



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

**REGULATION (OPM) No. 09/2024
ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF
WORKPLACES IN THE MINISTRY OF EDUCATION, SCIENCE,
TECHNOLOGY AND INNOVATION¹**

¹ Regulation (OPM) No. 09/2024 on Internal Organization and Systemization of Jobs in the Ministry of Education, Science, Technology and Innovation, as been approved by the Prime Minister, with Decision No. 087/2024, dated 02.05.2024.

Prime Minister of the Republic of Kosova,

Pursuant to Article 94 (paragraph 10) of the Constitution of the Republic of Kosova, Article 28 (paragraph 3) of the Law no. 06 / L-113 on the Organization and Functioning of the State Administration and Independent Agencies, in compliance with Article 9 (paragraph 1 subparagraph 1.11) of Law No. 08/L-117 on the Government of the Republic of Kosova as well as in accordance with Article 9 (paragraph 7) of Regulation (GRK) No. 01/2020 on Standards of Internal Organization, Systematization of Workplaces and Cooperation in State Administration Institutions and Independent Agencies,
Issues

**REGULATION (OPM) - No. 09/2024 ON INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF WORKPLACES IN THE MINISTRY OF EDUCATION,
SCIENCE, TECHNOLOGY AND INNOVATION**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
The purpose**

This Regulation aims to determine the internal organization and systematization of workplaces in the Ministry of Education, Science, Technology and Innovation.

**Article 2
Scope**

1. This Regulation is implemented for the Ministry of Education, Science, Technology and Innovation and its highest body of the state administration.
2. The field of responsibility of the Ministry of Education, Science, Technology and Innovation, as well as other state administration bodies under its supervision, are defined in the relevant work regulations of the Government, the relevant Regulation for the areas of administrative responsibility of the Prime Minister's Office and Ministries as well as in other legislation in force.
3. The central bodies of the state administration under the supervision of the Ministry of Education, Science and Technology are regulated by special regulations.

CHAPTER II
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN
THE MINISTRY OF EDUCATION, SCIENCE, TECHNOLOGY AND INNOVATION

Article 3

Mission of the Ministry of Education, Science, Technology and Innovation

The mission of the Ministry of Education, Science, Technology and Innovation is to ensure a Development and and inclusive education system through drafting, development, implementation and monitoring of education policies, promoting the development of knowledge, work skills, digital skills, critical thinking, research and innovation through which it prepares worthy and professional citizens, responsible for the economic, social and cultural development of the country.

Article 4

Organizational structure

1. Organizational structure of the Ministry of Education, Science, Technology and Innovation is as follows:

- 1.1. Minister's Cabinet;
- 1.2. Office of the General Secretary;
- 1.3. Departments and
- 1.4. Divisions.

2. The number of employees at the Ministry of Education, Science, Technology and Innovation is two hundred eighteen (218).

Article 5

Minister's Cabinet

1. The Minister's Cabinet of the Ministry of Education, Science, Technology and Innovation is consisted of:

- 1.1. Minister;
- 1.2. Deputy Ministers;
- 1.3. Political advisors and
- 1.4. Support personnel.

2. Duties and responsibilities of the Minister, Deputy Ministers, Political Advisors and Support Personnel are determined by the Constitution of the Republic of Kosova, by special laws, with relevant Regulation of the Government's work, the relevant Regulation for the Areas of Administrative Responsibility of the Prime Minister's Office and Ministries, as well as by other legislation in force.

3. The number of employees at the Minister's Cabinet is nineteen (19).

Article 6

Office of the General Secretary

1. Office of the General Secretary of the Ministry of Education, Science, Technology and Innovation is consisted of:
 - 1.1.General Secretary;
 - 1.2.Professional staff and
 - 1.3.Support staff.
2. Professional staff within the Office of the Secretary are:
 - 2.1.Senior executive officer;
 - 2.2.Executive officer.
3. Other positions that report directly to General Secretary are;
 - 1.1 Senior certifying officer.
4. Duties and responsibilities of the General Secretary are determined by the relevant law for the organization and functioning of the state administration and independent agencies, the relevant law on public officials, the relevant regulation for the areas of administrative responsibility of the Prime Minister's Office and Ministries, as well as other legislation in force.
5. Duties and responsibilities of the support personnel of the Office of the General Secretary are determined by the relevant legislation for public officials.
6. The number of employees in the Division for General Coordination is four (4) Officer.

Article 7

Departments and Divisions at the Ministry of Education, Science, Technology and Innovation

1. Departments and Divisions at the Ministry of Education, Science, Technology and Innovation are:
 - 1.1. Department on Pre-university Education
 - 1.1.1. Division for Early Childhood Education;
 - 1.1.2. Division for General Education;
 - 1.1.3. Division for Curriculum and Textbook;
 - 1.1.4. Division for Professional Development and Licensing of Educational Personnel;
 - 1.1.5. Division for Community Education;
 - 1.1.6. Division for Education of Children with Special Needs;
 - 1.1.7. Division for Private Pre-university Education.
 - 1.1.8. Centre for Evaluation.

- 1.2. Department of Vocational Education and Training;
 - 1.2.1. Division for Quality, Standards and Curriculum of VET;
 - 1.2.2. Division for Adult Education and Lifelong Learning;
- 1.3. Department of Higher Education and Science
 - 1.3.1. Division for Development and Quality Assurance;
 - 1.3.2. Division for Science;
 - 1.3.3. Division for Innovation;
 - 1.3.4. Division for the Development of Programs in the Field of International Cooperation in Higher Education and Science;
 - 1.3.5. Center for Regulated Professions.
- 1.4. Department for European Integration and Policy Coordination
 - 1.4.1. Division for European Integration;
 - 1.4.2. Division for Policy Coordination.
- 1.5. Department for Development of Standards and Norms for Educational Spaces
 - 1.5.1. Division for Planning and Standards of Educational Spaces;
 - 1.5.2. Division for the Management of Investments and Projects in Educational Spaces.
- 1.6. Department for digitalization of education.
 - 1.6.1. Division for Administration of Digital Platforms in Education;
 - 1.6.2. Division for Digitization of Educational Contents;
 - 1.6.3. Division for Academic Recognition and Information – NARIC.
- 1.7. Legal Department
 - 1.7.1. Division for Drafting and Harmonization of Legislation;
 - 1.7.2. Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation.
- 1.8. Department for Budget and Finance:
 - 1.8.1. Division for Budget and Planning;
 - 1.8.2. Division for Finance and Accounting.
- 1.9. Department for General Services
 - 1.9.1. Division for Transport and Logistics;
 - 1.9.2. Division of Information Technology, Document Administration and Services.
- 1.10. Internal Audit Unit
- 1.11. Division for Public Communication
- 1.12. Division for Public Procurement
- 1.13. Division for Human Resources

1.14. Division for Monitoring Contracts and Intersectoral Work.

Article 8
Department for Pre-university Education

1. The mission of the Department of Pre-university Education is to provide and ensure quality educational service at all levels of pre-university education, in accordance with the policies, national strategies and curriculum of pre-university education, aiming complete development and education, comprehensively and versatile of students.

2. Duties and responsibilities of the Department of Pre-university Education are:

2.1. Proposes, develops and oversees the implementation of policies public/strategies for all levels of pre-university education in the public and private sector in Kosovo;

2.2. Proposes, develops and oversees the implementation of pre-university education legislation at the local level and in upbringing-educational institutions;

2.3. Proposes, designs and oversees the implementation of standards, quality curricula, textbooks and teaching materials for all levels of education, accompanied by relevant changes in teaching, learning and assessment methodologies of children/students;

2.4. Contributes to the planning and preparation of external evaluations in cooperation with the Center for Evaluation;

2.5. Ensures that all educational institutions provide comprehensive and quality education for all children;

2.6. Develops policies for licensing, career advancement and professional development of educational personnel in PUEI;

2.7. Provides support to educational institutions and ensures the inclusion of children/students in all levels of pre-university education, based on standards comparable to those of developed countries;

2.8. Ensures that all pre-university education policies provided by the legislation in force are also applied to providers of private education at all levels of pre-university education;

2.9. Provides support for the transfer of professional and financial administrative responsibilities from the central to the municipal level and from municipalities to schools;

2.10. Provides information about the NARIC center for pre-university education institutions;

2.11. It ensures the connection between the fields of education from the stage of planning, implementation and monitoring of general and specific policies, strategies, programs and activities.

- 2.12. Organizes and coordinates the process of designing tests for the external evaluation of student achievements.
- 2.13. Coordinates the process of designing standardized tests to record student achievements and ensures their storage in a data bank.
3. Director of the Department of Pre-university Education, reports to the General Secretary.
4. The Department of Pre-university Education has the following Divisions:
 - 4.1. Division of Early Childhood Education;
 - 4.2. Division for General Education;
 - 4.3. Division for Curriculum and Textbook;
 - 4.4. Division for Professional Development and Licensing of Educational Personnel;
 - 4.5. Division for Community Education;
 - 4.6. Division for Education of Children with Special Needs;
 - 4.7. Division for Private Pre-university Education;
 - 4.8. Center for Evaluation.
5. The number of employees in the Department of Pre-university Education is fifty-seven (57).

Article 9
Division for Early Childhood Education

1. Duties and responsibilities of the Division for Early Childhood Education are:
 - 1.1. Proposes, drafts and oversees the implementation of legislation and policy/strategic and documents for early childhood education institutions;
 - 1.2. Develops public policies and support implementation of activities related to early childhood education for children from marginalized groups;
 - 1.3. Develops policies and provides support to MED and preschool institutions to increase the involvement of children in early childhood education in all early childhood education institutions;
 - 1.4. Monitors and reports on the progress of the educational process in early childhood education institutions in accordance with the legislation in force;
 - 1.5. Develops curricula and textbooks for early childhood education;
2. The Head of the Division for Early Childhood Education, reports to the Director of Department.
3. The number of employees in the Division for Early Childhood Education is four (4).

Article 10
Division for General Education

1. Duties and responsibilities of the Division for General Education are:
 - 1.1. Proposes, drafts and oversees the implementation of legislation and policy/strategic documents for primary, lower secondary and higher secondary education;
 - 1.2. Drafts school pedagogical documentation (that means- diplomas, report cards, certificates, class diary, Matrix book, etc.) for pre-university education levels;
 - 1.3. Drafts policies and programs related to the prevention and response against dropout and non-enrollment in school;
 - 1.4. Drafts policies for repatriated children/students;
 - 1.5. Provides support to the Parents Councils of Kosova on issues related to participation, inclusion and quality in education;
 - 1.6. Provides support at the municipal level (MED) for all issues related to primary, lower secondary, higher secondary education for the implementation of the legislation in force;
 - 1.7. Develops policies and legislation for the organization and functioning of the school network;
 - 1.8. Promotes the inclusion of the health promotion schools component in pre-university education;
 - 1.9. Ensures the connection of the promotional schools component with national policies and the relevant legal framework;
 - 1.10. Provides support in the design and implementation of policies and strategies of the ministry for the promotion of human rights, equality and protection from discrimination;
 - 1.11. Promotes, monitors and reports on the implementation of the package of laws on human rights, including the Law on child protection;
2. The Head of Division for General Education, reports to the Head of Department.
3. The number of employees in the Division for General Education is eleven (11).

Article 11
Division for Curriculum and Textbook

1. Duties and responsibilities of the Division for Curriculum and Textbook are:

1.1. Proposes, designs, develops and monitors the implementation of curricula for early childhood education, pre-primary class, primary education level (grades 1-5), lower secondary level (grades 6-9), higher secondary cycle of the overall education (grades 10-12);

1.2. Prepare professional and didactic materials for educators and teachers for the implementation of curricula at all levels of pre-university education;

1.3. Develops policies and mandatory standards for the preparation of programs for learning the Albanian language and culture in exile and diaspora;

1.4. Develops and oversees the implementation of standards for textbooks and teaching materials;

1.5. Leads, oversees and coordinates professional groups for drafting and evaluation of textbooks and teaching materials;

1.6. Drafts special programs with which proposes measures that advance the processes of professional development and licensing of educational personnel for issues related to continuous professional development based on priorities and requirements for curriculum implementation;

2. The Head of the Division for Early Childhood Education reports to the Director of Department.

3. The number of employees in the Division for Curricula and Textbooks is eight (8).

Article 12

Division for Professional Development and Licensing of Educational Personnel

1. Duties and responsibilities of the Division for Professional Development and Licensing of Educational Personnel are:

1.1. Develops policies the legislation and for the licensing and career advancement of: educators, teachers, principals, and professional support staff of PUEI of the general and vocational education;

1.2. Drafts policies for the professional development of directors of educational institutions, educators, teachers and professional support staff of general and professional education;

1.3. Plans activities for the professional development of educational personnel based on MESTI's priorities and strategic orientations and identified needs;

1.4. Plans programs and monitors the process of professional development of educational personnel, collects and provides data on trained educational personnel according to approved programs and education levels;

1.5. Ensures effective cooperation with other units and institutions in identifying priority programs for successful implementation of the curriculum;

1.6. Cooperates with central and local level (MED) on all issues related to the professional development of educational personnel.

2. The Head of Division for Professional Development and Licensing of Educational Personnel, reports to the Director of Department.

3. The number of employees in the Division for Professional Development and Licensing of Educational Personnel, is eleven (11).

Article 13 **Division for Community Education**

1. Duties and responsibilities of the Division for Community Education are:

1.1. Proposes, drafts and oversees the implementation of policy/strategy documents for education of all communities;

1.2. Identifies and addresses the educational needs of representatives of all communities in areas where they are a minority;

1.3. Takes care that within the curricula and textbooks, rights of all students of the communities be taken into account and integrated;

1.4. Proposes and contributes in raising standards for education of the communities, especially Roma, Ashkali and Egyptian;

1.5. Coordinates activities on issues related to early childhood education, professional development of teachers and other specific issues related to communities;

1.6. Develops policies and support the implementation of activities to increase the participation in education of communities.

2. The Head of Division for Community Education, reports to the Head of the Department.

3. The number of employees in the Division for Community Education is five (5).

Article 14
Division for Education of Children with Special Needs

1. Duties and responsibilities of the Division for Education of Children with Special Needs are:

1.1. Proposes, drafts and oversees the implementation of policy/strategy documents and legislation for children/students with disabilities in resource centers and upbringing-educational institutions;

1.2. Proposes, drafts and oversees the implementation of policy/strategy documents and legislation for children/students with extraordinary abilities, gifts and talents at all levels of pre-university education;

1.3. Develops resource centers including specifications related to support services for regular schools, evaluation service, preparation of teaching materials, etc;

1.4. Drafts policies and programs for the professional development of the educational staff of the resource centers as well as the support staff in the upbringing-educational institutions;

1.5. Develops and proposes measures for the implementation of comprehensive policies in education with all institutional organizational structures within the ministry and other institutions;

1.6. Monitors the quality of providing educational and rehabilitation services in resource centers;

1.7. Develops policies in cooperation with MED for early identification and development of competences to support children/students with extraordinary abilities, gifts and talents.

1.8. In coordination with local and international organizations for the promotion and implementation of activities related to inclusive education, and specifically the education of children with disabilities and extraordinary abilities, gifts and talents;

2. The Head of the Division for Education of Children with Special Needs, reports to the Head of the Department.

3. The number of employees in the Division for Education of Children with Special Needs, is five (5).

Article 15
Division for Private Pre-university Education

1. Duties and responsibilities of the Division for Private Pre-university Education are:
 - 1.1. Proposes, drafts and oversees the implementation of legislation and policy/strategy documents for the licensing process of private education providers, including the collection and storage of all necessary documentation;
 - 1.2. Leads, oversees and coordinates professional teams for the licensing of upbringing and educational institutions of private pre-university education and vocational education;
 - 1.3. Does licensing of private educational institutions (early childhood education, primary education, lower secondary, higher secondary including vocational education and training) according to the legislation in force;
 - 1.4. Monitors physical spaces and the quality of upbringing-educational services provided in private pre-university education institutions;
 - 1.5. Supports quality assurance and the implementation of comprehensive policies in education with all institutional organizational structures within the ministry and other institutions.
2. The Head of Division for Private Pre-university Education, reports to the Head of Department.
3. The number of employees in the Division for Private Pre-university Education is three (3).

Article 16
Centre for Evaluation

1. The mission of the Centre for Evaluation is to develop external assessments of students through national and international tests based on standards, with the aim of supporting and improving quality in education.
2. The Centre for Evaluation is an organizational unit equivalent to the division.
3. Duties and responsibilities of the Center for Evaluation are:
 - 3.1. Proposes, drafts and supervises the implementation of policies, legislation and standards for the assessment of student achievements;
 - 3.2. Organizes and coordinates the process of designing tests for the external evaluation of student achievements;

- 3.3.Plans and oversees professional, technical and logistical activities for the administration of external evaluations;
 - 3.4.Coordinates the process of designing standardized tests to record student achievements and ensures their storage in a database and analysis the results;
 - 3.5.Coordinates the test adaptation process, organization and administration of international assessments;
 - 3.6.Organizes trainings with school principals, inspectors and teachers in the use of subject tests, processing and interpretation of data from external assessments.
4. The Head of the Centre for Evaluation reports to the Head of the Department.
 5. The number of employees in the Centre for Evaluation is nine (9).

Article 17

Department of Vocational Education and Training (DVET)

1. The mission of the Department of Education and Vocational Training is to create mechanisms for quality increase, lifelong learning, harmonization with the dynamic developments of technology and the labor market, as well as increasing employability and productivity.
2. Duties and responsibilities of the Department of VET are:
 - 2.1.Proposes, develops and supervises the implementation of policies/strategies for all levels of pre-university education in the public and private sector in Kosova;
 - 2.2.Proposes, develops and oversees the implementation of pre-university education legislation at the local level and in upbringing-educational institutions;
 - 2.3.Proposes, drafts and revises curriculum documents for levels 3, 4 and 5 of the NQF according to the needs of the labor market;
 - 2.4.Identifies and proposes the development of VET (AVETAE) programs based on the requirements coming from the labor market;
 - 2.5.Analyzes the vocational schools network with the profiles provided and gives proposals for their optimization.
 - 2.6.Drafts school pedagogical documentation (that means- diplomas, report cards, certificates, class diary, Matrix book, etc.) for VET;
 - 2.7.Orients donor support towards the realization of strategic objectives for the VET and AE system;

- 2.8. Maintains and expands the international cooperation network.
3. The Director of VET department, reports to the General Secretary.
4. Within the VET department are the following divisions:
 - 4.1. Division for Quality, Standards and Curriculum of VET;
 - 4.2. Division for Adult Education, Lifelong learning;
5. The number of employees in the of VET department is ten (10).

Article 18
Division for Quality, Standards and Curriculum of VET

1. Duties and responsibilities of the Division for Quality, Standards and Curriculum of VET are:
 - 1.1. Proposes and drafts policies for VET based on European/regional trends;
 - 1.2. Proposes, drafts and revises the framework curriculum document for the vocational education and training levels;
 - 1.3. Coordinates the work with the Division for Curricula and Textbooks for drafting the Curriculum Framework in the pre-university education in Kosova;
 - 1.4. Proposes, drafts and revises qualification standards/sectoral curricula based on occupational standards;
 - 1.5. Prepare professional and didactic materials for teachers and instructors for the implementation of curricula according to profiles;
 - 1.6. Coordinates activities with the Division for professional development and licensing of educational personnel regarding the needs and professional development programs of the IVET educational staff;
 - 1.7. Develops legislative and strategic documents for linking education profiles with the labor market;
 - 1.8. Develops mechanisms for quality assurance in VET institutions, with the relevant authorities;
 - 1.9. Develops innovative approaches to the implementation of professional practice (dual education, lifelong learning, practice firms, etc.);

1.10. Proposes, develops and adopts, policy based on "PEN WorldWide" policies (Center of the network of practical enterprises on a world scale);

1.11. Coordinates the work with central authorities responsible for the labor market and with the local authorities to analyze and predict the short-term, medium-term and long-term dynamics of the labor market;

1.12. Ensures the connection between the territorial distribution of VET institutions and VET programs and profiles and local economic development;

1.13. Develops schemes to support deficit profiles through the provision of scholarships for VET students;

2. The Head of Division for Quality, Standards and Curriculum of VET, report to the Head of Department.

3. The number of employees in the Division for Quality, Standards and Curriculum of VET is six (6).

Article 19

Division for Adult Education, Lifelong learning

1. Duties and responsibilities of the Division for Adult Education, Lifelong learning are:

1.1. Proposes and drafts policies for adult and lifelong education based on European/regional trends;

1.2. Coordinates policies and activities with relevant ministries for the advancement of adult and lifelong education;

1.3. Provides administrative support for the development of programs giving to adult students the opportunity re-entering the school system;

1.4. Provides support for the implementation of the validity of non-formal and informal learning in VET schools;

1.5. Follows development trends and designs policies for the advancement of counseling and career counseling;

2. The Head of the Division for Adult and Lifelong Education reports to the Head of Department.

3. The number of employees in the Division for Adult and Lifelong Education is three (3).

Article 20
Department of Higher Education and Science

1. The mission of the Department of Higher Education and Science, is to promote quality, integrity, transparency and competitiveness in higher education. To create, develop and transmit knowledge through teaching and research in cooperation with industry, internationalization, scientific research and innovation. To preparation and equip students with knowledge and skills for the labor market, further studies and providing equal educational opportunities for citizens to face current national and global challenges.

2. Duties and responsibilities of the Department of Higher Education and Science are:

1.1. Proposes, drafts and ensures the implementation of policy public/strategy documents for higher education and in the field of development of science, technology and innovation;

1.2. Proposes, drafts and ensures the implementation of legislation in higher education and science;

1.3. Coordinates activities with KAA for the effective implementation of policies aimed at raising the quality of higher education;

1.4. Provides support for increasing the quality of infrastructure for the development of higher education, science and technology;

1.5. Provides support to higher education institutions for public-private partnership upon request;

1.6. Provides support in the planning and development of distance learning programs;

1.7. Develops policies and procedures for the licensing of private HEIs according to the legislation in force.

3. The Director of the Department of the Department of Higher Education and Science, reports to the General Secretary.

4. Department of Higher Education and Science, has these divisions:

4.1. Division for Development and Quality Assurance;

4.2. Division for Science;

4.3. Division for Innovation;

4.4. Division for the Development of Programs in the Field of International Cooperation in Higher Education and Science;

- 4.5. Division on Regulated Professions.
5. The number of employees in the Department of Higher Education and Science is twenty (20).

Article 21
Division for Development and Quality Assurance

1. Duties and responsibilities of the Division for Development and Quality Assurance are:
- 1.1. Proposes, drafts, and ensures the implementation of policies for improving quality in higher education;
 - 1.2. Proposes, drafts, and ensures the implementation of documents for the HEI funding formula;
 - 1.3. Proposes, drafts and ensures the implementation of agreements with public HEIs regarding their performance;
 - 1.4. Drafts the policies and leads the licensing procedures of private HEIs;
 - 1.5. Drafts policies, guiding means and procedures for evaluating the statutes of public and private HEIs and recommends to the Minister for approval;
 - 1.6. Monitors the work of public and private HEIs;
 - 1.7. Drafts and oversees the implementation of the standards for the ethics code in HEIs;
 - 1.8. Reviews requests of public HEIs and recommends the new number of students in all public HEIs;
 - 1.9. Determines tuition payments for students in public HEIs before starting the new academic year;
 - 1.10. Provides support for the integration of Kosovar student associations in similar associations in Europe;
2. The Head of the Division for Development and Quality Assurance, reports to the Director of the Department.
3. The number of employees in the Division for Development and Quality Assurance is six (6).

Article 22
Division for Science

1. Duties and responsibilities of the Division for Science are:

- 1.1. Proposes, designs and ensures the implementation of policies for science;
 - 1.2. Proposes and designs instruments for the implementation of the National Science Program;
 - 1.3. Provides administrative support for the initiation and implementation of competitive local scientific projects;
 - 1.4. Drafts policies and procedures for licensing research institutions;
 - 1.5. Drafts policies for open science (open science/open access) and monitors the implementation of these policies;
 - 1.6. Advises and assists research institutes in implementing and respecting standards for scientific research work in accordance with European standards;
 - 1.7. Coordinates activities for the integration of scientific research institutions in the common European area of scientific research (ERA);
 - 1.8. Develops and maintains mapping of the research infrastructure at the national level;
2. The Head of Division for Science, reports to the Director of the Department.
 3. The number of employees in the Division for Science is four (4).

Article 23
Division for Innovation

1. Duties and responsibilities of the Division for Innovation are:
 - 1.1. Proposes, drafts and oversees the implementation of legislation and policies for innovation;
 - 1.2. Proposes and plans measures and activities for innovation and transfer of technology and knowledge in accordance with European standards and best practices;
 - 1.3. Proposes, designs and ensures the implementation of projects for capacity building in the field of innovation and technology transfer;
 - 1.4. Promotes the culture of innovation in the economic sector;
 - 1.5. Proposes and designs instruments to support projects and initiatives for innovation, transfer of technology and knowledge.

2. The Head of Division for Innovation, reports to the Director of the Department of Higher Education and Science.

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

Article 24

Division for the Development of Programs in the Field of International Cooperation in Higher Education and Science

1. Duties and responsibilities of the Division for the Development of Programs in the Field of International Cooperation in Higher Education and Science, are:

1.1. Provides support in coordinating activities for international cooperation in the field of higher education, research and innovation;

1.2. Organizes and coordinates the implementation of the Ministry's obligations, obtained from bilateral and international agreements, protocols and programs in the field of higher education, science and innovation;

1.3. Coordinates at the national level the EU program for Research and Innovation Horizon Europe;

1.4. Provides support to national institutions of higher education and national research institutions in applying for funding in international programs in the field of academic mobility, scientific research, technological development and innovation;

1.5. Provides support in the establishment of cooperation in the field of higher education, science, technological development and innovation between institutions of higher education and scientific research in Kosova and similar institutions abroad;

1.6. Proposes and designs support measures for researchers for application to European funds;

1.7. Coordinates activities related to Kosova's membership in the European Higher Education Area (EHEA) and the European Research Area (ERA).

2. The Head of Division for International Cooperation in Higher Education and Science, reports to the Director of the Department.

3. The number of employees in Division for the Development of Programs in the Field of International Cooperation in Higher Education and Science is three (3).

Article 25

Center for Regulated Professions

1. The Center for Regulated Professions is an organizational unit equivalent to the division.

2. Duties and responsibilities of the Center for Regulated Professions are:
 - 2.1. Proposes, develops and oversees the implementation of policies/strategies for the regulated professions according to the legislation in force;
 - 2.2. Plans and organizes state exams for regulated professions;
 - 2.3. Publishes and certifies the results of state exams;
 - 2.4. Develops and updates the database of candidates who have participated in the state exam.
3. The Head of Center for Regulated Professions, reports to the Director of the Department.
4. The number of employees in the Center for Regulated Professions is three (3).

Article 26

Department for European Integration and Policy Coordination

1. The Department for European Integration and Policy Coordination has the mission of achieving the compliance of policies, plans and strategies in the scope of the Ministry, in accordance with government policies, as well as with the standards and strategic documents of the European Union.
2. Duties and responsibilities of the Department for European Integration and Policy Coordination are:
 - 2.1. Coordinates the development of policies and strategic documents of the Ministry in accordance with Government policies, obligations arising from the European integration process and other processes related to international cooperation;
 - 2.2. Coordinates and supports the process of implementing the standards and requirements arising from the European integration process and other international standards;
 - 2.3. Monitors and reports on the implementation of recommendations and requirements arising from the European integration process;
 - 2.4. Provides support in harmonizing local legislation with European Union legislation (acquis communautaire);
 - 2.5. Coordinates and plans financial support from EU funds, bilateral funds and other international organizations, as well as coordinates steering or similar groups for supervision of project implementation;

- 2.6. Provides support and coordinates the establishment and achievement of international cooperation and monitors its implementation at the bilateral and multilateral level;
3. The Head of the Department for European Integration and Policy Coordination, reports to the General Secretary.
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 employees in the Department for European Integration and Policy Coordination is seven (7).

Article 27
Division for European Integration

1. Duties and responsibilities of the Division for European integration are:
 - 1.1. Coordinates and supports the activities within the ministry related to the process of European integration, including the processes of planning measures related to the issues of European integration in the chapters where the Ministry carries the role of the supporting institution;
 - 1.2. Monitors and reports regarding the implementation of obligations arising from the European integration process;
 - 1.3. Drafts and monitors the implementation of the National Program for the Implementation of the Stabilization and Association Agreement (NPISAA) for the chapters of the *acquis*, where the Ministry carries the role of the supporting institution, ensures its harmonization with the Medium-Term Expenditure Framework and other strategic documents, as well as ensure that the legislative reforms foreseen in the NPISAA are included in the Legislative Program of the Government;
 - 1.4. Provides support in harmonizing legislation and strategic documents in the field of education with EU legislation
 - 1.5. Coordinates the organization and progress of regular meetings for the European integration process related to issues within the scope of the Ministry;
 - 1.6. Coordinates the development projects of the Ministry's donors, in cooperation with the relevant departments and divisions;
 - 1.7. Coordinates the organization and progress of evaluation missions of the European Union mechanisms and other international organizations in the education sector.

2. The Head of Division for European Integration, reports to the Head of Department.
3. The number of employees in the Division for European Integration is three (3).

Article 28
Division for Policy Coordination

1. Duties and responsibilities of the Division for Policy Coordination are:
 - 1.1. Coordinates the process of strategic planning and policies of the Ministry based on the sectoral approach;
 - 1.2. Plans and coordinates the drafting of strategic documents of the Ministry and harmonizes them with other government documents;
 - 1.3. Support departments, agencies and subordinate institutions of the Ministry in the preparation of concept documents;
 - 1.4. Ensures the coordination of the development process of the Ministry's strategic documents with the budget planning process;
 - 1.5. Drafts the Ministry's annual work plan, ensuring its harmonization with the Medium-Term Expenditure Framework, NIPSAA, and other strategic documents, as well as reports on its implementation to the relevant institutions;
 - 1.6. Provides support for drafting, monitoring and reporting on the implementation of the Ministry's strategic plan.
2. The Head of Division for Policy Coordination, reports to the Head of the Department.
3. The number of employees in the Division for Policy Coordination is three (3).

Article 29
Department for Development of Standards and Norms for Educational Spaces

1. The mission of Department for the development of standards and norms for educational spaces is the development and implementation of standards for educational spaces, planning and management of investments in educational spaces, as well as raising the quality of education through the provision of a suitable environment for learning.
2. Duties and responsibilities of Department for Development of Standards and Norms for Educational Spaces are:
 - 2.1. Develops and drafts policies for investments in educational spaces for the level of preschool, primary, lower secondary, higher secondary and higher education in the Republic of Kosova;

2.2. Compiles norms and standards for educational spaces for all levels of education, as well as implements and monitors their implementation throughout the Republic of Kosova;

2.3. In cooperation with municipalities, promotes and plans the development of infrastructure for all levels of education in the Republic of Kosova, aiming for a non-discriminatory and equal education system, including all communities as well as persons with disabilities;

2.4. Implements strategies for the implementation of state priorities in the field of infrastructure of educational buildings, based on curriculum developments;

2.5. Develops policies for securing funds for construction, renovation and educational building equipment, through the IPA program, WBIF program, World Bank program, donors, etc.

2.6. Creates policies for the adaptation of existing facilities, the expansion of the physical environment, equipment with inventory, equipment with laboratory packages, sports packages and information technology packages, based on the developments of the education and curriculum system;

2.7. Collects and processes statistical data and generates reports for education levels.

3. The Head of the Department for the development of standards and norms for educational spaces, reports to the General Secretary.

4. The following divisions are part of this Department:

4.1 Division for Planning and Standards of Educational Spaces;

4.2 Division for Management of Investments and Projects in Educational Spaces

5. The number of employees in the Department for Development of Standards and Norms for Educational Spaces is ten (10).

Article 30

Division for Planning and Standards of Educational Spaces

1. Duties and responsibilities of the Division for Planning and Standards of Educational Spaces are:

1.1. Plans and prioritizes requests for investments from the Ministry and verifies the physical-infrastructure condition of educational spaces through the electronic database and field inspections;

- 1.2. Compiles and monitors the necessary norms and standards for planning, design and construction of educational spaces;
 - 1.3. Develops and maintains the program for educational spaces which contains the database for buildings at all educational levels;
 - 1.4. Coordinates and supervises donor programs for application of norms and standards in educational spaces;
 - 1.5. Plans and conceives solutions and content of design programs for the implementation of norms and standards in educational spaces based on the needs of the requesting units;
 - 1.6. Participates in the process of curriculum development, licensing of private PUEIs and together with the institutional organizational structures within the Ministry provides information about the standards of educational spaces and equipment;
 - 1.7. Drafts the basic rules for the planning and construction or design of educational facilities.
2. The Head of Division for Planning and Standards of Educational Spaces, report to the Head of Department.
 3. The number of employees in the Division for Planning and Standards of Educational Spaces is four (4).

Article 31

Division for Management of Investments and Projects in Educational Spaces

1. Duties and responsibilities of the Division for Management of Investments and Projects in Educational Spaces are:
 - 1.1. Manages capital investment projects in educational spaces financed by the Ministry, which are related to the construction, renovation or adaptation of educational buildings, respecting the legislation in force;
 - 1.2. Coordinates and implements projects for the infrastructure of educational buildings;
 - 1.3. In coordination with the Division for planning and standards of educational spaces determines the priorities for construction, renovation, maintenance and school equipment;
 - 1.4. Manages capital investment projects in educational spaces financed by the Ministry, which are related to the supplies of inventory, laboratory equipment, sports equipment, etc.;
 - 1.5. In coordination with the respective municipalities, monitors investment projects in educational spaces financed by municipalities, NGOs or various governmental and non-

governmental donors, which deal with construction, renovation or adaptation of educational buildings, respecting the legislation in force;

1.6. Assists and advises MEDs in the field of management of educational facilities;

1.7. Plans activities related to the design, construction and management of educational buildings;

1.8. Coordinates and supervises donor programs to improve the infrastructure in the educational spaces.

2. The Head of Division for Management of Investments and Projects in Educational Spaces, reports to the Head of Department.

3. The number of employees in the Division for Management of Investments and Projects in Educational Spaces is five (5).

Article 32

Department for Digitalization of Education

1. The mission of the Department for Technology and Digital Education is the use of digital the digitalization the improvement of services and quality in education, the development of digital educational content and the development of software applications for the educational process, as well as to provide information on the education system related to statistics in education and academic information issues.

2. Duties and responsibilities of the Department for Digitalization of Education are:

2.1. Manages the development of operations and maintenance of ICT-based information systems in the education sector.

2.2. Develops rules and procedures for management and effective use of information, data analysis and distribution;

2.3. Improving the availability of critical data sets by implementing core registries (core coders, pupils/students, teachers and school/university registries);

2.4. Plans, operates and maintains the integrated platform that allows synchronized work, collaboration and synchronized data exchange between critical registers, information systems of MESTI and statistical data systems of MESTI;

2.5. Coordinates planning and implementation of the national education network infrastructure to ensure appropriate, reliable and cost-effective electronic communication for schools and other educational institutions;

2.6. Develops and maintains the IT platform in MESTI for safe communication and data exchange for the integration of information systems;

- 2.7. Coordinates with the Agency for the Information Society (AIS) to optimize networks, solutions and IT platform structures;
 - 2.8. Proposes and manages basic and supplementary training programs for all categories of system users;
 - 2.9. Provides support in planning, development and use of on-line academic networks in Kosova.
3. The Head of the Department for the Digitalization of Education reports to the General Secretary.
4. Within the Department for the Development of Technology and Digitalization of Education, the following divisions take part:
- 4.1. Division for the Administration of Information Systems and Databases
 - 4.2. Division for Digitization of Educational Contents.
 - 4.3. Division for Academic Recognition and Information– NARIC.
5. The number of employees in the Department for Tecnology and Digital Education is twenty (20)

Article 33
Division for Administration of Digital Platforms

1. Duties and responsibilities of the Division for Administration of Digital Platforms are:
 - 1.1. Development and supervision of software applications used in education, digital learning platforms (LMS), educational institution management systems (SMS) and other systems related to work processes in education;
 - 1.2. Developing, supervising, updating and improving the digital infrastructure in educational institutions;
 - 1.3. The budget planning in accordance with the maintenance requirements of the defined systems, as well as approved investments for their improvement;
 - 1.4. Leadership and management of information systems in pre-university education;
 - 1.5. Collecting, reporting and publication of statistical data produced by upbringing-educational institutions (public and private);

- 1.6. Management and maintenance of databases, including security and regular data backup for pre-university education;
 - 1.7. Development of security mechanisms and monitoring of users access to educational software and hardware systems;
 - 1.8. Drafting and development of training programs for users of information systems in education.
 - 1.9. Drafting of regulations and instructions for users of information systems in education.
2. The Head of the Division for Administration of Digital Platforms reports to the Head of the Department.
 3. The number of employees in the Division for Administration of Digital Platforms is eleven (11).

Article 34
Division for Digitization of Educational Content

1. Duties and responsibilities of the Division for Digitization of Educational Content are:
 - 1.1. Development of digital learning materials including lectures, presentations, tutorials, interactive exercises, video graphics, books and other teaching resources through information technology.
 - 1.2. Planning and adaptation of digital content to curricula and school programs in educational institutions.
 - 1.3. The budget planning in accordance with the requirements of the development of digital learning contents and their improvement.
 - 1.4. Development of strategies for extending the use of digital learning content in educational institutions.
 - 1.5. Monitoring the use of digital learning content in educational institutions.
 - 1.6. Publication of digital learning materials on platforms accessible by users.
 - 1.7. Continuously updating and improving digital learning materials.
 - 1.8. Drafting regulations and instructions for the use of digital learning contents.

2. The Head of the Division for Digitization of Educational Content reports to the Head of the Department.

3. The number of employees in the Division for Digitization of Educational Content is four (3).

Article 35

Division for Academic Recognition and Information - NARIC

1. The duties and responsibilities of the Division for Academic Recognition and Information (NARIC) are:

1.1. Proposes, drafts and ensures the implementation of documents for the recognition and equivalence of diplomas and certificates of Pre-University and Higher Education;

1.2. Provides support and ensures the implementation of standards and procedures established for the recognition and equivalence of diplomas and certificates of Higher and Pre-University Education;

1.3. Provides information on the status of higher education institutions in Kosova and the education system in general;

1.4. Provides information for citizens interested in the status of higher education institutions abroad;

1.5. Makes the recognition/equivalence of higher education and pre-university diplomas obtained outside of Kosova;

1.6. Makes the diplomas validity issued by higher education institutions in Kosova, in order to use that diploma outside of Kosova;

1.7. Verifies diploma validation according to the requirements of the ENIC NARIC of the respective states/responsible ministries;

1.8. Verifies diplomas issued by higher pre-university education institutions in Kosova, in order to use that diploma outside of Kosova;

1.9. Plans and develops software systems for the digital transformation of work processes.

2. The Head of Division for Academic Recognition and Information, report to the Head of Department.

3. The number of employees in the Division for recognition and Quality Assurance is five (5).

Article 36

Legal Department

1. The mission of the Legal Department of MESTI 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, to ensure the alignment of the Ministry's legislation with the legislation of the European Union, to provide professional support, legal advice and recommendations to other structures within the Ministry.
2. Duties and responsibilities of the Legal Department are:
 - 2.1. Coordinates and participates in the drafting of legal acts in close cooperation with the Minister's Cabinet and other organizational units from the scope of the relevant ministry;
 - 2.2. It is responsible for finalizing the draft normative act;
 - 2.3. In cooperation with the departments, units or persons responsible for the drafting of draft normative acts, ensures the compatibility of the normative acts proposed by the relevant ministry with the legislation applicable in the Republic of Kosova as well as the legislation of the European Union-Acquis of the EU, including preparation of Declaration of Compliance and Tables of Compliance (TC);
 - 2.4. Provides legal opinions required by the scope of the relevant ministry;
 - 2.5. Cooperates with the Legal Office of the Prime Minister for the preparation, monitoring and reporting of the Legislative Program and for other activities related to the process of drafting legislation;
 - 2.6. Gives support to State Advocacy for representation of MESTI in Courts;
 - 2.7. Drafts decision proposals, legal documents and proposals of various materials requested by the organizational units of the Ministry;
3. The Head of the Legal Department reports to the General Secretary.
4. The following divisions are part of this Department:
 - 4.1. Division for Drafting and Harmonization of Legislation;
 - 4.2. Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation.
5. The number of employees in the Legal Department is seven (7).

Article 37
Division for Drafting and Harmonization of Legislation

1. Duties and responsibilities of the Division for Drafting and Harmonization of Legislation are:

1.1. Provides assistance in drafting legislation and professional support for compliance with applicable law in Kosovo;

1.2. Provides assistance to the organizational structures of the ministry in identifying issues that need to be regulated;

1.3. Provides legal advice and opinions required by the scope of the ministry;

1.4. Ensures the harmonization of the legislation of the Ministry with the *acquis communautaire* and with the applicable laws in Kosovo;

1.5. Provides support in the coordination of legal research and the drafting of legislative policies, including by-laws;

1.6. Designs proposal-contracts, agreements and memoranda, decisions from the scope of the ministry.

2. The Head of the Division for Drafting and Harmonization of Legislation, reports to the Director of the Department.

3. The number of employees in the Division for Drafting and Harmonization of Legislation is three (3).

Article 38
Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation

1. Duties and responsibilities of the Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation are

1.1. Coordinates activities with all organizational structures of the ministry for the implementation of legislation;

1.2. Provides legal support in the field of legislation;

1.3. Coordinates activities with all organizational structures of the Ministry Minister ex-post evaluation of laws and sub-legal acts drafted by the Ministry, as well as recommends addressing identified problems for the implementation of normative acts;

- 1.4. Provides legal support in drafting of decision proposals, agreements proposals, memorandums proposals and contracts proposals;
 - 1.5. Maintains the register of sub-legal acts of the ministry and sends the sub-legal acts for publication in the Official Gazette;
 - 1.6. Coordinates legislative activities of the ministry with relevant institutions;
2. Head of Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation, reports to the Director of Department.
 3. Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation is three (3).

Article 39
Department for Budget and Finance

1. The mission of the Department for Budget and Finance , is to support the Ministry of Education, Science, Technology and Innovation - MESTI to implement standard accounting policies and procedures, laws in force, regulations related to the field of budget and finance.
2. Duties and responsibilities of the Department for Budget and Finance are:
 - 1.1. Sets the objectives of the Department in accordance with the policy and objectives of the Ministry and the Government;
 - 1.2. Develops and oversees the implementation of standard policies and procedures, laws in force, regulations related to the Ministry's budget and finances and ensures that audit recommendations in the field of finance to be a priority;
 - 1.3. Coordinates budget issues for all administrative structures of the ministry;
 - 1.4. Prepares the Medium-Term Expenditure Framework, budget planning for all MESTI programs, assists departments and agencies in the preparation of MTEF, and budget requirements (budget planning);
 - 1.5. Revision of the budget based on the requests of requesting units for reallocation of funds from one economic category to another category according to the laws in force;
 - 1.6. Monitors and reports on budget execution, ensures that financial expenditures are made in accordance with budget rules and procedures;
 - 1.7. Manages cash reserves and ensures that internal financial control is based on accountability principles;

1.8. Ensures cooperation and coordination with the internal and external auditor in conducting audits and preparing financial budget statements, consolidating them with all the sub-programs and agencies of MESTI;

1.9. Analyzes and evaluates internal processes and procedures and recommends changes/improvements in order to increase work efficiency.

1.10. Makes the planning, management, implementation, balancing and reporting of the revenues of the Ministry of Education, Science, Technology and Innovation, according to departments, sub-programs and subordinate agencies of MESTI.

3. The Director of the Department for Budget and Finance, reports to the General Secretary.

4. Department for Budget and Finance is organized in two Divisions:

4.1. Division for Budget and Planning;

4.2. Division for Finance and Accounting.

5. The number of employees in the Department for Budget and Finance is seventeen (17).

Article 40 **Division for Budget and Planning**

1. Duties and responsibilities of the Division for Budget and Planning are:

1.1. Preparation and drafting of the Medium-term Expenditure Framework, in cooperation with the requesting units, the unification of the requirements of the Medium-term Expenditure Framework with all sub-programs and agencies of the ministry;

1.2. Budget planning in accordance with the objectives of the Ministry for three fiscal years, in cooperation with the requesting units based on the Budget Circulars accepted by the Ministry of Finance, Labor and Transfers and the unification of budget requests within the limit determined by the Ministry of Finance, Labor and Transfers for all MESTI agencies and departments;

1.3. In cooperation with the requesting units, prepares additional requests for the departments, sub-programs and agencies of MESTI;

1.4. Registration of budget requests in the BDMS system - Budget Development Management System and PIP (Public Investment Program);

1.5. Ensures that the budget organization respects all budget circulars and administrative instructions, related to the drafting and execution of the budget;

- 1.6. Monitoring of capital projects on a quarterly basis as required by the Ministry of Finance, Labor and Transfers, according to the provisions in force;
 - 1.7. In cooperation with the division of finance, prepares requests for budget hearings, according to the calendar determined by the Ministry of Finance, Labor and Transfers;
 - 1.8. In cooperation with the division of finance, drafts requests for budget review based on the requests of requesting units for transfers and reallocation of funds from one economic category to another category;
 - 1.9. Ensures close cooperation with the sub-programs and agencies of MESTI as well as with the internal and external auditor in the preparation of budget statements and the consolidation of annual financial statements;
 - 1.10. Planning, managing, implementing, balancing and reporting of MESTI's incomes.
 - 1.11. Accepts reports from the Treasury through the terminal (ICS file-in - Commercial banks and non-banking financial institutions, as well as from the CBK), processes, distributes this report to other revenue balancing officials, as well as verifies, completes of internal systems (databases) of MESTI's revenues, and makes the registration in SIMFK;
 - 1.12. Ensures that the priorities related to the planning of revenues in the KASH are in harmony with the Government's priorities;
 - 1.13. Makes the realization to return the funds when the case is processed incorrectly by the officials of the departments, agencies and MESTI offices, and when the funds are implemented and reported incorrectly by commercial banks.
2. The Head of the Division for Budget and Planning, reports to the Director of the Department for Budget and Finance.
 3. The number of employees in the Division for Budget and Planning is four (4).

Article 41
Division for Finance and Accounting

1. Duties and responsibilities of the Finance and Accounting are:
 - 1.1. Management of cash flow for all subprograms, agencies and departments of MESTI;
 - 1.2. Maintains and tracks budget expenditures and at the same time reports on all financial analyzes issues and timely signals about their excesses;

1.3. Balancing records (evidence) of MESTI expenses according to subprograms, agencies and departments with the books of the Ministry of Finance, Labor and Transfers - Treasure (SIMFK);

1.4. It ensures that information systems and procedures are in place to monitor each expenditure process (from initiation to payment of invoices) and coordinating passing the orders for payment commitment and other documents from the authorizing officers, the procurement office, certification and up to the Treasury Department;

1.5. Registration of commitment, expenses in SIMFK for all budget lines of MESTI and keeping their records as well as the management of unpaid invoices (obligations) and elimination of debts;

1.6. Manages cash reserves and ensures that internal financial control is based on the principles of accountability, ensures that financial expenses are in accordance with budget planning, rules and procedures, as well as prepares periodic reports on budget expenses based on the LMFPP;

1.7. Ensures close cooperation with agencies of MESTI as well as with the internal and external auditor in preparing budget statements and consolidating annual financial statements;

1.8. Manages cash in MESTI and realization of allowances for official trips in SIMFK;

1.9. Ensures asset management and registration in MESTI.

2. The Head of the Division for Finance and Accounting, reports to the Director of the Department for Budget and Finances.

3. The number of employees in the Division for Finance and Accounting is twelve (12).

Article 42

Department for General Services

1. The mission of the Department for General Services, as is to provide MESTI's employees with the physical working conditions, necessary equipment and support services for the performance of their duties well as to ensure proper administration of MESTI's internal documents. The department supports other organizational structures through the provision of IT services, maintenance, logistics, document management and other similar services.

2. Duties and responsibilities of the Department for General Services are:

2.1. Provides administrative support and logistical services for the Ministry such as maintenance and cleaning of MESTI facilities, management the transport unit, management and maintenance of inventory in the warehouse, etc.

- 2.2. Maintains IT equipment and provides IT services;
 - 2.3. Ensures the implementation of procedures for the management of all vehicles available to MESTI in accordance with the legislation in force, coordinates with relevant institutions for reporting on the condition of vehicles (servicing, maintenance, fuel expenses, etc.) in MESTI;
 - 2.4. Manages the archive system and internal, incoming and outgoing documents of MESTI;
 - 2.5. Provides general document distribution services for the ministry and relevant institutions;
 - 2.6. Coordinates with the police on security issues of the facilities.
3. The Director of the Department for General Services reports to the General Secretary.
 4. The following divisions are part of the Department for General Services:
 - 4.1. Division for Transport and Logistics;
 - 4.2. Division of Information Technology, Document Administration and Services.
 5. The number of employees in the Department for General Services is twenty-three (23).

Article 43
Division for Transport and Logistics

1. Duties and responsibilities of the Division for Transport and Logistics, are:
 - 1.1. Ensures the implementation of rules, instructions and horizontal standards for logistical support of the ministry's activities;
 - 1.2. Plans resources and develops procedures for supply with logistic means for the needs of the ministerial system of MESTI.
 - 1.3. Drafts and presents the report on expenses, servicing, vehicle condition, insurance and use of vehicles.
 - 1.4. Manages the transportation needs and vehicles of the ministry;
 - 1.5. Manages the inventory and warehouses of MESTI;
 - 1.6. Manages services according to the needs for supply of goods and office equipment for the work of the MESTI's staff;

1.7. Manages the logistics services for the efficient use and operation of the MESTI's facility spaces;

1.8. Supervises the work of physical security of objects of special importance, in government facilities;

2. The Head of the Division for Transport and Logistics, reports to the Director of the Department.

3. The number of employees in the Division for Transport and Logistics and is thirteen (13).

Article 44

Division of Information Technology, Document Administration and Services

1. Duties and responsibilities of Information Technology and Administration of Documents are:

1.1. Provides IT support for MESTI staff and ensures the provision of qualitative equipment services for IT;

1.2. Ensures proper maintenance of all IT equipment in MESTI;

1.3. Ensures genuine cooperation between the Division and AIS;

1.4. Implements international standards of Information Technology, IT legislation in MESTI;

1.5. Provides translation, editing and proofreading services of laws, sub-legal acts and other documents.

1.6. Maintains and administers all incoming and outgoing paperworks of MESTI;

1.7. Ensures that archival units are marked with signs defined according to the rules;

1.8. Takes care of the filing deadlines of the subjects;

1.9. Maintains and administers the archive system, the systematization of archival subjects, assists other units in the classification of documents;

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

1.11. Stores documentation in separate safes according to determined standards.

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

3. The number of employees in the Division for Information Technology, Document Administration and Services and is nine (9).

Article 45
Internal Audit Unit

1. The mission of the Internal Audit Unit is to carry out independent and objective advisory activities in providing reasonable assurance, aimed at adding value and improving the operation of the public sector entity, and that helps the entity to meet its objectives, providing systematic access, disciplined, to assess and improve the effectiveness of risk management processes, control and governance.

2. The Internal Audit Unit is equivalent to the functional administrative structure of the division.

3. Duties and responsibilities of the Internal Audit Unit are:

3.1. Ensures adequate implementation and compliance with laws, rules, policies, instructions and manuals defined by the legislation in force;

3.2. Ensures the timely preparation of the strategic audit plan proposal based on the risk assessment;

3.3. Organizes, performs and supervises all internal audit activities for the ministry and submits the audit results, in accordance with the legislation in force;

3.4. Prepares and submits quarterly and annual reports for all audit activities;

3.5. Prepares and implements the quality assurance program for internal and external evaluation of the internal audit function;

3.6. Reports immediately to senior management and the Audit Committee on any indicator of fraud or corruption activity, offers proposals for improving the situation, and if senior management does not take appropriate actions, notifies other competent authorities.

4. The Director of the Internal Audit Unit, reports to the Minister.

5. The number of employees in the Internal Audit Unit is three (3).

Article 46
Division for Public Communication

1. The mission of the Division for Public Communication is to undertake actions for the presentation of ministerial policies, through communication at the due time, so that the public is informed about ministerial policies, its rights and responsibilities towards the institutions, but also to express its views by communicating with decision makers.
2. Duties and responsibilities of the Division for Public Communication are:
 - 2.1. Proposes, designs and ensures the implementation of the ministry's communication plans;
 - 2.2. Provides professional support for the ministry in the field of communication and information;
 - 2.3. Organizes media conferences and prepares press releases, statements, reports and other media publications;
 - 2.4. Maintains and updates the official website of the ministry, as well as provides training for the MESTI staff on the use of the website;
 - 2.5. Coordinates requests for access to public documents and prepares reports on the implementation of the Law on Access to Public Documents.
3. The Head of Division for Public Communication, reports to the General Secretary.
4. The number of employees in the Division for Public Communication is five (5).

Article 47
Division for Human Resources

1. The mission of the Division for Human Resources is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the achievement of the goals of the institution and the employees by making the appropriate balance of the needs of the employees and the needs of the institution as well as exercising the functions and competences in accordance with the laws and sub-legal acts in force in the field of human resources.
2. Duties and responsibilities of the Division for Human Resources are:
 - 2.1. Coordinates and leads when it is expressly defined by law the recruitment procedures for the selection and employment of personnel, in accordance with the legislation in force;
 - 2.2. Supports and offers advice to the senior administrative leader of the institution, and/or the head of the institution in the field of human resource management;

- 2.3. Leads, plans, supervises and coordinates the work of organizational units in all activities of the human resource unit and ensures efficient operation;
- 2.4. Ensures and exercises competencies in accordance with the authorizations and responsibilities in function of implementing the legislation, documents, requirements, procedures, standards for the institution in the field of human resources;
- 2.5. Prepares the annual plan and the mid-term personnel plan, in accordance with the budget planning process of the institution;
- 2.6. Assists relevant units in preparing job descriptions, job classification and job systematization;
- 2.7. Develops the admission procedure to the civil service based on the legislation in force;
- 2.8. Ensures the implementation of procedures for evaluating results at work, vacations, trainings, continuity at work, disciplinary procedures, suspension of the employment relationship, termination of the employment relationship - release from civil service, early retirement, certifications, employee statistics, etc., based on the legal acts in force;
- 2.9. Administers the personnel files (individual files) of the institution and the placement of all data, processes and procedures in the electronic system (EHRMS);
- 2.10. Administers salaries, salary allowances, rewards, salary supplements of employees;
- 2.11. Manages and maintains information about the human resources of the ministry;
- 2.12. Prepares annual report and work plan for human resource management;
- 2.13. Manages the staff recruitment process in resource centers;
3. The Head of Division for Human Resources, reports to the General Secretary.
4. The number of employees in the Division for Human Resources is nine (9).

Article 48
Division for Public Procurement

1. The mission of the Division for Public Procurement, is to conduct procurement activities in MESTI in the most transparent, fair and efficient manner, in full compliance with the Law and the Public Procurement rules.
2. Duties and responsibilities of the Division for Public Procurement are:
 - 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 requests are prepared in accordance with procurement rules and procedures;
 - 2.3. Defines the bidding procurement methodology and price evaluation procedures;
 - 2.4. Provides advises and assists the management in taking decisions regarding contentious issues that may arise in cases of the contracts execution;
3. The Head of Division for Public Procurement, reports to the General Secretary.
 4. The number of employees in the Division for Public Procurement is four (4).

Article 49

Division for Monitoring Contracts and Intersectoral Work

1. The mission of the Division for Monitoring Contracts and Intersectoral Work is to monitor and provide support in the administration of contracts and projects within the ministry and intersectoral work to ensure that all procedures are implemented in accordance with the legislation in force.
2. Duties and responsibilities of the Division for Monitoring Contracts and Intersectoral Work, are:
 - 2.1. Monitors the procurement procedures and notifies the general secretary's office that all procedures have been implemented according to the legislation in force, without the right to interfere in these procedures;
 - 2.2. Analyzes the implementation of contracts for all departments within the ministry and recommends the office of the secretary to take appropriate actions;
 - 2.3. In cooperation with the requesting units/contract manager, monitors the deadlines, the quality of the implementation of the contracts and the expenditure of the budget according to the planning until the conclusion of the contract;
 - 2.4. Provides advices regarding the fulfillment of objectives and legal obligations within the framework of the ministry's projects;
 - 2.5. Monitors and reports on conducting activities arising from the action plan of the education strategy in the implementation of projects;
 - 2.6. Offers advices and reports on implementing contracts regarding financial obligations and the implementation of regulations for the management of public finances;
3. The Head of the Division for Monitoring Contracts and Intersectoral Work reports to the General Secretary.
4. The number of employees in the Division for Monitoring Contracts and Intersectoral Work is three (3).

CHAPTER III
AGENCIES AND BRANCHES OF THE MINISTRY OF EDUCATION, SCIENCE,
TECHNOLOGY AND INNOVATION

Article 50
Agencies and Branches of the Ministry of Education, Science, Technology and
Innovation

1. Agencies and Branches of the Ministry of Education, Science, Technology and Innovation are:

- 1.1. Kosova Accreditation Agency;
- 1.2. National Qualification Authority;
- 1.3. Agency for Vocational Education and Training and Adult Education of Kosova;
- 1.4. Education Inspectorate;
- 1.5. Albanological institute;
- 1.6. Institute of History;
- 1.7. Pedagogical Institute of Kosova;
- 1.8. Institute of Leposavic;
- 1.9. University "Ukshin Hoti", Prizren;
- 1.10. University "Haxhi Zeka", Peja;
- 1.11. University "Fehmi Agani" Gjakova;
- 1.12. University "Kadri Zeka", Gjilan;
- 1.13. University "Isa Boletini", Mitrovica;
- 1.14. Internal Business College (IBCM) in Mitrovia
- 1.15. University of Applied Sciences - Ferizaj,
- 1.16. Student Center;
- 1.17. Education with special needs (Resource Centers)

2. The organizational structure of the Agencies and Branches of the Ministry of Education, Science, Technology and Innovation is regulated by a special regulation.

CHAPTER IV FINAL AND REPEAL PROVISIONS

Article 51 Final provisions

1. The mobility of personnel in accordance with the legislation on civil service within the institution is 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 does not create a need to supplement-amendment of this Regulation, except in cases where organizational structures are created and/or terminated.
3. In accordance with paragraph 2 of this article, the provisions of the annual budget law are an integral part of this Regulation.

Article 52 Repeal

With entry into force of this Regulation is repealed the Regulation (GRK) no. 14/2018 on Internal Organization and Systematization of Workplaces in Ministry of Education, Science and Technology.

Article 53 Entry into force

This Regulation enters into force seven (7) days after the publication in the official gazette of the Republic of Kosova.

Albin KURTI

Prime Minister of the Republic of Kosova

02 May 2024

Appendix 1

ORGANIZATIONAL CHART OF THE MINISTRY OF EDUCATION, SCIENCE, TECHNOLOGY AND INNOVATION

Position/Structure	Class	Groups (general or special)	Number
1. MINISTER'S CABINET			Total 19
Ministry	Minister		
-Deputy Minister	Deputy Minister		
-Senior political advisor	Senior political advisor		
-Political advisor	Political advisor		
Support staff.			
-Senior executive assistant to the minister	Cabinet clerk		
-Executive assistant to the minister	Cabinet clerk		
-Administrative assistant to the minister	Cabinet clerk		
-Administrative assistant to the deputy minister	Cabinet clerk		
-Minister's driver	Cabinet clerk		
-Deputy minister's driver	Cabinet clerk		
2. OFFICE OF THE GENERAL SECRETARY			Total: 4
Deputy General Secretary	Senior leader 1		1
Senior executive officer	Professional 1	58.Gr General administration specialist	1
Executive officer	Professional 2	58.Gr General administration specialist	1
Senior certifying officer	Professional 1	4.Gr Specialist in economy	1
3. DEPARTMENT OF PRE-UNIVERSITY EDUCATION			Total: 57
Director of Department	Middle leader		1
3.1. Division of Early Childhood Education			Total: 4
Head of Division	Low leader		1

Senior officer for Early Childhood Education	Professional 1	49. Gr. Specialist in education	2
Officer for Early Childhood Education	Professional 3	58.Gr General administration specialist	1
3.2. Division for General Education			Total: 11
Head of Division	Low leader		1
Senior officer for primary and lower secondary education level	Professional 1	49. Gr. Specialist in education	1
Senior officer for higher secondary education level-gymnasiums	Professional 1	49. Gr. Specialist in education	2
Senior officer for cooperation with MED, Parents, Students and Teachers	Professional 1	49. Gr. Specialist in education	1
Senior officer for the health protection in schools	Specialist	13. Gr. Specialist of natural sciences	1
Senior officer for human rights in the education system	Professional 1	58.Gr General administration specialist	1
Senior officer for gender equality in the education system	Professional 1	14. Gr. Specialist of natural sciences	1
Officer for pre-university education	Professional 2	58.Gr General administration specialist	2
Administrative Officer for pre-university education	Professional 3	58.Gr General administration specialist	1
3.3. Division for Curriculum and Textbook			Total: 8
Head of Division	Low leader		1

Senior officer for curriculum and textbook	Professional 1	49. Gr. Specialist in education	5
Senior officer for supplementary education for diaspora	Professional 1	49. Gr. Specialist in education	1
Officer for curriculum;	Professional 3	58.Gr General administration specialist	1
3.4. Division for professional development and licensing of educational personnel			Total: 11
Head of Division	Low leader		1
Senior officer for professional development and licensing of educational personnel	Professional 1	49. Gr. Specialist in education	4
Officer for teacher's professional development	Professional 3	58.Gr General administration specialist	1
Senior officer for coordination of didactic centers	Professional 1	49. Gr. Specialist in education	2
Administrative officer	Professional 3	58.Gr General administration specialist	3
3.5. Division for community education			Total: 5
Head of Division	Low leader		1
Officer for community education	Professional 2	58.Gr General administration specialist	2
Administrative Officer for community education	Professional 3	58.Gr General administration specialist	2
3.6. Division for Education of Children with Special Needs			Total: 5
Head of Division	Low leader		1

Senior officer for education of children with special needs	Professional 1	12. Gr. Specialist of social services	3
Officer for special needs education	Professional 3	58.Gr General administration specialist	1
3.7. Division for Private Pre-university Education			Total: 3
Head of Division	Low leader		1
Senior officer for private pre-university education	Professional 1	58.Gr General administration specialist	2
3.8. Center for Evaluation			Total: 9
Head of Division	Low leader		1
Senior officer for standards and evaluation	Professional 1	49. Gr. Specialist in education	7
Officer for standards, monitoring and evaluation	Professional 3	58.Gr General administration specialist	1
4. DEPARTMENT FOR VOCATIONAL EDUCATION AND TRAINING			Total: 10
Director of Department	Middle leader		1
4.1. Division for Quality, Standards and Curriculum of VET			Total: 6
Head of Division	Low leader		1
Senior officer for vocational education	Professional 1	14. Gr. Specialist of natural sciences	1
Senior officer for standards and curricula	Professional 1	14. Gr. Specialist of natural sciences	1

Senior officer for exercising firms	Professional 1	4. Gr. Specialist in economy	1
Officer for vocational education	Professional 3	58.Gr General administration specialist	2
4.2. Division for Adult Education and Lifelong learning			Total: 3
Head of Division	Low leader		1
Senior officer for non-formal and adult education	Professional 1	49. Gr. Specialist in education	1
Officer for program development and implementation of counseling in career	Professional 1	14. Gr. Specialist of natural sciences	1
5. DEPARTMENT OF HIGHER EDUCATION AND SCIENCE			Total: 20
Director of Department	Middle leader		1
5.1. Division for Development and Quality Assurance			Total: 6
Head of Division	Low leader		1
Senior officer for quality in higher education	Professional 1	58.Gr General administration specialist	1
Senior officer for higher private education	Professional 1	58.Gr General administration specialist	1
Senior official for performance monitoring in higher education institutions	Professional 1	58.Gr General administration specialist	1
Officer for higher education	Professional 3	58.Gr General administration specialist	2
5.2. Division for Science			Total: 4
Head of Division	Low leader		1

Senior officer for science	Professional 1	58.Gr General administration specialist	1
Senior officer for the management of local scientific projects	Professional 1	58.Gr General administration specialist	1
Officer for science	Professional 3	58.Gr General administration specialist	1
5.3. Division for Innovation			Total: 3
Head of Division	Low leader		1
Senior officer for scientific innovation	Professional 1	58.Gr General administration specialist	2
5.4. Division for the Development of Programs in the Field of International Cooperation in Higher Education and Science			Total: 3
Head of Division	Low leader		1
Senior officer for projects and international programs	Professional 1	58.Gr General administration specialist	1
Senior officer for academic mobility	Professional 1	58.Gr General administration specialist	1
5.5. Center for Regulated Professions			Total: 3
Head of Division	Low leader		1
Senior officer for managing the organization of the state exam	Professional 1	58.Gr General administration specialist	1
Senior officer for state examination administration, updating and database development	Professional 1	58.Gr General administration specialist	1
6. DEPARTMENT FOR EUROPEAN INTEGRATION AND POLICY COORDINATION			Total: 7
Director of Department	Middle leader		1

6.1. Division for Policy Coordination			Total: 3
Head of Division	Low leader		1
Senior officer for policy coordination	Professional 1	58.Gr General administration specialist	1
Officer for policy coordination	Professional 3	58.Gr General administration specialist	1
6.2. Division for European Integration			Total: 3
Head of Division	Low leader		1
Senior officer for EI	Professional 1	58.Gr General administration specialist	1
Senior officer for donor coordination	Professional 1	14.Gr Specialist of social sciences	1
7. DEPARTMENT FOR THE DEVELOPMENT OF STANDARDS AND NORMS FOR EDUCATIONAL SPACES			Total: 10
Director of Department	Middle leader		1
7.1. Division for Planning and Standards of Educational Spaces			Total: 4
Head of Division	Low leader		1
Senior officer for planning and standards of educational spaces	Specialist	35.Gr Specialist in construction engineering	1
Senior officer for planning and standards of educational spaces	Specialist	41. Gr. Architecture specialist	1
Officer for planning and standards	Professional 3	58.Gr General administration specialist	1

7.2. Division for the management of investments and projects in educational spaces			Total: 5
Head of Division	Low leader		1
Senior officer for project management	Specialist	41. Gr. Architecture specialist	1
Senior officer for project management	Specialist	35.Gr Specialist in construction engineering	1
Senior officer for project management	Specialist	38.Gr Specialist in electrical engineering	1
Officer for project management	Professional 3	58.Gr General administration specialist	1
8. LEGAL DEPARTMENT			Total: 7
Director of Department	Middle leader		1
8.1. Division for Drafting and Harmonization of Legislation			Total: 3
Head of Division	Low leader		1
Senior officer for legislation drafting	Professional 1	1.Gr.Legal specialist	1
Senior officer for legislation harmonization	Professional 1	1.Gr.Legal specialist	1
8.2. Division for the Supervision of the Implementation of Laws, Legal Support and Inter-institutional Cooperation in the Field of Legislation			Total: 3
Head of Division	Low leader		1
Senior officer for legislation implementation	Professional 1	1.Gr.Legal specialist	1

Officer for legal support	Professional 2	1.Gr.Legal specialist	1
9. DEPARTMENT FOR BUDGET AND FINANCE			Total: 17
Director of Department	Middle leader		1
9.1. Division for Budget and Planning			Total: 4
Head of Division	Low leader 1		1
Senior officer for monitoring and budget analysis	Professional 1	3.Gr.Budget specialist	1
Senior officer for planning and budget harmonization	Professional 1	3.Gr.Budget specialist	1
Senior officer for revenue and donation coordination	Professional 1	3.Gr. Financial specialist	1
9.2. Division for Finance and Accounting			Total: 12
Head of Division	Low leader		1
Senior officer for commitment	Professional 1	3.Gr. Financial specialist	2
Senior officer for expenditures	Professional 1	3.Gr. Financial specialist	2
Senior officer for wealth	Professional 1	3.Gr. Financial specialist	1
Senior officer for budget and finance for resource centers	Professional 1	3. Gr. Specialist of budget	1
Officer for finance	Professional 3	58.Gr General administration specialist	5
10. DEPARTMENT FOR GENERAL SERVICES			Total: 23
Director of Department	Middle leader		1
10.1.Division for Transport and Logistics			Total: 13
Head of Division	Low leader		1

Senior warehouse management officer	Professional 1	58.Gr General administration specialist	1
Officer for transport	Professional 3	58.Gr General administration specialist	7
Receptionist	Professional 3	58.Gr General administration specialist	2
Officer for logistic	Professional 3	58.Gr General administration specialist	2
10.2. Division of IT, Document Administration and Services			Total: 9
Head of Division	Low leader 1		1
Senior officer for administration of information technology	Professional 1	19. Gr. Information technology specialist	2
Senior officer for administration of archive documents	Professional 1	58.Gr General administration specialist	1
Officer for administration of archive documents	Professional 2	58.Gr General administration specialist	2
Senior officer for Albanian-Serbian and vice-versa translations	Professional 1	57.Gr Specialist of translation and interpretation	1
Senior officer for Albanian-English and vice-versa translations	Professional 1	57.Gr Specialist of translation and interpretation	1
Senior officer for proofreading	Professional 1	10. Gr. Specialist in public relations and information	1

11. DEPARTMENT FOR DIGITALIZATION OF EDUCATION			Total: 20
Director of Department	Middle leader		1
11.1. Division for Administration of Digital Platforms in Education			Total: 11
Head of Division	Low leader		1
Senior officer for statistics	Professional 1	14.Gr.Specialist of social sciences	2
Senior officer for data management and analysis in education	Professional 1	14.Gr.Specialist of social sciences	1
Senior officer for administration of digital platforms	Professional 1	51. Gr. Database specialist	1
Officer for statistics	Professional 3	58.Gr General administration specialist	6
11.2. Division for Digitization of Educational Contents			Total: 3
Head of Division	Low leader		1
Senior officer for the administration of systems and digitization of educational contents	Professional 1	50. Gr. Specialist of softwares and applications	2
11.3. Division for Academic Recognition and Information - NARIC			Total: 5
Head of Division	Low leader		1
Senior officer for recognition (and equivalence) of academic qualifications and academic information	Professional 1	58.Gr General administration specialist	2
Senior officer for recognition and verification of diplomas and documents of pre-university education	Professional 1	58.Gr General administration specialist	2
12. INTERNAL AUDIT UNIT			Total: 3

Head of Internal audit	Low leader		1
Internal Auditor	Professional 1	6.Gr Internal audit specialist	2
13. DIVISION FOR PUBLIC COMMUNICATION			Total: 5
Head of Division	Low leader		1
Senior officer for public communication	Professional 1	10. Gr. Specialist in public relations and information	2
Officer for multimedia and webpage	Professional 2	10. Gr. Specialist in public relations and information	1
Senior officer for media monitoring and access to public documents	Professional 1	10. Gr. Specialist in public relations and information	1
14. DIVISION FOR HUMAN RESOURCES			Total: 9
Head of Division	Low leader		1
Senior officer for HR	Professional 1	7.Gr Human Resource Specialist	2
Senior officer for recruiting and salaries	Professional 2	7.Gr Human resource specialist	2
Administrative officer	Professional 3	58.Gr General administration specialist	4
15. DIVISION FOR PUBLIC PROCUREMENT			Total: 4
Head of Division	Low leader		1

Senior procurement officer	Professional 1	5.Gr Public procurement officer	3
16. DIVISION FOR MONITORING CONTRACTS AND INTERSECTORAL WORK			Total: 3
Head of Division	Low leader		1
Senior officer for monitoring contracts	Professional 1	1. Gr. Legal specialist	1
Senior officer for monitoring contracts	Professional 1	2. Gr. Financial specialist	1
Total			218

