



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

**REGULATION (OPM) NO. 20/2024 ON AMENDING AND
SUPPLEMENTING REGULATION (OPM) NO. 03/2022 ON THE
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS OF
THE MINISTRY OF INDUSTRY, ENTREPRENEURSHIP AND TRADE¹**

¹Regulation (OPM) No. 20/2024 on Amending and Supplementing Regulation (OPM) No. 03/2022 on the Internal Organization and Systematization of Jobs of The Ministry of Industry, Entrepreneurship and Trade, was approved by the Prime Minister with Decision No. 197/2024, dated 10.12.2024

Prime Minister of the Republic of Kosovo

In support of Article 94 (3) of the Constitution of the Republic of Kosovo, in accordance with Article 28, paragraph 3 of Law No. 06/L-113 on State Administration of the Republic of Kosovo, Article 9 paragraph 1 of the Regulation (GRK) - No. 17/2024 on Rules of Procedure of the Government of the Republic of Kosovo, and Article 9 paragraph 7 of Regulation No. 01/2020 on Internal Organization Standards, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies,

Approves:

REGULATION (OPM) NO. 20/2024 ON AMENDING AND SUPPLEMENTING REGULATION (OPM) NO. 03/2022 ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS OF THE MINISTRY OF INDUSTRY, ENTREPRENEURSHIP AND TRADE

Article 1 Purpose

The purpose of this Regulation is to supplement and amend Regulation No. 03/2022 on internal organization and systematization of the jobs of the Ministry of Industry, Entrepreneurship and Trade.

Article 2

Paragraph 2 of Article 4 of the Basic Regulation is amended and supplemented with the following text:

2. The number of employees in the Ministry of Industry, Entrepreneurship and Trade is one hundred and eighty-nine (167).

Article 3

Paragraph 2 of Article 6 of the Basic Regulation is amended and supplemented with the following text:

2. The professional and supporting civil servants within the Office of the Secretary are:
 - 2.1. Executive assistant; and
 - 2.2. Administrative assistant.

Article 4

Paragraph 5 of Article 8 of the Basic Regulation is amended and supplemented with the following text:

5. The number of employees in the Department of Industry is twenty (20).

Article 5

Paragraph 3 of Article 20 of the Basic Regulation is amended and supplemented with the following text:

3. The number of employees in the Division of Trade Policies is five (5).

Article 6

Paragraph 3 of Article 21 of the Basic Regulation is amended and supplemented with the following text:

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

Article 7

Paragraph 5 of Article 47 of the Basic Regulation is amended and supplemented with the following text:

5. The number of employees in the Department of General Services is twenty (20).

Article 8

Paragraph 3 of Article 48 of the Basic Regulation is amended and supplemented with the following text:

3. The number of employees in the Transport and Logistics Division is eight (8).

Article 9

Paragraph 3 of Article 49 of the Basic Regulation is amended and supplemented with the following text:

3. The number of employees in the Division of Information Technology and Administration of Documents and Services is eleven (11).

Article 10

Paragraph 5 of Article 50 of the Basic Regulation is amended and supplemented with the following text:

5. The number of employees in the Budget and Finance Department is eleven (11).

Article 11

Paragraph 3 of Article 52 of the Basic Regulation is amended and supplemented with the following text:

3. The number of employees in the Finance and Accounting Division is six (6).

Article 12 **Entry into Force**

This Regulation entered into force seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

Albin Kurti

Prime Minister of the Republic of Kosovo

10 / 12 / 2024

Organogram of the Ministry of Industry, Entrepreneurship and Trade			
Position/Structure	Grade	Group (general or special)	Number
1. Secretary General	Top-level manager 1		Total:4
Senior Executive Officer;	Professional 2	63. General Administration Group	1
Administrative Officer	Professional 3	63. General Administration Group	1
Senior certifying officer	Professional 1	2. Budget and Finance group	1
2. Department of Industry	Middle-level manager 1		Total: 1
Director			
2.1 Division for Industrial Policy	Low-level manager 1		Total:5
Head of Division of Industrial Policy			
Senior Officer for Statistical Analysis	Professional 1	27. Statistics Group	1
Senior Officer for Statistics Processing	Professional 1	27. Statistics Group	1
Senior Officer for Industrial Policy Drafting	Professional 1	3. Economics group	1
Senior Officer for Development Projects	Professional 1	3. Economics group	1
2.2 Division for Monitoring and Evaluation			Total:5
Head of Division for Monitoring and Evaluation	Low-level manager 1		

Senior Officer for Industrial Policy Monitoring	Professional 1	12.Social Science Group	1
Senior Officer for Industrial Policy Evaluation	Professional 1	12.Social Science Group	1
Senior Officer for Business Support Programs	Professional 1	3. Economics group	2
2.3.Division for Industry Analysis			Total:4
Head of Division for Industry Analysis	Low-level manager 1		
Senior Officer for Development of Support Scheme Programs	Professional 1	3. Economics group	1
Senior Officer for Statistical Analysis	Professional 1	27. Statistics Group	1
Senior Officer for Statistics Processing	Professional 1	27. Statistics Group	1
2.4. Division for Quality Infrastructure	Low-level manager 1		Total:5
Head of Division for Quality Infrastructure			
Senior Officer for Drafting of Technical Rules	Professional 1	12.Social Science Group	1
Senior Officer for Quality Infrastructure and Notifications	Professional 1	12.Social Science Group	1
Senior Officer for Construction and Use Material	Professional 1	34.Construction engineering Group	1
Senior Officer for CAB Monitoring and Evaluation Procedures	Professional 1	12.Social Science Group	1
3. Department of Entrepreneurship			Total:1
Director	Middle-level manager 1		

3.1. Division for MSME Policy Drafting and Development	Low-level manager 1		Total: 3
Head of Division for MSME Policy Drafting and Development			
Senior Officer for Drafting Entrepreneurship Policy Documents	Professional 1	12.Social Science Group	1
Senior Officer for Development of Entrepreneurship Programs/Schemes	Professional 1	3. Economics group	1
3.2.Division for Monitoring and Evaluation			Total: 4
Head of Division for Monitoring and Evaluation	Low-level manager 1		
Senior Officer for Analysis and Monitoring of Implementation of MSME Development Policy	Professional 1	12.Social Science Group	1
Senior Officer for Monitoring of Implementation of Individual Programs, Projects, and Proactive Measures of MSME Policy	Professional 1	12.Social Science Group	1
Senior Officer for Ex Post Evaluation of Effectiveness of MSME Policy and Measures	Professional 1	12.Social Science Group	1
4.Department of Innovation	Middle-level manager 1		Total:1
Director			
4.1 Division for Innovation and Technology	Low-level manager 1		Total: 6

Head of Division for Innovation and Technology			
Senior Officer for Innovation	Professional 1	3.Economics group	1
Officer for Innovation	Professional 2	3.Economics group	2
Senior Officer for Technology	Professional 1	50.Data Technology Group	1
Officer for Technology	Professional 2	50.Data Technology Group	1
4.2Division for Research and Development			Total: 5
Head of Division for Research and Development	Low-level manager 1		
Senior Officer for Research	Professional 1	3.Economics group	1
Officer for Research	Professional 2	3.Economics group	1
Senior Officer for Development	Professional 1	3.Economics group	1
Officer for Development	Professional 2	3.Economics group	1
5.Department of Trade			Total: 1
Director	Middle-level manager 1		
5.1Division for Trade in Goods Policy			Total: 5
Head of Division for Trade in Goods Policy	Low-level manager 1		
Senior Officer for Market Analysis and Trade Policy	Professional 1	3.Economics group	1
Senior Officer for Trade	Professional 1	3.Economics group	1
Senior Officer for Trade Analysis	Professional 1	3.Economics group	1
Senior Officer for Agricultural Goods	Professional 1	11.Natural Science Group	1
5.2.Division for Trade in Services Policy			Total: 3

Head of Division for Trade in Services Policy	Low-level manager 1		
Senior Officer for Trade in Services	Professional 1	3.Economics group	2
5.3. Division for Market Protection			Total: 4
Head of Division for Market Protection	Low-level manager 1		
Senior Officer for Antidumping Measures	Professional 1	12.Social Science Group	1
Senior Officer for Subsidies and Counterbalance measures	Professional 1	3.Economics group	1
Senior Officer for Protection Measures in Imports	Professional 1	12.Social Science Group	1
6.Department of Tourism			Total: 1
Director	Middle-level manager I		
6.1Division for Tourism Policy Drafting			Total: 4
Head of Division for Tourism Policy Drafting	Low-level manager 1		
Senior Officer for Tourism Policy	Professional 1	62.Tourism group	2
Official for the electronic register and licensing procedures in the field of tourism	Professional 2	12.Social Science Group	1
6.2 Division for Research, Analysis and Quality Standards			Total: 4
Head of the Division for Research, Analysis and Quality Standards	Low-level manager 1		

Senior Officer for Tourism Products and Services Development	Professional 1	12.Social Science Group	1
Senior Officer for Tourism Standards and Quality	Professional 1	62.Tourism Group	1
Officer for Tourism Market Research and Analysis	Professional 2	62.Tourism Group	1
7. Department of State Reserves			Total: 1
Director	Middle-level manager I		
7.1. Division for State Reserves of Goods			Total: 3
Head of the Division for State Reserves Goods	Low-level manager 1		
Senior Officer for Policy and Standards Drafting	Professional 1	3.Economics group	1
Senior Officer for Administrative Work and Contractual Relations	Professional 1	1.Legal Group	1
7.2 Division for Mandatory Crude Petroleum Reserves			Total: 3
Head of the Division for Mandatory Crude Petroleum Reserves	Low-level manager 1		
Officer for Petroleum and Petroleum Products Quality	Professional 2	22.Chemistry Group	1
Officer for Policy and Standard Implementation	Professional 1	12.Social Science Group	1
8. Department of Petroleum Market Regulation			Total: 1
Director	Middle-level manager I		

8.1. Division for Licensing of Activity with Petroleum and Petroleum Products			Total: 3
Head of the Petroleum Products Licensing Division	Low-level manager 1		
Senior official for petroleum product licensing	Professional 1	1.Legal Group	1
Officer for licensing/permit applications.	Professional 2	63.General administration group	1
8.2. Division for Quality of Petroleum Products, Biofuels and Bioliquids			Total: 3
Head of the Division for Quality of Oil Products, Biofuels and Bioliquids	Low-level manager 1		
Senior official for the quality of petroleum products, biofuels and bioliquids	Specialist	22.Chemistry Group	2
9.Department of Strategic Goods Trade Control			Total:1
Director	Middle-level manager I		
9.1.Division for Trade of Dual Use Goods			Total:3
Head of the Division for trade of dual-use Goods	Low-level manager 1		
Senior officer for dual use goods	Professional 1	63.General administration group	1
Senior officer for database system management	Professional 1	50.Data Technology Group	1

9.2. Division for Military Goods and Strategic, Transit and Brokerage Services			Total:3
Head of Division for Military Goods and Strategic, Transit and Brokerage Services	Low-level manager 1		
Technical Officer for Licenses	Professional 2	12.Social Science Group	1
Officer for Military Goods	Professional 2	12.Social Science Group	1
10.Department of Consumer Protection			Total:1
	Middle-level manager I		
Director			
10.1. Division for Consumer Policy Drafting			Total:3
Head of Division for Consumer Policy Drafting	Low-level manager 1		
Senior Officer for the drafting consumer policies	Professional 1	1.Legal Group	1
Officer for Consumer Protection Policy	Professional 2	12.Social Science Group	1
10.2.Division for Information and Consumer Education			Total:3
Head of Division for Information and Consumer Education	Low-level manager 1		
Senior Officer for Consumer Protection	Professional 1	12.Social Science Group	1
Officer for Consumer Protection	Professional 2	12.Social Science Group	1

11.Department of Investment			Total:1
Director	Middle-level manager I		
11.1. Division for Strategic Investment			Total:4
Head of Division for Strategic Investment	Low-level manager 1		
Senior Officer for Strategic Investment Planning and Development	Professional 1	3.Economics group	1
Officer for Identification and Registration	Professional 2	63.General administration group	1
Officer for Project Management	Professional 2	3.Economics group	1
11.2. Division for General Investment			Total:5
Head of Division for General Investment	Low-level manager 1		
Senior Officer for General Investment	Professional 1	3.Economics group	2
Officer for General Investment Policy	Professional 2	3.Economics group	2
12.Department of European Integration and Policy Coordination			Total:1
Director	Middle-level manager I		
12.1. Division for European Integration			Total: 3
Head of Division for European Integration	Low-level manager 1		
Senior Officer for European Integration	Professional 1	12.Social Science Group	2

12.2. Division for Policy Coordination			Total: 3
Head of Division for Policy Coordination	Low-level manager 1		
Senior Officer for Policy Coordination	Professional 1	12.Social Science Group	2
13. Legal Department			Total:1
Director	Middle-level manager I		
13.1. Division for Legislation Drafting and Harmonization			Total: 4
Head of Division for Legislation Drafting and Harmonization	Low-level manager 1		
Senior Legal Officer for EU Legislation	Professional 1	1.Legal Group	1
Senior Legal Officer	Professional 1	1.Legal Group	1
Legal Officer	Professional 2	1.Legal Group	1
13.2. Division for Legislation Implementation, Legal Support and Interinstitutional Cooperation on Legislation			Total: 3
Head of Division for Legislation Implementation, Legal Support and Interinstitutional Cooperation on Legislation	Low-level manager 1		
Senior Legal Officer	Professional 1	1.Legal Group	1
Legal Officer	Professional 2	1.Legal Group	1

14. Department of General Services			Total: 1
Director	Middle-level manager I		
14.1. Division for Transport and Logistics			Total: 8
Head of Division for Transport and Logistics	Low-level manager 1		
Officer for Transport	Professional 2	63.General administration group	1
Officer for Logistics	Professional 2	63.General administration group	2
Driver	Technical and Support officer		4
14.2. Division for Information technology and Administration of Documents and Services			Total: 11
Head of Division for Information technology and Administration of Documents and Services	Low-level manager 1		
Senior Officer for Information Technology	Professional 1	49.Information Technology Group	2
Officer for Translation – Albanian-English and vice versa	Professional 2	59.Translation and Interpretation Group	1
Officer for Translation – Albanian-Serbian and vice versa	Professional 2	59.Translation and Interpretation Group	1
Proofreader	Professional 2	8.Public Relations and Information Group	1
Archive Officer	Professional 2	7.Archive/Documentation Group	1
Archiver	Professional 2	7.Archive/Documentation Group	1
Receptionist	Professional 3	64. General administration group	2
Postman officer	Professional 3	64. General administration group	1

15.Department of Budget and Finance			Total:1
	Middle-level manager I		
Director			
15.1. Division for Budget and Planning			Total: 4
Head of Division for Budget and Planning	Low-level manager 1		
Senior Budget Analyst	Professional 1	2. Budget and Finance Group	1
Senior Officer for Budget Planning	Professional 1	2. Budget and Finance Group	1
Budget/Revenue Officer	Professional 1	2. Budget and Finance Group	1
15.2. Division for Finance and Accounting			Total: 6
Head of Division for Finance and Accounting	Low-level manager 1		
Senior Finance Officer-Spending Officer	Professional 1	2.Budget and Finance Group	1
Senior Finance Officer-Commitment Officer	Professional 1	2.Budget and Finance Group	1
Officer for Asset Registration	Professional 2	2.Budget and Finance Group	1
Officer-Cashier	Professional 2	3.Economics Group	1
Financial Archiver	Professional 2	3.Economics Group	1
15.3. Internal Audit Division			Total: 3
Head of Internal Audit Division	Low-level manager 1		
Internal Auditor	Professional 1	5.Internal Audit Group	2
16. Human Resources Management Division			Total: 7

16.1. Head of Human Resources Management Division	Low-level manager 1		
Senior Officer for Personnel	Professional 1	6.Human Resources Group	2
Officer for Personnel	Professional 2	6.Human Resources Group	2
Senior Human Rights Coordination Officer	Professional 1	63. General administration group	1
Officer for Communities and Equal Opportunities	Professional 2	63. General administration group	1
16.2. Division for Public Communication	Low-level manager 1		Total: 3
Head of Division for Public Communication			
Officer for Multimedia	Professional 2	8.Public Relations and Information Group	1
Officer for Information and Media Monitoring	Professional 2	8.Public Relations and Information Group	1
16.3. Division for Procurement			Total: 4
Head of Division for Procurement	Low-level manager 1		
Senior Officer for Procurement	Professional 1	4.Public Procurement Group	1
Officer for Procurement	Professional 2	4.Public Procurement Group	1
Officer for Procurement	Professional 2	4.Public Procurement Group	1

Organizational structure of MIET

