



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

**REGULATION (OPM) NO.12/2024 ON THE INTERNAL
ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN
THE MINISTRY FOR COMMUNITIES AND RETURN¹**

¹ Regulation (OPM) No.12/2024 on the Internal Organization and Systematization of Workplaces in the Ministry for Communities and Return, was been approved by the Prime Minister, with Decision No. 115/2024, dated 18.06.2024.

Prime Minister of the Republic of Kosovo,

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

REGULATION (OPM) NO.12/2024 ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN THE MINISTRY FOR COMMUNITIES AND RETURN

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to determine the internal organization and systematization of workplaces in the Ministry for Communities and Return.

**Article 2
Scope**

1. This Regulation applies to the Ministry for Communities and Return.
2. The area of responsibility of the Ministry for Communities and Return is defined in the relevant Regulation of the work of the Government and the relevant Regulation for the Areas of Administrative Responsibility of the Prime Minister's Office and Ministries, and in the other applicable legislation.
3. Duties and responsibilities of the Ministry for Communities and Return are determined by law.

**CHAPTER II
INTERNAL ORGANIZATION OF THE MINISTERIAL SYSTEM**

**Article 3
Mission of the Ministry**

The mission of the Ministry for Communities and Return is to create conditions for sustainable return, protection of rights, integration and socio-economic development of communities, building mutual trust and giving equal opportunities to all communities living in Kosovo.

Article 4
The organizational structure of the Ministry for Communities and Return

1. The organizational structure of the Ministry for Communities and Return (Ministry) is as follows:

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

2. The number of employees in the Ministry for Communities and Return is one hundred and thirty two (132).

Article 5
Cabinet of the Minister

1. The Cabinet of the Minister of Ministry consists 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 staff are determined by the Law on Government, Regulation on the Areas of Administrative Responsibility of the Prime Minister and Ministries and other applicable legislation.

3. Number of employees in the Minister's Cabinet is eighteen (18).

Article 6
Office of the Secretary General

1. The Office of the Secretary General of the Ministry for Communities and Return consists of:

- 1.1. Secretary General;
- 1.2. Professional staff; AND
- 1.3. Support staff.

2. Duties and responsibilities of the Secretary General are determined by the relevant law on the organization and functioning of the state administration and independent agencies, the relevant law on public officials and other relevant applicable legislation.

3. Number of employees in the Office of the Secretary General is four (4).

Article 7

Departments and Divisions of the Ministry

1. Departments and Divisions of the Ministry are follows:

1.1. Department for Policy Drafting and Economic Development of Communities:

1.1.1. Policy Drafting Division;

1.1.2. Division for Support and Economic Development of Communities; AND

1.1.3. Division for European Integrations and Policy Coordination.

1.2. Department for Return and Project Management:

1.2.1. Return Division;

1.2.2. Division for Capital projects, and

1.2.3. Division for Managing of Development Projects.

1.3. Legal Department:

1.3.1. Division for Drafting and Harmonization of Legislation; and

1.3.2. Division for implementation of legislation.

1.4. Department of General Services:

1.4.1. Division for Transport and Logistics; AND

1.4.2. Division of Information Technology and Administration of Documents and Services.

1.5. Budget and Finance Division;

1.6. Human Resources Management Unit;

1.7. Internal Audit Unit;

1.8. Division for Public Communications; AND

1.9. Procurement Division.

Article 8
Department for Policy Drafting and Economic Development of Communities

1. Mission of the Department for Policy Drafting and Economic Development of Communities is to draft policies, support communities, lead and coordinate the European integration process within the Ministry, as well as implement general procedures and criteria for supporting non-majority communities for their social and economic development.

2. Duties and responsibilities of the Department for Policy Drafting and Economic Development of Communities are:

2.1. Proposes, drafts and monitors the implementation of the ministry's policies for the support and economic development of communities;

2.2. Identifies, evaluates and develops policies/projects that enable socio-economic development of non-majority communities in Kosovo;

2.3. Prepares instructions for drafting of application documents and documents for project monitoring process;

2.4 Drafts reports related to economic development programs and initiatives of non-majority communities in Kosovo;

2.5. Updates the database for aid/support beneficiaries from non-majority communities;

2.6. Drafts up project financing criteria and publishes them;

2.7. Assists and advises in defining and establishing the Ministry's strategic priorities in accordance with the Government's priorities;

2.8. Drafts policy and planning documents for the ministry, strategies and action plans and oversees their implementation;

2.9. Develops the strategy of cooperation with civil society in order to integrate all communities, building of trust between them and increase of awareness;

2.10. Ensures the compliance of policies and work plans in harmony with the strategy of the ministry;

2.11. Defines the basic criteria, standards and procedures for public funding of non-governmental organizations (NGOs) that have programs and projects of interest to the non-majority community, including support for women, youth, people with disabilities and other marginalized groups living within communities in the Republic of Kosovo;

2.12. Leads and coordinates activities within the Ministry, which are related to the European integration process.

3. Director of the Department for Policy Drafting and Economic Development of Communities reports to the Secretary General.

4. The following Divisions are part of this Department:

4.1. Policy drafting Division;

4.2. Division for Support and Economic Development of Communities; and

4.3. Division for European Integrations and Policy Coordination.

5. Number of employees in the Department for Policy Drafting and Economic Development of Communities is twenty-five (25).

Article 9 Policy Drafting Division

1. Duties and responsibilities of the policy drafting Division are:

1.1. Proposes and drafts policies for the ministry;

1.2. Proposes and drafts favorable policies for the economic sustainability of vulnerable communities;

1.3. Manages the central database related to returns and communities;

1.4. Sets objectives and develops a work plan to meet the division's objectives related to the integration of communities;

1.5. Addresses issues related to vulnerable communities, coordinates and ensures the unification of policies for communities with other institutions, international partners and non-governmental organizations;

2. Head of the Policy Drafting Division reports to the Director of Department for Policy Drafting and Economic Development of Communities.

3. Number of employees in the Policy Drafting Division is six (6).

Article 10 Division for Support and Economic Development of Communities

1. Duties and responsibilities of the Division for Support and Economic Development of Communities are:

1.1. Identification, assessment and development of policies/projects that enable economic development of non-majority communities in Kosovo, including projects aimed at self-employment, creation of new jobs, creation of new companies and growth/expansion of existing companies ;

1.2. Identification, evaluation and development of policies/projects that enable the development and increase of competition in the agricultural sector;

1.3. Identification, evaluation and development of projects that enable the support/assistance of members from non-majority communities for whom assistance is needed;

1.4 Drafts the criteria for funding/support and prepares public calls for applications;

1.5 Prepares and updates application guides, including preparation of standard application forms/documents and providing of information/instructions related to calls and procedure;

1.6 Prepares and updates the necessary instructions and documents for the monitoring process of the projects supported by the Ministry;

1.7 Registration of applications and updating of the database related to the support projects offered by Ministry.

2. Head of the Division for Support and Economic Development of Communities reports to the Director of the Department for Policy Drafting and Economic Development of Communities.

3. Number of employees in the Division for Support and Economic Development of Communities is fifteen (15).

Article 11
Division for European Integrations and
Policy Coordination

1. Duties and responsibilities of the Division for European Integration and Policy Coordination are:

1.1. Assists and advises in defining and setting the Ministry's priorities, taking into account the obligations arising from the European integration process;

1.2. Coordinates the work in the development of main strategic documents which are drafted by the structures of the ministry, ensuring that these documents are in accordance with the policies of the Government and ensuring the consistency between them;

1.3. Ensures the compliance of policies, plans and strategies with EU standards;

1.4. Takes care in creating of interactive system so that there is coordination between the process of developing policies and plans, with the budget planning process of the ministry, especially through the development of strategic budget statements;

1.5. Coordinates the work in providing contributions for the development of the European Partnership Action Plan (EPAP), the Annual Work Plan and ensures their harmonization with the Medium-Term Expenditure Framework and other strategic documents;

1.6. Monitors the implementation of the EPAP and the Annual Work Plan and reports to the relevant institutions, with special emphasis on the OPM;

1.7. Leads the coordination of IPA assistance, bilateral and multilateral external assistance;

1.8. It ensures that the external aid is connected and contributes to the implementation of the priorities and plans of the Government and the Ministry, as well as it is connected with the budgetary planning process of the Ministry;

1.9. Provides support to the Legal Department regarding the inclusion of EU policies in local legislation during harmonization with the Acquis, as well as ensures that the legislation required by the EPAP is included in the Government's Legislative Strategy;

1.10. The division is responsible for organizing, leading and/or participating in regular meetings of the Stabilization Association process, interministerial meetings and meetings with donor organizations and other relevant actors.

2. Head of the Division for European Integration and Policy Coordination reports to the Director of the Department for Policy Drafting and Economic Development of Communities.

3. Number of employees in the Division for European Integration is three (3).

Article 12

Department for Return and Project Management

1. Mission of the Department for Return and Project Management is to create suitable conditions to ensure sustainable solutions for displaced persons within Kosovo and Refugees in the region, as well as the management and monitoring of projects which are developed by relevant departments of the ministry.

2. Duties and responsibilities of the Department for Return and Project Management are:

2.1. Supervise and manage capital projects of return and communities, according to the applicable technical standards;

2.2. Monitors supporting projects for the economic development of communities;

2.3. Manages projects related to communities and return;

2.4. Impact assessment of Ministry projects;

2.5. Project management and monitoring from the start until their completion;

2.6. Proposes technical, professional development and organizational solutions for maintenance, construction, reconstruction;

2.7. Supervises and provides feedback on projects related to the process of return and reintegration of displaced persons in partnership with Municipal Offices for Communities and Return, partner organizations and NGO-s, dealing with the return and reintegration of displaced persons, security of facilities.

3. Director of Department for Return and Project Management reports to the Secretary General.

4. The following Divisions are part of this Department:

4.1 Return Division;

4.2. Division for Managing of Developing Projects; AND

4.3. Division for Capital Projects.

5. Number of employees in the Department for Return and Project Management is twenty-eight (28).

Article 13 Return Division

1. Duties and responsibilities of the Return Division are:

1.1. Leads the process of return and re-integration of Internally Displaced persons and Refugees in the states of the region starting from the application procedure for assistance, carries out the process of evaluating applications for return, according to the recommendations of the Municipal Commission;

1.2. Provides support to Municipal Offices for Communities and Return, including the Municipal Commission for Return;

1.3. Manages the central database for the return process;

1.4 . Develops programs and mechanisms for sustainable return of displaced persons;

1.5. Implements all operational issues in the field related to the return of displaced persons;

1.6. Cooperates with Municipal Offices for Communities and Return, the civil sector (NGOs) and international organizations in the process of returning displaced persons;

1.7. Recommends, develops and monitors the implementation of projects for the sustainable return of displaced persons;

2. Head of Return Division reports to the Director of the Return and Project Management Department.

3. Number of employees in the Return Division is eleven (11).

Article 14 Division for Managing of Developing Projects

1. Duties and responsibilities of the Division for Managing of Developing Projects are:

1.1. Prepares and implements the management plan of projects supported by the Ministry;

1.2. Performs observational visits to the field, including acceptance and review of relevant documents/reports;

- 1.3. Provides general advice to the beneficiaries regarding the financial and technical aspects of the implementation of projects/contracts;
 - 1.4. Cooperates with the Division for Economic Development of Communities, regarding to the project monitoring.
2. Head of the Division for Managing of Developing Projects reports to the Director of the Department for Return and Project Management.
 3. Number of employees in the Project Monitoring Division is four (4).

Article 15

Division for Capital Projects

1. Duties and responsibilities of the Division for Capital Projects are:
 - 1.1 Prepares documents for the initiation of capital projects, proposals, project tasks and technical specifications for the drafting of projects, feasibility studies, construction and reconstruction;
 - 1.2 Checks technical documentation in accordance with construction laws, and technical standards;
 - 1.3 Prepares and implements the Plan of supervisory field visits for all capital projects;
 - 1.4 Appoints the supervisory body for the supervision and the commission for technical control of the built facilities;
2. Head of the Division for Capital Projects reports to the Director of the Department for Return and Project Management.
3. Number of employees in the Project Management Division is twelve (12).

Article 16

Legal Department

1. Mission of the Legal Department of the Ministry 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 of legislation, to ensure the alignment of the Ministry's legislation with the legislation of the European Union, to offer 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 Cabinet of the Minister and other organizational units from the scope of the ministry;
 - 2.2 It is responsible for the finalization of normative project-acts;
 - 2.3 In cooperation with the departments, units or persons responsible for the drafting of normative project-acts, ensures the compatibility of the normative acts proposed by the

ministry with the legislation applicable in the Republic of Kosovo as well as the legislation of the European Union-Acquis of EU, including preparation of the Declaration of Conformity and Tables of Conformity (TeP);

2.4 Provides legal advice and recommendations from the scope of the ministry upon request;

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 Identifies problems of the implementation of normative acts;

2.7 Cooperates and coordinates activities with the Ministry of Justice for the representation of the respective ministry in the Court;

2.8 Coordinates activities for the implementation of legislation with the respective units of the ministry as well as with other ministries and the Government;

2.9 Maintains and updates the register of by-laws of the respective ministry;

2.10 Sends the by-laws to the Legal Office after their approval by the minister;

2.11 Ensures the fulfillment of legal duties in the implementation of law and other provisions from the scope of the Ministry;

2.12 Drafts decision proposals, legal documents and proposals of various materials requested by the organizational units of the Ministry, the Secretary and the Minister;

2.13 Providing opinions on compliance with the Service Directives;

2.14 Cooperates, coordinates and develops objectives and activities with all institutional,organizational structures within the ministry and other institutions;

3. Director of the Legal Department reports to the Secretary General.

4. The following Divisions are part of this Department:

4.1. Division for Drafting and Harmonization of Legislation; and

4.2. Division for the Implementation of Legislation.

5. Number of employees in the Legal Department is seven (7).

Article 17

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 ensures compliance with the applicable legislation in Kosovo;

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

1.3. Provides legal advice and recommendations required, from 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.

2. Head of the Division for Drafting and Harmonization of Legislation reports to the Director of Legal Department.
3. Number of employees in the Division for Drafting and Harmonization of Legislation is three (3).

Article 18
Division for the Implementation of Legislation.

1. Duties and responsibilities of the Division for Implementation 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. Identifies the problems of implementing normative acts;
 - 1.4. Provides legal support in drafting of proposed decisions, proposed agreements, proposed memos and proposed contracts;
 - 1.5. Coordinates the legislative activities of the Ministry with the respective institutions;
 - 1.6. Maintains the register of bylaws of the Ministry.
2. Head of the Division for Implementation of Legislation reports to the Director of the Legal Department.
3. Number of employees in the Division for Implementation of Legislation is three (3).

Article 19
Department of General Services

1. Mission of the Department for General Services is to provide employees in the ministry with the physical working conditions, necessary equipment and support services for the performance of their duties, as well as to ensure proper administration of the ministry's internal documents. The department supports other departments by providing IT services, maintenance, logistics, administration of documents and other similar services.
2. Duties and responsibilities of the Department of General Services are:
 - 2.1. Assists management with the internal organization, provides administrative and logistical support;
 - 2.2. Manages and maintains inventory and other material in the warehouse, as well as provides administrative and logistical support;
 - 2.3. Ensures the implementation of procedures for managing of all vehicles in possession of Ministry, their maintenance and servicing, in accordance to the applicable legislation;
 - 2.4. Drafts policies for IT systems within the Institution;
 - 2.5. Manages, maintains and administers IT systems and equipment;

- 2.6. Manages the archive system and internal documents of the Ministry;
- 2.7. Provides general translation, proofreading and document distribution services for the ministry and agencies.
3. Director of the Department for General Services reports to the Secretary General.
4. Following divisions are part of this department:
 - 4.1. Division for Transport and Logistics, and
 - 4.2. Division of Information Technology and Administration of Documents and Services.
5. Number of employees in the Department for General Services is twenty three (23).

Article 20
Division for Transport and Logistics

1. Duties and responsibilities of the Division for Transport and Logistics are:
 - 1.1. Creation of policies for the most rational use of all vehicles available to the institution;
 - 1.2. Maintains the evidence of vehicle registration, insurance, and all other logistics issues related to transport;
 - 1.3. Manages Ministry inventory and warehouses;
 - 1.4. Manages the services according to the needs for goods and office equipment, including the preparation for supplies with all the necessary logistics items for Ministry needs ;
 - 1.5. Organizes the Protocol of the Ministry, the reception of delegations, workers, local and international conferences;
 - 1.6. Organizes and supervises the physical security of the Ministry's facilities and staff.
2. Head of the Transport and Logistics Division reports to the Director of the General Services Department.
3. Number of employees in the Transport and Logistics Division is fourteen (14).

Article 21
Division of Information Technology and Administration of Documents and Services

1. Duties and responsibilities of the Division for Information Technology and Administration of Documents and Services are:
 - 1.1 Manages and administers the archive system, translation, proofreading, forwarding and reception services of the Ministry;
 - 1.2 Drafts policies for IT systems within the Institution;
 - 1.3 Manages, maintains and administers IT systems and equipment;
 - 1.4 Maintains and administers all incoming and outgoing memos of Ministry;

1.5 Accepts requests for translation of all documents and draft normative acts in official languages (Albanian-Serbian and vice versa) and in English.

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

3. Number of employees in the Division for Information Technology and Administration of Documents and Services is eight (8).

Article 22

Budget and Finance Division

1. Mission of the Budget and Finance Division is to support the ministry in the implementation of standard accounting policies and procedures, applicable laws, regulations related to the field of budget and finance.

2. Duties and responsibilities of the Budget and Finance Division are:

2.1. Prepares budget proposals;

2.2. Coordinates budget issues for all organizational structures of the ministry;

2.3. Monitors and reports on budget execution;

2.4. Ensures that financial expenditures are made in accordance to the budget rules and procedures;

2.5. Manages money reserves and ensures that internal financial control is based on the accountability principles;

2.6. Ensures close cooperation with the internal and external auditor in the preparation of budget and financial audit statements.

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

4. Number of employees in the Budget and Finance Division is seven (7).

Article 23

Human Resources Management Unit

1. Mission of the Human Resources Management Unit is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the achievement of the institution goals and the employees by making the appropriate balance of the employees needs and the institution needs, as well as exercises the functions and powers in accordance with applicable laws and by-laws in the field of human resources.

2. Duties and responsibilities of the Human Resources Management Unit are:

2.1. Supports and provides advice to the highest administrative leader of the institution, and/or the head of the institution in the field of human resources management;

- 2.2. Leads, plans, supervises and coordinates the work of organizational units in all activities of the human resources unit and ensures efficient operation;
 - 2.3. Ensures and exercises competencies in accordance to the authorizations and responsibilities in function of the implementation of legislation, documents, requirements, procedures, standards for the institution in the field of human resources;
 - 2.4. Prepares the annual plan and the mid-term personnel plan, in accordance with the budget planning process of the institution;
 - 2.5. Assists respective units in preparing job descriptions, classification of workplaces and systematization of workplaces;
 - 2.6. Ensures the implementation of procedures for evaluation of work results, annual leaves, trainings, work attendance, disciplinary procedures, suspension of the employment, termination of employment- release from civil service, early retirement, certifications, employee statistics, etc. ., based on the applicable legal acts ;
 - 2.7. Administration of personnel files (individual files) of the institution and the placement of all data, processes and procedures in the electronic system (HRMIS);
 - 2.8. Salary administration, salary compensations, bonuses, salary supplements of employees, etc;
 - 2.9. Preparation of the annual report and work plan for human resources management.
 - 2.10 Provides professional support in the field of human rights and communities, protection from discrimination, children's rights, rights of persons with disabilities and equal opportunities, as well as guarantees, protects and promotes equality between the genders;
 - 2.11. Cooperates and supports other units of the Ministry in drafting and implementation of action plans for protection from discrimination, human rights and gender equality, and other initiatives for the promotion of protection and fighting discrimination.
3. Head of the Human Resources Management Unit reports to the Secretary General.
 4. Number of employees in the Human Resources Management Unit is nine (9).

Article 24 **Internal Audit Unit**

1. The internal audit unit performs independent and objective advisory activities in providing reasonable assurance, aimed at adding value and improving the operation of the public sector entity, and helps the entity to fulfill its objectives, offering a systematic approach, disciplined, to assess and improve the effectiveness of risk management, control and governance processes.
2. Duties and responsibilities of the Internal Audit Unit are:
 - 2.1. Ensures adequate implementation and respecting of laws, rules, policies, instructions and manuals defined by the applicable legislation ;
 - 2.2. Organizes, performs and supervises all internal audit activities for the ministry and submits the audit results, in accordance with the applicable legislation;

- 2.3. Prepares and submits quarterly and annual reports for all audit activities;
- 2.4. Prepares and implements the quality assurance program for the internal and external evaluation of the internal audit function;
3. Head of the Internal Audit Unit reports to the Minister, while in the administrative aspect he reports to the Secretary General.
4. Number of employees in the Internal Audit Unit is three (3).

Article 25

Division of Public Communication

1. Mission of the Division of Public Communication is to undertake actions for the presentation of ministerial policies, through communication at the right time, so that the public is informed about ministerial policies, about its rights and responsibilities towards the institutions, but also to express his views by communicating with decision makers.
2. Duties and responsibilities of the Division of Public Communication are:
 - 2.1. Provides professional support for the ministry in the field of communication and information;
 - 2.2. Proposes, drafts and ensures the implementation of the ministry's communication plans;
 - 2.3. Organizes media conferences and prepares press releases, statements, reports and other media publications;
 - 2.4. Maintains the official website of the Ministry;
 - 2.5. Coordinates and evaluates requests for access to public documents and prepares reports on the implementation of the Law for Access to Public Documents;
 - 2.6. Collaborates, coordinates and develops objectives and activities with all institutional organizational structures.
3. Head of the Division of Public Communication reports to the Secretary General.
4. Number of employees in the Division of Public Communication is three (3).

Article 26

Procurement Division

1. Mission of the Public Procurement Division is to carry out procurement activities in Ministry and use Ministry funds in the most transparent, fair and efficient manner, in full compliance with the Law and the rules of Public Procurement.
2. Duties and responsibilities of the Procurement Division are:
 - 2.1. Prepares, coordinates and implements the annual plan of the ministry in the field of public procurement, in accordance with the applicable legislation;

- 2.2. Ensures that all procurement requests are prepared in accordance with procurement rules and procedures;
 - 2.3. Defines the tender procurement methodology and price evaluation procedures;
 - 2.4. Provides advice and assists management in making decisions, regarding the contested issues that may arise in cases of contract execution;
 - 2.5. Cooperates , coordinates and develops objectives and activities with all institutional organizational structures.
3. Head of the Procurement Division reports to the Secretary General.
 4. Number of employees in the Procurement Division is five (5).

CHAPTER III

FINAL PROVISIONS AND ABROGATION

Article 27

Final Provisions

1. Systematization of staff in accordance with the legislation for public officials 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 staff in accordance with the annual Budget Law, does not create a need to amend this Regulation, except in cases where organizational structures are created and/or extinguished.
3. Pursuant to paragraph 2 of this article, the provisions of the annual Budget Law regarding the number of employees are an integral part of this Regulation.

Article 28

Annexes

An integral part of this Regulation is Annex 1, the organizational chart, which contains the total number of all employees in the Ministry's structures according to this Regulation and the specific number for each unit, as well as Annex 2, which contains the Organizational Structure of the Ministry.

Article 29

Abrogation

With the entry into force of this Regulation, Regulation No. 40/2012 on the internal organization and systematization of workplaces for the Ministry of Communities and Return is abrogated.

Article 30
Entry into force

This regulation enters into force on the day of publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

18 Jun 2024

ORGANIZATION CHART OF THE MINISTRY FOR COMMUNITIES AND RETURN			
POSITION/STRUCTURE	CLASS	GROUP (GENERAL OR SPECIAL)	NUMBE
CABINET OF THE MINISTER			Total: 18
Deputy Ministers			
Political Advisors			
Support Personnel			
Office of the Secretary General			Total:4
Secretary General	Senior Manager		1
Professional staff	Professional 1	Gr 12 Social science group	1
Support staff	Professional 3	Gr 63 General administration group	1
Certifier	Professional 1	Gr 2 Finance and budget group	1
DEPARTMENT FOR POLICY DRAFTING AND ECONOMIC DEVELOPMENT OF COMMUNITIES			Total:25
Director of the Department for Policy Drafting and Economic Development of Communities	Middle manager		1
Policy Drafting Division			Total: 6
Head of the Policy Drafting Division	Lower manager		1
Senior Official for Policy Drafting and Standards	Professional 1	Gr 12 Social science group	1
Senior Official for Drafting of Development Programs	Professional 1	Gr 12 Social science Group	1
Senior Official for Research and Identification of Strategic Projects that have an impact on Community Development	Professional 1	Gr 12 Social science Group	1

Analysis and Research Official	Professional 2	Gr 12 Social science Group	1
Administrative Official	Professional 3	Gr 63 General administration Group	1
Division for Support and Economic Development of Communities			Total:15
Head of the Division for Support and Economic Development of Communities	Lower manager		1
Senior Official for Development of Programs	Professional 1	Gr 12 Social science Group	1
Official for Development of Projects	Professional 2	Gr 12 Social science Group	2
Official for Socio-Economic Development	Professional 2	Gr 12 Social science Group	2
Officer for Rights and Community Integration	Professional 3	Gr 63 General administration Group	9
Division for European Integrations and Policy Coordination			Total: 3
Head of the Division for European Integrations and Policy Coordination.	Lower manager		1
Senior Official for European Integration	Professional 1	Gr 12 Social science Group	1
Official for European Integration	Professional 2	Gr 12 Social science Group	1
DEPARTMENT FOR RETURN AND PROJECT MANAGEMENT			Total: 28
Director of the Department for Return and Project Management	Middle manager		1
Return Division			Total: 11
Head of the Return Division	Lower manager		1
Senior Officer for Return and Integration of Communities	Professional 1	Gr 12 Social science Group	1

Official for Return and Integration of Communities	Professional 2	Gr 12 Social science Group	5
Sustainable Return Official	Professional 3	Gr 63 General administration Group	3
Administrative Official	Professional 3	Gr 63 General administration Group	1
Division for Managing of Development Projects			Total: 4
Head of the Division for Managing of Development Projects	Lower manager		1
Senior Project Management Official	Professional 1	Gr 12 Social science Group	1
Project Monitoring Official	Professional 2	Gr 12 Social science Group	2
Head of the Division for Capital projects			Total: 12
Head of the Division for Capital projects	Lower manager		1
Senior Official for Architecture	Specialist	Gr 40 Architecture Group	1
Senior Construction Official	Specialist	Gr 34 Construction engineering Group	2
Official for Monitoring Capital Projects	Professional 2	Gr 12 Social science Group	3
Community Affairs Official	Professional 3	Gr 63 General administration Group	5
LEGAL DEPARTMENT			Total: 7
Director of Legal Department	Middle manager		1
Division for Drafting and Harmonization of Legislation			Total: 3
Head of the Division for Drafting and Harmonization of Legislation	Lower manager		1
Senior Legal Official	Professional 1	Gr 1 Legal Group	1
Legal Official	Professional 2	Gr 1 Legal Group	1

Division for the implementation of legislation			Total: 3
Head of the Division for the implementation of legislation	Lower manager		1
Senior Legal Official	Professional 1	Gr 1 Legal Group	1
Legal Official	Professional 2	Gr 1 Legal Group	1
DEPARTMENT OF GENERAL SERVICES			Total: 23
Director of the Department of General Services	Middle manager		1
Division for Transport and Logistics			Total: 14
Head of the Division for Transport and Logistics	Lower manager		1
Official for Transport	Professional 2	Gr 12 Social science Group	1
Logistics Official	Professional 2	Gr 12 Social science Group	1
Logistics Official (Warehouse)	Professional 2	Gr 12 Social science Group	1
Administrative official	Professional 3	Gr 63 General administration Group	3
Driver	Administrative and support official	Gr 64 General administration Group	7
Division of Information Technology and Administration of Documents and Services			Total: 8
Head of the Division of Information Technology and Administration of Documents and Services.	Lower manager		1
Senior IT Administrator for Software Systems	Professional 1	Gr 49 Information technology Group	1
Information Technology Officer	Professional 2	Gr 49 Information technology Group	1
Translation Official -English-Albanian and vice versa	Professional 2	Gr 59 Translation and interpretation Group	1

Translation Official- Albanian-Serbian and vice versa	Professional 2	Gr 59 Translation and interpretation Group	1
Translation Official- Serbian-English and vice versa	Professional 2	Gr 59 Translation and interpretation Group	1
Archives Official	Professional 2	Gr 12 Social science Group	1
Protocol Official	Professional 2	Gr 12 Social science Group	1
BUDGET AND FINANCE DIVISION			Total: 7
Head of the Budget and Finance Division	Lower manager		1
Senior Budget and Finance Official	Professional 1	Gr 2 Financial and Budget Group	2
Property Registration Official	Professional 2	Gr 3 Economics Group	1
Finance Official	Professional 3	Gr 3 Economics Group	1
Budget and Finance Official	Professional 2	Gr 3 Economics Group	2
INTERNAL AUDIT UNIT			Total: 3
Head of the Human Resources Management Unit	Lower manager		1
Internal Auditor	Professional 1	Gr 5 Internal audit Group	2
HUMAN RESOURCES MANAGEMENT UNIT			Total: 9
Head of the Human Resources Management Unit	Lower manager		1
Senior Personnel Official	Professional 1	Gr 6 Human resources Group	2
Personnel Official	Professional 2	Gr 6 Human resources Group	3
Gender Equality Official	Professional 2	Gr 12 Social science Group	1

Official for Protection from Discrimination	Professional 2	Gr 12 Social science Group	1
Human Rights Official	Professional 2	Gr 12 Social science Group	1
DIVISION FOR PUBLIC COMMUNICATIONS			Total: 3
Head of the Division for Public Communications	Lower manager		1
Official for Information and Media Monitoring	Professional 2	Gr 8 Public relations and information Group	1
Official for Communication with the Public	Professional 2	Gr 8 Public relations and information Group	1
PROCUREMENT DIVISION			Total: 5
Head of the Procurement Division	Lower manager		1
Senior Procurement Official	Professional 1	Gr 4 Public procurement Group	1
Procurement Official	Professional 2	Gr 4 Public procurement Group	3
IN TOTAL			132

Annex 1: Organizational structure of Ministry

