



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

**REGULATION (OPM) NO. 04/2026 ON INTERNAL ORGANIZATION
AND SYSTEMATIZATION OF JOBS IN THE AGENCY FOR YOUTH
DEVELOPMENT¹**

¹ Regulation (ZKM) No. 04/2026 on Internal Organization and Systematization of Jobs in the Agency for Youth Development, has been approved by the Acting Prime Minister with Decision No. 344/2026, dated 26.01.2026.

Prime Minister of the Republic of Kosovo,

Pursuant to Article 94 (paragraph 3) of the Constitution of the Republic of Kosovo, based on Article 9 (1.3) of Law No. 08/L-117 on the Government of the Republic of Kosovo, Article 10 (paragraph 4) of Law No. 08/L-264 on Youth, Article 28 (paragraph 3) of Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies, as well as Article 9 (paragraph 7) of Regulation No. 01/2020 on Standards for Internal, Systematization of Jobs and Co-operation in State Administration Institutions and Independent Agencies,

Issues:

**REGULATION (OPM) NO. 04/2026 ON INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS IN THE AGENCY FOR YOUTH DEVELOPMENT**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation shall be to determine the internal organization and systematization of jobs in the Agency for Youth Development (hereinafter referred to as the Agency).

**Article 2
Scope**

1. This Regulation shall be implemented by the Agency.
2. The duties and responsibilities of the Agency shall be defined by the relevant Law on Youth.

**CHAPTER II
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS**

**Article 3
Mission of the Agency**

The mission of the Agency shall be the implementation of the relevant legislation on youth, State Strategy on Youth, youth programs funded by the budget of the Republic of Kosovo and by state and international donors, and the collection, processing and storage of data and information in the field of youth in cooperation with central and local public institutions.

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;
 - 1.3. Divisions.
2. The number of employees in the Agency shall be twenty-three (23).
3. General administrative services, procurement services, financial management, human resources management and internal auditing are carried out by the responsible administrative units of the Ministry in charge of Youth.

Article 5 **Office of the Executive Director**

1. The Office of the Executive Director shall consist of:
 - 1.1. Executive Director;
 - 1.2. Administration and Digitalization Officer;
 - 1.3. Administrative Officer.
2. The duties and responsibilities of the Executive Director shall be defined by the relevant Law on Youth, the Relevant Law on the Organization and Functioning of the State Administration and Independent Agencies, the Relevant Law on Public Officials, as well as other applicable legislation.
3. The duties and responsibilities of the administrative officer of the Office of the Executive Director shall be defined by the relevant legislation on public officials.
4. The number of employees in the Office of the Executive Director shall be three (3).

Article 6 **Departments and Divisions of the Agency**

1. Departments and Divisions of the Agency shall be:
 - 1.1. Department for Policy Coordination and Youth Support:
 - 1.1.1. Division for Youth Policy Coordination;
 - 1.1.2. Division for Youth Participation;

1.1.3. Division for Support.

1.2. Department for the Implementation of Youth Services and Programs:

1.2.1. Division for Youth Services;

1.2.2. Division for Youth Programs;

1.2.3. Division for Monitoring and Evaluation.

Article 7 **Department for Policy Coordination and Youth Support**

1. The Department for Policy Coordination and Youth Support shall have the mission of coordinating, cooperating and providing inter-institutional support in the field of youth at both central and local level, promoting youth participation in policy making as well as supporting projects and programs aimed at the development of youth.

2. The duties and responsibilities of the Department for Policy Coordination and Youth Support shall be as follows:

2.1. Ensures coordination of activities at state, inter-institutional and cross-sectoral level for identifying youth needs and developing policies and services addressing those needs;

2.2. Acts as the secretariat of the State Commission on Youth (SCY) for the coordination of ministries and other public institutions in determining priorities and measures in the field of youth;

2.3. Acts as a bridge between youth and central and local public institutions;

2.4. Creates and supports professional advisory groups, together with youth representatives, to ensure that policies are in line with the needs of young people;

2.5. Leads the development and implementation of priority inter-ministerial state programs in cooperation with the other department of the Agency;

2.6. Supports the development and implementation of the State Strategy on Youth and its Action Plans;

2.7. Coordinates data in order to develop reports for the relevant Ministry of Youth, donors and international organizations;

2.8. Supports local public institutions in the development and implementation of local policies in the field of youth;

2.9. Supports the establishment and functioning of youth representative mechanisms, in particular the Central Youth Council;

- 2.10. Organizes annual events in order to promote youth participation in policy making and connecting central and local public institutions with the youth sector;
- 2.11. Launches annual public calls for the financial support of youth programs and projects in order to develop youth based on priorities set by the SCY and the State Strategy on Youth;
- 2.12. Provides information and programs for the capacity building of organizations and groups comprising the youth sector to provide financial support and implement programs and projects for the benefit of young people.

3. The Director of the Department for Policy Coordination and Youth Support shall report to the Executive Director of the Agency.
4. The Department for Policy Coordination and Youth Support shall consist of three divisions:
 - 4.1. Division for Youth Policy Coordination;
 - 4.2. Division for Youth Participation;
 - 4.3. Division for Youth Support and Development.
5. The number of employees in the Department for Coordination and Support shall be ten (10).

Article 8 **Division for Youth Policy Coordination**

1. The duties and responsibilities of the Division for Youth Policy Coordination shall be as follows:
 - 1.1. Coordinates inter-institutional communication in the field of youth whenever the need is identified or requested by an institution, a representative of civil society, media or a youth sector member;
 - 1.2. Guides youth sector stakeholders, including individual young people, on the opportunities, services and rights offered in the Republic of Kosovo for youth by the Agency, ministries, donors and other central and local public institutions;
 - 1.3. Provides advice on the use of opportunities, services and rights of young people guaranteed by the legislation in force, including those implemented by other central and local institutions or donors;
 - 1.4. Cooperates and supports the SCY in determining the necessary priorities and measures that should be taken to address the needs of young people;
 - 1.5. Provides support in coordinating, monitoring and developing activities necessary for the work of the SCY, acting as the secretariat;
 - 1.6. Draws up reports regarding developments in the field of youth for the SCY, the relevant Ministry of Youth, donors and international organizations;

- 1.7. Submits data and proposes policies related to the requirements and needs of the youth to the SCY, central and local public institutions;
- 1.8. Participates in and contributes to the drafting of strategic documents, youth sector policies, cross-sectoral laws and bylaws at the central level aimed at youth development;
- 1.9. Supports local public institutions in drafting and implementing local policies in the field of youth and the annual plan on youth in accordance with the State Strategy on Youth;
- 1.10. Coordinates donors and international organizations and provides information as needed and requested.

2. Head of the Division for Youth Policy Coordination shall report to the Director of the Department for Policy Coordination and Youth Support.
3. The number of employees in the Division for Youth Policy Coordination shall be three (3).

Article 9 **Division for Youth Participation**

1. The duties and responsibilities of the Division for Youth Participation shall be:
 - 1.1. Provides support for the establishment and functioning of the Central Youth Council;
 - 1.2. Identifies the functioning and dysfunction of the Central Council and takes the necessary measures for its dissolution;
 - 1.3. Provides mentoring to the Central Youth Council for the implementation of other administrative activities and issues;
 - 1.4. As a Secretariat of the Central Youth Council, supports it financially including the costs of the annual activities of the Council from the annual budget of the Agency;
 - 1.5. Reviews and approves/rejects all financial requests from the Central Youth Council in a timely manner, including:
 - 1.5.1. Costs of organizing the Meeting of the Central Council Assembly;
 - 1.5.2. Periodic meetings of the Central Council;
 - 1.5.3. Travel expenses at the Meeting of the Assembly and the Meetings of the Central Council;
 - 1.5.4. Per diem expenses under government regulation in cases of travel abroad;
 - 1.5.5. Expenses for administrative services of other meetings foreseen in the central council's plan of activities.

- 1.6. Reviews the annual narrative and financial report on the implementation of the activities of the Central Youth Council;
- 1.7. Interacts with the Central Youth Council for identifying the needs of youth by organizing periodic meetings with the Central Council;
- 1.8. Supports the participation of the Central Youth Council in meetings of interest to youth with central institutions of the Republic of Kosovo and abroad;
- 1.9. Supports the functioning of local youth councils at the request of the respective municipalities;
- 1.10. Supports young people by sharing information on various inter-institutional policy-making processes in areas of interest to young people;
- 1.11. Supports central and local public institutions in the involvement of young people in policy-making processes;
- 1.12. Provides support to municipalities as required for licensing of at least one youth center;
- 1.13. Initiates and coordinates the organization of inter-institutional activities for youth participation including Youth Month, Annual Conference and National Dialogue for Youth.

2. The Head of the Division for Youth Participation shall report to the Director of the Department for Policy Coordination and Youth Support.
3. The number of employees in the Division for Youth Participation shall be three (3).

Article 10 **Division for Youth Support**

1. The duties and responsibilities of the Division for Youth Support shall be:
 - 1.1. Designs specific objectives and criteria of projects and programs for financial support of youth organizations, organizations for youth, youth individuals and informal youth groups based on the State Strategy for Youth;
 - 1.2. Prepares and publishes the calendar of public calls of the Agency and, as possible, of other central and international public institutions, for youth sector stakeholders;
 - 1.3. Provides financial support through institutional grants to Youth Centers for the implementation of annual programs;
 - 1.4. Manages calls for financial support of the youth field, including public calls for external members to the evaluation committee;
 - 1.5. Collects applications for financial support in the field of youth;

- 1.6. Ensures the substantial evaluation of applications for financial support in a transparent, fair and timely manner;
- 1.7. Prepares and shares with the relevant Ministry of Youth the preliminary list of beneficiaries;
- 1.8. Manages complaints procedures in accordance with the applicable legislation;
- 1.9. Prepares and shares with the relevant Ministry of Youth the final list of beneficiaries;
- 1.10. Prepares contracts and other relevant documentation for the beneficiaries of financial support;
- 1.11. Accepts reports and prepares the conclusion of contracts with the beneficiaries of financial support;
- 1.12. Promotes opportunities for financial support to organizations and provides guidance and assistance to applicants during the application process by providing at least one information session for each call;
- 1.13. Provides capacity building for youth organizations, organizations for youth and informal youth groups in cooperation with other organizations;
- 1.14. Support organizations that offer capacity building in the field of youth;
- 1.15. Collaborates with other divisions and other organizations to align grant programs with youth policies and youth needs.

2. The head of the Division for Youth Support shall report to the Director of the Department for Policy Coordination and Youth Support.
3. The number of employees in the Division for Youth Support shall be three (3).

Article 11 **Department for the Implementation of Youth Services and Programs**

1. The Department for the Implementation of Youth Services and Programs mission shall be to promote and monitor the standards of youth work, non-formal education and youth volunteerism, promote youth mobility and monitor progress and evaluate the impact of youth programs, including data management in the field of youth.
2. Duties and responsibilities of the Department for the Implementation of Youth Services and Programs shall be as follows:
 - 2.1. Monitors progress and evaluates the impact of services, programs and youth projects implemented and supported by the Agency, including external and independent partners in the process;

- 2.2. Develops youth work according to latest European youth policy, practices and recommendations;
- 2.3. Monitors standards, capacities and impact of youth workers;
- 2.4. Provides capacity building programs for youth workers, including study programs in the country and abroad;
- 2.5. Carries out the licensing of youth workers, revocation and renewal of licenses;
- 2.6. Monitors and develops standards of non-formal education programs;
- 2.7. Promotes youth volunteerism and protects the rights of youth volunteers;
- 2.8. Certifies hours of voluntary work;
- 2.9. Promotes youth mobility through the European Youth Card and other programs at regional, European and wider level;
- 2.10. Supports the membership and representation of institutions, organizations and youth in international associations, organizations and networks in the field of youth;
- 2.11. Monitors, evaluates and reports services, programs and projects supported by the Agency;
- 2.12 Collects, processes, manages and provides data in the field of youth.

3. The Director of the Department for the Implementation of Youth Services and Programs shall report to the Executive Director of the Agency.
4. The Department for the Implementation of Youth Services and Programs shall consist of three divisions:
 - 4.1. Division for Youth Services;
 - 4.2. Division for Youth Programs;
 - 4.3. Division for Monitoring and Evaluation.
5. The number of employees in the Department for the Implementation of Youth Services and Programs shall be ten (10).

Article 12 **Division for Youth Services**

1. Duties and responsibilities of the Division for Youth Services shall be as follows:
 - 1.1. Licenses qualified youth workers;

- 1.2. Initiates and manages cooperation with organizations and educational institutions within and outside the country for providing vocational training to youth workers;
- 1.3. Defines and monitors the standards of youth work and non-formal education;
- 1.4. Takes measures in cases where youth workers violate the legal provisions for youth work;
- 1.5. Supports the communication and coordination of licensed youth workers with youth organizations, organizations for young people and informal youth groups;
- 1.6. Promotes the importance of non-formal education and supports youth empowerment through non-formal education;
- 1.7. Supports organizations for accreditation in the field of non-formal education in cooperation with relevant institutions within the relevant ministry of education;
- 1.8. Supports and empowers youth volunteerism and provides incentives for youth volunteers;
- 1.9. Creates new content and develops the online volunteering platform in cooperation with the digitalization specialist;
- 1.10. Organizes periodic awareness meetings with youth volunteers and volunteering providers on their rights, duties and responsibilities;
- 1.11. Supports central and local public institutions in engaging youth volunteers and providing incentives for youth volunteerism;
- 1.12. Selects and hands out awards to the volunteers of the year on an annual basis.

2. The Head of the Division for Youth Services shall report to the Director of the Department for the Implementation of Youth Services and Programs.
3. The number of employees in the Division for Youth Services shall be three (3).

Article 13 **Division for Youth Programs**

1. The duties and responsibilities of the Division for Youth Programs shall be as follows:
 - 1.1. Develops and implements state programs in the field of youth foreseen by the State Youth Strategy that do not overlap with other divisions of the Agency;
 - 1.2. Implements the European Youth Card Association's programs in the country;
 - 1.3. Cooperates with civil society organizations and other stakeholders to implement the activities of the European Youth Card to equip young people with the card and negotiating benefits deriving from it;

- 1.4. Acts as a help desk for the public on the European Youth Card;
- 1.5. Creates new content and develops the platform rinia.rks-gov.net as a digital point where young people and organizations are notified of new opportunities;
- 1.6. Implements the outreach component within the Youth Guarantee Scheme and supports central and local public institutions in assessing needs and implementing the Youth Guarantee Scheme action plan;
- 1.7. Cooperates with local and international organizations in expanding opportunities for youth mobility within and outside the country;
- 1.8. Cooperates with the Division for Support for drafting and managing calls for youth mobility in the country and abroad;
- 1.9. Supports young people and organizations for application and participation in cultural, sports, educational, voluntarism and work exchange programs in European countries and beyond, including but not limited to:
 - 1.9.1. Regional Youth Cooperation Office;
 - 1.9.2. Erasmus+;
 - 1.9.3. European Youth Card Association;
 - 1.9.4. European Solidarity Corps;
 - 1.9.5. SALTO-Youth.
- 1.10. Supports the membership and representation of institutions, organizations and youth in international associations, organizations and networks in the field of youth;
- 1.11. Provides technical and financial support for the organization of regional, European and wider events in the field of youth in cooperation with the Division for Youth Support.

2. The head of the Division for Youth Programs shall report to the Director of the Department for the Implementation of Youth Services and Programs.
3. The number of employees in the Division for Youth Programs shall be three (3).

Article 14 **Division for Monitoring and Evaluation**

1. The duties and responsibilities of the Division for Monitoring and Evaluation shall be:
 - 1.1. Develops working tools for monitoring and evaluating financial support in line with the objectives of the State Strategy for Youth, including:

- 1.1.1. Defining protocol standards for monitoring by the agency monitors and reporting by beneficiaries of financial support;
- 1.1.2. Preliminary planning and development of the annual monitoring plan based on approved projects for financial support;
- 1.1.3. Reviewing and developing the formats of the reports of the monitors and beneficiaries.

1.2. Manages financial support contracts with youth organizations, organizations for young people, informal youth groups and institutional grants for youth centers;

1.3. Monitors the implementation of project activities and programs by youth organizations, organizations for young people and informal youth groups by developing a system for registering, monitoring, and reporting of beneficiaries of public calls;

1.4 Provides recommendations to the Division for Youth Support regarding the capacity building of youth organizations, organizations for young people and informal youth groups based on the needs identified during monitoring;

1.5. Collects data in the field of youth in cooperation with central and local public institutions and issues recommendations;

1.6. Creates and manages the youth field data database, which is accessible and public, in coordination with central and local public institutions and youth structures;

1.7. Provides data on request of central public and local institutions, and youth.

2. Data collected by the Division for Monitoring and Evaluation includes but shall not be limited to:

- 2.1. Data on youth perspectives including surveys, focus groups or interviews to understand the perspectives, aspirations and challenges of young people;
- 2.2. Data on the effectiveness of youth policies by assessing the impact of existing youth policies and programs;
- 2.3. Data on the number and scope of youth organizations, organizations for young people and informal youth groups and their beneficiaries;
- 2.4. Data on the number and hours of youth volunteerism;
- 2.5. Data on the number and scope of licensed youth workers and their beneficiaries;
- 2.6. Demographic data including age, gender, ethnicity, etc. of young people;
- 2.7. Educational data including enrollment rate, attendance, performance in schools and higher education institutions, and access to educational resources and opportunities, the number of young people part of international programs and educational mobility;

- 2.8. Employment data including youth employment rates, types of jobs preferred by young people, income levels and challenges;
- 2.9. Data on health and well-being including physical and mental health statistics, the presence of specific health issues affecting young people and access to health care services;
- 2.10. Social and cultural data including participation in cultural and recreational activities, social integration and community involvement;
- 2.11. Data on non-formal training and education including availability and accessibility in skills development programs, training opportunities and vocational education;
- 2.12. Data on digital inclusion including youth access to technology and the internet and the scale of digital literacy;
- 2.13. Data on youth civic engagement and participation including participation in civic activities at central and local level;
- 2.14. Data on protection and safety including crime and safety concerns among youth.

3. All data in the Agency database shall be managed in accordance with the relevant Law on Personal Data Protection.
4. The head of the Monitoring and Evaluation Division shall report to the Director of the Department for the Implementation of Youth Services and Programs.
5. The number of employees in the Monitoring and Evaluation Division shall be three (3).

CHAPTER III FINAL PROVISIONS

Article 15 Transitional Provisions

1. In accordance with the legislation on public officials, staff mobility within the institution is permitted, if deemed necessary for the smooth functioning of work.
2. The increase or decrease in the number of staff, in accordance with the annual budget law, does not create the need to amend or supplement this Regulation, except in cases where organizational structures are created and/or dissolved.
3. In accordance with paragraph 2 of this article, the provisions of the annual budget law are an integral part of this Regulation

Article 16
Final provisions

An integral part of this Regulation is Annex I, which includes the total number of all employees in the Agency and the specific number for each unit, as well as Annex II, which contains the visual organogram.

Article 17
Entry into force

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

Albin KURTI

Acting Prime Minister of the Republic of Kosovo

26 january 2026

ANNEX I: TABLE

ORGANOGRAM OF THE AGENCY FOR YOUTH DEVELOPMENT			
POSITION/STRUCTURE	Class	GROUP (GENERAL OR SPECIAL)	NUMBER
1. OFFICE OF THE EXECUTIVE DIRECTOR			
Executive Director	Senior Manager	N/A	1
Administrative Officer	Professional 2	General Administration Group	1
Administration and Digitalization Officer	Professional 2	General Administration Group	1
1.1. Department for policy coordination and youth support			
Director	Middle Manager	N/A	1
1.1.1. Division for Youth Policy Coordination			
Head of the Division for Youth Policy Coordination	Lower Manager	N/A	1
Senior Officer for Youth Policy	Professional 1	General Administration Group	2
1.1.2. Division for Youth Participation			
Head of the Division for Youth Participation	Lower Manager	N/A	1
Senior Youth Officer	Professional 1	Social Sciences Group	2
1.1.3. Division for Youth Support			
Head of the Division for Youth	Lower Manager	N/A	1

Support			
Senior Youth Officer	Professional 1	Social Sciences Group	1
Senior Officer for Capacity Building	Professional 1	Public Relations and Information Group	1
1.2. Department for the Implementation of Youth Services and Programs			
Director	Middle Manager	N/A	1
1.2.1. Division for Youth Services			
Head of the Division for Youth Services	Lower Manager	N/A	1
Senior Youth Officer	Professional 1	Social Sciences Group	1
1.2.2. Division for Youth Programs			
Head of the Division for Youth Programs	Lower Manager	N/A	1
Senior Officer for Programs and Projects	Professional 1	Social Sciences Group	2
1.2.3. Division for Monitoring and Evaluation			
Head of the Monitoring and Evaluation Division	Lower Manager	N/A	1
Senior Officer for Analysis	Professional 1	Social Sciences Group	1
Senior Officer for Development and Monitoring of Project Implementation	Professional 1	General Administration Group	1

TOTAL NUMBER OF EMPLOYEES	23
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ANNEX II: ORGANOGRAM

