



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

**REGULATION (OPM) NO. 23/2024 ON THE INTERNAL
ORGANIZATION AND JOB CLASSIFICATION IN THE AGENCY FOR
GENDER EQUALITY¹**

¹ Regulation (OPM) No. 23/2024 on Internal Organization and Systematization of Jobs in Executive Agency on Gender Equality, has been approved by the Prime Minister, with Decision No. 225/2025, dated 05.03.2025.

The 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), and in accordance with Article 9, paragraphs 2 and 7 of Regulation (QRK) No. 01/2020 on Standards of Internal Organization, Job Classification, and Cooperation within State Administration Institutions and Independent Agencies, and Article 9, paragraph 3 of Law No. 05/L-020 on Gender Equality, issues:

REGULATION (OPM) NO.23/2024 ON THE INTERNAL ORGANIZATION AND JOB CLASSIFICATION IN THE AGENCY FOR GENDER EQUALITY

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation shall be to determine the internal organisation and systematization of jobs in the Agency for Gender Equality in Kosovo (hereinafter: Agency).

**Article 2
Scope**

- 1.This Regulation applies to the Agency for Gender Equality.
2. The Duties and Responsibilities of the Agency shall be defined by Law No.05/L-020 on Gender Equality and other applicable legislation.

**Article 3
The Mission of the Agency**

The mission of the Agency shall be the promotion, support, and coordination of the implementation of the provisions of Law No. 05/L-020 on Gender Equality and other sub-legal acts issued in accordance with it.

**Article 4
Organizational Structure of the Agency**

1. The organizational structure of the Agency shall be as follows:
 - 1.1. Office of the Executive Director;

1.2. Departments, and;

1.3. Divisions.

2. The number of employees at the Agency shall be sixty-four (62).

Article 5 Office of the Executive Director

1. Office of the Executive Director consists of:

1.1. Executive Director;

1.2. One Senior Executive Officer;

1.3. One Administrative Officer;

1.4. One Senior Certification Officer.

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

1.1 Human Resources Unit;

1.2 Public Procurement Division;

1.3 Division for Public Information.

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, relevant law on Gender Equality and other applicable legislation.

4. Duties and responsibilities of professional and support staff of the Office of the Executive Director are determined according to the relevant legislation for public officials.

5. The number of employees in the Office of the Executive Director shall be four (4).

Article 6 Agency Departments and Divisions

1. The departments and divisions within the Agency are:

1.1. Department for Gender Mainstreaming in Legislation, International Instruments, and Legal Services, with the following divisions:

1.1.1 Division for Legislation;

1.1.2 Division for Issues of Violence against Women, Gender-Based Violence and Awareness-Raising;

1.1.3 Division on Monitoring and Reporting on International Instruments.

1.2. The Department for Policy and Gender Analysis and the following divisions:

1.2.1. Division for Analysis and Research;

1.2.2. Division for Gender Policies;

1.2.3. Division for Gender-Responsive Budgeting.

1.3. Department for Cooperation and Coordination with the following divisions:

1.3.1. Division for Cooperation's with Donors, Civil Society and Subsidies Program Implementation;

1.3.2. Division for Coordination and Capacity Development of Gender Mechanisms.

1.4. Department of Budget, Finance with the following divisions:

1.4.1. Division for Budget;

1.4.2. Division for Finance.

1.5. Department for General Management Services with the following divisions:

1.5.1. Information Technology Division;

1.5.2. Division for General Services.

1.6. Public Procurement Division.

1.7. Human Resources Management Unit.

1.8. Division for Information.

Article 7

Department for Gender Mainstreaming in Legislation, International Instruments and Legal Affairs

1. The Department for Gender Mainstreaming in Legislation, International Instruments, and Legal Issues is an organizational unit within the Agency, which shall have the mission to advance the process of gender mainstreaming in all policy-making processes of the institutions of the Republic of Kosovo, ensuring that they are coordinated and harmonized with the Law on Gender Equality.

2. The Department for Gender Mainstreaming in Legislation, International Instruments, and Legal Services shall have the following duties and responsibilities:

2.1. Implements the Gender Impact Assessment as a tool for gender mainstreaming and the Regulatory Impact Assessment system in all concept documents and proposed regulatory frameworks, and provides recommendations and comments in accordance with the standards of the Gender Impact Assessment and Regulatory Impact Assessment.

2.2. Monitors the inclusion and implementation of recommendations provided on the implementation of the Gender Impact Assessment in concept documents and proposed regulatory frameworks.

2.3. Analyzes, periodically identifies the needs of institutions for the development of institutional, professional capacities for gender equality and violence against women.

2.4. Proposes to the Government amendments/supplementation of laws and sub-legal acts issued in accordance with the Law on Gender Equality.

2.5. Identifies and drafts policies that promote gender equality and monitors their implementation.

2.6. Analyzes gender inequalities and proposes relevant affirmative measures guided by the Agency for Gender Equality in cooperation with other institutions.

2.7. Analyzes, periodically identifies the needs of institutions for the development of institutional, professional capacities for gender equality and violence against women.

3. The Director of the Department for Gender Mainstreaming in Legislation, International Instruments and Legal Issues reports to the Executive Director of the Agency.

4. The Department for Gender Mainstreaming in Legislation, International Instruments and legal issues shall encompass the following Divisions:

4.1. Division for Legislation;

4.2. Division for Issues of Violence against Women, Gender-Based Violence and Awareness-Raising;

4.3. Division for Monitoring and Reporting on International Instruments.

5. The number of employees in the Department for Gender Mainstreaming in Legislation, International Instruments and legal issues shall be fourteen (14).

Article 8

Division for Legislation

1. The Division for Legislation shall have the following duties and responsibilities:

1.1. Periodically analyzes, identifies the needs of institutions for the development of individual and institutional capacities for the implementation of the Gender Impact Assessment as a tool of gender mainstreaming and the Regulatory Impact Assessment system.

1.2. Proposes, organizes, and implements directly or through partners and forms of technical assistance activities for capacity development for the implementation of Gender Impact Assessment in accordance with institutional needs and appropriate forms of capacity development delivery.

1.3. Designs programs and materials for capacity development and reviews and approves programs offered by third parties.

1.4. Includes the Gender Impact Assessment in all concept documents and proposed regulatory frameworks and provides recommendations and comments in accordance with the Regulatory Impact Assessment.

1.5. Monitors the inclusion and implementation of recommendations provided on the implementation of the Gender Impact Assessment in concept documents and proposed regulatory frameworks.

1.6. Establishes and maintains a monitoring system to incorporate Gender Impact Assessment in proposed concept documents and regulatory frameworks.

1.7. Designs and implements the Gender Marker instrument for all concept documents and proposed regulatory frameworks.

1.8. Drafts on an annual basis a report on the applicability of the Gender Impact Assessment in concept documents and regulatory frameworks and makes public the findings for the year within the first four months of the following year.

1.9. Coordinates the monitoring process of the Law on Gender Equality but not limited to: manuals, instructions, database and reporting tools.

1.10. Establishes, maintains and periodically updates the database for monitoring the Law on Gender Equality.

1.11. Proposes, organizes and implements activities for capacity building for the implementation of the Law on Gender Equality and its monitoring, either directly or through partners and or in the form of technical assistance.

1.12. Identifies expertise within and outside institutions and the necessary resources for the development of human capacities, the instruments and systems established for the implementation and monitoring of the Law on Gender Equality.

1.13. Designs programs and materials for capacity building in LGE implementation and reviews and approves programs offered by third parties.

1.14. Examines, proposes and approves methodologies for collecting, processing and reporting data for monitoring Law on Gender Equality based on the principles of sex-based statistics and gender-based data, as well as standards for assessments and monitoring.

1.15. Coordinates and implements partial evaluations of the implementation of the LGE and every five years leads and conducts Ex-Post evaluations of implementation of the Law on Gender Equality at national level in accordance with approved methodologies and instruments.

1.16. Reviews, monitors and offers legal opinions on the affirmative measures taken by the state institutions of Kosovo.

1.17. Analyzes gender inequalities and proposes relevant affirmative measures that are led by the Agency or in cooperation with other institutions.

1.18. Monitors the implementation of affirmative measures and coordinates their reporting in accordance with the timelines defined in the affirmative measures undertaken.

1.19. Drafts and approves the activity plan to develop capacities for monitoring the Law on Gender Equality and Gender Impact Assessment on an annual basis in cooperation with the relevant institutions.

1.20. Participates in working groups for the drafting of concept documents and regulatory frameworks and ensures the implementation of the Gender Impact Assessment and relevant instruments of gender mainstreaming.

1.21. Drafts all contractual agreements between the Gender Equality Agency and the third parties according to the legislation in force.

1.22. Examines all agreements concluded between the Agency for Gender Equality and international institutions for their compliance with the Kosovo legal framework.

1.23. Monitors the implementation of agreements in cooperation with other units of the Agency for Gender Equality.

1.24. Assesses the monitoring reports of the subsidies program implementation and puts forward relevant measures for their successful implementation.

1.25. Provides legal opinions to the senior management of the Agency for Gender Equality.

1.26. Drafts documents for communications and institutional decisions and ensures that these documents shall be in accordance with the applicable legal frameworks in Kosovo.

1.27. Reviews, formulates and offers recommendations on criteria of various calls, terms of reference and announcements for procurement in accordance with the applicable legislation.

1.28. Contributes to the drafting of Agency for Gender Equality annual report and any other reports in accordance with its mandate and as requested from other institutions.

1.29. Contributes to the drafting of the work plan, procurement plan, and budget of the Agency for Gender Equality.

2. The Head of Division for Legislation shall report to the Director of the Department for Gender Mainstreaming in Legislation, International Instruments and legal issues.

3. The number of employees in the Division for Legislation shall be seven (6).

Article 9

Division for Issues of Violence against Women, Gender-Based Violence and Awareness

1. The Division for Issues of Violence against Women, Gender-Based Violence and Awareness shall have the following duties and responsibilities:

1.1. Analyzes, periodically identifies the needs of institutions for the development of institutional and professional capacities for gender equality and violence against women.

1.2. Proposes, organizes, and implements directly or through partners and forms of technical assistance activities for capacity development in accordance with institutional needs and appropriate forms of capacity development delivery.

1.3. Identifies expertise and opportunities both within and outside institutions for capacity development.

1.4. Drafts and approves the annual activity plan in cooperation with the beneficiary institutions.

1.5. Designs programs and materials for capacity development and reviews and approves programs offered by third parties, to ensure gender mainstreaming in these programs.

1.6. Coordinates and monitors OGE initiatives to ensure their compliance with the legal framework against domestic violence and violence against women, on a gender basis and in accordance with the planned activities foreseen in the Strategy on Protection Against Domestic Violence.

1.7. Provides awareness activities and capacity building for Gender Equality Officers, and local coordinating mechanisms for protection from domestic violence, violence against women, and gender-based violence.

1.8. Proposes and implements awareness campaigns to combat domestic violence, violence against women and gender-based violence.

1.9. Takes initiative in conducting assessments and analysis on the issue of violence against women, domestic violence and gender-based violence and instruments such as guidelines, commentaries, standard procedures and updates them in accordance with the recommendations and scope.

1.10. Participates and contributes to the drafting of public policies, legal frameworks and other instruments aimed at combating violence against women, domestic violence, gender-based violence, the drafting of institutional reports and international instruments.

1.11. Proposes, ensures and collaborates for the establishment and implementation of contemporary and standardized methodologies for the collection, processing, reporting of data and the evaluations and analyzes undertaken.

1.12. Provides and contributes to the drafting of legal opinions in accordance with current legislation and international instruments.

1.13. Contributes to the drafting of the AGE's annual report and any other reports in compliance with the mandate of the Agency for Gender Equality and as requested from other institutions.

1.14. Contributes to the drafting of the work plan, procurement plan, and budget of the Agency for Gender Equality.

2. The Head of the Division for Issues of Violence Against Women, Gender Base and Awareness shall report to the Director of the Department for Gender Mainstreaming in Legislation, International Instruments and legal issues.

3. The number of employees in the Division for Issues of Violence against Women, Gender-Based Violence and Awareness shall be four (4).

Article 10
Monitoring and Reporting on International Instruments Division

1. Division for Monitoring and Reporting on International Instruments shall have the following duties and responsibilities:

1.1. Analyze, periodically identify the needs of institutions for the development of professional and institutional capacities who shall report on the implementation of the Convention on the Elimination of All Forms of Discrimination Against Women and other international instruments for human rights.

1.2. Proposes, organizes and implements directly or through partners and forms of technical assistance activities for the development of institutional capacities for monitoring and drafting the report on the implementation of the Convention on the Elimination of all Forms of Discrimination Against Women and other international instruments.

1.3. Coordinates and leads the reporting process to Kosovo institutions for reporting on the implementation of the Convention for the Elimination of all forms of Discrimination Against Women, and cooperates with the civil society in this area.

1.4. Identifies expertise and opportunities both within and outside institutions for capacity development.

1.5. Designs programs and materials for capacity development and reviews and approves programs offered by third parties.

1.6. Creates and maintains the database for reporting on the implementation of the Convention on the Elimination of All Forms of Discrimination Against Women in accordance with the reporting areas of this Convention.

1.7. Prepares periodic analysis and shall report to inform about the progress and identifies delays, obstacles and provides relevant recommendations for improvement.

1.8. Coordinates with Kosovo institutions to implement international human rights instruments and ensure the inclusion of gender aspects in their implementation, monitoring, and reporting.

1.9. Coordinates with international institutions in the country on the implementation of the Convention on the Elimination of All Forms of Discrimination Against Women and the reporting of the progress.

1.10. Provides technical support and serves as a secretariat for the steering and coordinating the Kosovo representative team for the presentation of the implementation report on the Convention on the Elimination of All Forms of Discrimination Against Women before the Convention on the Elimination of All Forms of Discrimination Against Women.

1.11. Proposes, provides and collaborates for the establishment and implementation of contemporary and standardized methodologies for the collection, processing, reporting of data and the evaluations and analysis undertaken.

1.12. Provides and contributes to the drafting of legal opinions in accordance with the legislation in force, international instruments and its scope.

1.13. Contributes to the drafting of the AGE's annual report and any other reports in compliance with the mandate of the Agency for Gender Equality and as requested from other institutions. Contributes to the drafting of the work plan, procurement plan, and budget of the Agency for Gender Equality.

2. The Head of the Division for Monitoring and Reporting on International Instruments shall report to the Director of the Department for Gender Mainstreaming in Legislation, International Instruments and legal issues.

3. The number of employees in the Division for Monitoring and Reporting on International Instruments shall be three (3).

Article 11

Department for Policy and Gender Analysis

1. The Department for Policy and Gender Analysis is an organizational unit within the Agency for Gender Equality which shall have the mission of presenting the current state in gender equality in the country through analysis and research as well as the collection of data at national level.

2. The Department for Policy and Gender Analysis shall have the following duties and responsibilities:

2.1. Prepare quality reports and analyses on gender for the Agency for Gender Equality, central and local public administration institutions.

2.2. Coordinates the process with the European Institute for Gender Equality on the development of capacities for collecting, processing, and reporting data for the gender index and other initiatives on methodologies and gender-based data instruments.

2.3. Collects and processes qualitative information and statistical data from state institutions for the drafting of the gender profile of Kosovo.

2.4. Cooperates with the Kosovo Statistics Agency for the preparation of the Gender Equality Index and prepares final reports.

2.5. Contributes to the drafting of the work plan, procurement plan, and budget of the Agency for Gender Equality.

2.6. Contributes to the drafting of the AGE's annual report and any other reports in compliance with the mandate of the Agency for Gender Equality and as requested from other institutions.

3. The Director of the Department for Policy and Gender Analysis reports to the Executive Director of the Agency.

4. The Department for Policy and Gender Analysis shall consist of the following divisions:

- 4.1. Division for Analysis and Research;
- 4.2. Division for Gender Policies;
- 4.3. Division for Gender-Responsive Budgeting.

5. The number of employees in the Department for Gender Policies and Analyses shall be eleven (11).

Article 12

Analysis and Research Division

1. The Division for Analysis and Research shall have the following duties and responsibilities:

- 1.1. Develops gender quality reports and analyses for AGE, central and local public administration institutions, and other state and public institutions.
- 1.2. Cooperates with the Kosovo Statistics Agency, for the preparation of the Gender Equality Index and prepares final reports.
- 1.3. Coordinates with the European Institute for Gender Equality regarding development of capacities for the collection, processing and reporting of data for the gender index and other initiatives for gender-based data methodologies and instruments.
- 1.4. Collaborates with central and local public administration institutions for the development and adoption of methodologies for the collection of gender-based data, or for gender mainstreaming in the systems and processes of data collection and processing and sectoral statistics.
- 1.5. Collects and processes qualitative information and statistical data from state institutions for the drafting of the gender profile of Kosovo.
- 1.6. Assesses the needs of the country's institutional gender mechanisms and responsible organizational units for the collection and reporting of administrative statistics at the central and local level, and proposes activities for the development of capacities for gender data and gender indicators.
- 1.7. Collaborates with the respective departments in the Agency for Gender Equality and establishes information management systems for the collection and processing of data for national and international instruments.

1.8. Contributes to the research initiatives of the Gender Equality Agency and gender mechanisms in developing research methodologies and identifies and proposes research initiatives in areas and issues that merit analysis.

1.9. Provides information on new methodologies on gender-based data and appropriate software for information management systems and proposes them to senior management for the provision and development of human and technological capacities.

1.10. Contributes to the drafting of the AGE's annual report and any other reports in compliance with the mandate of the Agency for Gender Equality and as requested from other institutions.

1.11. Contributes to the drafting of the work plan, procurement plan, and budget of the Agency for Gender Equality.

2. The Head of the Division for Analysis and Research shall report to the Director of the Department for Policy and Gender Analysis.

3. The number of employees in the Division for Analysis and Research shall be three (3).

Article 13 **Gender Policy Division**

1. The Division for Gender Policy shall have the following duties and responsibilities:

1.1. Leads and coordinates the process of drafting the Kosovo Program for Gender Equality with the participation of central and local institutions, gender mechanisms, civil society and international institutions.

1.2. Monitors the implementation of the Kosovo Program for Gender Equality, collects and processes data, and prepares periodic and on-demand reports.

1.3. Undertakes informative and orientation activities for the Kosovo Program for Gender Equality, offers trainings on the monitoring system, its tools and reporting modalities for gender mechanisms and others.

1.4. In cooperation with the Division for Analysis and Research, creates the monitoring system of the Kosovo Program for Gender Equality based on the information management system.

1.5. Prepares and implements the evaluation process of the Kosovo Program for Gender Equality in accordance with the evaluation plan and standardized methodologies for public policy evaluation.

1.6. Ensure the inclusion of gender perspective in all public policies at the central and local level, through the inclusion of gender mainstreaming instruments.

1.7. Leads and coordinates the process for drafting the Agency for Gender Equality annual report and drafts the final annual report document.

1.8. Ensure the inclusion of the Gender Equality Agency's activities in all reporting instruments as it may be requested by the Government.

1.9. Designs and implements the Gender Marker instrument for all proposed and approved public policies.

1.10. Establishes and maintains a monitoring system for the inclusion of gender mainstreaming in developmental public policies and in cooperation with the departments of the Agency, monitor the extent of the inclusion of the Agency's recommendations for Gender Equality in these documents.

1.11. Annually drafts the report on gender mainstreaming compliance and in accordance with the Gender Marker, publishes the findings within the first four months of the following year, for the reported period.

1.12. Establishes and updates the database for technical assistance in accordance with the needs and mandate of the Agency for Gender Equality.

1.13. Coordinates with the Information Division for the establishment of awareness campaigns, promotional materials and the reflection of the Division's information activities for the media and social networks.

1.14. Contributes to the drafting of the Agency for Gender Equality annual report and any other reports in compliance with the mandate of the Agency for Gender Equality and as requested from other institutions.

1.15. Contributes to the drafting of the work plan, procurement plan, and budget of the Agency for Gender Equality.

2. The Head of the Division for Gender Policy shall report to the Director of the Department for Policy and Gender Analysis.

3. The number of employees in the Division for Gender Policies shall be three (3).

Article 14

Division for Gender Responsive Budgeting

1. The Division for Gender-Responsive Budgeting shall have the following duties and responsibilities:

1.1. Leads the implementation processes of gender budgeting in all legislative frameworks and public policy proposals.

1.2. Drafts progress reports on the implementation of gender budgeting in Kosovo and offers relevant recommendations.

1.3. Leads the capacity development processes for budgeting and, in cooperation with the Capacity Development Division, designs the capacity development plan for gender mechanisms and beyond, and reviews and approves programs offered through third parties.

1.4. Drafts analytical documents in cooperation with institutions for the implementation of gender-responsive budgeting.

1.5. Cooperates with the Ministry of Finance in the establishment, implementation and periodic evaluation of instruments for the implementation of gender-responsive budgeting.

1.6. Cooperates with the Ministry of Finance, central and local public administration in drafting the annual budget, medium-term expenditure frameworks, and other planning and management instruments of public finances to ensure the implementation of gender-responsive budgeting.

1.7. Organizes informative activities on gender-responsive budgeting for sharing experiences and successful models.

1.8. Participates in local and international platforms for responsible gender budgeting for the sharing of achievements in Kosovo and the distribution of advanced methodologies and models.

1.9. Cooperates with the National Audit Office and proposes concrete instruments for gender-sensitive auditing with the aim of measuring the applicability and impact of gender-responsive budgeting by Kosovo institutions.

2. The Head of the Division for Gender-Responsive Budgeting shall report to the Director of the Department for Policy and Gender Analysis.

3. The number of employees in the Division for Gender-Responsive Budgeting shall be four (4).

Article 15

Department for Cooperation and Coordination

1. The Department for Cooperation and Coordination is an organizational unit within the Agency, which shall have the mission to cooperate with local and international mechanisms for gender equality, with international and local organizations with the aim of promoting and developing gender equality in the country.

2. The Department for Cooperation, Coordination and Information is an organizational unit and shall have the following duties and responsibilities:

- 2.1. Coordinates cooperation with multilateral and bilateral international organizations that operate in Kosovo and outside Kosovo as donors, in accordance with and fulfillment of public policies in the field of gender equality.
 - 2.2. Establishes and maintains project databases, strategies and plans of donors in the field of gender equality or related to the gender equality agenda in Kosovo.
 - 2.3. Establishes and maintain the database for civil society organizations for their engagements in the field of gender equality and advancement of Kosovo's agenda for gender equality.
 - 2.4. Coordinates with gender mechanisms, the annual calendar of gender awareness activities and monitors their implementation.
 - 2.5. Represents the Gender Equality Agency in cooperation with the Executive Director and/or other representatives of the AEG in meetings and collaborations with donors.
 - 2.6. Establishes and maintains an updated donor database for their investments in the field of gender equality and its advancement and contact persons and representatives of international organizations.
 - 2.7. Coordinates with the Information Division for the establishment of awareness campaigns, promotional materials and the reflection of the Division's activities in announcements and social networks.
 - 2.8. Contributes to the drafting of AGE`s annual report and any other reports in accordance with AGE`s mandate and requests from other institutions.
3. The Director of the Department for Cooperation and Coordination reports to the Executive Director of the Agency.
 4. The Department for Policy and Gender Analysis shall consist of the following divisions:
 - 4.1. Division for Cooperation with Donors, Civil Society and Grant Program Implementation.
 - 4.2. Division for Coordination and Capacity Development of Gender Mechanisms.
 5. The number of employees in the Department for Cooperation, Coordination and Information shall be eight (8).

Article 16

Division for Cooperation with Donors, Civil Society and Grant Program Implementation

1. The Division for Cooperation with Donors, Civil Society and Grant Program Implementation shall have the following duties and responsibilities:

- 1.1. Coordinates the cooperation with multilateral and bilateral international organizations that operate in Kosovo and outside Kosovo as donors, in accordance with and fulfillment of public policies in the field of gender equality, with priority given to the Law on Gender Equality, Kosovo's Program for Gender Equality, the Convention for the Elimination of All Forms of Discrimination, as well as international and national level initiatives.
- 1.2. Organizes periodic meetings with multilateral and bilateral international organizations operating in Kosovo for the coordination of development assistance with the aim of fulfilling Kosovo's agenda for gender equality.
- 1.3. Collaborates with the Department of Gender Mainstreaming, International Instruments and Legal Affairs and other departments within the Agency for Gender Equality for the organization of meetings with international multilateral and bilateral organizations, aiming to include and address priorities arising from legal frameworks and developmental public policies in order to fulfill the agenda for gender equality in Kosovo.
- 1.4. Organizes and holds meetings with donors and publishes and shares data from such meetings for the purpose of coordination and implementation of decisions and notification of their progress.
- 1.5. In cooperation with the Information Division, drafts and maintains the project database, strategies and plans of donors in the field of gender equality or related to the gender equality agenda in Kosovo.
- 1.6. Represents the Gender Equality Agency in cooperation with the Executive Director and/or other representatives of the AGE in meetings and collaborations with donors.
- 1.7. Establishes and maintains updated database of donors for their investments in the field of gender equality and its advancement.
- 1.8. Establishes and maintains updated information about contact persons and representatives of international organizations.
- 1.9. Coordinates with gender mechanisms and ensures their participation and contribution in the relevant sectors or geographical locations in initiatives undertaken by donors.
- 1.10. Coordinates and contributes to the design of projects with the aim of attracting development aid funds for the development of institutional capacities and the implementation of the gender equality agenda in Kosovo.
- 1.11. Ensures that the Agency for Gender Equality and gender mechanisms in Kosovo are informed about the criteria, deadlines and priorities of development assistance and arranges informative activities for this purpose.

1.12. Collaborates and coordinates work with Agency for Gender Equality departments and beyond for reporting and evaluation of projects in which the Agency for Gender Equality is the beneficiary.

1.13. Coordinates and cooperates with civil society organizations in Kosovo for the implementation of the gender equality agenda through the organization and holding of informative and thematic meetings on a six-monthly basis.

1.14. Participate in activities organized by the civil society organizations and presents and promotes the agenda of the Agency for Gender Equality.

1.15. Establishes and maintains up-to-date the database of civil society organizations for their commitments in the field of gender equality and the advancement of Kosovo's agenda for gender equality.

1.16. In cooperation with the senior management and in accordance with Kosovo Program for Gender Equality objectives and annual priority, designs the topic of subsidies and proposes financial limits in accordance with the planned and approved resources in the respective public policies.

1.17. The subsidy plan schedule makes the publication of the plan in compliance with the terms and obligations according to the current legislation.

1.18. Prepares public announcements for the distribution of grants and subsidies according to the deadlines provided in the work plan for grants and subsidies.

1.19. Cooperates and provides advice and relevant documentation to the Division for Gender Mainstreaming on Legislation and Legal Affairs for the drafting of agreements according to the Agency's mandate.

1.20. Establishes the database for subsidies in cooperation with the Division for Analysis and Research, and updates the data in accordance with the established methodology.

1.21. Drafts monitoring reports and annual reports upon the completion of subsidies implementation process and discloses them no later than the first quarter of the following year.

1.22. Organizes orientation activities for grant and subsidy applicants.

1.23. Undertakes corresponding activities for the dissemination of good practices and profiling of successful beneficiaries from grant support.

1.24. Monitors calls for project proposals and takes the necessary steps for designing projects.

2. The Head of the Division for Cooperation with Donors, Civil Society and Grant Program Implementation shall report to the Director of the Department for Cooperation, Coordination and Information.

3. The number of employees in the Division for Cooperation with Donors, Civil Society and Grant Program Implementation shall be three (3).

Article 17

Division for Coordination and Capacity Development of Gender Mechanisms

1. The Division for Coordination and Capacity Development of Gender Mechanisms shall have the following duties and responsibilities:

1.1. Organizes and coordinates regular meetings every six months with gender mechanisms at the central and local level to monitor the implementation of work plans and the implementation of the gender equality agenda.

1.2. Organizes an annual conference on gender mechanisms analysis in Kosovo within the first quarter of the following year.

1.3. Reviews and assists in annual work plans of gender equality mechanisms in accordance with approved programs and public policies, and provides periodic analysis of their implementation.

1.4. Monitors the institutional coverage of gender mechanisms and their positioning in accordance with current legislation and informs about the progress of the processes of operation and organization of gender mechanisms.

1.5. In cooperation with other Agency for Gender Equality departments, leads the process of analyzing the professional capacities of gender mechanisms and proposes the relevant actions for their capacity development.

1.6. Coordinates with gender mechanisms, the annual calendar of gender awareness activities and monitors their implementation.

1.7. Coordinates data collection for the drafting of newsletter and, with the support of the Information Division, ensures its drafting and publication within four months of the following year.

1.8. Identifies and provides expertise within and outside institutions for carrying out activities to strengthen gender mechanisms capacities.

1.9. Coordinates agendas, collaborations, participation and contributions to gender mechanisms for all inter-institutional activities for the design and evaluation of gender policies and gender equality implementation within public policy frameworks.

1.10. Coordinates with the Information Division for the establishment of awareness campaigns, promotional materials and the reflection of the Division's activities in announcements and social networks.

1.11. Contributes to the drafting of AGE`s annual report and any other reports in accordance with AGE`s mandate and requests from other institutions.

2. The Head of the Division for Coordination and Capacity Development of Gender Mechanisms shall report to the Director of the Department for Cooperation and Coordination.

3. The number of employees in the Division for Coordination and Capacity Development of Gender Mechanisms shall be three (3).

Article 18 **Department for Budget and Finance**

1. The Department for Budget and Finance shall have the mission to effectively manage budget planning and execution, in accordance with the relevant Law on Public Financial Management and other legislation in force.

2. The duties and responsibilities of the Department for Budget and Finance are:

2.1. Manages and supervises the process of budget planning and financial forecasts in coordination with the administrative units of the Agency and continuously monitors its implementation.

2.2. Prepares budget proposals and the Medium-Term Expenditure Framework in coordination with the administrative units of the Agency, performs budget planning for all programs, as well as assists the administrative units of the agency in the preparation of the Medium-Term Expenditure Framework and budget requests.

2.3. Prepares budgetary proposals in relation to the budget review, taking into account the requests of research units for the reallocation of funds from one economic category to another, according to the existing laws.

2.4. Ensures that budgetary and financial expenses and movements are made in accordance with the rules and procedures of public financial management.

2.5. Prepares and monitors cash flow, accounts, transactions and other financial parameters that indicate the financial performance of the Ministry.

2.6. Reports on cash reserves and ensures that internal financial control shall be based on accountability principles.

2.7. Compiles the final financial statements of the Agency.

- 2.8. Reports periodically on budget execution.
- 2.9. Establishes new policies and laws in cooperation with administrative units.
3. The Director of the Department for Budget and Finance reports to the Executive Director of the Agency.
4. The Department of Budget and Finance consists of the following divisions:
 - 4.1. Division for Finance;
 - 4.2. Division for Budget.
5. The number of employees in the Department of Budget and Finance shall be seven (7).

Article 19
Division for Finance

1. The duties and responsibilities of the Division for Finance shall be:
 - 1.1. Prepares and drafts budget planning and Medium-Term Expenditure Framework for all administrative units within the Agency.
 - 1.2. Coordinates and prepares the budget planning process for programs and sub-programs, in accordance with the Agency's objectives and budget circulars, as well as performs the recording of budget requests in respective electronic systems.
 - 1.3. Monitors and harmonizes the Agency's budget with the approved and revised budget.
 - 1.4. Prepares requests for budget hearings, according to a specified calendar.
 - 1.5. Compiles requests for budget revision, based on the requests of administrative units for reallocation of funds, from one economic category to another.
 - 1.6. Analyzes the budget expenditures of all administrative units within the Agency.
 - 1.7. Undertakes the necessary actions regarding budget deficits, as well as other additional budget requests.
 - 1.8. Prepares and monitors projects, in accordance with requests and/or legal instructions.
 - 1.9. Informs the administrative units within the Agency regarding the essential measures for budget expenditure, in compliance with regulations for public financial management.
 - 1.10. Compiles financial statements and consolidates annual financial statements.

1.11. Compiles assessments of the budgetary effects for the Ministry's policy documents as well as legislation.

1.12. Manages and maintains information on assets, inventories and storages, as well as provides logistic services for them.

2. The Head of the Division for Finance shall report to the Director of the Department of Budget, Finance and General Services.

3. The number of employees in the Division for Legislation shall be three (3).

Article 20 Division for Budget

1. The duties and responsibilities of the Division for Budget shall be:

1.1. Prepares and manages cash flow for all administrative units of the Agency.

1.2. Maintains and monitors budgetary expenditures and simultaneously reports on all financial analysis matters, timely signaling any overruns.

1.3. Prepares the reconciliations of expense records according to the Agency's administrative units.

1.4. Records commitments and expenses in the appropriate electronic system for all budget lines of the Agency.

1.5. Processes data and maintains financial and asset accounting for the Agency.

1.6. Prepare monthly, periodic, and annual financial reports for the Agency.

2. The Head of the Budget Division shall report to the Director of the Department for Budget and Finance.

3. The number of employees in the Division for Budget shall be three (3).

Article 21 Department for General Management Services

1. The mission of the Department for General Management Services shall be to provide administrative support and general services to other units of AGE.

2. The Department for General Management Services shall have the following duties and responsibilities:

2.1. Manages, coordinates, and provides administrative services, including information technology, to all organizational units within AGE.

2.2. Provides common services to all AGE staff.

2.3. Ensure the functioning of document management for logistics, transportation, warehouses, office supplies, and AGE infrastructure.

3. The Director of the Department for General Management Services reports to the Executive Director of the Agency.

4. Department for General Management Services shall consist of the following divisions:

4.1. Division for General Services,

4.2. Information Technology Division.

5. The number of employees in the Department shall be nine (9).

Article 22 Division for General Services

1. Department for General Services shall have the following duties and responsibilities:

1.1. Offers logistical services for AGE.

1.2. Manage the AGE inventory and warehouses.

1.3. Plans and supplies materials and office equipment for work according to the needs of AGE.

2.1. Provides transportation and vehicle maintenance services for AGE.

2.2. Manages and administers documents of AGE.

2.3. Provides translation and proofreading services.

2. The Head of the Division shall report to the Director of the Department for General Management Services.

3. The number of employees in this Division shall be five (5).

Article 23 Information Technology Division

1. The Information Technology Division shall have the following duties and responsibilities:
 - 1.1. Implements professional support duties in the field of Information Technology for AGE officers.
 - 1.2. Ensures the maintenance of AGE's Information Technology equipment.
 - 1.3. Plans and prepares requests for procuring IT equipment.
 - 1.4. Implements the guidelines of the State Information Agency regarding the use of special government communication and information networks.
2. The Head of the Division shall report to the Director of the Department for General Management Services.
3. The number of employees in this Division shall be three (3).

Article 24
Public Procurement Division

1. The Public Procurement Division (PPD) is an organizational unit within the AGE, which shall have the mission to conduct all public procurement procedures for the needs of AGE in an efficient and transparent manner, ensuring the proper use of public funds, public resources, and all other funds and resources of AGE, in compliance with the criteria and rules of the applicable legislation.
2. Public Procurement Division shall have the following duties and responsibilities:
 - 2.1. Preparation, coordination, and implementation of the Agency's annual plan in the field of public procurement, in accordance with the applicable legislation.
 - 2.2. Development and implementation of procedures for the procurement of goods, works, and services, and ensuring that all procurement procedures are conducted in accordance with the provisions of the Public Procurement Law of Kosovo and other applicable legislation, according to the requests and needs of the Agency.
 - 2.3. Ensuring that all procurement requests are prepared in accordance with procurement rules and procedures.
 - 2.4. Determining the procurement methodology for tenders and the procedures for price evaluation.
 - 2.5. Providing advice and assistance to management in making decisions regarding contentious issues that may arise in the execution of contracts.

2.6. Carrying out other duties and responsibilities as defined by the relevant Public Procurement Law and applicable legislation.

3. The Head of the Division reports to the Executive Director of AGE.

4. The number of employees in this Division shall be three (3).

Article 25
Human Resources Division

1. The Human Resources Division (HRD) is an organizational unit within AGE, which shall have the mission to ensure effective human resource management through the development of procedures, programs, and services that contribute to the balanced distribution of tasks and responsibilities among AGE employees.

2. The Human Resources Division shall have the following duties and responsibilities:

2.1. Supports and provides advice to the Executive Director regarding human resource management;

2.2. Ensures and exercises competencies in accordance with the authorizations and responsibilities for the implementation of legislation, documents, requirements, procedures, and standards for the institution in the field of human resources;

2.3. Administers the personnel files of AGE civil servants;

2.4. Prepares annual and mid-term personnel plans, in accordance with AGE's budget planning procedures;

2.5. Provides assistance to the relevant units in preparing job descriptions, job classification, and the systematization of job positions;

2.6. Develops recruitment procedures based on the applicable legislation;

2.7. In coordination with unit leaders, periodically identifies and assesses the training needs of AGE's civil servants and develops professional capacities through career development and professional advancement trainings;

2.8. Monitors and implements the training plan for AGE staff;

2.9. Manages processes related to appointments, releases, transfers, suspensions, retirement, confirmations of civil servants, and other categories within AGE, in accordance with the relevant law on public officials, and makes recommendations for signing to the Executive Director, as the highest authority of AGE;

2.10. Ensures the implementation of procedures for performance evaluation and work attendance;

- 2.11. Manages disciplinary procedures, complaints, and disputes related to public officials;
- 2.12. Prepares the annual report and work plan for human resource management.
3. The Head of Division reports to the Executive Director of the Agency.
4. The number of employees in this Division shall be three (3).

Article 26
Division for Public Information

1. The Division for Public Information shall have the following duties and responsibilities:

- 1.1. Communicates the values and principles of gender equality and the programmatic objectives of the gender equality agenda led by the Agency for Gender Equality AGE.

- 1.2. Leads the process of drafting and implementing the communication strategy of the Agency and reports on its implementation on a periodic basis.

- 1.3. In cooperation with the Agency's Departments, ensures the execution of public awareness and educational campaigns to promote the values of gender equality and the programs and mandate of the Agency for Gender Equality.

- 1.4. Provides support for the implementation of the activity calendar for the promotion of gender equality for the Agency for Gender Equality and gender mechanisms and drafts effective public communication concepts and products.

- 1.5. Reflects in real-time the Agency for Gender Equality activities and its partners on social networks and manages Agency for Gender Equality's presence on these networks on daily basis.

- 1.6. Cooperates with the media in Kosovo, coordinates and offers information about the portrayal of Agency for Gender Equality's work and the dissemination of gender equality values.

- 1.7. Provides real-time communication to the public and media as a response to various events and situations, for reflecting and informing about Agency for Gender Equality activities.

- 1.8. Serves as a point of contact for the media and communicates the public views of the Agency for Gender Equality.

- 1.9. Ensures maintenance and shall be responsible for arranging the Agency for Gender Equality's website, and posting the materials, information, and various communication and

informational products created through the work of Agency for Gender Equality and its partners.

1.10. Ensure the documentation of the Agency for Gender Equality's work, in real time and through modern technology.

1.11. Provides advice and support to AGE staff and gender mechanisms for their media and public communication engagement.

1.12. Monitors the media on a regular basis, drafts analyses and opinions, and provides relevant recommendations for quick and effective responses.

1.13. Collaborates with Agency for Gender Equality departments to promote the development of capacities for sensitive gender communication in public administration institutions and gender mechanisms.

1.14. Contributes to the drafting of Agency for Gender Equality annual report and any other reports in accordance with its mandate and as requested from other institutions.

1.15. Contributes to the drafting of the work plan, procurement plan, and budget of the division and the Agency for Gender Equality.

2. The Head of the Public Information Division reports to the Executive Director of the Agency for Gender Equality.

3. The number of employees in the Public Information Division shall be three (3).

Article 27

Auditing

1. Internal audit services will be covered by the Internal Audit Unit (IAU) of the Office of the Prime Minister.

2. Annual external regularity audits will be covered by the National Audit Office (NAO), as part of the audits of the Annual Financial Statements (AFS).

Article 28

Annex

An integral part of this Regulation shall be Annex 1, which contains the total number of all employees in the Agency and the specific number for each unit, as well as Annex 2, which contains the organizational chart.

Article 29
Repeal

With the entry into force of this Regulation, Regulation (GRK) - No.06/2017 on Internal Organization and Systematization of Jobs in Agency on Gender Equality.

Article 30
Entry into force

This Law shall enter into force seven (7) days following its publication in the Official Gazette of the Republic of Kosovo.

Albin Kurti

Prime Minister of the Republic of Kosovo

05 marta 2025

Organogram of the Agency for Gender Equality (AGE)			
Position/Structure	Class	Group (generic or specific)	Number
1. Office of the Executive Director at AGE			Total: 4
- Executive Director	Senior Executive		1
- Senior Executive Officer	Professional 1	General Administration Group	1
- Administrative Officer	Professional 2	General Administration Group	1
- Senior Certifying Officer	Professional 1	Economics Group	1
2. Department for gender mainstreaming in legislation, international instruments, and legal services, with the following divisions			Total: 14
- Director of Department for Gender Mainstreaming in Legislation, International Instruments, and legal services, with the following divisions:	Middle-Level Manager	N/A	1
2.1.Division for Legislation			Total: 6
- Head of Division for Legislation	Junior Manager	N/A	1
- High Legal Officer	Professional 1	Legal Group	1
- Senior Legal Officer for Gender Mainstreaming in Legislation; International Instruments	Professional 1	Legal Group	1
- Senior Legal Officer for Drafting and Harmonizing Legislation	Professional 1	Legal Group	2
- Senior Officer for International Legal Cooperation	Professional 1	Legal Group	1
2.2. Division for Issues of Violence against Women, Gender-Based Violence and Awareness-Raising			Total: 4
- Head of the Division for Issues of Violence against Women, Gender-Based Violence and Awareness-Raising	Junior Manager	N/A	1

- High Officer for Awareness on Gender-Based Violence Issues	Professional 1	The Social sciences group	2
- Senior Officer for Awareness on Issues of Violence Against Women	Professional 1	The Social sciences group	1
-			
2.3. Division for Monitoring and Reporting on International Instruments			Total: 3
- Head of Division for Monitoring and Reporting on International Instruments	Junior Manager	N/A	1
- High Officer for Monitoring and Reporting on International Instruments	Professional 1	The Social sciences group	2
3. Department for Policy and Gender Analysis			Total: 11
- Director of Department for Policy and Gender Analysis	Middle-Level Manager	N/A	1
3.1. Analysis and Research Division			Total: 3
- Head of the Division for Analysis and Research	Junior Manager	N/A	1
- High Officer for Research	Professional 1	The Social sciences group	1
- High Officer for Analysis	Professional 1	The Social sciences group	1
3.2. Gender Policy Division			Total: 3
- Head of the Division for Gender Policies	Junior Manager	N/A	1
- High Officer for Policy and Gender Analysis	Professional 1	The Social sciences group	1
- Officer for Monitoring and Reporting	Professional 2	The Social sciences group	1
3.3. Division for Gender-Responsive Budgeting			Total: 4
- Head of Division for Gender-Responsive Budgeting	Junior Manager	N/A	1
- High Officer for Gender-Responsive Budgeting	Professional 1	The Social sciences group	2
- Officer for Capacity Development for Gender-Responsive Budgeting	Professional 2	The Social sciences group	1
4. Department for Cooperation and Coordination			Total: 8
- Director of Department for Cooperation and Coordination	Middle-Level Manager	N/A	1

4.1.Division for Cooperations with Donors, Civil Society and Grant Program Implementation			Total: 3
4.2 Head of Division for Cooperations with Donors, Civil Society and Grant Program Implementation	Junior Manager	N/A	1
- High Officer for Donor Coordination	Professional 1	The Social sciences group	1
- High Officer for Coordination and Cooperation with the Civil Society	Professional 1	The Social sciences group	1
4.3 Division for Coordination and Capacity Development of Gender Mechanisms			Total: 3
- Head of the Division for Coordination and Capacity Development of Gender Mechanisms	Junior Manager	N/A	1
- High Officer for Coordination and Capacity Development for Gender Mechanisms	Professional 1	The Social sciences group	2
5. Department for Budget and Finance			Total: 7
- Director of the Department for Budget and Finance	Middle-Level Manager	N/A	1
5.1.Division for Budget			Total: 3
- Head of Division for Budget	Junior Manager	N/A	1
- Senior Budget Officer	Professional 1	Economics Group	1
- Budget Officer	Professional 2	Economics Group	1
5.2.Division for Finance			Total: 3
- Head of Division for Finance	Junior Manager	N/A	1
- Senior Finance Officer	Professional 1	Budget and Finance group	2
6. Department for General Management Services			Total: 18
- Director of Department for General Management Services	Middle-Level Manager	N/A	1
6.1.Division for General Services			Total: 5
- Head of the Division for General Services	Junior Manager	N/A	1
- Officer for Document Administration	Professional 2	Archive-Documentation group	1
- Logistics Officer	Professional 2	General Administration Group	1

- High Translation Officer	Professional 1	The Translation and Interpretation Group	1
- Officer for Reception of Goods	Professional 2	General Administration Group	1
6.2.Information Technology Division			Total: 3
- Head of Division for Information Technology	Junior Manager	N/A	1
- Senior Officer for Information Technology	Professional 1	Information Technology group	2
7. Human Resources Division			Total: 3
- Head of the Human Resources Division	Junior Manager	N/A	1
- High Officer Human Resources	Professional 1	Human Resources group	1
- Officer for Human Resources	Professional 2	Human Resources group	1
8. Public Procurement Division			Total: 3
- Head of the Public Procurement Division	Junior Manager	N/A	1
- High Procurement Officer	Professional 1	Public Procurement group	1
- Procurement Officer	Professional 2	Public Procurement group	1
9. Division for Public Information			Total: 3
- Head of Division for Public Information	Junior Manager	N/A	1
- High Public Communication Officer	Professional 1	Public Relations and Information group	1
- Officer for Information and Media Monitoring	Professional 2	The Social sciences group	1
Total number of AGE employees			Total: 62

