

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 TRADE<sup>1</sup>

<sup>&</sup>lt;sup>1</sup>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, 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	Professional 1	12.Social Science Group	1
Monitoring		r	
Senior Officer for	Professional 1	12.Social Science	1
Industrial Policy		Group	
Evaluation			
Senior Officer for	Professional 1	3. Economics group	2
Business Support			
Programs			
2.3.Division for Industry			Total:4
Analysis			
Head of Division for	Low-level		
Industry Analysis	manager 1		
Senior Officer for	Professional 1	2. Economica e e e	1
	Professional I	3. Economics group	1
Development of Support			
Scheme Programs Senior Officer for	Professional 1	27 Statistics Crown	1
Statistical Analysis	Professional 1	27. Statistics Group	1
Senior Officer for	Professional 1	27. Statistics Group	1
Statistics Processing	FIOIESSIOIIAI I	27. Statistics Oloup	1
2.4. Division for Quality	Low-level		Total:5
Infrastructure	manager 1		Total.5
Head of Division for			
Quality Infrastructure			
Senior Officer for	Professional 1	12.Social Science	1
Drafting of Technical		Group	
Rules			
Senior Officer for Quality	Professional 1	12.Social Science	1
Infrastructure and		Group	
Notifications			
Senior Officer for	Professional 1	34.Construction	1
Construction and Use		engineering Group	
Material			
Senior Officer for CAB	Professional 1	12.Social Science	1
Monitoring and		Group	
Evaluation Procedures			
3. Department of			Total:1
Entrepreneurship			
Dimenter	M: 1 1 - 1 - 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	Middle-level		Total:1
Innovation	manager 1		
Director	T 1 1		
4.1 Division for Innovation and Technology	Low-level manager 1		Total: 6

Head of Division for				
Innovation and				
Technology				
Senior Officer for	Professional 1	3.Economics group		1
Innovation				
Officer for Innovation	Professional 2	3.Economics group		2
Senior Officer for	Professional 1	50.Data Technology		1
Technology		Group		
Officer for Technology	Professional 2	50.Data Technology Group		1
4.2Division for Research			Total: 5	
and Development				
Head of Division for	Low-level			
Research and	manager 1			
Development				
Senior Officer for	Professional 1	3.Economics group		1
Research				
Officer for Research	Professional 2	3.Economics group		1
Senior Officer for	Professional 1	3.Economics group		1
Development				1
Officer for Development	Professional 2	3.Economics group	<b>T</b> + 1 1	1
5.Department of Trade			Total: 1	
D:				
Director	Middle-level manager 1			
5.1Division for Trade in			Total: 5	
Goods Policy			10101.5	
H 1 (D'''' )	x 1 1			
Head of Division for	Low-level			
Trade in Goods Policy	manager 1			
Senior Officer for Market	Professional 1	3.Economics group		1
Analysis and Trade	1 101055101181 1	5.Economics group		1
Policy				
Senior Officer for Trade	Professional 1	3.Economics group		1
Senior Officer for Trade	Professional 1	3.Economics group		1
Analysis				
Senior Officer for	Professional 1	11.Natural Science		1
Agricultural Goods		Group		
5.2.Division for Trade in			Total: 3	
Services Policy				

Head of Division for	Low-level		
Trade in Services Policy	manager 1		
Senior Officer for Trade	Professional 1	3.Economics group	2
in Services		C. Zoonomito Broop	-
5.3. Division for Market			Total: 4
Protection			
Head of Division for	Low-level		
Market Protection	manager 1		
Senior Officer for	Professional 1	12.Social Science	1
Antidumping Measures		Group	
Senior Officer for	Professional 1	3. Economics group	1
Subsidies and			
Counterbalance measures			
Senior Officer for	Professional 1	12.Social Science	1
Protection Measures in		Group	
Imports			
6.Department of			Total:1
Tourism			
Director	Middle-level		
	manager I		
6.1Division for Tourism			Total: 4
Policy Drafting			10tal: 4
Head of Division for	Low-level		
Tourism Policy Drafting	manager 1		
	munuger i		
Senior Officer for	Professional 1	62.Tourism group	2
Tourism Policy	r roressionar r	02.10ullishi group	2
Official for the electronic	Professional 2	12.Social Science	1
register and licensing		Group	-
procedures in the field of		Crowp	
tourism			
6.2 Division for			Total: 4
Research, Analysis and			
Quality Standards			
Head of the Division for	Low-level		
Research, Analysis and	manager 1		
Quality Standards			

Senior Officer for	Professional 1	12.Social Science	1
Tourism Products and		Group	1
Services Development		or oup	
Senior Officer for	Professional 1	62.Tourism Group	1
Tourism Standards and	i ioiossionai i	ozriounismi oroup	1
Quality			
Officer for Tourism	Professional 2	62.Tourism Group	1
Market Research and	1101000101141 2	02.10ulisii Oloup	1
Analysis			
7. Department of State			Total: 1
Reserves			
Director	Middle-level		
Director	manager I		
7.1. Division for State			Total: 3
Reserves of Goods			10tal. 5
Keseives of Goods			
Head of the Division for	Low-level		
State Reserves Goods			
State Reserves Goods	manager 1		
Senior Officer for Policy	Professional 1	3.Economics group	1
and Standards Drafting	FIOIESSIOIIAI I	5.Economics group	1
Senior Officer for	Professional 1	1.Legal Group	1
Administrative Work and	FIOIESSIOIIAI I	1.Legal Oloup	1
Contractual Relations			
7.2 Division for			Total: 3
Mandatory Crude			10tal. 5
Petroleum Reserves			
Tetroleulli Keserves			
Head of the Division for	Low-level		
Mandatory Crude Petroleum Reserves	manager 1		
Felloleulli Keselves			
Officer for Petroleum and	Drofossional 2	22 Chamisters Course	1
	Professional 2	22.Chemistry Group	1
Petroleum Products			
Quality	Duefereiru-11		1
Officer for Policy and	Professional 1	12.Social Science	1
Standard Implementation		Group	Tatal: 1
8. Department of Petroleum Market			Total: 1
Regulation			
Director			
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 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			Totali: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	Low-level			
Transport and Logistics	manager 1			
Transport and Logistics				
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/Documenta tion Group		1
Archiver	Professional 2	7.Archive/Documenta tion Group		1
Receptionist Postman officer	Professional 3 Professional 3	64. General administration group 64. General administration group		2 1

15.Department of			Totali:1
<b>Budget and Finance</b>			
0	Middle-level		
	manager I		
Director			
15.1. Division for			Total: 4
Budget and Planning			
Head of Division for	Low-level		
Budget and Planning	manager 1		
Contra Decile et Analaset	Due ferreien el 1	2 Declared and Elements	1
Senior Budget Analyst	Professional 1	2. Budget and Finance	1
Conion Officer for De 1- (	Drofossier-11	Group	1
Senior Officer for Budget	Professional 1	2. Budget and Finance	1
Planning Budget/Revenue Officer	Professional 1	Group 2. Budget and Finance	1
Buuget/Kevenue Onicer	r totessional 1	Group	1
15.2. Division for		Group	Total: 6
Finance and Accounting			10141.0
I manee and meeting			
Head of Division for	Low-level		
Finance and Accounting	manager 1		
Senior Finance Officer-	Professional 1	2.Budget and Finance	1
Spending Officer		Group	
Senior Finance Officer-	Professional 1	2.Budget and Finance	1
Commitment Officer		Group	
Officer for Asset	Professional 2	2.Budget and Finance	1
Registration		Group	
Officer-Cashier	Professional 2	3.Economics Group	1
Financial Archiver	Professional 2	3.Economics Group	1
15.3. Internal Audit			Total: 3
Division			
Head of Internal Audit	Low-level		
Division	manager 1		
Internal Auditor	Professional 1	5.Internal Audit	2
		Group	
16. Human Resources			Total: 7
Management Division			

<b>16.1</b> .Head of Human	Low-level		
Resources Management	manager 1		
Division			
Senior Officer for	Professional 1	6.Human Resources	2
Personnel		Group	
Officer for Personnel	Professional 2	6.Human Resources	2
		Group	
Senior Human Rights	Professional 1	63. General	1
Coordination Officer		administration group	
Officer for Communities	Professional 2	63. General	1
and Equal Opportunities		administration group	
16.2. Division for Public	Low-level		Total: 3
Communication	manager 1		Total: 5
Communication			
Head of Division for			
Public Communication			
Officer for Multimedia	Professional 2	8.Public Relations and	1
		Information Group	
Officer for Information	Professional 2	8.Public Relations and	1
and Media Monitoring		Information Group	
16.3. Division for			T-4-1-4
Procurement			Total: 4
Head of Division for	Low-level		
Procurement	manager 1		
Senior Officer for	Professional 1	4.Public Procurement	1
Procurement		Group	
Officer for Procurement	Professional 2	4.Public Procurement	1
		Group	
Officer for Procurement	Professional 2	4.Public Procurement	1
		Group	

Organizational structure of MIET													
	Cabinet of the Minister												
	Human Ress Managemen Public Comm Divisio Procurement E	nt Unit		Office	of the Secretary	General	Internal Audit Division	•					
Department of Industry	Department of Entrepreneurship	Trade Department	Department of Tourism	Department of Innovation	State Reserve Department	Department of Market Regulation of Oil	Department of Controlling Market of Strategic Goods	Consumer Protection Department	Investment Department	Department for European Integration and Policy Coordination	Legal Department	Department for General Services	Department of Budget and Finance
Trade Policy Division	SME Policy Making Division	Trade Policy Division	Division for Drafting Touristic Policies	Innovation Division	Division for State Goods Reserves	Division for quality of petroleum, bio-fuels, and bio-liquids	Division for Dual Use Goods	Consumer Policy Drafting Division	Strategic Investment Division	European Integration Division	Division for Drafting and Harmonization of Legislation	Transport and Logistics Division	Budget Division
Division for industry analysis	Monitoring and Evaluation Division	Division for Trade in Services	Division for Research, Analysis, and Quality Standards	Research and Development Division	Division for Obligative Reserves of Crude Oil	Division of licensing petroleum products	Division for Military Goods, Transits and Brokerage	Division for Information and Education of Customers	General Investment Division	Policy Coordination Division	Division for Supervision of Legislation	Information Technology Division, Administration of Documents and	Finance Division
Monitoring and Evaluation Division		Market Protection Division									Implementation, Legal Support and Inter-Institutional Cooperation in the Field of Legislation	Services	
Quality Infrastructure Division													