



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

**REGULATION (GRK) NO. 27/2024 ON COMPETITION PROCEDURES
FOR TECHNICAL AND SUPPORT STAFF¹**

¹ Regulation (GRK) No. 27/2024 on competition procedures for technical and support staff, was adopted at the 221th session of the Government of the Republic of Kosovo, by decision No. 07/221, dated 23.09.2024.

Government of the Republic of Kosovo, pursuant to paragraph 4 of Article 93 of the Constitution of the Republic of Kosovo, Article 96, paragraph 4 of Law no. 08/L - 197 on Public Officials, Article 8, paragraph 4, under paragraph 4.5 of Law No. 08/L-117 on Government of the Republic of Kosovo and in accordance with Article 78, paragraph 6, under paragraph 6.2 of the Regulation (GRK)-No. 17/2024 on Rules of Procedure of the Government of the Republic of Kosovo,

Adopts:

REGULATION (GRK) NO. 27/20224 ON COMPETITION PROCEDURES FOR TECHNICAL AND SUPPORT STAFF

Article 1 Purpose

The purpose of this regulation is to determine the competition procedures for technical and support staff in accordance with the basic principles defined in Law No. 08/L-197 on Public Officials.

Article 2 Scope

1. The provisions of this regulation apply to all state administration institutions as well as to other state institutions defined in the LPO.

2. For staff in the Presidency of the Republic of Kosovo, the Constitutional Court of the Republic of Kosovo, the Justice System, the Assembly of the Republic of Kosovo, and independent constitutional institutions, this regulation applies to the extent that it does not infringe on their guaranteed functional and organizational independence with the Constitution.

Article 3 Definitions

1. The terms used in this regulation have the following meanings:
 - 1.1. **LPO** – means Law No. 08/L-197 on Public Officials;
 - 1.2. **HRMU** – means the Human Resources Management Unit;
 - 1.3. **HRMIS** – means the Human Resource Management Information System.

2. Other expressions, terms, and abbreviations used in the present Regulation have the same meaning as in the LPO.

3. The use of the name in one gender implies the other gender as well.

Article 4
Admission of technical and support staff

1. Technical and support staff are admitted based on an open and public recruitment procedure as defined in the LPO.
2. The recruitment procedure is organized by the relevant institution for one or several similar vacant positions.

Article 5
Announcement of the recruitment procedure

1. The recruitment procedure is announced by the Human Resources Management Unit of the relevant institution, in SIMBNJ and the website of the relevant institution.
2. The deadline for accepting applications is fifteen (15) days from the announcement of the procedure.
3. The announcement of the procedure is published in accordance with the relevant Law on the Use of Languages.

Article 6
Content of the announcement

1. The advertisement for a position or several similar positions contains at least the following data:
 - 1.1. vacant position or the list of vacant positions for which the competition takes place;
 - 1.2. general criteria for admission;
 - 1.3. knowledge, skills and qualities that are evaluated in the evaluation procedure;
 - 1.4. general job description;
 - 1.5. how to submit applications;
 - 1.6. documents to be submitted as part of the application and the manner of their submission;
 - 1.7. how to evaluate candidates;
 - 1.8. how to notify and communicate with the candidates.
2. In addition to the data specified in paragraph 1 of this article, the competition announcement also contains:
 - 2.1. "Non-majority communities and their members, persons with disabilities and the less represented gender have the right to fair and proportional representation, as specified in the LPO".

2.2. "Applications submitted after the deadline and incomplete applications will not be accepted".

Article 7 **Application of candidates**

1. Candidates complete the application electronically in HRMIS, which contains the following data:

- 1.1. reference number of the competition announcement;
- 1.2. candidate's personal data;
- 1.3. level of education or professional training, diplomas or certificates obtained;
- 1.4. a description of work experience, including: employer, function, length of employment, a brief description of job duties, the address of the employer and the reasons for leaving the workplace (if any);
- 1.5. language knowledge;
- 1.6. information on the trainings carried out and professional qualification (if any).

2. Along with the competition application, candidates must also attach the following documentation:

- 2.1. copies of diplomas issued by educational institutions;
- 2.2. copy of proof of employment (if required); and
- 2.3. copies of other documents certifying the fulfilment of the conditions for application defined in the competition announcement and stated in the application.

3. Until the creation of the technical possibility for the application through HRMIS, applications are submitted via email, mail or in physical form.

4. Candidates fill in the form in one of the official languages, in accordance with the relevant law on the use of languages.

Article 8 **Preliminary verification**

1. Preliminary verification is the process of verifying whether the candidate meets the conditions for application.

2. The preliminary verification is carried out by the institution's HRMIS, based on the documents submitted as part of the application.

3. At the end of the preliminary verification, HRMIS draws up the list of candidates who meet the application criteria.
4. Candidates who meet the application criteria are listed in alphabetical order. The list is published in HRMIS and on the institution's website no later than seven (7) days after the deadline for accepting applications.

Article 9 **Evaluation of candidates**

1. The professional evaluation consists of an interview and evaluation of the biography and is carried out by the Selection Committee with the support of HRMIS.
2. HRMIS notifies the candidates who have passed the preliminary verification regarding the day, time and place of the interview.
3. In the assessment, the candidate can receive a maximum of one hundred (100) points, of which up to thirty (30) points for the CV and up to seventy (70) points for the interview.
4. The interview is conducted by the Selection Committee, which prepares the same set of questions for all candidates, with which the knowledge, skills and qualities required for the position are evaluated.
5. Each of the members of the Admission Committee makes a detailed evaluation of each question. The evaluation for each candidate is the average of the evaluation points of all the members of the Commission.

Article 10 **Announcement of results**

1. After the end of the interview and the assessment of the biography, the Commission prepares the final list which is forwarded to the HRMU in which the name and surname of the candidate are recorded as well as the general points for each candidate.
2. The list is published in HRMIS and on the website of the institution.
3. The candidate who receives the most points, but not less than the threshold of seventy (70) points, is considered the winning candidate.
4. HRMU notifies individually each candidate participating in the evaluation phase. The notification includes the candidate's ranking and the candidate's evaluation result.
5. Dissatisfied candidates can submit a complaint within thirty (30) days to the Complaints Committee of the relevant institution.
6. The Complaints Committee issues a decision regarding the complaint within thirty (30) days from the receipt of the complaint

Article 11
Selection committee

1. The selection committee for the evaluation of candidates is established by the decision of the main administrative officer of the institution that conducts the selection procedure.
2. The commission according to paragraph 1 of this article consists of three (3) members:
 - 2.1. two (2) members from the relevant field for which the procedure is conducted;
 - 2.2. one (1) representative of the HRMU.
3. The members of the commission according to sub-paragraph 2.1 of this article can be technical and support staffs or officials of other categories of public officials of the institution.

Article 12
Special provisions for candidates with equal points

1. Candidates with equal points are ranked and selected in this order:
 - 1.1. first, if one of the candidates is included in the category of persons with disabilities, then he is selected first in relation to the other candidate, if the representation is less than the reserved quotas;
 - 1.2. secondly, if one of the candidates is from a non-majority community, then he is selected first in relation to the other candidate, if the representation is less than the reserved quotas;
 - 1.3. Thirdly, if the candidates are of different genders, then the first candidate belonging to the underrepresented gender is selected.
2. The least represented gender according to paragraph 1, under paragraph 1.3, of this article, is determined by HRMU on the basis of official statistics.
3. In the event that none of the alternatives defined in paragraph 1 of this article can be applied, then the selection is made by draw.

Article 13
Signing of contract

1. After the publication of the final results, the winning candidate and the chief administrative officer of the institution sign the contract for an indefinite period of time according to the relevant labour legislation.
2. With the exception of paragraph 1 of this article, the employment relationship of the technical and support staff may be established for a certain period of time in the following case:
 - 2.1. for replacement in cases of temporary absence of a technical and support staff;
 - 2.2. in cases of temporary workload in the institution;

2.3. For certain projects with a defined duration of the institution.

3. The employment relationship for a certain period cannot be more than two (2) years. In the case provided by sub-paragraph 2.1, of this article, the contract ends automatically, with the return of the technical and support staff who is replaced.

4. Contract staff according to sub-paragraph 2.3, of this article, enjoys the same rights and obligations as all technical and support staff, with the exception of the right to continue the temporary contract, without being subject to the competition procedure.

Article 14 **Right to appeal**

1. The technical and support staff can submit a complaint to the complaints committee in the relevant institution.

2. The procedure is conducted in accordance with the relevant Law on General Administrative Procedure.

Article 15 **Repeal**

With the entry into force of this Regulation, Regulation (GRK) no. 05/2022 for Competitive Procedures and Admission for Technical and Support Staff is repealed.

Article 16 **Entry into force**

This Regulation enters 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 october 2024