



Republika e Kosovës
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Qeveria -Vlada-Government

**REGULATION (GRK) No:19/2024 ON SELECTION PROCEDURES AND THE
APPOINTMENT OF PRINCIPALS AND VICE PRINCIPALS, TEACHERS,
PROFESSIONAL ASSOCIATES, ASSISTANTS, INSTRUCTORS AND
SECRETARIES IN PUBLIC EDUCATION AND TRAINING INSTITUTIONS (ETI)
OF PRE-UNIVERSITY EDUCATION¹**

¹ Regulation (GRK) – No. 19/2024 on selection procedures and the appointment of principals and vice principals, teachers, professional associates, assistants, instructors and secretaries in public education and training institutions (ETI) of Pre-University Education, has been approved in the 212th Meeting of the Government of the Republic of Kosovo, with the Decision No. 03/212, dated 10.07.2024.

The Government of the Republic of Kosovo,

Pursuant to Article 93 (4) of the Constitution of the Republic of Kosovo, Article 81 paragraph 8, Article 82 paragraph 4 and Article 83 paragraph 5 of the Law on Public Officials, paragraphs (c) and (d) of Article 5 of the Law no. 03/L-068 on Education in Municipalities of the Republic of Kosovo (Official Gazette, no. 30/15 June 2008), Articles 19 and 35 of the Law no. 04/L-032 on Pre-University Education in the Republic of Kosovo (Official Gazette, no. 17/16, September 2011), Article 2 of the Law No. 05/L-021 on protection against discrimination, Articles 15 and 17 of the Law no. 05/L-020 on Gender Equality, Article 8 (4.5) of the Law no. 08/L-117 on the Government of the Republic of Kosovo, as well as Article 78, paragraph 6, sub-paragraph 6.2 of the Regulation (GRK) No. 17/2024 on Rules of Procedure of the Government Of the Republic of Kosovo
issues:

REGULATION (GRK) No:19/2024 ON SELECTION PROCEDURES AND THE APPOINTMENT OF PRINCIPALS AND VICE PRINCIPALS, TEACHERS, PROFESSIONAL ASSOCIATES, ASSISTANTS, INSTRUCTORS AND SECRETARIES IN PUBLIC EDUCATION AND TRAINING INSTITUTIONS (ETI) OF PRE-UNIVERSITY EDUCATION

CHAPTER I GENERAL PROVISIONS

Article 1 Aim

This Regulation defines the selection procedure and appointment of principals and vice principals, teachers, professional staff, assistants, instructors and secretaries in all public education and training institutions of pre-university education (ETI-PUE) throughout the territory of Kosovo.

Article 2 Scope

1.This Regulation applies to the pre-university education sector, in the municipalities of the Republic of Kosovo and other institutions which recruit staff in the pre-university education sector.

2.The Human Resource Management Unit (HRMU) of the respective municipality and the Municipal Education Directorate (MED) in the municipalities of the Republic of Kosovo, MESTI and AVETAE are responsible for the implementation of the selection procedures and appointment of principals and vice principals, teachers, professional associates, assistants, instructors and secretaries in public pre-university education and training institutions of the municipality.

3.School principals, vice principals, teachers, professional associates, assistants, instructors and secretaries are considered public service employees and are subjected to the relevant education legislation and the Law on Public Officials.

Article 3 **Definitions**

1. Terms used in this Regulation have the following meaning:
 - 1.1. MESTI - Ministry of Education, Science, Technology and Innovation
 - 1.2. MED - Municipal Education Directorate
 - 1.3. ETI-PUE – Education and Training Institution of Pre-University Education.
 - 1.4. AVETAE - Agency for Vocational Education and Training and Adult Education
 - 1.5. HRMU – The Human Resource Management Unit within the respective municipality.
 - 1.6. HRMIS - Human Resource Management Information System.
 - 1.7. Principal/Vice Principal – the highest-ranking manager of an ETI-PUE.
 - 1.8. School secretary - the administrative officer within the Education and Training Institution of pre-university education.
 - 1.9. Teacher – pre-primary educators, educators in preschool institutions, classroom teachers, subject teachers, practical training teachers and any employee providing similar professional services in the field of teaching in ETI-PUE.
 - 1.10. Professional Associates - are a pedagogue, psychologist, support teacher, elective subject teacher, tutor, career counselor, IT specialist, and any other employee providing similar professional services in public administration institutions in ETI-PUE.
 - 1.11. Assistant – an employee who provides professional support services for children with special education needs.
 - 1.12. Professional development - in terms of this Regulation, means the inclusion of surplus teachers in special professional programs with an aim of preparing and developing their competencies for transfer to another open position within pre-university education institutions.

Article 4 Principles

1. Employment in the public service is based on the principles of equal opportunities, non-discrimination and fair and proportional representation of gender and members of non-majority communities.
2. Public service employees are employed and promoted in their careers based on the merit, which is assessed on the basis of a competitive and open procedures, defined by the Law and relevant sub-legal acts.

CHAPTER II PRELIMINARY PROCEDURES

Article 5 Preliminary procedures

1. MED, MESTI, AVETAE, no later than the first (1st) of May of the calendar year shall request from ETI-PUE to provide the recruitment list for vacant positions, replacements and temporary employment (hereinafter "Recruitment List").
2. The director and the secretary of the school are obliged to submit the recruitment list for vacant positions, replacements and temporary employment to MED, MESTI, AVETAE no later than the tenth (10th) of May of the calendar year.
3. The recruitment list for vacant positions, replacements and temporary employment covers the time frame from first (1st) of September of the current year to thirty first (31st) of August of the following year.
4. The recruitment list is submitted by MED, MESTI, to HRMU which is responsible for announcing the public competition, while the recruitment list for AVETAE is submitted to the responsible officer of this institution.
5. HRMU of the relevant institution publishes the recruitment list of staff and the type of transfer for the following year, as part of the annual staff plan.
6. The recruitment list of staff and those for transfer for the following year is integrated into the annual budget plan for the education of staff in the respective municipality.

Article 6

Regulating the norm of the teaching staff

1. With regard to the norm of the teaching staff, the HRMU in the respective municipality, MESTI and AVETAE do not publish a competition for staff working norms, which can be regulated at the level of the respective education institution.
2. Adjusting the norm means adding up to the incomplete working norm for the employed staff and filling in the vacancy in an education institution of the municipality, with staff employed in another institution of the municipality that have remained without a teaching norm.
3. Adjustment of the norm is done in accordance with the requirements and criteria defined by the applicable normative for pre-university education teachers.
4. Adjustment of the norm within an education institution is done through a decision of the school director, based on:
 - 4.1. Qualification level of the staff.
 - 4.2. Performance assessment of the teacher.
 - 4.3. The proposal of the professional committee for the respective subject is done pursuant to the requirements of the AI on Professional Committees.
5. The decision of the school director on adjusting the staff norm within the education institution is sent to the HRMU through MED, MESTI to adjust the staff employment contract with the working norm, according to legal procedures, while for AVETAE, it is submitted to the relevant officer in this institution.

Article 7

Teacher transfers

1. Municipalities, MESTI and AVETAE are responsible to efficiently manage the redundancy list of teachers and, in cases where it is legally possible, to ensure that the redundant staff are transferred to equivalent positions through professional development.
2. MESTI supports the municipalities in addressing efficiently and in a responsible manner the lists of surplus teaching staff through an easy and quick system for professional development in order to transfer them to another vacant position within the system of pre-university education institutions.
3. MED, MESTI and AVETAE prepare the list for the transfer of staff within pre-university education institutions in order to efficiently and completely fulfill the norms of the existing staff.
4. The transfer is carried out only if the teacher meets the qualification criteria for the respective subject-profile.
5. The senior administrative office in the municipality, MESTI and AVETAE issues a decision on the transfer of teachers, based on the criteria defined through a separate decision.

6. After completing the teaching hours and transferring the teachers who remained without a teaching norm, the HRMU in cooperation with MED, MESTI proceed with the announcement of the public competition, while for AVETAE, it is submitted to the responsible officer in this institution.

7. In cases when the transfer from one municipality to another is requested by teachers, MED, MESTI, AVETAE conclude a written agreement for transfer.

CHAPTER III ANNOUNCEMENT OF THE PUBLIC COMPETITION

Article 8 Announcement of the public competition

1. The selection and appointment of ETI-PUE staff in the Republic of Kosovo is carried out through a public competition, open and publicly announced in HRMIS, on the official website of the municipality, MESTI and AVETAE and on the notice board in the official languages in Kosovo.

2. The municipality, MESTI, AVETAE is responsible for implementing the relevant law on public officials, relevant laws on pre-university education, relevant legislation on gender equality and protection from discrimination and this Regulation.

3. The public competition can be:

3.1. Regular competition,

3.2. Competition for fixed-term employment.

4. The regular public competition is announced periodically, once a year.

5. The regular public competition is announced for a group of vacancies, with the same job descriptions and requirements, for all public pre-university education and training institutions in the respective municipality, MESTI and AVETAE.

6. The public competition for filling in vacant positions for education staff is announced by the HRMU of the respective municipality and MESTI, which plan the competitions based on the schedule of the MEDs in the municipalities of the Republic of Kosovo, and MESTI for Resource Centers, while for AVETAE, the competition is announced by the responsible officer of this institution.

7. The competition must be announced in HRMIS.

8. Candidates who are selected and appointed through a regular competition are subject to employment under indefinite term contracts.

8.1. Their employment, after having received the appointment act, is regulated in line with the principles of the Law on Public Officials and the Labor Law of the Republic of Kosovo.

9. Documents are received by HRMU of the respective municipality, MESTI, based on the requirements for the respective competition, while for AVETAE, documents are received by the responsible officer of this institution.

10. The HRMU of the respective municipality, MESTI conducts the preliminary verification of all candidate applications to verify whether the candidates meet the general and special criteria, according to the announced competition and the criteria defined in the forms of this Regulation and compiles a list of candidates who qualify for further selection procedures, while for AVETAE, it is done by the responsible officer of this institution.

10.1. Preliminary verification of candidate applications is done within 15 days from the closing date of the competition.

10.2. The list of candidates and the relevant documentation are transferred to the commission responsible for continuing the evaluation and selection procedures.

Article 9

Content of the Competition

1. The regular public competition and the competition for the fixed-term employment must contain:

1.1. Title of the job position;

1.2. The name/s of the education institution/s where they will or where they could be placed in case of being employed.

1.3. Reference number.

1.4. Job descriptions, where the position and duties and main responsibilities are described, for a group of positions in the case of a regular competition or for one position in case of a competition for a fixed term employment.

1.5. Criteria for participation in the recruitment process and necessary qualifications.

1.6. The duration of the appointment, a brief description of whether the position is fixed term or permanent, as well as the probation period.

1.7. Closing date of the competition;

1.8. The way the application form is obtained and submitted.

1.9. Evaluation procedures.

1.10. Note that the applications submitted after the deadline and incomplete applications will be disregarded.

2. Non-majority communities and their members, persons with disabilities and the less represented gender have the right to fair and proportional representation as specified by the legislation in force.

3. If candidates apply for two or more vacant positions, they must submit separate applications for each vacant position.

Article 10
Implementation of the regular competition and the competition for a fixed-term employment

1. Implementation of the regular competition:

1.1. It is announced once a year, during the June-July period as needed.

1.2. The competition is published for a duration of 30 calendar days.

1.3. The staff recruitment process, including the information related to the final results, is completed no later than 45 days from the closing day of the regular competition.

1.4. If the competition has not been concluded within such a time limit, the Mayor of the Municipality, the General Secretary of MESTI and the Director of AVETAE are obliged to ensure proper discharge of the responsibility of the authorities that have not fulfilled such an obligation and to guarantee its proper conclusion in the shortest possible time frame.

2. Implementation of the competition for a fixed-term employment is announced:

2.1. For replacement in cases of temporary absence of a permanent employee.

2.2. In cases of temporary workload.

2.3. For specific projects with a fixed duration.

2.4. The competition is published for a duration of 5-7 calendar days.

2.5. The staff recruitment process through a fixed-term employment competition, including the information related to the final results, is conducted no later than 5 days from the closing day of the published competition.

Article 11
Selection of candidates through competition for a fixed-term employment

1. HRMU in cooperation with MED, MESTI for Resource Centers and AVETAE for Centers of Competence, selects the right candidates for replacement for fixed-term employment.
2. The selection according to paragraph 1 of this Article is conducted from the list of teachers and professional associates who are placed/identified in:
 - 2.1. The list of teachers to be transferred inside or outside the given municipality.
 - 2.2. The list of awarded candidates created after the closure of the regular competition
 - 2.3. In cases when there are no suitable candidates for replacements for fixed-term employment, according to paragraph 2 of this Article, a competition for a fixed-term employment is announced according to Articles 8, 9 and 10 of this Regulation.

Article 12
Cancellation the regular competition and the competition for fixed-term employment

1. The regular competition and the competition for fixed-term employment must be canceled in cases when they are published in violation of the competition content as defined by this Regulation.
2. The regular competition and the competition for fixed-term employment must be repeated if none of the candidates has won at least 70% of the total assessment points.
3. If the competition is canceled due to the reasons set forth in paragraph 1 of this Article or is repeated for the reasons set forth in paragraph 2 of this Article, the HRMU is obliged to announce a new competition, respectively to repeat the competition for the same vacancies within a period of eight (8) days.

CHAPTER IV
SELECTION OF PRINCIPALS AND VICE PRINCIPALS

Article 13
Conditions which must be fulfilled by the candidates to participate in the competition

1. Candidates interested to compete for positions of director and vice director in pre-university education and training institutions (hereinafter: ETI-PUE) must meet the following conditions:
 - 1.1. To be citizens of the Republic of Kosovo.

- 1.2. To have full capacity to act, according to the legislation in force.
 - 1.3. To master at least one of the official languages, in accordance with the Law on Languages.
 - 1.4. To be able to perform the relevant assignment.
 - 1.5. Not to be convicted for having committed a criminal offense intentionally.
 - 1.6. Not to have any disciplinary measures in force for a serious violation in a public institution.
 - 1.7. To have completed university education, qualification levels that meet the conditions according to the professional normative for general education and the normative for vocational education in force.
 - 1.8. Master's in leadership, administration or management in education (qualification of 300 ECTS, at least 5 years of university education);
 - 1.9. Master's in education (qualification of 300 ECTS/5 years of university education);
 - 1.10. Four-year Bachelor (qualification of 240 ECTS/4 years of university education);
 - 1.11. To have a regular teacher license according to the administrative instruction for teacher licensing.
 - 1.12. To have successfully completed a professional qualification program on leadership, administration or management in education, based on professional practice standards for school principals in Kosovo, provided by a public institution and approved by MESTI.
 - 1.13. To have at least five (5) years of work experience as a teacher in ETI-PUE.
 - 1.14. To pass successfully the admission procedures defined and the legislation in force.
2. Except for paragraph 1.1. foreign nationals can apply when this is allowed according to the legislation in force for public officials.
 3. For VET schools and Centers of Competence, the candidate must have professional training according to the normative for VETI and the relevant profile of the institution where he/she has applied.
 4. At the time of application, candidates must submit the following documents:
 - 4.1. The faculty diploma completed for the relevant level of qualification according to points 1.7, 1.8, 1.9 or 1.10 of this Article.

4.2. The certificate for having successfully completed a training program on leadership, administration or management in education, based on professional practice standards for school principals in Kosovo, provided by a public institution and approved by MESTI.

4.3. If the candidate has completed the university Master program on leadership, administration or management in education, he/she is not required to submit the evidence/certificate of training on leadership in education, according to point 1.12 of this Article.

4.4. Copy of the identity card (ID).

4.5. Health certificate issued by a licensed health institution in the last six months certifying his/her health condition.

4.6. Proof that he has not been convicted of committing a criminal offense intentionally.

4.7. Certificate of work experience in the education process, if the applicant has work experience.

4.8. The statement under oath confirming that, in the last three years, the candidate has not been in any leading position in any political party structures.

4.9. Professional portfolio with evidence according to the instructions in the forms of this Regulation.

5. For the positions of school principals, candidates shall submit a school development plan, which describes concretely the way and strategy of improving management and education quality of the school, teaching and student results in the school.

6. The application documentation, defined by this Article, shall be submitted in physical copy to the office and within the deadline determined by the public competition, as well as in electronic copy if required.

7. Applications submitted after the deadline will not be accepted, while incomplete applications will be rejected.

Article 14 **Composition of the selection commission**

1. The selection process of education staff is coordinated and managed by the employer's HRMU, in cooperation with the MED at the municipal level.

2. The MED at the municipality level, within 3 days from the end date of the announcement of the competition, issues a decision for the establishment of the Selection Commission, including the chairman of the Commission, who must be from the Municipal Education Directorate.

3. In the case of Resource Centers, the Selection Commission is established through a decision of MESTI General Secretary.

4. In the case of AVETAE, the Selection Commission is established through a decision of the AVETAE Director.

5. A Selection Commission shall be established for each group of vacancies or vacancy for which the competition takes place.

6. In terms of procedures for the appointment of the Commission, MED, MESTI and AVETAE examine whether any of the proposed members of the commission has a conflict of interest with the candidate/s who applied for such position/s according to the legislation in force.

6.1. In such a case, MED, MESTI, AVETAE is obliged by official duty to eliminate the conflict of interest by replacing the member who has such an incompatibility status according to the same procedure.

6.2. Regardless of the MED, MESTI, AVETAE selection, the selected Commission members must make a self-declaration, by signing a form, if they have any incompatibility situation with the candidates who applied in the competition that they will evaluate.

7. The Selection Commission is set up on an ad hoc basis. Its mandate ends with the issuance of the final decision/s for the selection of the candidate/s for the position/s required by the competition.

8. The Selection Commission for education institutions is obliged to have gender representation, who are dependent on the municipality and shall have the following composition:

8.1. Two members of the municipality who are proposed by the MED and approved by the Municipal Assembly. The first member is employed in the MED, while the second member proposed by the MED may be: an independent education expert, a school director with high performance, a representative from the parents' council at the municipal level with qualifications and expertise in the field of education. The member of the commission employed in the MED is also the chairman of the commission.

8.2. One member from MESTI, who is appointed by MESTI, after having received official notification, official email from the MED.

8.3. Two representatives of the Steering Council of ETI-PUE in the capacity of observers, one parent and one teacher.

9. The Selection Commission for Resource Centers has the following composition:

9.1. One (1) member from MESTI (chairman of the commission);

9.2. One (1) member from the Resource Centers for which the competition is launched;

9.3. One (1) member from the Parents' Council of the respective Resource Center.

9.4. Two representatives of the Steering Council of the Resource Center, in the capacity of observers.

10. The Selection Commission for of Centers of Competence has the following composition:
 - 10.1. One (1) member from AVETAE (chairman of the commission);
 - 10.2. One (1) member from of the Center of Competence for which the competition is launched.
 - 10.3. One (1) member from the Parents' Council of the respective Center of Competence.
 - 10.4. Two representatives of the Steering Council of the Center of Competence, in the capacity of observers.
11. The commission members from MESTI and MED must have at least a qualification equivalent to the requirements for the qualification of candidates for the position of director/vice director.
12. None of the selection commission members can be persons who are politically engaged or have a leading party position and must prove their political and party independence and impartiality.
13. In order to support the work of the Selection Commission, MESTI shall develop special Guidelines for the administration and documentation of the selection procedure within three months from the entry into force of this Regulation.

Article 15

Appointment of the director and the vice director in VETI

1. The highest administrative officer of the municipality, based on the assessment results by the Commission, according to the provisions of this Regulation, offers a contract to the candidate selected for the director and vice director of VETI-PUE.
2. The General Secretary of MESTI, based on the assessment results by the Commission, according to the provisions of this Regulation, offers a contract to the candidate selected for the director and vice director of the Resource Center.
3. The director of AVETAE, based on the assessment results by the Commission, according to the provisions of this Regulation, offers a contract to the candidate selected for the director and vice director of the Center of Competence.
4. The contract shall be prepared within three working days from having received the decision by the Selection Commission for the successful candidate for the director and vice director.

Article 16

Employment contract

1. After having received the decision on the appointment of the director/vice director of ETI-PUE, the selected candidate will sign the employment contract in which the rights, obligations and responsibilities of the selected director/vice director are stated.

2. The director and vice director of ETI-PUE implement policies for child safety and protection.
3. The time frame of the contract is four (4) years, with the possibility of an extension for one term in the same ETI-PUE.
4. The contract may be extended in the same ETI-PUE, without public competition, based on the performance evaluation results and achievement of expectations, as regulated by a separate by-law.
5. After the expiry of the contract, according to paragraphs 3 and 4 of this Article, the candidate has the right to apply to another ETI-PUE through a public competition.

Article 17

Termination of the contract

1. The termination of the contract of the director and vice director is considered when:
 - 1.1. The director or vice director requests termination of the contract for various reasons. The request for termination of the contract is submitted at least 60 days before the termination of the contract.
 - 1.2. The director or vice director reaches retirement age.
 - 1.3. With the decision of the medical-legal commission confirming his/her incapacity to perform duties.
 - 1.4. The director or vice director commits legal violations for which the disciplinary measure for dismissal from the position is taken. The legal violations are as follows:
 - 1.4.1. There are recommendations from the Education Inspectorate and the MED about irregularities or apparent weaknesses in the management of ETI-PUE.
 - 1.4.2. He/she has taken decisions and conducted activities in the school institution contrary to the by-laws and decisions issued by MESTI for pre-university education and municipal regulations.
 - 1.4.3. There are repeated cases of violations, for which the disciplinary measure imposed by the Disciplinary Commission at the municipal level is still in force or there is a warning for removal from the position due to legal violations.
 - 1.4.4. He/she has committed a violation of the procedures related to the normal flow of national assessments (Achievement Test and State Matura Exam) and international assessments.
 - 1.4.5. He/she has participated in activities of political parties, has organized or allowed the participation of the school staff or students in these activities, during the teaching and learning process.

1.4.6. It is ascertained that after being appointed to the position of director/vice director of ETI-PUE, he/she has engaged in the leading forums of political parties.

1.5. The position is open for other reasons beyond the cases presented in paragraph 1 of this Article and points 1.1 - 1.4.

2. The ending of the contract of the director and vice director according to paragraph 1 of this Article and points 1.1 - 1.4, leads to the announcement of the public competition to fill in the vacancies for the positions of the director and vice director in VETI-PUE in the Republic of Kosovo.

3. The contract of the Director shall not be extended in case he/she demonstrates poor performance in the leadership of the education institution even after recommendations for improvement and this is documented through performance assessment.

4. In cases of ending the mandate, discharge or non-continuation of the mandate of the director and vice director, he/she shall be placed in the position of a teacher in the respective municipality.

Article 18 **Temporary appointment**

1. The temporary appointment of the director and vice director is done by the entities that are responsible for appointing candidates with a full mandate for these positions.

2. The temporary appointment of the director/vice director is done when:

2.1. The director/vice director does not exercise his/her duties temporarily, based on the cases and duration allowed by the legislation in force.

2.2. The position of the director/ vice director is announced as vacant and temporary appointment in such cases is made until the completion of legal procedures for the selection of the director/vice director of ETI-PUE as defined by this Regulation.

3. For ETI-PUE that are under the management of the municipality, temporary appointment of the director/vice director is done by the Mayor of the municipality, with a proposal from the MED.

3.1. The MED proposes the vice director of the same school for temporary appointment to the position of the director.

3.2. In the case when the school does not have a vice director, MED proposes a teacher with equivalent qualification for temporary appointment in the position of director.

3.3. The MED proposes a teacher at the same school for the temporary appointment in the position of the vice director, with an equivalent qualification for this position;

3.4. In cases when the school does not have teachers with equivalent qualifications for these positions, teachers from other schools may be proposed for temporary appointment in such positions.

4. For ETI-PUE that are under the management of MESTI and AVETAE, the temporary appointment of the director/vice director is made by the General Secretary of MESTI, respectively by the AVETAE Director.

Article 19 **Retaining the job position**

1. The principals /vice principals of ETI-PUE selected through a public competition have the right to retain their preliminary job positions for the duration while exercising the duties of the director/vice director.

2. Retainment of the job position takes place at ETI-PUE where the director/vice director/has been engaged in teaching with full norm.

2.1. In cases when the number of classrooms decreases, which affects the loss of his/her norm, the job position is retained within the ETI-PUE of the municipality in the relevant profile as education staff.

CHAPTER V **SELECTION OF TEACHERS**

Article 20 **Conditions which must be fulfilled by the candidates to participate in the competition.**

1. Candidates interested in applying for education staff must meet the following conditions:

1.1. To be citizens of the Republic of Kosovo.

1.2. To have full capacity to act, according to the legislation in force.

1.3. To master at least one of the official languages, in accordance with the Law on Languages.

1.4. To be able to perform the relevant assignment.

1.5. Not to be convicted for having committed a criminal offense intentionally.

1.6. Not to have any disciplinary measures in force for a serious violation in a public institution.

1.7. To pass successfully the admission procedures defined and the legislation in force.

2.Except for paragraph 1.1. foreign nationals can apply when this is allowed according to the legislation in force for public officials.

3.At the time of application, candidates must submit the following documents:

3.1. The completed faculty diploma for the relevant level.

3.2. Health certificate issued by a licensed health institution certifying his/her health condition.

3.3. Certificate of work experience in teaching, if the applicant has work experience.

3.4. Teacher license, according to the procedures for issuing teacher licenses, if this has not been abrogated through a MESTI by-law which regulates teacher state exam.

3.4.1. Except for candidates applying for the position of beginner teacher, the criterion provided in paragraph 3.4 is not required to be met.

3.5. Proof on successful completion of the teacher state exam according to the relevant legislation for regulated professions, if such an exam has become mandatory to exercise the teaching profession through another MESTI by-law.

3.6. Proof that he/she is not convicted of committing a criminal offense intentionally.

3.7. Candidates who have work experience shall also submit a professional portfolio with a summary of their work.

Article 21

Composition of the selection commission

1.The selection process of education staff is coordinated and managed by the employer's HRMU in cooperation with the Municipal Education Directorate at the municipal level, MESTI for Resource Centers, and the Agency for Vocational Education and Training and Adult Education (hereinafter AVETAE).

2.For the selection of education staff at municipal level, the Municipal Education Directorate issues a decision on the establishment of the Selection Commission, including the chairman of the Commission, who must be an MED official.

2.1. A Selection Commission shall be established for each group of positions or a position for which the competition takes place.

2.2. The Commission for selection of teachers has the responsibility to interview and assess by points the candidates who meet the conditions and criteria, according to the procedures defined by this Regulation.

3. For the selection of education staff in Resource Centers, MESTI issues a decision on the establishment of the Selection Commission, including the chairman of the Commission, who must be a MESTI official.

3.1. A Selection Commission shall be established for each group of positions or a position for which the competition takes place.

3.2. The Commission for selection of teachers has the responsibility to interview and assess by points the candidates who meet the conditions and criteria, according to the procedures defined by this Regulation.

4. For the selection of education staff in Centers of Competence, the AVETAE issues a decision on the establishment of the Selection Commission, including the chairman of the Commission, who must be an AVETAE official.

4.1. A Selection Commission shall be established for each group of positions or a position for which the competition takes place.

4.2. The Commission for selection of teachers has the responsibility to interview and assess by points the candidates who meet the conditions and criteria, according to the procedures defined by this Regulation.

5. In terms of procedures for the appointment of the Commission, MED, MESTI and AVETAE examine whether any of the proposed members of the commission has a conflict of interest with the candidate/s who applied for such position/s according to the legislation in force.

5.1. In such a case, MED, MESTI and AVETAE are obliged by official duty to eliminate the conflict of interest by replacing the member who has such an incompatibility status according to the same procedure.

5.2. Regardless of the MED, MESTI, AVETAE selection, the selected Commission members must make a self-declaration, by signing a form, if they have any incompatibility situation with the candidates who applied in the competition that they will evaluate.

6. Commission members must have at least a qualification equivalent to the requirements for the position announced in the competition.

7. The Selection Commission is set up on an ad hoc basis. Its mandate ends with the issuance of the final decision/s for the selection of the candidate/s for the position/s required by the competition.

8. For the selection of education staff at the municipal level, the Selection Commission consists of five members:

8.1. One MED member from the ranks of education officials at the municipal level, who meets the requirements defined in points 5 and 6 of this Article, and who is also the chairman of the commission.

- 8.2. One teacher member appointed by MED who comes from the relevant field for the position announced in the competition.
 - 8.3. One member appointed by the Parents' Council at the municipal level;
 - 8.4. One professional member, appointed by MED, who must be an outstanding expert in education in the relevant curricular field.
 - 8.5. One member is nominated by the HRMU and who must be a human resource expert.
9. For the selection of education staff in the Resource Centers, the Selection Commission consists of five members:
- 9.1. One MESTI member from the ranks of pre-university education officials, who meets the requirements defined in points 5 and 6 of this Article, and who is also the chairman of the Commission.
 - 9.2. One teacher member appointed by the Resource Center, who comes from the relevant field for the position announced in the competition.
 - 9.3. One member appointed by the Parents' Council at the level of the Resource Center.
 - 9.4. One professional member, appointed by MESTI, who must be an outstanding expert in education in the relevant curricular field.
 - 9.5. One member is nominated by the HRMU and who must be a human resource expert.
10. For the selection of education staff in the Centers of Competence, the Selection Commission consists of five members:
- 10.1. One AVETAE member from the ranks of officials, who meets the requirements defined in points 5 and 6 of this Article, and who is also the chairman of the Commission.
 - 10.2. One teacher member appointed by AVETAE, who comes from the relevant field for the position announced in the competition.
 - 10.3. One member appointed by the Parents' Council at the level of the Center of Competence.
 - 10.4. One professional member, appointed by AVETAE, who must be an outstanding expert in education in the relevant curricular field.
 - 10.5. One member is nominated by AVETAE, who must be a human resource expert.
11. None of the selection commission members can be persons who are politically engaged or have a leading party position and must prove their political and party independence and impartiality.

12. In order to support the work of the Selection Commission, MESTI shall develop special Guidelines for the administration and documentation of the selection procedure within three months from the entry into force of this Regulation.

CHAPTER VI SELECTION OF PROFESSIONAL ASSOCIATES, ASSISTANTS, INSTRUCTORS AND SCHOOL SECRETARIES

Article 22

Conditions which must be fulfilled by the candidates to participate in the competition

1. Candidates interested in applying for professional associates, assistants, instructors and school secretaries must meet the following conditions:

1.1. To be citizens of the Republic of Kosovo.

1.2. To have full capacity to act, according to the legislation in force.

1.3. To master at least one of the official languages, in accordance with the Law on Languages.

1.4. To be able to perform the relevant assignment.

1.5. Not to be convicted for having committed a criminal offense intentionally.

1.6. Not to have any disciplinary measures in force for a serious violation in a public institution.

1.7. To pass successfully the admission procedures defined in the legislation in force.

2. Except for paragraph 1.1. foreign nationals can apply when this is allowed according to the legislation in force for public officials.

3. At the time of application, candidates must submit the following documents:

3.1. The completed faculty diploma for the relevant level.

3.2. Health certificate issued by a licensed health institution certifying his/her health condition.

3.3. Proof that he/she has not been convicted of committing a criminal offense intentionally.

3.4. Certificate of work experience in the relevant field required by the competition, if the applicant has work experience.

3.5. Proof for successful completion of the teacher state exam according to the relevant legislation for regulated professions, if such an exam has become mandatory to exercise the required profession through another MESTI by-law.

3.6. Candidates who have work experience shall also submit a professional portfolio with a summary of their work.

Article 23 **Composition of the selection commission**

1.The selection process of professional associates, assistants, instructors and school secretaries is coordinated and managed by the employer's HRMU in cooperation with the Municipal Education Directorate for education at the municipality level, MESTI for Resource Centers and AVETAE for Centers of Competence.

2.The MED, MESTI and AVETAE, within 3 days from the end date of the announcement of the competition, issue a decision for the establishment of the Selection Commission, including the chairman of the commission.

3.A Selection Commission shall be established for each group of positions or a position for which the competition takes place.

4.In terms of procedures for the appointment of the Commission, MED, MESTI and AVETAE examine whether any of the proposed members of the commission has a conflict of interest with the candidate/s who applied for such position/s according to the legislation in force.

4.1. In such a case, MED, MESTI and AVETAE are obliged by official duty to eliminate the conflict of interest by replacing the member who has such an incompatibility status according to the same procedure.

4.2. Regardless of the MED, MESTI, AVETAE selection, the selected Commission members must make a self-declaration, by signing a form, if they have any incompatibility situation with the candidates who applied in the competition that they will evaluate.

5.The majority of the Commission members must have at least a qualification equivalent to the qualification requirements of the candidates who have applied in the competition for the position of professional associates, assistants, instructors and secretaries.

6.The Selection Commission is set up on an ad hoc basis. Its mandate ends with the issuance of the final decision/s for the selection of the candidate/s for the position/s required by the competition.

7.For the selection of professional associates, assistants, instructors and school secretaries, the commission consists of five members:

7.1. One MED member from the ranks of education officials at the municipal level, who meets the requirements defined in points 5 and 6 of this Article, and who is also the chairman of the commission.

7.2. One member appointed by MED who comes from the relevant field for the position announced in the competition.

7.3. One member appointed by the Parents' Council at the municipal level.

7.4. One professional member, appointed by MED, who must be an outstanding expert in the relevant education field for the position announced in the competition.

7.5. One member is nominated by the HRMU, who must be a human resource expert.

8. For the selection of professional associates, assistants, instructors and secretaries in the Resource Centers, the commission consists of five members:

8.1. One MESTI member from the ranks of pre-university education officials, who meets the requirements defined in points 5 and 6 of this Article, and who is also the chairman of the Commission.

8.2. One member appointed by the Resource Center, who comes from the relevant field for the position announced in the competition.

8.3. One member appointed by the Parents' Council at the level of the Resource Center.

8.4. One professional member, appointed by MESTI, who must be an outstanding expert in the relevant education field for the position announced in the competition.

8.5. One member is nominated by the HRMU, who must be a human resource expert.

9. For the selection of professional associates, assistants, instructors and secretaries in the Centers of Competence, the commission consists of five members:

9.1. One AVETAE member from the ranks of officials, who meets the requirements defined in points 5 and 6 of this Article, and who is also the chairman of the Commission.

9.2. One member appointed by AVETAE, who comes from the relevant field for the position announced in the competition.

9.3. One member appointed by the Parents' Council at the level of the Center of Competence.

9.4. One professional member, appointed by AVETAE, who must be an outstanding expert in the relevant education field for the position advertised in the competition.

9.5. One member is nominated by AVETAE, who must be a human resource expert.

10. In order to support the work of the Selection Commission, MESTI shall develop special Guidelines for the administration and documentation of the selection procedure within three months from the entry into force of this Regulation.

CHAPTER VII

NOTIFYING APPLICANTS AND SELECTION PROCEDURE

Article 24

Manner of notifying applicants

1.The written notification of applicants in the competition is done:

1.1. By mail, by e-mail or by a message from the official mobile phone number used by the HRMU in the municipality, MESTI and AVETAE.

1.2. For those applicants who have not indicated their resident address, email or mobile phone number in their CV, the notification is made in a public place, as defined in the competition;

1.3. The way of notifying applicants, as defined by this Article, applies to all stages of the staff selection process in which it is required to notify the applicants, as in Articles 18, 19, 20, 21 and 22.

Article 25

The selection procedure for education staff

1.The selection procedures are the same for the regular competition and the competition for fixed-term employment.

2.In the competition for the selection of education staff, the HRMU of the municipality, MESTI, AVETAE conducts the preliminary verification of all candidate applications to ascertain whether the candidates meet the general and specific criteria, according to the announced competition and the criteria defined in the forms of this Regulation and compiles the list of candidates who qualify for testing, within 15 (fifteen) days after the expiry of the competition deadline.

3.Candidates who qualify for the written test are notified of the date, time and place of the written test at least 48 (forty-eight) hours in advance.

4.For the implementation of the selection procedure of principals and vice principals, teachers, professional associates, assistants, instructors and school secretaries in public education and training institutions of pre-university education,

5.MESTI shall develop special Guidelines for the administration and documentation of the selection procedure within three months of the entry into force of this Regulation.

CHAPTER VIII

ASSESSMENT OF CANDIDATES

Article 26

Criteria for assessing knowledge, skills and professional qualities of candidates.

1.The assessment of knowledge, skills and professional qualities of the candidates is done according to the following criteria and those placed in respective forms of this Regulation:

- 1.1. Written test.
- 1.2. Oral interview, part of which is the portfolio evaluation.

Article 27

Written test

1.The written test is prepared by the Commission, depending on the specific profile for which the competition has been announced.

- 1.1. The written test is developed by the Selection Commission in a closed session which must take place no earlier than 120 minutes from the moment of starting the written test for the candidates.
- 1.2. The Commission must remain in a closed environment, without access to electronic means, until the end of the written test.
- 1.3. The written test constitutes 50% of the weight of the candidate's overall assessment.

2.The test for staff must be the same for all applicants of a relevant staff level.

- 2.1. In terms of questions for the written test for principals /vice principals , questions must be clearly formulated and in harmony with the Standards of Professional Practice for school principals.
- 2.2. As for the questions related to the written test for teachers, they must be clearly formulated and in harmony with teacher competences for the entry phase into teaching and for the phase of career teacher, as defined in the Strategic Framework for Teacher Development in Kosovo.
- 2.3. As for the questions related to the written test for professional associates, assistants, instructors and school secretaries, the questions must be clearly formulated and in accordance with the duties, responsibilities and competencies required for the respective position.

3.The test should contain one hundred (100) points. The test contains 25 questions, and each question is evaluated with a maximum of 4 points.

4.The duration of the written test is no more than ninety (90) minutes.

5.The Selection Commission, when preparing the test may also provide questions in the form of an essay, if considered necessary.

5.1.The essay must be related to the profession and position for which they have applied.

5.2.The essay also contains a certain number of points which, together with points and questions, must not exceed the total of one hundred (100) points provided in paragraph 3 of this Article.

5.3.The essay is assessed by all members of the Selection Commission individually, who sign the assessment form. By adding the points of each member of the Commission, the average of the final assessment for the essay can be calculated by the Commission, for a particular candidate.

6.After the conclusion of the written test, the Selection Commission compiles the list with the results achieved in the test within ten (10) days.

7.All tested participants shall be notified of the test results.

8.The notification also contains the applicant's right to have access to the test within 3 days after receiving the notification, according to the procedure for access to official documents.

9.The Selection Commission, after reviewing possible remarks and correcting the test results, compiles the final list of applicants according to the points obtained.

10.Any member of the Parents' Council at the school level, accredited civil society organizations or accredited citizens in the observer role have the right to monitor the process of conducting the test from the beginning to the end.

Article 28

Oral test (interview)

1.The Selection Commission invites to oral test/interview the participants of the written test who have achieved 50% or more of the points in the written test.

2.The oral test/interview constitutes 50% of the weight of the candidate's overall assessment.

3.The oral test/interview is divided into two parts:

3.1.Structured interview with questions from Commission members which constitutes 30% of the assessment weight of the oral test/interview part:

3.1.1. In the case of VETI-PUE candidates for the position of director, the presentation of the school development plan concept is part of the oral test/interview. In this case, presentation of the school development plan concept is assessed within 30% of the assessment weight of the oral test/interview part according to point 3.1. of this Article.

3.2.Professional portfolio which constitutes 20% of the assessment weight of the oral test/interview part.

4. The oral test/interview is conducted within ten (10) days from the publication of the final results of the written test.
5. Notification of participants for the oral test/interview contains the date, time and location of holding the interview.
6. Candidates shortlisted for an oral test/interview must be notified in writing at least 48 hours before the interviews take place.
7. The Chairman and the members of the Selection Commission prepare separate questions (according to the fields defined in the relevant form of this Regulation).
8. The questions must be clearly formulated and must be related to the position for which the candidates have applied, and tasks, responsibilities and competences required for the relevant position.
9. The total number of points in oral test/interview must not exceed one hundred (100) points.
10. The Chairman and the members of the Selection Commission take notes and give scores to each participant individually during the interview and in a completely confidential manner.
 - 10.1. Only after the completion of all interviews, the Commission members meet in a consultative session and exchange the points scored by each candidate.
 - 10.2. The Chairman of the Commission calculates average scores for each candidate and presents them in a list of successful candidates.
 - 10.3. A successful candidate is considered to be the one who has obtained at least 70% of the total assessment points combined from the written and oral test/interview.
11. The Selection Commission, after concluding the interviews, together with the minutes of the meeting, prepares the final list from the interview according to the relevant form of this Regulation within three (days).
12. The final list is compiled by ranking participants according to the points obtained from the written test and oral test/interview, as well as the total points defined according to the requirements in the relevant form of this Regulation.
13. Any member of the Parents' Council at the school level, accredited civil society organizations or accredited citizens in the observer role by MED, MESTI and AVETAE have the right to monitor the process of conducting the test from the beginning to the end.
14. After completing the scoring of each candidate and compiling a preliminary list of the results, the Parents' Council and other monitoring parties present their monitoring results to the Selection Commission in a consultation session on the same day.

Article 29

Professional portfolio

- 1.Submission of the professional portfolio is the initial requirement for every candidate in the public competition.
- 2.The Selection Commission prepares a list with relevant data for all candidates who have competed.
- 3.The list is prepared according to the requirements defined in the relevant form of this Regulation.
- 4.The review of the documentation submitted with the professional portfolio is done by the Selection Commission based on the selection criteria and terms defined by the competition.
- 5.The list of candidates who qualify for the written test and the oral test/interview is created with all the candidates who meet the conditions of the competition.
- 6.The evaluation of the candidates' evidence provided in the professional portfolio is done according to the relevant form of this Regulation and contains a maximum of 20% out of 50% of the points of the oral test/interview.
- 7.Evidence provided in the professional portfolio is evaluated with relevant points as follows:
 - 7.1. The degree/level of qualification (maximum 5 points),
 - 7.2. Average grade during basic studies (maximum 2 points),
 - 7.3. Average grade during master studies (maximum 2 points),
 - 7.4. Attendance in training programs that are relevant to the position for which he/she is applying (maximum 3 points),
 - 7.5. Evidence of his/her contribution to education development processes that are relevant to the position for which he/she is applying (maximum 5 points),
 - 7.6. Relevant work experience for the position he/she is applying for (maximum 3 points).

Article 30

Selection decision

- 1.After concluding the interview process, the Selection Commission issues final score results for each candidate, based on the relevant form of this Regulation.
- 2.The final score result is calculated according to the formula of total points deriving from: the written test (50 points) and oral test/interview (50 points).
- 3.Only the candidates who have obtained at least 70% of the average sum of points from the written and oral test/interview are listed.

- 4.The relevant form is signed by the Commission members.
- 5.The Selection Commission, based on the points in the relevant form of each candidate for the respective position or group of respective positions, prepares the relevant form with the results of overall assessment of the candidates, according to the ranking of the maximum points.
- 6.The Commission makes the final selection of the winning candidate evaluated with the most points, with at least 70% of the total points according to the relevant form of this Regulation.
- 7.The Selection Commission issues the decision based on the relevant form of this Regulation.
- 8.HRMU at the municipal level, MESTI and AVETAE, based on their competencies, publish the final results on their websites, notifying the dissatisfied candidates of their right to appeal, according to the procedures of Article 15 of this Regulation.
- 9.The results publication document is the decision on the selection of education staff for all applicants within the respective competition.
- 10.The highest administrative officer of the municipality, based on the decision of the Selection Commission, offers a contract to the selected candidate.
- 11.The highest administrative officer of the municipality, based on the decision of the Selection Commission, in the case of the school director and vice director category, offers a contract to the selected candidate.
- 12.The General Secretary of MESTI, based on the decision of the Selection Commission, offers a contract to the candidate selected in the Resource Center.
- 13.The director of AVETAE, based on the decision of the Selection Commission, offers a contract to the candidate selected in the Center of Competence.

Article 31

List of winning candidates

- 1.The list of winning candidates is an official document as an integral part of the final competition results.
- 2.The list of winning candidates includes unsuccessful candidates who have met the criteria of the competition, i.e. who have passed the written test and the oral test/interview by accumulating at least the 70% of points as defined in Article 30, point 3 of this Regulation.
- 3.The ranking of the candidates in the list of winning candidates is done according to the score in the list of final results.
- 4.The duration of the list of winning candidates is one year from its publication.
- 5.The duration of employment of the candidates from the winning list can be up to one (1) year.

6.Except for paragraph 4 of this Article, in order to preserve the public education interest, the duration of employment may continue for more than one year until the announcement of the public competition or until the return of the regular employee to the workplace. In any case, the extension cannot be made for more than two years.

7.All candidates, according to paragraph 1 of this Article, who are included in the list of winning candidates, can be temporarily employed in ETI-PUE. Their employment under no circumstances implies the establishment of regular employment relationship but is temporary employment due to the specificities in education.

8.The procedure for employing candidates from the waiting list is as follows:

8.1. Director of the ETI-PUE shall inform, during the day, the MED, MESTI, AVETAE in writing and by phone regarding the employments that must be carried out from the list of winning candidates.

8.2. The MED, MESTI, AVETAE propose the recruitment of a candidate from the list of winning candidates to the highest Administrative Officer of the municipality, who issues a decision on his/her recruitment within twenty-four (24) hours.

8.3. MED, MESTI, AVETAE shall invite candidates from the winning list by phone and e-mail according to the ranking in the list.

8.4. If the first notified candidate does not respond within 24 hours from the time he/she was notified, then the MED, MESTI, AVETAE continue with the next candidate. MED, MESTI, AVETAE keep an official record of notified candidates and the candidates who have refused to be engaged.

8.5. MED for education institutions, MESTI for Resource Centers, and AVETAE for Centers of Competence temporarily engage candidates from the list of winning candidates in VETI-PUE through a fixed-term contract.

9.Each time, the employer and the employee engaged under this article, conclude a contractual agreement, an employment contract on a fixed-term basis, by specifying the start and end date of the contract.

Article 32 **Replacement of teachers with serious health conditions**

1.Replacement of teachers with serious health conditions is done by MED, MESTI, AVETAE.

2.Replacement is done with a teacher of the respective profile by:

2.1. Engaging a teacher already employed in the municipality who does not have the full teaching norm.

2.2. Engaging a new teacher from the list of winning candidates.

2.3. Engaging a teacher employed in the municipality who can take additional/overtime teaching hours.

3. In the absence of teachers of the relevant profile, according to paragraph 2 of this Article (points 2.1 - 2.3), the municipality announces a public competition for a fixed-term employment.

4. MESTI issued Guidelines regarding the replacement and payment procedure for teachers with serious health conditions.

Article 33 **Appeal procedure**

1. The applicant who is dissatisfied with the selection decision may file an appeal within eight (8) days from receiving the decision.

2. Complaints are reviewed by the employer's Complaints Commission.

3. The Complaints Commission, within fifteen (15) days after the end of the complaint deadline, must review them and make a decision to:

3.1. Reject the complaint as ungrounded.

3.2. Repeal the decision for the selected applicant by the Commission, and request from MED, MESTI, AVETAE to establish a new Selection Commission according to the same appointment procedure as provided in Article 9, which must repeat the procedural steps from developing the written test and onwards.

3.3. Return the case for procedural review by describing the omissions that should be avoided.

4. The complainant, dissatisfied with the decision of the Appeals Commission, can initiate the administrative conflict procedure in the competent court.

5. In cases when the Appeals Commission decides, based on paragraphs 3.2 and 3.3 of this Article, then the Selection Commission must address the omissions or repeat the assessment within a time frame of 15 days from the moment the Appeals Commission has issued the decision.

6. The decision resulting from the repeated process or when the omissions of the Selection Commission have been rectified constitutes a final act in the administrative procedure and can only be sued in an administrative conflict.

7. After the appeal procedure is closed, the employment contract is concluded with the selected candidate.

Article 34
Guidelines for administering the selection procedure

MESTI shall prepare special Guidelines for the implementation of this Regulation with relevant annexes for the administration and documentation of the selection procedure and appointment of principals and vice principals, teachers, professional associates, assistants, instructors and secretaries in VETI-PUE.

Article 35
Supervising the implementation of this Regulation

The supervision of the implementation of this Regulation is done by the Labor Inspectorate and Education Inspectorate.

Article 36
Repealing Provisions

1. Upon entry into force of this Regulation, the following shall be repealed:

1.1. Administrative Instruction No. 17/2009 on the selection procedure for education staff at school.

1.2. The Administrative Instruction No. 151/2020 on the duties and responsibilities of principals and vice principals of public pre-university education and training institutions in the Republic of Kosovo, selection procedures and appointments, termination of contracts and temporary appointments.

Article 37
Entry into force

This Regulation enters into force seven (7) days after its approval by the Government of the Republic of Kosovo and its publication in the Official Gazette.

Albin Kurti

Prime Minister of the Republic of Kosovo

24. July 2024