope of the Ministry;
  - 2.6. Provides support to the Ministry's legal division regarding the inclusion of EU policies in local legislation during harmonization with the acquis;
  - 2.7 Reports on the implementation of NPISAA measures related to regional development;
  - 2.8. Coordinates the ministry's activities regarding the implementation of the obligations arising from the European agenda;

- 2.9. Coordinates regional cooperation activities with line ministries, other institutions and international mechanisms operating in the Republic of Kosovo.
3. The Director of the Department of European Integration and Policy Coordination reports to the Secretary-General.
4. The following Divisions are part of this Department:
  - 4.1. Division for European Integration;
  - 4.2. Division for Policy Coordination;
5. The number of staff in this department is seven (7).

**Article 16**  
**Division for European Integration**

1. The duties and responsibilities of the Division for European Integration are as follows:
  - 1.1. Provides support in coordinating activities for the European Integration process;
  - 1.2. Provides information on the drafting of the Action Plan for the implementation of the National Plan for the Implementation of the Stabilization and Association Agreement;
  - 1.3. Monitors the implementation of the Action Plan for the implementation of the NPISAA and reports to relevant institutions;
  - 1.4. Coordinates IPA assistance, and bilateral and multilateral external assistance to the ministry's activities, and ensures that it is related to the priorities of the ministry;
  - 1.5. Provides support to the ministry's organizational structures during project preparation and management;
  - 1.6. Provides support to the organizational structure responsible for legal affairs within the ministry regarding the incorporation of EU policies into national legislation when harmonizing with the EU acquis;
  - 1.7. Provides support in the organization and conduct of regular meetings on the Stabilization and Association process on issues related to the scope of the ministry.
2. The Head of the Division for European Integration reports to the Director of the Department for European Integration and Policy Coordination.
3. The number of staff in this Division is three (3).

**Article 17**  
**Division for Policy Coordination**

1. The duties and responsibilities of the Policy Coordination Division are as follows:
  - 1.1. Provides support in drafting strategic ministry documents, ensuring consistency between them and other governmental documents;
  - 1.2. Provides assistance to the organizational structures of the ministry in the preparation of concept papers for legislation;
  - 1.3. Ensures the coordination of the process of developing strategic documents of the Ministry with the budget planning process;
  - 1.4. Provide data, information on drafting the Annual Work Plan, ensuring their compliance with the Medium Term Expenditure Framework and other strategic documents, and reports on its implementation to relevant institutions;
  - 1.5. Supports the monitoring and reporting of the implementation of the Ministry's Strategic Development Plan;
2. The Head of the Division for Policy Coordination reports to the Head of the Department for European Integration and Policy Coordination.
3. The number of staff in this Division is three (3).

**Article 18**  
**Department of General Services**

1. The mission of the Department of General Services aims to provide working conditions, necessary equipment and support services for their duties, and to ensure proper administration of internal documents of the Ministry. The Department supports departments through the provision of IT services, maintenance, logistics, document administration and other similar services.
2. The duties and responsibilities of the Department for general services are as follows:
  - 2.1 Manages and maintains other inventory and material in the warehouse, and provides administrative and logistical support;
  - 2.2. Manages the archive system and ministry's internal documents;
  - 2.3. Ensures the provision of services of information technology, logistics, transport, translation of documents, and archiving documents and other administrative services for the ministry;
  - 2.4. Drafts, develops and oversees the implementation of various policies, procedures and forms regarding the activities of logistics in the institution;

- 2.5. Manages and maintains documentation, files, registries, as well as identifies the needs of the institution for inventory, material and other equipment;
- 2.6. Analyzes and evaluates internal processes and procedures and recommends changes, improvements in order to increase efficiency at work;
3. The Director of the Department of General Services reports to the Secretary-General.
4. The following Divisions are part of this Department:
  - 4.1. Division for Information Technology and Logistics;
  - 4.2. Division for Document Management and Archiving.
5. The number of staff in this department is seven (7).

**Article 19**  
**Division for Information Technology and Logistics**

1. The duties and responsibilities of the Division for Information Technology and Logistics are as follows:
  - 1.1. Ensures that information and communication technology services are efficient and effective;
  - 1.2. Drafts information technology projects in the interest of the MRD;
  - 1.3. Provides IT support for MRD staff;
  - 1.4. Ensures the provision of quality equipment services to IT;
  - 1.5. Ensures the proper maintenance of all IT devices (including computers and accompanying equipment, photocopying equipment, phones, fax, servers, Access control system);
  - 1.6. Ensures the normal and regular operation of the VoIP telephony system and network operation;
  - 1.7. Maintains training sessions with new personnel on request (related to computers, internet, databases possessed by MRD);
  - 1.8. Provides genuine cooperation between the IT Division and AIS;
  - 1.9. Implements International Standards of Information Technology, Legislation and monitors the provisions of IT services in MRD;
  - 1.10. Manages all vehicles available to the MRD, their maintenance and servicing;

- 1.11. Undertake periodic and daily control in order to verify the implementation of the legislation on the use of vehicles;
  - 1.12. Manages transportation needs and ministry vehicles;
  - 1.13. Maintains evidence of vehicle registration and insurance as well as all other logistics issues;
  - 1.14. Organizes the transport of official delegations during visits to the Republic of Kosovo;
  - 1.15. Manages the ministry's inventory and warehouses;
  - 1.16. Coordinates the requests and needs of the Ministry for goods and equipment of the office for work;
  - 1.17. Provides logistical assistance to ministry personnel;
  - 1.18. Manages the ministry's reception.
2. The Head of the Division for Information Technology and Logistics reports to the Director of the Department of General Services.
  3. The number of staff in this department is four (3).

**Article 20**  
**Division for Document Management and Archiving**

1. The duties and responsibilities of the Division for Document Management and Archiving are as follows:
  - 1.1. Maintains and administers the MRD archive system, including international agreements, various memoranda of understanding, etc;
  - 1.2. Ensures that the archive units are marked with the signs set by the rules;
  - 1.3. Cares about the deadlines for archiving the cases, as well as preparing permanent cases to be submitted to the Archive of the Republic of Kosovo, in accordance with the legal provisions;
  - 1.4. Classification of cases according to information classification criteria (Top Secret, Secret, Confidential);
  - 1.5. Monitors the archive system, systematization of archive materials, the time limit and disposal of archive cases by legal deadlines;
  - 1.6. Manages all the classified documents produced in the MRD and those sent by external bodies, as well as administers office work and official documents, from initial evidence to their final proceedings;

- 1.7. Implements the deadlines set for the use, circulation and preservation of classified information;
  - 1.8. Works based on special books that are determined by the competent authority for the identification and circulation of documents;
  - 1.9. Stores documents in separate safes according to the set standards;
  - 1.10. Systems and makes an inventory of the information classified, before delivery to the MRD archive.
2. The Head of Division for Document Management and Archiving reports to the Director of the Department of General Services.
  3. The number of staff in this Division is four (3).

## **Article 21**

### **Internal Audit Unit**

1. The Internal Audit Unit provides independent and objective security to the public sector entity for the suitability and effectiveness of the financial management and control system and provides advice for its improvement. It assists the entity to meet objectives by promoting systematic and disciplined approaches to assessing and improving effectiveness in managing risk and control processes of the public sector entity.
2. The duties and responsibilities of the Internal Audit Unit are as follows:
  - 2.1. Implements internal audit standards, internal audit rules and methodology approved by the relevant Minister of Finance;
  - 2.2. Evaluates internal control systems to check whether they are well designed, appropriate and operate effectively;
  - 2.3. Identifies substantial deficiencies in the management and control system as well as offers recommendations for improving them;
  - 2.4. Assesses financial and operational procedures for the appropriateness of internal control and provides advice and guidelines in terms of control for new policies, systems, processes and procedures;
  - 2.5. Performs and oversees all audit activities, provided by the annual audit plan, and submits the audit results to the Minister, in accordance with the rules set;
  - 2.6. Ensures the implementation of the annual audit plan;

- 2.7. Systematically monitors the action plans and the level of implementation of recommendations from audited units, submitting them to the Minister;
  - 2.8. Drafts and submits the strategic plan and the annual internal audit plan for review and approval to the Minister of the MRD and the Audit Committee;
  - 2.9. Drafts and submits periodic and annual internal audit reports to the central harmonizing unit, according to the defined legal deadlines;
  - 2.10. Cooperates with the National Audit Office, the MRD Internal Audit Committee and the Central Harmonization Department of the Ministry of Finance;
  - 2.11. In relation to other organizational structures in the area of the public sector, the Internal Audit Unit has functional independence in planning audit work, performing audit and reporting.
3. The head of the internal audit unit reports operatively to the Minister, and administratively to the Secretary-General.
  4. The internal audit unit is an organizational unit equivalent to a Division.
  5. The number of staff in the internal audit unit is three (3).

## **Article 22**

### **Division for Public Communication**

1. The mission of the Division for Public Communication is to take actions to present the policies of the Ministry of Regional Development through timely communication so that the public can be informed about the Ministry's policies, as well as the rights and responsibilities of the institutions.
2. The duties and responsibilities of the Division for Public Communication are as follows:
  - 2.1. Provides professional support for the ministry by providing effective advice on policy presentation;
  - 2.2. Makes the preparation and implementation of the communication plan based on the ministry's work plan, implementing effective communication techniques;
  - 2.3. Provides to the OPC-OPM the weekly calendar of ministry communication activities;
  - 2.4. Organizes press conferences and prepares press releases, statements, reports and other media publications;
  - 2.5. Participates in the process of drafting policies and legislation through the development and presentation of communication plans, as well as communication of public meetings and “online” consultations with the public;



- 2.6. Coordinates with the OPC-OPM the development of information and awareness campaigns on the priority policies of the ministry;
  - 2.7. Reports to the OPC-OPM on the implementation of the annual communication plan every three months;
  - 2.8. Updates, ensures access and credibility of information on the official website, social networks and manages the official electronic account for public communication;
  - 2.9. Accepts and reviews initial requests for access to public documents as well as open data;
  - 2.10. Conducts all the responsibilities set forth in the applicable legislation.
3. The Head of the Division for Public Communication reports to the Secretary General.
  4. The number of staff in this Division is three (3).

### **Article 23 Procurement Division**

1. The mission of the Division for Public Procurement is to carry out procurement activities in the MRD and use the funds of the Contracting Authority (MRD) in a more transparent, fair and efficient way, in full compliance with the law and the public procurement rules.
2. The duties and responsibilities of the Procurement Division are as follows:
  - 2.1. Prepares, coordinates and implements the annual plan of the Ministry in the field of Public Procurement, in accordance with the legislation in force;
  - 2.2. Ensures that all procurement requirements are prepared in accordance with the procurement rules and procedures;
  - 2.3. Determines Procurement Methodology for Tender and Price Evaluation Procedures;
  - 2.4. Provides advice and assists management in making decisions on contested issues that may arise in cases of contract execution;
3. The Head of the Procurement Division shall report to the Secretary-General.
4. The number of staff in the Procurement Division is three (3).

### **Article 24 Legal Division**

1. The mission of the Legal Division is to coordinate the process of drafting legislation and international agreements from the scope of the Ministry, ensuring compliance with the techniques

and standards for drafting legislation, ensuring the approximation of the Ministry's legislation with European Union legislation, to provide professional support, legal advice and recommendations for other structures within the ministry.

2. The duties and responsibilities of the Legal Division are as follows:

2.1. Coordinates and participates in the drafting of normative acts in close cooperation with other organizational units from the scope of the ministry;

2.2. Is responsible for finalizing normative draft acts;

2.3. In cooperation with the departments, units or persons responsible for compiling the draft normative acts, it ensures the compliance of the normative acts proposed by the relevant ministry with the applicable legislation in the Republic of Kosovo as well as the European Union Legislation, including preparation of Statement of compliance (SOC) and Tables of compliance (TOC);

2.4. Provides legal opinions required, from the scope of the ministry;

2.5. Ensures compliance with techniques and standards of drafting legislation from the scope of the ministry;

2.6. Cooperates with the OPM's Legal Office for the preparation, monitoring and reporting of the legislative program and other activities related to the process of drafting the legislation;

2.7. Identifies problems of implementation of normative acts;

2.8. Cooperates with the Ministry of Justice for the representation of the Ministry in the Court;

2.9. Coordinates activities for the implementation of legislation with the relevant ministry units as well as with other ministries;

2.10. Maintains and updates the register of bylaws of the Ministry;

2.11. Submits bylaws to the OPM Legal office after their approval by the Minister;

2.12. Proposes the annual legislative program of the Ministry, in cooperation with all organizational structures of the Ministry.

3. The Hed of the Legal Division reports to the Secretary-General.

4. The number of staff in this Division is three (3).

**Article 25**  
**Human Resources Management Unit**

1. The mission of the Human Resources Management Unit is to ensure effective human resource management through the development of procedures, programs and services that contribute to achieving the goals of the institution and employees, making a proper balance of employees' needs and the needs of the institution and to exercise functions and powers in accordance with the laws and bylaws in force in the field of human resources.
2. The duties and responsibilities of the human resource management unit are as follows:
  - 2.1. Supports and provides advice to the highest administrative Head of the institution and/or the head of the institution in the field of human resource management;
  - 2.2. Leads, plans, oversees and coordinates the work of organizational units in all activities of the human resource unit and ensures efficient functioning;
  - 2.3. Provides and exercises powers in accordance with authorizations and responsibilities in order to implement legislation, documents, requirements, procedures, and standards for the institution in the field of human resources;
  - 2.4. Prepares the annual plan and mid-term personnel plan in accordance with the institution's budget planning process;
  - 2.5. Assists the relevant units in preparing job descriptions, classification and systematization;
  - 2.6. Conducts the procedures for admission to the civil service under the legislation in force;
  - 2.7. Ensures the implementation of procedures for job evaluation, holidays, training, work attendance, disciplinary procedures, suspension of employment, termination of employment-release from civil service, early retirement, certificates, and statistics of employees based on applicable legal acts;
  - 2.8. Administers personnel files (individual files) of the institution and establishes all data, processes and procedures in the electronic system (HRMIS);
  - 2.9. Deals with salary management, payroll compensation, rewards, salary supplements of employees;
  - 2.10. Prepares the annual report and the work plan for human resources management;
  - 2.11. Performs other duties in the framework of the legal mandate.
3. The head of the Human Resources Management Unit reports to the Secretary General.

4. The Human Resources Management Unit is an organizational unit equivalent to a Division.
5. The number of staff in the Human Resources Management Unit is three (3).

**Article 26**  
**Division for Budget and Finance**

1. The mission of the Division for Budget and Finance is to support the Ministry of Regional Development in the implementation of standard accounting policies and procedures, applicable laws, and regulations related to the field of budget and finance.
2. The duties and responsibilities of the Division for Budget and Finance are as follows:
  - 2.1. Ensures that the budget organization complies with all budget circulars and instructions related to the drafting and execution of the budget;
  - 2.2. Coordinates and prepares the Ministry's budget with all the search units, including potential additional requirements;
  - 2.3. Registers budget requests in the BDMS and PIP system according to the planning of the Ministry's budget units;
  - 2.4. Prepares the MEF in cooperation with Ministry units;
  - 2.5. In cooperation with the units, it drafts the requests for budget review, based on the requirements of the search units for the resettlement of funds from one economic category to the other;
  - 2.6. Advises units regarding the procedures and rules of planning, spending and implementing the budget;
  - 2.7 Prepares, analyzes and evaluates the cash flow plan, commitments and expenditures, and ensures that they are made in accordance with the procedures and standards provided by the budget and finance legislation;
  - 2.8. Ensures that financial expenses are made in accordance with financial rules and procedures;
  - 2.9. Manages the cash in the ministry, the execution of the advance payments for official trips in the KFMIS;
  - 2.10. Prepares quarterly, six-month, nine-month and annual reports on budget expenditures, based on the relevant law on public finance management and other applicable legislation;
  - 2.11. Maintains and follows budget expenditures and, at the same time, reports on all financial analysis issues, signalling in time in case of their excess;

2.12. Ensures that systems and procedures to monitor each expense process (from initiating to payment of invoices) and coordinate the transfer of commitment orders and other documents from authorizing officials, procurement office, certification, to the Treasury Department, are established;

2.13. Makes planning, management, realization, equation and reporting of ministry revenues according to the relevant units;

2.14. Reports revenues, coordinates, oversees and implements revenue policies based on the Law on Public Financial Management and Accountability, Law on Public Internal Financial Control and other bylaws in the field relevant;

2.15. Ensures that the management and registration of the property is checked and maintains all the necessary information in accordance with the prescribed legal procedures, and ensures the implementation of accounting standards for the identification and depreciation of the property.

3. The Head of the Division for Budget and Finance reports to the Secretary General.

4. The number of staff in this Division is four (4).

### **CHAPTER III TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 27 Final provisions**

1. Personnel mobility in accordance with civil service legislation within the institution shall be allowed if considered necessary for the smooth running of the work.

2. Increasing or decreasing the number of personnel in accordance with the annual budget law does not require the need for completion of this regulation, unless organizational structures are established and/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 28 Abrogation**

Upon the entry of this regulation into force, Regulation no. 04/2018 on Internal Organization and Systematization of Jobs in the Ministry of Regional Development shall be abrogated.

**Article 29**  
**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**  

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**Prime Minister of the Republic of Kosova**

**Date: 14 February 2024**

Appendix 1 <b>ORGANIZATIONAL CHART OF THE MINISTRY OF REGIONAL DEVELOPMENT</b>			
<b>Position/Structure</b>	<b>Class</b>	<b>Group (general or special)</b>	<b>Number</b>
<b>1. Cabinet of the Minister</b>	N.A.	N.A.	<b>Total: 18</b>
<b>2. Office of the Secretary General</b>			<b>Total 4</b>
-Secretary General	Senior manager		1
-Senior Executive Officer	Professional 1	Gr/14 Specialist of Social Sciences	1
-Certifying Officer	Professional 1	GR.4 Economics Specialist	1
-Administrative Assistant	Professional 3	GR.58 General Administration Specialist	1
<b>3. Department for Regional Development Planning and Coordination</b>			<b>Total 10</b>
3.1 Director of the Department for Regional Development Planning and Coordination	Middle Manager		1
<b>3.1.1 Regional Development Coordination Division</b>			<b>Total: 3</b>
-Head of the Regional Development Coordination Division	Lower Manager		1
-Senior Regional Development Coordination Officer	Professional 1	Gr/14 Specialist of Social Sciences	1
-Regional Development Coordination Officer	Professional 2	Gr/14 Specialist of Social Sciences	1
<b>3.1.2 Division for Development and Management of Regional Development Projects</b>			<b>Total 3</b>
-Head of the Division for Development and Management of Regional Development Projects	Lower Manager		1
-Senior Project Officer	Professional 1	Gr/14 Specialist of Social Sciences	1
-Project Development and Management Officer	Specialist	Gr/16 General engineering specialist (excluding electro-technology)	1
<b>1.1.1 Division for Coordination of Regional Initiatives</b>			<b>Total 3</b>
-Head of the Division for Coordination of Regional Initiatives	Lower Manager		1
-Senior Officer for Coordination of Regional Initiatives	Professional 1	Gr/14 Specialist of Social Sciences	1

Official for coordination of Regional Initiatives	Professional 2	Gr/14 Specialist of Social Sciences	1
<b>4. Department for Regional Performance and Analysis</b>			<b>Total 7</b>
4.1. Director of the Department for Performance and Regional Analysis	Middle Manager		1
<b>1.1.1 Performance Division of Balanced Regional Development</b>			<b>Total 3</b>
Head of the Balanced Regional Development Performance Division	Lower Manager		1
Senior Official for Socio-Economic Performance	Professional 1	Gr/14 Specialist of Social Sciences	1
Official for socio-economic development	Professional 2	Gr/14 Specialist of Social Sciences	1
<b>1.1.1 Division for Regional Socio-Economic Analysis</b>			<b>Total 3</b>
Head of the Division for Regional Socio-Economic Analysis	Lower Manager		1
Senior Official for Regional Socio-Economic Analysis	Professional 1	Gr/14 Specialist of Social Sciences	1
Official for Balanced Regional Development	Professional 2	Gr/14 Specialist of Social Sciences	1
<b>1. Department for European Integration and Policy Coordination</b>			<b>Total 7</b>
1.1 Director of the Department for European Integration and Policy Coordination	Middle Manager		1
<b>1.1.1 Division for European Integrations</b>			<b>Total 3</b>
Head of the Division for European Integrations	Lower Manager		1
Senior Official for European Integration	Professional 1	Gr/14 Specialist of Social Sciences	1
European Integration Officer	Professional 2	Gr/14 Specialist of Social Sciences	1
<b>1.1.1 Policy Coordination Division</b>			<b>Total 3</b>
Head of the Policy Coordination Division	Lower Manager		1
Senior Policy Coordination Officer	Professional 1	Gr/14 Specialist of Social Sciences	1



- Policy Coordination Officer	Professional 2	Gr/14 Specialist of Social Sciences	1
<b>1. Department of General Services</b>			<b>Total 7</b>
1.1 Director of the Department for General Services	Middle Manager		1
<b>1.1.1 Division for Document Administration and Archiving</b>			<b>Total 3</b>
- Head of the Document Administration and Archiving Division	Lower Manager		1
- Senior Lecturer Officer	Professional 1	Gr/10 Public relations and information specialist	1
- Archives Officer	Professional 2	GR/9 Archive-Documentation Specialist	1
<b>1.1.1 Information Technology and Logistics Division</b>			<b>Total 3</b>
- Head of the Information Technology and Logistics Division	Lower Manager		1
- Information Technology Officer	Professional 2	GR/19 Information technology specialist	1
- Warehouse official	Professional 3	GR/58 General administration specialist	1
<b>2. Division for Public Communication</b>			<b>Total 3</b>
- Head of the Public Communication Division	Lower Manager		1
- Senior Public Communication Officer	Professional 1	Gr/10 Public relations and information specialist	1
- Website Maintenance Officer	Professional 2	Gr/10 Public relations and information specialist	1
<b>3. Procurement Division</b>			<b>Total 3</b>
- Head of the Procurement Division	Lower Manager		1
- Senior Procurement Officer	Professional 1	GR/5 Public procurement specialist	1
- Procurement Officer	Professional 2	GR/5 Public procurement specialist	1
<b>4. Legal Division</b>			<b>Total 3</b>
- Head of the Legal Division	Lower Manager		1
- Senior Legal Officer	Professional 1	GR/1 Specialist Ligjor	1

-Legal Officer	Professional 2	GR/1 Specialist Ligjor	1
<b>5. Human Resources Unit</b>			<b>Total 3</b>
-Head of the Human Resources Unit	Lower Manager		1
-Senior Personnel Officer	Professional 1	GR/7 Human Resources Specialist	1
-Personnel Officer	Professional 2	GR/7 Human Resources Specialist	1
<b>6. Budget and Finance Division</b>			<b>Total 4</b>
-Head of the Budget and Finance Division	Lower Manager		1
-Senior Budget and Finance Officer	Professional 1	GR/2 Financial specialist	1
-Budget and Finance Officer	Professional 2	GR/3 Budget specialist	1
-Property Officer	Professional 2	GR/4 Economics Specialist	1
<b>7. Internal Audit Unit</b>			<b>Total 3</b>
-Head of the Internal Audit Unit	Lower Manager		1
-Internal Auditor	Professional 1	GR/6 Internal audit specialist	1
-Internal Auditor	Professional 1	GR/6 Internal audit specialist	1

## Annex 1: Organizational Structure of MRD

