



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

REGULATION (OPM) No.10/2024
ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS
IN EXECUTIVE AGENCY OF THE CENTRAL LABOUR
INSPECTORATE¹

¹ Regulation (OPM) No. 10/2024 on Internal Organization and Systematization of in Executive Agency in the Central Labour Inspectorate, has been approved by the Prime Minister, with Decision No. 153/2024, dated 04.09.2024.

Prime Minister of the Republic of Kosovo,

Pursuant to Article 94, paragraph 10 of the Constitution of the Republic Kosovo, Article 28 of Law No. 06/ L-113 on the Organization and Functioning of the State Administration and Independent Agencies (Official Gazette No. 7/01 March 2019, Prishtina), Article 3, paragraph 3.1 of Law No. 2002/9 on Labour Inspectorate in Kosovo, Article 9 (paragraph 1, subparagraph 1.11) of Law No. 08/L-117 on the Government of the Republic of Kosovo, in accordance with Article 9, paragraph 7 of Regulation (GRK) No. 01/2020 on Standards of Internal Organization, Systematization of Jobs and Cooperation in Institutions of State Administration and Independent Agencies

Issues:

REGULATION (OPM) No.10/2024 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN EXECUTIVE AGENCY OF THE CENTRAL LABOUR INSPECTORATE

**Article 1
Purpose**

The purpose of this Regulation shall be to define the internal organization and systematization of the Executive Agency of the Central Labour Inspectorate.

**Article 2
Scope**

1. This regulation shall apply to the Executive Agency of the Central Labour Inspectorate.
2. The scope of the Executive Agency of the Central Labour Inspectorate shall be defined by the Law on Labour Inspection and any other applicable legislation in Kosovo that falls within the area governing the labour relationship and occupational health and safety.
3. The duties and responsibilities of the Executive Agency of the Central Labour Inspectorate shall be defined by a specific law on the Executive Agency of the Central Labour Inspectorate.

**Article 3
Mission of the Executive Agency of the Central Labour Inspectorate**

The Executive Agency of the Central Labour Inspectorate shall oversee the implementation of legislation on labour relations and occupational health and safety.

CHAPTER I

INTERNAL ORGANIZATION OF THE EXECUTIVE AGENCY OF THE CENTRAL LABOUR INSPECTORATE

Article 4 Organisational structure

1. The organizational structure of the Executive Agency of the Central Labor Inspectorate shall be as follows:

1.1. Office of the Executive Director;

1.2. Departments;

1.3. Divisions.

2. The number of employees in the Executive Agency of the Central Labour Inspectorate shall be one hundred seventy-one (171).

Article 5 Office of the Executive Director

1. The Office of the Executive Director shall consist of:

1.1. Executive Director;

1.2. Deputy Executive Director;

1.3. Professional staff;

1.4. Support staff.

2. Other positions that report directly to the Executive Director are:

2.1. Internal Auditor;

2.2. Certifying Officer.

3. The duties and responsibilities of the Executive Director shall be defined by the relevant Law on the Organization and Functioning of State Administration and Independent Agencies, the relevant Law on Public Officials, the Law on the Labour Inspectorate as well as other applicable legislation.

4. The duties and responsibilities of the Deputy Executive Director shall be defined by the Law on Labour Inspection, procedures and other applicable legislation, as well as by the job description for this position.
5. The duties and responsibilities of civil servants in the Office of the Executive Director shall be defined by the respective Law on Public Officials and other relevant applicable legislation.
6. The number of employees in the Office of the General Executive Director shall be seven (7).

Article 6
Departments and Divisions within the Executive Agency of the Central Labour Inspectorate

1. The Departments and Divisions within the Executive Agency of the Central Labour Inspectorate shall be:
 2. Department of Administration and General Services.
 - 2.1. Legal Division;
 - 2.2. Logistics Division;
 - 2.3. Information Technology Division;
 - 2.4. Archives Division.
 3. Department for Quality inspections:
 - 3.1. Division for Quality and Standardization inspection.
 - 3.2. Division for Statistics
 4. Human Resources Division;
 5. Public Procurement Division;
 6. Budget and Finance Divisio;
 7. Prishtina 1 Inspection Division (Prishtina, Fushe Kosova, Lipjan and Graqanica);
 8. Prishtina 2 Inspection Division (Podujeva, Obiliq and Drenas);
 9. Mitrovica Inspection Division;
 10. Peja Inspection Division;

11. Prizren Inspection Division;
12. Ferizaj Inspection Division;
13. Gjilan Inspection Division;
14. Gjakova Inspection Division.

Article 7
Department of Administration and General Services

1. The mission of the Department of Administration and General Services shall be to provide administrative, legal, logistical and information technology support to the Administrative Units within ACLI.
2. The duties and responsibilities of the Department of Administration and General Services shall be:
 - 2.1. Manage and coordinate the provision of general services for the entire ACLI system, in accordance with the applicable legislation;
 - 2.2. Manage archived cases;
 - 2.3. Provide logistics services;
 - 2.4. Provides legal services;
 - 2.5. Ensure and manage the provision of translation services;
 - 2.6. Ensure asset management, including stocks.
3. The Director of the Department of Administration and General Services shall report to the Executive Director.
4. The following divisions shall be part of the Department of Administration and General Services:
 - 4.1. Legal Division;
 - 4.2. Logistics Division;
 - 4.3. Information Technology Division;
 - 4.4. Archives Division.

5. The number of employees in the Department of Administration and General Services shall be sixteen (16).

Article 8 Legal Division

1. The Legal Division is mission to provide legal support for oversight of the implementation of legislation for all Administrative Units within the Agency;

2. Duties and responsibilities of the Legal Division are:

2.1. Coordinates the consultation process and preparation of relevant documents;

2.2. Provides professional legal advice for the needs of the Agency's staff;

2.3. Provides assistance to the organizational structures of the Agency in identifying issues to be evaluated;

2.4. Coordinates legislative activities;

2.5. Provides legal support in the area of legislation for the Agency;

2.6. Provides legal support in drafting proposals, draft agreements, memorandums and contract proposals for the Agency;

2.7. Draft decisions and other draft contracts according to the requests of the Departments of the Agency;

2.8. Coordinates the Legislative Activities of the Agency with the Relevant Institutions.

2.9. Cooperates and coordinates with the State Attorney for judicial representation of the Agency in court;

2.10. Maintains the register of sub-legal acts of the Agency;

2.11. Oversee and monitor the implementation of legislation within the scope of the Agency;

2.12. Coordinates activities with all organizational structures of the Agency for the implementation of legislation;

2.13. Identify problems of implementation of normative acts by the Agency;

2.14. Providing concrete comments and recommendations in the case of drafting various legal and sub-legal acts, public explanatory decisions, various memoranda etc.

3. Head of the Legal Division, reports to the Director of the Department for Administration and General Services.

4. The number of employees within the Legal Division is three (3).

Article 9
Logistics Division

1. The mission of the Logistics Division shall be to provide logistical support to the Administrative Units within the Agency.

2. The duties and responsibilities of the Logistics Division shall be:

2.1. Provide working and accommodation conditions for Agency staff;

2.2. Manage the inventory and warehouses of the Agency;

2.3. Handle the acceptance, control of assets, management of stocks, and preparation of relevant reports.

2.4. Monitor the asset movement and provide relevant information regarding asset movement and prepare documentation for asset movement - alienation;

2.5. Provide services for the needs of the Agency for inventory, goods and other office equipment for work;

2.6. Ensure the provision of transport services and manage the Agency's official vehicles and those that are in use;

2.7. Provide logistical support for organizing meetings of Agency personnel;

2.8. Provide logistic services to the personnel and needs of the institution;

2.9. Provide secretarial service to other departments and divisions of the Agency.

3. The Head of the Logistics Division shall report to the Director of the Department of General and Services.

4. The number of employees within the Logistics Division shall be six (6).

Article 10
Information Technology Division

1. The mission of the Information Technology Division shall be to provide technology and maintenance support to administrative units within the Agency.

2. The duties and responsibilities of the Information Technology Division shall be:

- 2.1. Develop and implement technological policies and procedures in accordance with those of the organization to ensure efficient operation of specific departments and implement policies and guidelines issued by the Agency in accordance with the legal framework;
 - 2.2. Prepare the annual work plan and plan for the implementation of new projects, maintenance of existing systems, and planning of necessary hardware and software for the Agency;
 - 2.3. Develop, administer, monitor and maintain the overall network, system, and applications of the Agency and develop the Strategic Plan and advancement of information technology systems in the Agency;
 - 2.4. Ensure and oversee official communication through the electronic system conducted via email;
 - 2.5. Cooperate and coordinate with the Agency for Information Society and other institutions in the area of TI;
 - 2.6. Develop and maintain the Information and Communication Technology (ICT) Services Portfolio, define processes in accordance with technology standards (ITIL), and ensure necessary resources for the provision of ICT services, as well as the implementation of ISO 27001 processes and standards;
 - 2.7. Organize and monitor daily work applications, ensure availability and performance according to Operational Level Agreements (OLA);
 - 2.8. Manage desktop computers (or mobile computers), as well as install the applications and various tools (centralized updates and installations, or on individual computers);
 - 2.9. Update antivirus programs;
 - 2.10. Plan the annual budget within the scope of the division for operational costs and maintenance of equipment;
 - 2.11. Maintain the digital Information Systems of the Agency;
 - 2.12. Manage and maintain the official website and official social media pages of the Agency in cooperation with the Office of the Executive Director;
3. The Head of the IT Division shall report to the Director of the Department of General and Services.
 4. The number of employees within the Information Technology Division shall be three (3).

Article 11
Archives Division

1. The mission of the Archive Division shall be to provide support for the reception and archiving of all documents and their storage for the administrative units within the Agency.

2. The duties and responsibilities of the Archives Division shall be:
 - 2.1. Implement procedures for document management and administration;
 - 2.2. Receive, check, classify and record documents;
 - 2.3. Technically process and manage acts and cases;
 - 2.4. Submit the acts and documents received to the administrative units of the Agency;
 - 2.5. Receive mail, open and check it, as well as ensure the sending of mail, mail distribution (letters), and cases, including electronic mail;
 - 2.6. Record the incoming and outgoing correspondence in the main protocol book;
 - 2.7. Ensure the placement of acts (letters) in case files;
 - 2.8. Stamp documents and cases and take care of the maintenance of stamps;
 - 2.9. Safeguard official documents, separate materials and deliver archival materials from the registry archive to the competent archive of the Agency;
 - 2.10. Manage the Central Archive of the Agency in accordance with the applicable legislation.

3. The Head of the Archives Division shall report to the Director of the Department of General and Services.

4. The number of employees within the Archives Division shall be three (3).

Article 12
Department for Inspection Quality

1. The Department for Quality Inspections is tasked with managing issues related to the quality monitoring system of inspections by supporting from professional and procedural aspect the analysis of cases to determine the trend of inspections in the preparation and completion of adequate forms for inspections, and in particular adaptation of forms and procedures in accordance with the legal changes that occur, As well as collaborating with the Administrative in order to implement and support the strategy and plans drafted by the Agency.

2. The duties and responsibilities of the Department for Quality inspections are:
 - 2.1. Supports eight (8) Inspection Divisions during the inspection process;
 - 2.2. Prepares techniques for conducting inspections;
 - 2.3. Assesses the quality of operational activities during inspections;
 - 2.4. Supports from professional aspects operations activities by designing and establishing new processes of work in accordance with law and other sub-legal acts;
 - 2.5. Coordinates plans for quality assessment and other appropriate work based on risk analysis;
 - 2.6. Evaluate the quality and quality of inspection of inspectors in inspection subjects with the authorization of the Executive Director;
 - 2.7 Proposes a list of quality assessment of inspections of inspectors in inspection subjects of the Executive Director;
3. Within this department are:
 - 3.1. Division for Quality Inspections and Standardization of Penalties;
 - 3.2. Division of Statistics
4. The Director of the Department for Quality inspections shall report to the Executive Director General.
5. The number of employees in this department is ten (10).

Article 13
Division for Quality Inspections and Standardization of Penalties

1. The mission of Division for Quality Inspections and Standardization of Penalties is to monitor the quality of inspections through monitoring procedures and professional support of operations.
2. The duties and responsibilities of the Division for Quality and Standardization inspections are:
 - 2.1. Conducts research related to the fulfillment and reviews closed inspection cases to determine the quality of inspections;
 - 2.2. Set standards that give guidance to eight (8) Inspection Divisions in the realization of their annual inspection plans;

- 2.3. Coordinates inspection plans, quality review processes and other appropriate work based on risk analysis;
 - 2.4. Sets standards for conducting the quality and quality of inspections;
 - 2.5. Ensures that the results of review of the quality and quality of inspections are entered into a database that will be able to produce periodic reports related to the quality of inspections;
 - 2.6. Ensures that the necessary research is done to keep the risk assessment process refreshed for inspections by making the necessary improvements and adjustments;
 - 2.7. Prepares reports related to the field of measurement of quality and quality of inspections;
 - 2.8. Assesses if operational activities are carried out in accord with the annual plan for inspections;
 - 2.9. Analyze reports and compare them on quality of inspections;
 - 2.10. Prepares necessary standards for the implementation of inspection procedures;
 - 2.11. Cooperates with the Office of the Inspector General as regards the mandatory trainings for all inspectors;
 - 2.12. Cooperates with the NJB on the organization of trainings for labour inspectors;
 - 2.13. Handles all cases of initiation of fines and punishments by inspectors;
 - 2.14. It verifies whether the activities of visits and controls carried out by inspectors are in harmony with the legislation applicable in this field covered by the Central Labor Inspectorate, whether the described facts are stable and accurate and, depending on the findings, take necessary actions;
 - 2.15. It treats all equally the parties - in accordance with the laws in force;
 - 2.16. Examines the evidence presented by labor inspectors as well as those from subjects, treating them according to the legislation related to the field of activity of the Labor Inspectorate in an accurate and complete manner; AND
 - 2.17. Administer additional facts and clarifications provided by the parties and inspectors in order to issue the meritorious decision about the case in harmony with laws in force.
3. The Head of the Division for Quality Inspections and Standardization of Penalties shall report to the Director of the Department for Quality Inspections.
 4. The number of employees in this division is six (6).

Article 14
Division of Statistics

1. The statistical division is mission to effectively collect accurate statistical data, promote transparency, accountability and continuous improvement of the inspection process, using advanced data analysis to identify trends and optimize the performance of the institution, in increasing security.
2. The duties and responsibilities of the Division of Statistics and Standards are:
 - 2.1. Conducts research, statistical analysis and information collection from the inspections action;
 - 2.2. Provides support in drafting policy documents, strategies from the Agency's field based on statistical information;
 - 2.3. Compiling statistical analyses and reports on a daily, weekly, monthly, six-month and annual basis on the cases and activities of the Agency;
 - 2.4. Cooperates with internal and external institutions dealing with research, analysis, collection and processing of statistics and information related to the Agency's scope;
3. Head of the Division for Statistics reports to the Director of the Department for Quality Inspections.
4. The number of employees in this division is three (3).

Article 15
Prishtina 1 Inspection Division (Prishtina, Fushe Kosova, Lipjan and Graqanica

1. The mission of this Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.
2. The duties and responsibilities of Prishtina 1 Inspection Division (Prishtina, Fushe Kosova, Lipjan and Graqanica) shall be:
 - 2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;
 - 2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;

2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;

2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;

2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;

2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;

2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.

3. The Head of Prishtina 1 Inspection Division (Prishtina, Fushe Kosova, Lipjan and Graqanica) shall report to the Executive Director.

4. The number of employees in Prishtina 1 Inspection Division (Prishtina, Fushe Kosova, Lipjan and Graqanica) shall be thirty-two (32).

Article 16

Prishtina 2 Inspection Division (Podujeva, Obiliq and Drenas)

1. The mission of Prishtina 2 Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.

2. The duties and responsibilities of Prishtina 2 Inspection Division (Podujeva, Obiliq and Drenas) shall be:

2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;

2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;

2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;

2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;

- 2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;
 - 2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;
 - 2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.
3. The Head of the Regional Division shall report to the Executive Director of the Agency.
 4. The number of employees in Prishtina 2 Inspection Division (Podujeva, Obiliq and Drenas) shall be thirteen (13).

Article 17
Mitrovica Inspection Division.

1. The mission of the Mitrovica Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.
2. The duties and responsibilities of the Mitrovica Inspection Division shall be:
 - 2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;
 - 2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;
 - 2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;
 - 2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;
 - 2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;
 - 2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;
 - 2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.

3. The Head of the Mitrovica Inspection Division shall report to the Executive Director.
4. The number of employees in the Mitrovica Inspection Division shall be thirteen (13).

Article 18
Peja Inspection Division

1. The mission of the Peja Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.
2. The duties and responsibilities of the Peja Inspection Division shall be:
 - 2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;
 - 2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;
 - 2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;
 - 2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;
 - 2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;
 - 2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis.
 - 2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.
3. The Head of the Peja Inspection Division shall report to the Executive Director.
4. The number of employees in the Peja Inspection Division shall be thirteen (13).

Article 19
Prizren Inspection Division.

1. The mission of the Prizren Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.

2. The duties and responsibilities of the Prizren Inspection Division shall be:

2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;

2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;

2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;

2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;

2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;

2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;

2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.

3. The Head of the Prizren Inspection Division shall report to the Executive Director.

4. The number of employees in the Prizren Inspection Division shall be fifteen (15).

Article 20
Ferizaj Inspection Division.

1. The mission of the Ferizaj Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.

2. The duties and responsibilities of the Ferizaj Inspection Division shall be:

2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;

2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;

2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;

2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;

2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;

2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;

2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.

3. The Head of the Ferizaj Inspection Division shall report to the Executive Director.

4. The number of employees in the Ferizaj Inspection Division shall be fifteen (15).

Article 21 Gjilan Inspection Division.

1. The mission of the Gjilan Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.

2. The duties and responsibilities of the Gjilan Inspection Division shall be:

2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;

2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;

2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;

2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;

2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;

2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;

2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.

3. The Head of the Gjilan Inspection Division shall report to the Executive Director.

4. The number of employees in Gjilan Inspection Division shall be fourteen (14).

Article 22

Gjakova Inspection Division

1. The mission of the Gjakova Inspection Division shall be to oversee the implementation of legislation on labour relations and occupational health and safety.

2. The duties and responsibilities of the Gjakova Inspection Division shall be:

2.1. Support the mission of the Central Labour Inspectorate through the implementation of policies in the area of inspections in the respective region, complying with the laws within the jurisdiction of the Labour Inspectorate and other applicable laws to achieve annual objectives while ensuring equal treatment of parties in accordance with legal requirements;

2.2. Monitor the implementation of the Law on Safety and Health at Work and other laws within the jurisdiction of the Central Labour Inspectorate;

2.3. Provide information and advice to employers and employees on the most effective issues for implementing the provisions of laws regulating labour relations and occupational health and safety;

2.4. Coordinate actions with municipal governments and other law enforcement agencies for the purpose of enforcing the law within the jurisdiction of the Central Labour Inspectorate;

2.5. Continuously coordinate the operational activities defined by the Executive Director of the Agency to fulfil the mission of the Central Labour Inspectorate;

2.6. Hand in the physical cases archived to the Central Archives of the Agency on a monthly basis;

2.7. Coordinate work at the request of the Office of the Executive Director for joint inspections with other institutions.

3. The Head of the Gjakova Inspection Division shall report to the Executive Director.

4. The number of employees in Gjakova Inspection Division shall be thirteen (13).

Article 23
Budget and Finance Division

1. The Budget and Finance Division is mission to plan, coordinate and formulate budget policies to ensure better policy alignment and allocation of resources, increase public spending efficiency, fiscal discipline, and transparency in the budget drafting process of the Agency.
2. The duties and responsibilities of the Budget and Finance Division are:
 - 2.1. Manages and oversees the budget planning process and financial forecasts in coordination with the administrative units of the Agency and follows its implementation in continuity;
 - 2.2. Prepare budget proposals and the MediumTerm Expenditure Framework in coordination with the Administrative Units of the Agency and carry out budget planning for all agency programs, as well as assisting the Administrative Units of the Agency;
 - 2.3. Prepare budget proposals on the occasion of the budgetary review process based on requests of the Requesting Units for redefining of funds from one economic category to another category, according to the applicable laws;
 - 2.4. Ensures that budgetary and financial expenditures and movements are made in accordance with the rules and procedures of public finance management;
 - 2.5. Prepares and monitors cash flow, accounts, transactions and other financial parameters, indicating the financial performance of the Agency;
 - 2.6. Reports on cash reserves and ensures that internal financial control is based on accounting principles;
 - 2.7. Prepares final financial statements of the Agency;
 - 2.8. Reports on budget execution periodically;
 - 2.9. In cooperation with administrative units, they made the cost of new policies;
3. The Head of the Budget and Finance Division shall report to the Executive Director of the Agency.
4. The number of employees in the Budget and Finance Division is four (4).

Article 24
Human Resources Division

1. The mission of the Human Resources Division shall be to develop and support a work environment intertwined with diversity, promote professional development, improve

organizational climate and ensure a sustainable balance between the needs of employees and the strategic goals of the Agency.

2. The duties and responsibilities of the Human Resources Division shall be:

2.1. Coordinate human resources planning and manage personnel recruitment according to applicable laws;

2.2. Contribute to the improvement of employee performance through motivation and training development;

2.3. Ensure the implementation of procedures for recruitment and selection, discipline, leave requests and performance valuation according to applicable laws;

2.4. Ensure compliance with legislation related to the management and development of Human Resources;

2.5. Be responsible for ensuring the smooth running of recruitment procedures for civil servants, and public employees, organize competitions, appointment acts, and employment contracts, process salaries and maintain personnel files in accordance with applicable laws;

2.6. Advise and support the Heads of Organizational Units of the Agency regarding adequate job descriptions, performance evaluation of personnel/employees in career development and professional advancement;

2.7. Prepare the annual training plan and monitor its implementation.

3. The Head of the Human Resources Division shall report to the Executive Director of the Agency.

4. The number of employees in the Human Resources Division shall be three (3).

Article 25 Procurement Division

1. The mission of the Procurement Division shall be to ensure the provision of necessary resources and goods efficiently and transparently by implementing advanced procurement practices to meet the strategic and operational goals of the Agency.

2. The duties and responsibilities of the Procurement Division shall be:

2.1. Prepare and update the annual procurement plan for the needs of the Agency in cooperation with the Requesting Units in accordance with applicable legislation;

2.2. Implement procurement activities in accordance with the Agency's annual procurement plan;

- 2.3. Ensure that procurement requests are prepared in accordance with procurement rules and procedures;
 - 2.4. Define the procurement methodology for tenders and bid evaluation procedures;
 - 2.5. Propose the opening and/or evaluation committees for bids, in accordance with the requirements of the relevant Law on Public Procurement;
 - 2.6. Examine complaints from economic operators and represent them in appeal procedures conducted by the Procurement Review Body;
 - 2.7. Prepare the final procurement reporting for the needs of the Agency and the Public Procurement Regulatory Commission.
3. The Head of the Procurement Division shall report to the Executive Director of the Agency.
 4. The number of employees in the Procurement Division shall be three (3).

Article 26
Appendix

Description of the job duties of officials and the organizational structure of the Agency shall be determined according to the Annexes which are integral to this Regulation.

Article 27
Repeal

With the entry into force of this Regulation, Regulation (QRK) no. 15/2015 on Internal Organization and Systematization of Workplaces in the Labor Inspectorate.

Article 28
Entry into force

This Regulation shall enter into force on the day of its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

04 September 2024

Annex No. 1:

ORGANIZATIONAL CHART OF THE EXECUTIVE AGENCY OF THE LABOUR INSPECTORATE

ORGANIZATIONAL CHART OF THE EXECUTIVE AGENCY OF THE LABOUR INSPECTORATE		The number of employees in ACLI is L:171	
Structure	Class	Group (generic or specific)	Number: 171
1.Executive Director of the Executive Agency of the Labour Inspectorate	Senior Manager 2		Total 7
1.1 Deputy Executive Director	Senior Manager 3	Gr. 10 Public Relations and Information Specialist	1
1.2 Spokesperson of Agency	Professional 1	Gr. 4 Economics Specialist	1
1.3 Senior Certifying Officer	Professional 1	Gr. 6 Internal Audit Specialist	1
1.4 Internal Auditor	Professional 1	GR- 58 General Administration Specialist	1
1.5 Executive Assistant to the Executive Director	Professional 1		1
1.6 Driver	Professional 1		
	Professional 3		
	Technical and Support Clerk 2		
2. Department of Administration and General Services			Total 16
- Director of the Department	Middle-Level Manager		1
2.1 Legal Division			1
-Division Leader		Gr -1 Legal specialist	1
- Senior legal officer	Low Management	Gr -1 Legal specialist	1
-Senior Professional Cooperation Officer	Professional 1		1
2.2 Logistics Division			1
- Head of Division	Professional 1	GR-58 General Administration Specialist	1
- Transport Officer	Professional 1	GR-58 General Administration Specialist	1

<ul style="list-style-type: none"> - Logistics Officer - Central Warehouse Management Officer - Janitor - Car Wash Attendant 	<ul style="list-style-type: none"> Junior Manager Professional 2 Professional 2 	<ul style="list-style-type: none"> Gr-50 Software and Application Specialist 	<ul style="list-style-type: none"> 1 1 1 2
<p>2.3. Information Technology Division</p> <ul style="list-style-type: none"> Head of Division - Senior Information Technology Officer 	<ul style="list-style-type: none"> Professional 2 Technical and Support Clerk 3 	<ul style="list-style-type: none"> Gr. 9 Archive-Documentation Specialist 	<ul style="list-style-type: none"> 1 2
<p>2.4. Archives Division</p> <ul style="list-style-type: none"> - Head of Division - Archives Officer 	<ul style="list-style-type: none"> Technical and Support Clerk 3 Junior Manager Professional 1 Junior Manager Professional 2 		
<p>3. Department for Quality Inspections Director</p> <p>3.1. Division for Quality Inspections and Standardization of Penalties</p> <ul style="list-style-type: none"> - Head of Division - Senior Officer for Quality of Inspections - Senior Officer for the Standardization of Penalties <p>3.2. Division of Statistics</p> <ul style="list-style-type: none"> - Head of Division 	<ul style="list-style-type: none"> Middle-Level Manager Junior Manager Professional 1 Professional 1 	<ul style="list-style-type: none"> Gr-1 Legal Specialist Gr-1 Legal Specialist Gr-1 Legal Specialist 	<ul style="list-style-type: none"> Total: 10 1 1 2 3 1 2

- Senior Officer for Reporting and Statistics	Junior Manager Professional 1		
4. Prishtina 1 Regional Inspection Division (Prishtina, Fushe Kosova, Lipjan and Grajanica - Head of Division - Labour Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist GR-58 General Administration Specialist	Total 32 1 16 15
5. Prishtina 2 Regional Inspection Division (Podujeva, Obiliq and Drenas) - Head of Division - Labour Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	Total 13 1 6 6
6. Mitrovica Regional Inspection Division. - Head of Division - Labour Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	Total 13 1 6 6
7. Peja Regional Inspection Division. - Head of Division - Labour Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	Total 13 1 7 5
8. Prizren Regional Inspection Division. - Head of Division - Labor Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	Total 15 1 7 7
9. Ferizaj Regional Inspection Division.			Total 15 1

- Head of Division - Labor Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	7 7
10. Gjilan Regional Inspection Division. - Head of Division - Labour Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	Total 14 1 7 6
11. Gjakova Regional Inspection Division. - Head of Division - Labour Relations Inspector - Occupational Health and Safety Inspector	Junior Manager Professional 1 Professional 1	Gr-1 Legal Specialist Gr-58 General Administration Specialist	Total 13 1 7 5
12 Division of Budget and Finance Head of Division Senior Budget and Finance Officer High-spending and wealth officials	Junior Manager Professional 1 Professional 1	Gr- 4 Economy specialist Gr- 4 Economy specialist	Total 4 1 2 1
13. Human Resources Division - Head of Division - Senior Human Resources Officer - Human Resources Officer	Junior Manager Professional 1 Professional 2	Gr 7 Human Resources Specialist Gr 7 Human Resources Specialist	Total 3 1 1 1
14. Procurement Division - Head of Division - Senior Procurement Officer - Procurement Officer	Junior Manager Professional 1 Professional 2	Gr-5 Public Procurement Specialist Gr-5 Public Procurement Specialist	Total 3 1 1 1

Annex No. 2:

