



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

**REGULATION (OPM) NO. 08/2026 ON INTERNAL
ORGANIZATION AND SYSTEMATIZATION OF JOBS IN
THE MINISTRY OF INTERNAL AFFAIRS¹**

¹Regulation (OPM) No. 08/2026 on Internal Organization and Systematization Jobs in the Ministry of Internal Affairs, approved by Decision No. 103/2026, dated 15.05.2026 of the Prime Minister of the Republic of Kosovo.

The Prime Minister of the Republic of Kosovo,

Pursuant to 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 Regulation (GRK) No. 17/2024 on the Rules of Procedure of the Government of the Republic of Kosovo, and Article 9, paragraph 7 of Regulation No. 01/2020 on Standards of Internal Organization and Systematization of Jobs and Cooperation in Institutions of State Administration and Independent Agencies

Approves the following:

**REGULATION (OPM) NO. 08/2026 ON INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS IN THE MINISTRY OF INTERNAL AFFAIRS**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation shall be to define the internal organization and systematization of jobs in the Ministry of Internal Affairs.

**Article 2
Scope**

1. This Regulation shall apply to the Ministry of Internal Affairs.
2. The scope of responsibility of the Ministry of Internal Affairs shall be defined in the respective Regulation on the Rules of Procedure of the Government, the respective Regulation on the Areas of Administrative Responsibility of the Ministries, as well as in other applicable legislation.

**Article 3
Definitions**

The expressions, terms and abbreviations used in this Regulation shall have the same meaning as used in the relevant legislation on the organization and functioning of the state administration and independent agencies, as well as in the relevant legislation on public officials.

**CHAPTER II
INTERNAL ORGANIZATION OF MINISTERIAL SYSTEM**

Article 4
Mission of the Ministry of Internal Affairs

The mission of the Ministry of Internal Affairs shall be to guarantee the rule of law, public order and security throughout the territory of the Republic of Kosovo, by protecting the lives and property of citizens, ensuring freedom of movement and developing modern, professional and transparent policies for the internal security of the Republic of Kosovo.

Article 5
Organizational Structures of the Ministry of Internal Affairs

1. The organizational structures of the Ministry of Internal Affairs shall be as follows:
 - 1.1. Cabinet of the Minister;
 - 1.2. Office of the Secretary General;
 - 1.3. Departments; and
 - 1.4. Divisions.
2. The total number of all employees in the Ministry of Internal Affairs shall be two hundred and seventy-eight (278).

Article 6
Cabinet of the Minister

1. The Cabinet of the Minister of the Ministry of Internal Affairs shall consist of:
 - 1.1. Minister;
 - 1.2. Deputy Ministers;
 - 1.3. Political Advisors; and
 - 1.4. Support Staff.
2. The duties and responsibilities of the Minister, Deputy Ministers, Political Advisors and Support Staff shall be defined by the Constitution of the Republic of Kosovo, specific laws, the respective Regulation on the Rules of Procedure of the Government, the respective Regulation on the Areas of Administrative Responsibility of the Office of the Prime Minister and the Ministries, as well as other applicable legislation.
3. The number of employees in the Cabinet of the Minister shall be seventeen (17).

Article 7
Office of the Secretary General

1. The Office of the Secretary General of the Ministry of Internal Affairs shall consist of:
 - 1.1. Secretary General
 - 1.2. Professional Staff; and
 - 1.3. Support Staff.
2. Professional and support civil servants within the Office of the Secretary shall be:
 - 2.1. Senior Executive Officer;
 - 2.2. Executive Officer;
 - 2.3. Administrative Officer; and
 - 2.4. Senior Gender Equality Officer
3. Other positions that report directly to the Secretary General shall be:
 - 3.1. Senior Certifying Officer.
4. The duties and responsibilities of the Secretary General shall be defined by the relevant Law on the Organization and Functioning of State Administration and Independent Agencies, the relevant Law on Public Officials, the relevant Regulation on Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, and other applicable legislation.
5. The duties and responsibilities of the support staff of the Office of the General Secretary shall be defined by the legislation on public officials.
6. The number of employees in the Office of the Secretary General shall be eight (8).

Article 8
Departments and Divisions of the Ministry of Internal Affairs

1. The Departments and Divisions of the Ministry of Internal Affairs shall be as follows:
 - 1.1. Department of Policy and European Integration:
 - 1.1.1. Policy Drafting and Coordination Division;

1.1.2. International Cooperation Division;

1.1.3. European Integration Division;

1.1.4. Research and Analysis Division;

1.2. Department of Public Safety:

1.2.1. Division of Weapons, Explosives and Private Security Services;

1.2.2. Division of Community Safety, Prevention and Reintegration of Radicalized Persons;

1.3. Department of Naturalization, Asylum and Migration:

1.3.1. Naturalization Division

1.3.2. Asylum Division

1.3.3. Foreigners Division

1.3.4. Readmission and Return Division

1.4. Department of Reintegration and Integration:

1.4.1. Regional Management Division;

1.4.2. Admission, Reintegration and Integration Division;

1.4.3. Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings;

1.4.4. Asylum Center;

1.4.5. Center Management Division;

1.5. Legal Department:

1.5.1. Legislation Drafting and Harmonization Division;

1.5.2. Legislation Monitoring and Implementation Division;

1.5.3. Agreements Division;

1.6. Budget and Finance Department:

- 1.6.1. Budget and Planning Division;
- 1.6.2. Finance and Accounting Division;
- 1.6.3. Revenue Reconciliation Division;
- 1.7. Department of General Services:
 - 1.7.1. Logistics Division;
 - 1.7.2. Document Administration and Services Division;
- 1.8. Department of Systems and Communications Administration:
 - 1.8.1. Security and Systems Administration Division;
 - 1.8.2. Application and Database Administration Division;
 - 1.8.3. User Support Division;
- 1.9. Inspection Unit;
 - 1.9.1. Critical Infrastructure Inspection Division;
 - 1.9.2. Division of Weapons, Explosives and Private Security Services Inspection;
 - 1.9.3. Civil Registration Inspection Unit;
 - 1.9.4. Civil Aviation Safety Inspection Division;
- 1.10. Internal Audit Unit;
- 1.11. Human Resources Management Unit;
- 1.12. Public Communication and Protocol Division;
- 1.13. Procurement Division;
- 1.14. Contract Monitoring Division;
- 1.15. Strategy Monitoring Division;
- 1.16. Division of Engineering Services of Facilities of Special Importance
- 1.17. Classified Information Security and Management Unit;

1.18. Agency Performance Monitoring Unit;

Article 9
Department of Policy and European Integration

1. The mission of the Department of Policy and European Integration shall be to lead the process of drafting policies within the scope of the Ministry, such as strategic documents, concept documents, annual work plans and other planning documents, lead processes within the Ministry related to the European integration process and international cooperation, as well as prepare analyses and research within the scope of the Ministry.

2. The duties and responsibilities of the Department shall be as follows:

2.1. Leads the process of drafting policies within the scope of the Ministry through proposals and initiatives for new policies, drafting of strategic documents, and drafting of concept documents;

2.2. Coordinates and prepares the planning documents of the Ministry, including annual work plans, as well as planning documents within the framework of European integration;

2.3. Assists and advises in defining and setting the priorities of the Ministry in accordance with Government policies, taking into account obligations arising from the European integration process and other processes related to international cooperation;

2.4. Coordinates and supports the process of implementation of standards and requirements arising from the European integration process and other international standards;

2.5. Monitors and reports on the implementation of recommendations and requirements arising from the European integration process;

2.6. Provides support in the harmonization of domestic legislation with the legislation of the European Union (Acquis communautaire), with particular emphasis on Chapter 24 “Justice, Freedom and Security”;

2.7. Coordinates and plans financial support from EU funds, bilateral funds and other international organizations, as well as leads steering or similar groups for overseeing the implementation of projects;

2.8. Provides support and coordinates the establishment and achievement of international

cooperation, and monitors its implementation at the bilateral and multilateral level;

2.9. Prepares regular and ad hoc research and statistical analyses within the scope of the Ministry;

2.10. Monitors the drug situation in the Republic of Kosovo, through the collection, analysis and evaluation of relevant data from responsible institutions;

2.11. Notifies and coordinates with relevant institutions regarding the emergence of new drugs and new developments in the field of narcotics;

2.12. Serves as a contact point for the European Union Drugs Agency;

2.13. Performs other duties as defined by the applicable legislation.

3. The Director of the Department for Policy and European Integration shall report to the Secretary General.

4. The following Divisions shall be part of this Department:

4.1. Policy Drafting and Coordination Division;

4.2. International Cooperation Division;

4.3. European Integration Division;

4.4. Research and Analysis Division;

5. The number of employees in the Department of Policy and European Integration shall be twenty-two (22).

Article 10

Policy Drafting and Coordination Division

1. The duties and responsibilities of the Policy Drafting and Coordination Division shall be as follows:

1.1. Leads the process of strategic planning and policy development of the Ministry based on the sectoral approach;

1.2. Prepares the annual list of strategic documents and concept documents;

1.3. Proposes and drafts strategic documents within the scope of the Ministry;

- 1.4. Proposes and drafts concept documents;
 - 1.5. Ensures the coordination of the process of developing the Ministry's strategic documents with the budget planning process;
 - 1.6. Ensures the necessary data/information and drafts the annual work plan, ensuring harmonization with the Medium-Term Expenditure Framework, the requirements from the European integration process, and other strategic documents, as well as reports on its implementation to the relevant institutions;
 - 1.7. Drafts and monitors the implementation of the Ministry's development plan, as well as other activities for the institutional reform of the Ministry;
 - 1.8. Performs other duties as defined by the applicable legislation.
2. The Head of the Policy Drafting and Coordination Division shall report to the Director of the Department of Policy and European Integration.
 3. The number of employees in the Policy Drafting and Coordination Division shall be six (6).

Article 11

International Cooperation Division

1. The duties and responsibilities of the International Cooperation Division shall be as follows:
 - 1.1. Coordinates the initiation of proposals for international documents in the field of internal affairs;
 - 1.2. Supports participation in regional and international initiatives within the scope of the Ministry's activities;
 - 1.3. Coordinates cooperation with local and international organizations within the scope of the Ministry's activities;
 - 1.4. Coordinates meetings, study visits and other international events related to the development of international and regional cooperation, as well as events related to capacity building within the competency of the Ministry;
 - 1.5. Coordinates and supports the process of membership and accession to regional initiatives and international organizations within the Ministry's area of responsibility;

- 1.6. Coordinates and supports cooperation with diplomatic and consular missions accredited in Kosovo, international organizations and regional initiatives;
 - 1.7. Leads the coordination and planning of bilateral and multilateral external financial support for the activities of the Ministry and ensures that it is aligned with the priorities of the Ministry;
 - 1.8. Provides support to the organizational structures of the Ministry in the preparation and management of projects;
 - 1.9. Performs other duties as defined by the applicable legislation.
2. The Head of the International Cooperation Division shall report to the Director of the Department of Policy and European Integration.
 3. The number of employees in the International Cooperation Division shall be three (3)

Article 12
European Integration Division

1. The duties and responsibilities of the European Integration Division shall be as follows:
 - 1.1. Coordinates and supports activities within the Ministry related to the European integration process, including the processes of planning measures related to European integration issues with a focus on Chapter 24 of the Acquis, as well as on other chapters where the Ministry carries the role of a supporting institution;
 - 1.2. Monitor and report on the implementation of obligations arising from the European integration process;
 - 1.3. Drafts and monitors the implementation of planning documents for the European integration process, ensures their harmonization with the Medium-Term Expenditure Framework and other strategic documents, and ensures that legislative reforms are included in the Government Legislative Program;
 - 1.4. Provides support in the harmonization of national legislation and strategic documents in the area of internal affairs with EU legislation;
 - 1.5. Coordinates the organization and conduct of regular meetings for the European integration process related to issues within the scope of the Ministry's activities;
 - 1.6. Coordinates the organization and conduct of assessment missions of the mechanisms of the European Union and other international organizations in the internal affairs sector;

- 1.7. Perform other duties as defined by the applicable legislation.
2. The Head of the European Integration Division shall report to the Director of the Department of Policy and European Integration.
3. The number of employees in the European Integration Division shall be three (3)

Article 13

Research and Analysis Division

1. The duties and responsibilities of the Research and Innovation Division shall be as follows:

1.1. Drafts and develops research, analyses and statistical reports in the area of public security, migration and asylum, on a periodic basis and as needed.

1.2. Collects, processes, analyzes, evaluates and maintains data and databases, including the relevant electronic systems, ensuring the accuracy and integrity of information.

1.3. Provides professional support in drafting policies, strategies, action plans and development documents in the area of public security, migration and asylum, based on evidence and statistical analyses.

1.4. Conducts risk assessments and thematic analyses related to trends in public security, migration and asylum and prepares recommendations for decision-making.

1.5. Implements and reviews research projects, including public opinion research and specific sectoral studies, with the aim of improving policies and institutional practices in the area of public security.

1.6. Cooperates and coordinates with local and international agencies, departments and institutions for the exchange of data, statistics and information in the relevant areas.

1.7. Drafts internal methodological and procedural standards for the management, analysis and reporting of data and statistics.

1.8. Ensures access to and controlled dissemination of information and statistical data to authorized parties, in accordance with the applicable legislation.

1.9. Performs other duties as defined by the applicable legislation.

2. The Head of the Research and Analysis Division shall report to the Director of the Department of Policy and European Integration.
3. The number of employees in this Division shall be nine (9).

Article 14
Department of Public Safety

1. The mission of the Department of Public Safety shall be to provide services in the area of weapons, explosives, private security services, community safety, and the prevention and reintegration of radicalized persons.
2. The duties and responsibilities of the Department of Public Safety shall be as follows:
 - 2.1. Provides services to citizens and legal entities in the area of weapons, explosives, private security services, community safety and the prevention and reintegration of radicalized persons;
 - 2.2. Monitors and provides advice on the field of public order and internal security for the organizational structures of the Ministry;
 - 2.3. Proposes policies and strategies within its scope of responsibility;
 - 2.4. Reviews applications related to weapons, explosives and private security services, and provides the respective recommendations;
 - 2.5. Maintains and updates the database within the area of responsibility of the Department;
 - 2.6. Performs other duties as defined by the applicable legislation.
3. The Director of the Department of Public Safety shall report to the Secretary General;
4. The following Divisions shall be part of this Department:
 - 4.1. Division of Weapons, Explosives and Private Security Services Inspection;
 - 4.2. Division of Community Safety, Prevention and Reintegration of Radicalized Persons;
5. The number of employees in the Department of Public Safety shall be eighteen (18).

Article 15

Division of Weapons, Explosives and Private Security Services

1. The duties and responsibilities of the Division of Weapons, Explosives and Private Security Services shall be as follows:

1.1. Provides services for licensing and re-licensing entities operating in the area of weapons, explosives and private security services.

1.2. Receives and prepares the necessary documentation for the review commission and the complaints commission for weapons;

1.3. Organizes professional examinations for weapons and explosives;

1.4. Administers the database for weapons and explosives, as well as the database for private security services, and drafts regular periodic reports;

1.5. Ensures the implementation of procedures for the authorized list of equipment for special purposes for security institutions;

1.6. Issues licenses and permits for trade, import, transport, transfer, production and storage of weapons and explosives, while also being part of the weapons review commission;

1.7. Organizes professional examinations and conducts certification of personnel and entities operating in the area of weapons, explosives and private security services;

1.8. Certifies training institutions, control centers and specialized equipment (e.g., armoured vehicles) in accordance with legal criteria;

1.9. Issues decisions and specific authorizations for special activities (including special blasting and equipment for special purposes), in accordance with the applicable legislation;

1.10. Receives, reviews and provides relevant recommendations on requests for licensing companies and training institutions in the area of private security services;

1.11. Organizes professional examinations in the area of private security services;

1.12. Certifies the personnel engaged in private security services;

1.13. Perform other duties as defined by the applicable legislation.

2. The Head of the Division of Weapons, Explosives and Private Security Services shall

report to the Director of the Department of Public Safety;

3. The number of employees in this Division shall be eleven (11).

Article 16

Division of Community Safety, Prevention and Reintegration of Radicalized Persons

1. The duties and responsibilities of the Division of Community Safety, Prevention and Reintegration of Radicalized Persons shall be as follows:

1.1. Proposes policies in the area of community safety, prevention and reintegration of radicalized persons;

1.2. Organizes the process of cooperation among community safety stakeholders and provides support for the structures responsible for coordinating community safety;

1.3. Administers the database in the area of community safety, prevention and reintegration of radicalized persons, and drafts regular periodic reports;

1.4. Proposes, plans and provides support in organizing awareness-raising campaigns on community safety;

1.5. Manages the web portal for security forums and its functioning, registers and updates data in the database, and addresses them accordingly;

1.6. Maintains and administers the register of members of Community Safety Forums;

1.7. Manages the coordinating office for the security forums at the Kosovo Academy for Public Safety (KAPS);

1.8. Assess needs and prepare the training plan based on the requests;

1.9. Conducts cross-sectoral coordination at the national level of reintegration activities;

1.10. Drafts and implements activities at the level of the receiving community in support of the reintegration process;

1.11. Manages the distribution of information in individual cases and monitors cases at the local level;

- 1.12. Analyzes and evaluates preventive activities with the aim of providing early warning for relevant mechanisms;
 - 1.13. Monitors Community Safety Forums at the local level, evaluates their performance, and analyses risk trends at the local level;
 - 1.14. Perform other duties as defined by the applicable legislation.
2. The Head of the Division of Community Safety, Prevention and Reintegration of Radicalized Persons shall report to the Director of the Department of Public Safety.
 3. The number of employees in this Division shall be six (6).

Article 17
Department of Naturalization, Asylum and Migration

1. The mission of the Department of Naturalization, Asylum and Migration shall be to provide services related to citizenship, international protection, readmission and return, the residence of foreigners in the Republic of Kosovo, as well as propose policies and strategies in the area of migration.
2. The duties and responsibilities of the Department of Naturalization, Asylum and Migration shall be as follows:
 - 2.1. Reviews and decides on applications for naturalization and recognition of stateless status, international protection, as well as the residence of foreigners in the Republic of Kosovo.
 - 2.2. Proposes policies and legislation in the area of citizenship, asylum and migration;
 - 2.3. Contributes to the drafting and implementation of bilateral agreements in the area of migration;
 - 2.4. Provides support in the return of foreigners to their country of origin or to a third country;
 - 2.5. Receives, reviews and verifies applications for the readmission of citizens of the Republic of Kosovo, third-country nationals or stateless persons, and submits readmission applications to other countries in accordance with the Readmission Agreements;
 - 2.6. Provides consent for the issuance of visas upon request of the Ministry of Foreign Affairs and Diaspora, and reviews and decides on requests for the extension of visas

within the country;

2.7. Cooperates with the Kosovo Police and other institutions for the prevention of irregular migration;

2.8. Perform other duties as defined by the applicable legislation.

3. The Director of the Department of Naturalization, Asylum and Migration shall report to the Secretary General.

4. The following Divisions shall be part of this Department:

4.1. Citizenship Division

4.2. Asylum Division

4.3. Foreigners Division

4.4. Readmission and Return Division

5. The number of employees in the Department of Naturalization, Asylum and Migration shall be thirty-nine (39).

Article 18 **Naturalization Division**

1. The duties and responsibilities of the Naturalization Division shall be as follows:

1.1. Receives and registers in the data system applications for renunciation, acquisition, reacquisition of citizenship and registration of citizenship in accordance with the Law on Citizenship;

1.2. Reviews and decides on applications for renunciation, acquisition and reacquisition of citizenship in accordance with the Law on Citizenship and for the recognition of stateless status, and drafts periodic reports;

1.3. Cooperates with relevant central and local authorities, as well as with diplomatic missions in the area of citizenship;

1.4. Maintains the register of applicants for loss, acquisition and reacquisition of citizenship, as well as registration of citizenship, and of applicants for stateless person status, as well as of persons who have been granted stateless status;

1.5. Drafts periodic reports on the naturalization of stateless persons and of persons who have been granted international protection.

1.6. Perform other duties as defined by the applicable legislation.

2. The Head of the Naturalization Division shall report to the Director of the Department of Naturalization, Asylum and Migration.

3. The number of employees in the Naturalization Division shall be nine (9).

Article 19 Asylum Division

1. The duties and responsibilities of the Asylum Division shall be as follows:

1.1. Cooperates with the Kosovo Police and the Asylum Center in the implementation of the initial procedure for international protection;

1.2. Collects and evaluates all relevant information for determining the identity of the asylum seeker and the content of the initial screening form for international protection;

1.3. Receives, reviews and decides on applications for international protection;

1.4. In cooperation with the Foreigners Division, provides support in the implementation of procedures for issuing identification documents and travel documents for refugees;

1.5. Prepares guidelines with information on the rights and obligations of applicants for international protection in accordance with the applicable legislation;

1.6. Collects and maintains data related to the number of applicants for international protection, those with refugee status, persons under subsidiary protection and temporary protection;

1.7. Cooperates with other relevant local and international institutions involved in the area of asylum;

1.8. Proposes legislation in the area of asylum and ensures its implementation;

1.9. Performs other duties as defined by the applicable legislation.

2. The Head of the Asylum Division shall report to the Director of the Department of Naturalization, Asylum and Migration.

3. The number of employees in the Asylum Division shall be seven (7)

Article 20
Foreigners Division

1. The duties and responsibilities of the Foreigners Division shall be as follows:
 - 1.1. Receives, registers in the data system, reviews and decides on applications for residence permits in the Republic of Kosovo;
 - 1.2. Cooperates with relevant stakeholders in the area of migration;
 - 1.3. Ensures the issuance of identity documents for foreigners and travel documents for foreigners;
 - 1.4. Provides consent for the issuance of visas upon the request of the Ministry of Foreign Affairs and Diaspora, and decides on the extension of visas within the country;
 - 1.4. Prepares informational material for applications for residence permits in accordance with the applicable legislation;
 - 1.5. Proposes legislation in the area of migration and foreigners, and ensures its implementation;
 - 1.6. Perform other duties as defined by the applicable legislation.
2. The Head of the Foreigners Division shall report to the Director of the Department of Naturalization, Asylum and Migration.
3. The number of employees in the Foreigners Division shall be seventeen (17).

Article 21
Readmission and Return Division

1. The duties and responsibilities of the Readmission and Return Division shall be as follows:
 - 1.1. Receives, reviews and verifies applications for the readmission of citizens of the Republic of Kosovo, third-country nationals or stateless persons, and submits readmission applications to other countries in accordance with the Readmission Agreements;
 - 1.2. Proposes legislation in the area of readmission and assists in the preparation of readmission agreements, and ensures their implementation;
 - 1.3. Coordinates work with other relevant institutions regarding the verification of the

identity of the person requested to be readmitted;

1.4. Provides support for the return of foreigners to their country of origin;

1.5. Cooperates with the Ministry of Foreign Affairs and Diaspora and the Kosovo Police regarding coordination for the return of foreigners to their country of origin or provenance;

1.6. Cooperates with returning states regarding the implementation of international Readmission Agreements;

1.7. Submits requests for the return of foreigners to receiving countries based on international Readmission Agreements and the applicable legislation;

1.8. Cooperates with foreign Embassies accredited in the Republic of Kosovo, as well as other relevant local and international institutions involved in the field of migration, in the area of readmission and return of foreigners to their country of origin or provenance;

1.9. Performs other duties as defined by the applicable legislation.

2. The Head of the Readmission and Return Division shall report to the Director of the Department of Naturalization, Asylum and Migration.

3. The number of employees in the Readmission and Return Division shall be five (4).

Article 22

Department of Reintegration and Integration

1. The mission of the Department of Reintegration and Integration shall be the sustainable integration and the establishment of a safe environment for foreigners, repatriated persons and victims of trafficking, through the advancement and continuous improvement of an effective and efficient system of services focused on the needs of returnees, foreigners and victims of trafficking.

2. The duties and responsibilities of the Department of Reintegration and Integration shall be as follows:

2.1. Proposes policies and legislation in the area of reintegration of repatriated persons and in the area of integration of foreigners and victims of trafficking;

2.2. Ensures the implementation, monitoring and evaluation of policies and legislation in the area of reintegration and integration;

2.3. Drafts guidelines and necessary documents to ensure standard procedures for

reintegration and integration at all levels;

2.4. Ensures the provision of emergency services and services for the sustainable reintegration of repatriated persons.;

2.5. Ensures integration courses and other integration measures for foreigners;

2.6. Organizes and evaluates the level of integration of foreigners;

2.7. Receives and reviews applications of foreigners with international protection status;

2.8. Receives and processes complaints of repatriated persons and foreigners against first-instance decisions, serves as the secretariat of the Complaints Commissions, and cooperates with institutions in administrative and judicial proceedings;

2.9. Ensures the assessment and verification of the needs of repatriated persons and foreigners for support in the reintegration and integration process;

2.10. Cooperates and coordinates the reintegration and integration process with all municipalities, ministries and other relevant institutions;

2.11. Cooperates with responsible institutions and provides the necessary support for the reception and successful reintegration of families returning from conflict zones;

2.12. Ensures an efficient system and mechanisms for the implementation of sustainable reintegration and integration policies at all levels, and establishes effective systems and mechanisms for the collection, processing, evaluation and sharing of information among central and local institutions and international mechanisms;

2.13. Ensures the registration of cases and the archiving of files in the E-Case Management System (CMS), and is responsible for the functioning and advancement of the CMS;

2.14. Collects, processes and analyses data in the field of reintegration and integration from all involved stakeholders and reports on a regular periodic basis;

2.15. Performs other duties as defined by the applicable legislation.

3. The Director of the Department of Reintegration and Integration shall report to the Secretary General.

4. The following Divisions shall be part of this Department:

4.1. Regional Management Division;

4.2. Admission, Reintegration and Integration Division;

4.3. Center Management Division;

4.4. Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings;

4.5. Accommodation Center for Asylumseekers.

5. The number of employees in the Department of Reintegration and Integration shall be thirty-six (36).

Article 23 **Regional Management Division**

1. The duties and responsibilities of the Regional Management Division shall be as follows:

1.1. Proposes and ensures the implementation of policies and legislation to advance coordination, cooperation, monitoring and oversight with all municipalities of the Republic of Kosovo, as well as for the reintegration and integration of vulnerable categories;

1.2. Cooperates and coordinates the reintegration and integration process between the central and local levels;

1.3. Monitors and evaluates the implementation of decisions on benefits from reintegration and integration schemes at the local level;

1.4. Verifies and assesses the needs of repatriated persons and foreigners for support in the reintegration and integration process, in cooperation with the respective municipalities;

1.5. Ensures the addressing of needs and the necessary assistance for the sustainable reintegration of vulnerable groups and persons with specific needs;

1.6. Coordinates, monitors and supports the process of social, economic and cultural reintegration and integration of repatriated persons and foreigners at the local level;

1.7. Assesses training needs and prepares the training plan for municipal staff involved in the implementation of policies and legislation in the area of reintegration and integration;

1.8. Prepares guidelines, standard forms of relevant documentation and necessary

information for municipal authorities, and advises and supports municipal staff involved in the reintegration and integration process;

1.9. Ensures the registration of cases and the archiving of files in the E-Case Management System (CMS), as well as collects information and data from municipalities and updates them in the database;

1.10. Monitors and manages cases through the Case Management System and ensures the closure of reintegration and integration cases in the Case Management System;

1.11. Collects, analyses and processes data in the field of reintegration and integration and prepares reports on a regular periodic basis;

1.12. Performs other duties as defined by the applicable legislation.

2. The Head of the Regional Management Division shall report to the Director of the Department of Reintegration and Integration.

3. The number of employees in the Regional Management Division shall be nine (9).

Article 24

Admission, Reintegration and Integration Division

1. The duties and responsibilities of the Admission, Reintegration and Integration Division shall be as follows:

1.1. Ensures the organized reception, admission, registration and case management of repatriated persons and foreigners in the respective Case Management System;

1.2. Organizes and coordinates the transport of repatriated persons and foreigners from Border Crossing Points/Centers to their destination/place of residence;

1.3. Ensures the implementation of decisions and monitors the implementation of rental contracts for repatriated persons and foreigners;

1.4. Reviews and decides on requests for rental accommodation for foreigners in accordance with the applicable legislation;

1.5. Analyses and assesses the emergency, social and specific needs of repatriated persons and foreigners, with particular emphasis on vulnerable groups and unaccompanied children, and coordinates institutional referrals;

1.6. Ensures the verification of family status and the handling of cases of vulnerable groups in cooperation with the competent institutions;

- 1.7. Coordinates and monitors the process of sustainable reintegration and integration with ministries, agencies and relevant institutions;
 - 1.8. Collects, analyses and evaluates data on the implementation of policies and legislation in the area of reintegration and integration, and prepares periodic reports;
 - 1.9. Provides professional advice and support to relevant institutions, and prepares and implements training plans for staff;
 - 1.10. Organizes integration courses for foreigners, prepares and administers tests and assesses the level of integration;
 - 1.11. Receives and processes complaints of repatriated persons and foreigners, serves as the secretariat of the respective Commissions and cooperates with institutions in administrative and judicial proceedings;
 - 1.12. Performs other duties as defined by the applicable legislation.
2. The Head of the Admission, Reintegration and Integration Division shall report to the Director of the Department of Reintegration and Integration.
 3. The number of employees in the Admission, Reintegration and Integration Division shall be five (5).

Article 25
Center Management Division

1. The duties and responsibilities of the Center Management Division shall be as follows:
 - 1.1. Organizes and manages the functioning of the Detention Center for Foreigners, the Temporary Reception Center and the Accommodation Center, in accordance with the applicable legislation;
 - 1.2. Conducts the admission, registration and management of data on foreigners, irregular migrants and repatriated persons in the respective systems;
 - 1.3. Ensures the accommodation and detention of persons in centers, guaranteeing appropriate conditions, dignified treatment and well-being;
 - 1.4. Drafts and implements internal rules of order and conduct in the centers and supervises their compliance;
 - 1.5. Ensure the security, maintenance and administration of the center facilities, in

cooperation with the Kosovo Police and other competent institutions;

1.6. Carries out the identification and assessment of the needs of vulnerable persons, including unaccompanied minors and potential victims of trafficking, and ensures institutional referral;

1.7. Coordinates with the Readmission and Return Division and other relevant institutions regarding the return of foreigners to the country of origin or to a third country;

1.8. Ensures the transport and transfer of persons between border crossing points, centers and relevant institutions;

1.9. Cooperates with health and social institutions and relevant organizations to provide the necessary support to accommodated or detained persons;

1.10. Collects, analyses and reports data on the functioning of the centers, the structure of accommodated or detained persons and the identified needs;

1.11. Performs other duties as defined by the applicable legislation.

2. The Head of the Center Management Division shall report to the Director of the Department of Reintegration and Integration.

3. The number of employees in the Center Management Division shall be six (6).

Article 26
Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings

1. The duties and responsibilities of the Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings shall be as follows:

1.1. Provides shelter, accommodation, security and protection for victims of trafficking, based on equal treatment and non-discrimination;

1.2. Provides support for the repatriation of victims of trafficking to their country of origin as provided by law;

1.3. Provides psychosocial services, food, clothing, hygiene and pharmaceutical services for sheltered victims;

1.4. Maintains records of victims accommodated within the shelter;

- 1.5. Informs and provides professional advice to victims on their rights, in accordance with the applicable legislation;
 - 1.6. Cooperates and communicates with all relevant institutions engaged in combating trafficking, with the aim of ensuring the best possible treatment of sheltered victims;
 - 1.7. Collects, processes, analyses and reports on the sheltering of victims of trafficking in human beings;
 - 1.8. Shelters protected witnesses in trafficking cases during judicial proceedings;
 - 1.9. Performs any other duties as defined by the applicable legislation;
 - 1.10. Performs other duties as defined by the applicable legislation.
2. The Head of the Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings shall report to the Director of the Department of Reintegration and Integration.
 3. The Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings shall be an organizational unit equivalent to a division.
 4. The number of employees in the Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings shall be ten (10).

Article 27
Accommodation Center for Asylum Seekers

1. The duties and responsibilities of the Accommodation Center for Asylum Seekers shall be as follows:
 - 1.1. Receives, shelters and registers applicants for international protection;
 - 1.2. Provides applicants with personal documents (Identity Card for the applicant and confirmation of submission of the application for international protection);
 - 1.3. Provides social and psychosocial counseling for applicants and ensures their conditions and well-being in accordance with the applicable legislation;
 - 1.4. Establishes rules on the conduct of applicants within the Accommodation Center Asylumseekers and undertakes administrative measures against applicants who violate the rules of this center;
 - 1.5. Cooperates with the Kosovo Police and the Asylum Division in the implementation

of the initial procedures for applicants;

1.6. Coordinates with the Readmission and Return Division regarding the return of applicants to the country of origin after the final decision;

1.7. Ensures the security of the Accommodation Center Asylumseekers and cooperates with the Kosovo Police on issues related to the disturbance of order in this center.

1.8. Cooperates with local and international humanitarian organizations in the area of asylum;

1.8. Performs other duties as defined by the applicable legislation.

2. The Head of the Accommodation Center for Asylum Seekers shall report to the Director of the Department of Reintegration and Integration.

3. The Accommodation Center for Asylum Seekers shall be an organizational unit equivalent to a division.

4. The number of employees in the Accommodation Center for Asylum Seekers shall be five (5).

Article 28 **Legal Department;**

1. The mission of the Legal Department of MIA shall be to coordinate the process of drafting legislation and international agreements within the scope of the Ministry, ensuring compliance with techniques and standards for legislation drafting. The division shall aim to align the Ministry's legislation with European Union legislation, provide professional support, legal advice and recommendations to other structures within the Ministry.

2. The duties and responsibilities of the Legal Department shall be as follows:

2.1. Provides legal support in drafting strategic and legislative documents within the scope of the Ministry;

2.2. Provides assistance in drafting primary and secondary legislation within the scope of the Ministry;

2.3. Ensures compliance with the techniques and standards of legislative drafting within the scope of the Ministry;

2.4. Ensures the alignment of the Ministry's legislation with the legislation of the European Union (Acquis communautaire), as well as with the applicable laws in Kosovo;

- 2.5. Provides legal advice and recommendations within the scope of the Ministry upon request;
 - 2.6. Cooperates with the Ministry of Justice for the representation of the Ministry in judicial disputes;
 - 2.7. Assists and coordinates the process of initiatives for international agreements within the scope of the MIA, ensures that the procedure is carried out in accordance with the Law on International Agreements, and maintains records of all international agreements concluded on behalf of the MIA and its agencies;
 - 2.8. Performs other duties as defined by the applicable legislation.
3. The Director of the Legal Department shall report to the Secretary General.
 4. The following Divisions shall be part of this Department:
 - 4.1. Legislation Drafting and Harmonization Division;
 - 4.2. Legislation Monitoring and Implementation Division;
 - 4.3. Agreements Division;
 5. The number of employees in the Legal Department shall be fifteen (15).

Article 29
Legislation Drafting and Harmonization Division

1. The duties and responsibilities of the Legislation Drafting and Harmonization Division shall be as follows:
 - 1.1. Provides assistance in drafting legislation and ensures compliance with applicable law in Kosovo;
 - 1.2. Provide assistance to the organizational structures of the Ministry in identifying issues that need to be regulated;
 - 1.3. Provides requested legal advice, recommendations, and legal opinions within the scope of the Ministry;
 - 1.4. Ensures the alignment of the Ministry's legislation with the Acquis communautaire and with the applicable laws in Kosovo;
 - 1.5. Performs other duties as defined by the applicable legislation.

2. The Head of the Legislation Drafting and Harmonization Division shall report to the Director of the Legal Department.
3. The number of employees in the Legislation Drafting and Harmonization Division shall be twelve (7).

Article 30
Legislation Monitoring and Implementation Division

1. The duties and responsibilities of the Legislation Monitoring and Implementation Division shall be as follows:

- 1.1. Coordinates activities with all organizational structures of the Ministry for the implementation of legislation;
- 1.2. Provides legal support in the area of legislation;
- 1.3. Identifies problems related to the implementation of normative acts;
- 1.4. Provides legal support in drafting draft decisions, draft agreements, draft memorandums and draft contracts;
- 1.5. Coordinates the legislative activities of the Ministry with relevant institutions;
- 1.6. Maintain the register of bylaws of the Ministry;
- 1.7. Performs other duties as defined by the applicable legislation.

2. The Head of the Legislation Monitoring and Implementation Division shall report to the Director of the Legal Department.

3. The number of employees in the Legislation Monitoring and Implementation Division shall be four (4).

Article 31
Agreements Division

1. The duties and responsibilities of the International Agreements Coordination Division shall be as follows:

- 1.1. Provides support in the drafting of international protocols for agencies and departments of the Ministry of Internal Affairs;

- 1.2. Provides legal advice on procedures related to the negotiation, signing and implementation of international agreements within the scope of the Ministry of Interior and implementation protocols;
 - 1.3. Following the finalization of international agreements of the Ministry of Internal Affairs, ensures their processing according to the applicable legislation;
 - 1.4. Maintains and updates the data list with information related to the treaties and international agreements of the Ministry of Internal Affairs;
 - 1.5. Serves as the contact point of the MIA for the Ministry of Foreign Affairs and other ministries regarding issues related to international agreements;
 - 1.6. Performs other duties as defined by the applicable legislation.
2. The Head of the International Agreements Coordination Division shall report to the Director of the Legal Department.
 3. The number of employees in the International Agreements Coordination Division shall be three (3).

Article 32
Budget and Finance Department

1. The duties and responsibilities of the Budget and Finance Department shall be:
 - 1.1. Leads the departments, manages the staff and the budget of the Ministry, sets objectives in accordance with the strategy and objectives of the Ministry and the Government, and drafts the work plan of the departments for the fulfillment of the objectives;
 - 1.2. Develops and oversees the implementation of standard policies and procedures, applicable laws, and regulations related to the budget and finance area of the Ministry and ensures that audit recommendations in the finance area are prioritized;
 - 1.3. Coordinates budget issues for all administrative structures of the Ministry;
 - 1.4. Prepares the Medium-Term Expenditure Framework, budget planning for all MIA programs, assists Departments and Agencies in the preparation of the MTEF and budget requests (budget planning);
 - 1.5. Reviews the budget based on the requests of requesting units for the reallocation of funds from one economic category to another, in accordance with the applicable laws;

- 1.6. Follows up and reports on budget execution, ensuring that financial expenditures are made in accordance with budget rules and procedures;
 - 1.7. Manage cash reserves and ensure that internal financial control is based on the accountability principles;
 - 1.8. Ensures cooperation and coordination with internal and external auditors in conducting audits and preparing financial budget statements, consolidating them with all agencies of the Ministry of Internal Affairs;
 - 1.9. Analyses and evaluates internal processes and procedures and recommends changes with the aim of increasing performance efficiency;
 - 1.10. Performs other duties as defined by the applicable legislation.
2. The Director of the Budget and Finance Department shall report to the Secretary General.
 3. The following divisions shall be part of this Department:
 - 3.1. Budget and Planning Division;
 - 3.2. Finance and Accounting Division;
 - 3.3. Revenue Reconciliation Devision.
 4. The number of employees in the Budget and Finance Department shall be sixteen (16)

Article 33
Budget and Planning Division

1. Duties and responsibilities of the Budget and Finance Division shall be as follows:
 - 1.1. Prepares and drafts the Medium-Term Expenditure Framework (MTEF), in cooperation with the requesting units, and consolidates the MTEF requests with all agencies of the MIA;
 - 1.2. Plans the budget in accordance with the objectives of the Ministry for three fiscal years, in cooperation with the requesting units based on the budget circulars received from the Ministry of Finance, and consolidates the budget requests within the limit set by the Ministry of Finance for all agencies and departments of the MIA;
 - 1.3. In cooperation with the requesting units, prepares additional requests for the departments and agencies of the MIA and consolidates additional requests for Executive Agencies beyond the limit allowed by the Ministry of Finance;

- 1.4. Registers budget requests in the BDMS system – Budget Development and Management System and the PIP (Public Investment Programme);
 - 1.5. Ensures that the budget organization complies with all budget circulars and administrative instructions related to the drafting and execution of the budget;
 - 1.6. Monitors capital projects on a quarterly basis as required by the Ministry of Finance according to the provisions in force;
 - 1.7. In cooperation with the Finance Division, prepares requests for budget hearings according to the calendar determined by the Ministry of Finance;
 - 1.8. In cooperation with the Finance Division, drafts requests for budget review based on the requests of the requesting units for the reallocation of funds from one economic category to another;
 - 1.9. Ensures close cooperation with the agencies of the MIA, as well as with internal and external auditors in the preparation of budget statements and the consolidation of annual financial statements;
 - 1.10. Manages the staff of the division and, in cooperation with the head, organizes the work through the allocation of tasks to subordinates, provides guidance and monitors the work of the staff to ensure quality products and services;
 - 1.11. Performs other duties as defined by the applicable legislation.
2. The Head of the Budget and Planning Division shall report to the Director of Budget and Finance Department.
 3. The number of employees in the Budget and Planning Division shall be four (4).

Article 34
Finance and Accounting Division

1. Duties and responsibilities of the Finance and Accounting Division shall be as follows:
 - 1.1. Manages the overall work of the Finance Division and assists the supervisor in setting objectives and developing a work plan to achieve these objectives;
 - 1.2. Manages Cash Flow for all agencies and departments of the Ministry of Internal Affairs;
 - 1.3. Maintains and monitors budget expenditures and simultaneously reports on all matters related to financial analyses and signals in a timely manner any potential overspending;

1.4. Performs reconciliation of MIA expenditure records by Agencies and Departments (including Kosovo Police, KAPS, PIK and EMA) with the books of the Ministry of Internal - Treasury (KFMIS);

1.5. Ensures that information systems and procedures are in place to monitor each expenditure process (from initiation to the payment of invoices) and coordinates the transmission of commitment orders for salaries and other documents from authorizing officers, the Procurement Office, certification, and up to the Treasury Department;

1.6. Registers commitments and expenditures in the KFMIS for all budget lines of the MIA and its agencies, maintains their records, and manages unpaid invoices (liabilities) and the elimination of debts;

1.7. Manages cash reserves and ensures that internal financial control is based on the principles of accountability, ensures that financial expenditures are in accordance with planning, budgetary rules and procedures, and prepares periodic reports on budget expenditures based on the LPFMA;

1.8. Ensures close cooperation with the agencies of the MIA, as well as with internal and external auditors in the preparation of budget statements and the consolidation of annual financial statements;

1.9. Manages cash in the MIA, handling advances for business trips in the KFMIS system;

1.10. Ensure that the asset management and registration in MIA are controlled and maintained with all necessary information in accordance with established legal procedures, and ensures the implementation of accounting standards on the identification and depreciation of assets;

1.11. Performs other duties as defined by the applicable legislation.

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

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

Article 35 **Revenue Reconciliation Division**

1. The duties and responsibilities of the Revenue Reconciliation Division shall be as follows:

1.1. Leads the overall work of the Revenue Reconciliation Division and assists the supervisor in setting objectives and drafting the work plan for achieving these objectives, manages the staff of the division and, in cooperation with the head, organizes the work by assigning tasks to subordinates, provides guidance and monitors the work of the staff

to ensure that the activities and processes in the division are carried out accurately;

1.2. Plans, manages, implements, reconciles and reports the revenues of the Ministry of Internal Affairs, according to the departments, units, and subordinate agencies of the MIA;

1.3. Reports on revenues, coordinates, monitors and implements revenue policies based on the Law on Public Finance Management and Accountability, the Law on Public Internal Financial Control, and other relevant bylaws in the respective area;

1.4. Receives reports from the Treasury through the terminal (ICS file – commercial banks and non-bank financial institutions, as well as the Central Bank of Kosovo), processes and distributes this report to other revenue reconciliation officers, verifies and updates the internal systems (databases) of the revenues of the Ministry of Internal Affairs, and registers them in KFMIS;

1.5. Coordinates with the MFAD during the revenue reconciliation and reporting, particularly for the part of the MIA's fees collected by Diplomatic and Consular Missions;

1.6. Ensures that the priorities related to revenue planning in the MTEF are aligned with the priorities of the Government;

1.7. Carries out the refund of funds when a case is processed incorrectly by officials of the departments, agencies and offices of the Ministry of Internal Affairs, and when funds are executed and reported incorrectly by commercial banks;

1.8. Maintains close cooperation with the departments, units and subordinate agencies of the Ministry of Internal Affairs during the preparation and consolidation of revenue budget statements, and cooperates with internal and external auditors during the audit process;

1.9. Performs other duties as defined by the applicable legislation.

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

3. The number of employees in the Revenue Reconciliation Division shall be five (5).

Article 36 **Department of General Services**

1. The duties and responsibilities of the Department of General Services shall be as follows:

- 1.1. Manages and maintains the inventory and other materials in the warehouse, and provides administrative and logistical support;
 - 1.2. Ensures the implementation of procedures for the management of all vehicles owned by the Ministry of Internal Affairs, including their maintenance and servicing, in accordance with the applicable legislation;
 - 1.3. Manages the archiving system and internal documents of the Ministry;
 - 1.4. Provides general services of translation, proofreading, and distribution of documents for the Ministry and its agencies;
 - 1.5. Manages the maintenance and cleaning of the facilities of the Ministry of Internal Affairs and several specific institutions;
 - 1.6. Performs other duties as defined by the applicable legislation.
2. The Director of the Department of General Services shall report to the Secretary General.
 3. The following Divisions shall be part of this Department:
 - 3.1. Logistics Division;
 - 3.2. Document Administration and Services Division.
 4. The number of employees in the Department of General Services shall be twenty-six (26).

Article 37

Logistics Division

1. The duties and responsibilities of the Logistics Division shall be as follows:
 - 1.1. Plans, coordinates and ensures the supply of goods, equipment and services for the needs of the Ministry;
 - 1.2. Administers and manages the Ministry's inventory, warehouses and assets, and maintains accurate and updated records of them;
 - 1.3. Ensures the maintenance and functionality of facilities, equipment and work tools;
 - 1.4. Organizes and manages the fleet of official vehicles of the Ministry, including their allocation, maintenance and control of their use;

- 1.5. Coordinates the distribution of equipment and materials according to the needs of organizational structures;
 - 1.6. Provides logistical support for the activities, operations and official events of the Ministry;
 - 1.7. Drafts periodic reports on the condition of assets and supply needs;
 - 1.8. Ensures the implementation of rules for the management, storage and disposal of assets, in accordance with the applicable legislation;
 - 1.9. Performs other duties as defined by the applicable legislation.
2. The Head of the Logistics Division shall report to the Director of the Department of General Services.
 3. The number of employees in the Logistics Division shall be nineteen (19).

Article 38 D

Document Administration and Services Division

1. The duties and responsibilities of the Document Administration and Services Division shall be as follows:
 - 1.1. Maintains and administers the system of archiving, translation services, proofreading, dispatch and reception of the MIA;
 - 1.2. Maintains and administers all incoming and outgoing correspondence of the MIA;
 - 1.3. Administers requests for translation into the official languages (Albanian-Serbian and vice versa) and into the English language;
 - 1.4. Ensures that archival units are marked with the designated signs according to the established rules;
 - 1.5. Ensures compliance with the deadlines for archiving files and prepares files with permanent retention for submission to the Archive of the Republic of Kosovo, in accordance with legal provisions;
 - 1.6. Monitors the archiving system, systematizes archival files, and assists other units in the classification of documents;
 - 1.7. Carries out the destruction of archival files based on requests from units that submit files with expired retention periods, in accordance with the applicable laws;

- 1.8. Performs work based on special registers determined by the competent authority for the recording and circulation of documents;
 - 1.9. Stores documentation in special safes in accordance with established standards;
 - 1.10. Carries out the systematization and inventory of classified information before submission to the Archive of the Ministry of Internal Affairs;
 - 1.11. Performs other duties as defined by the applicable legislation.
2. The Head of the Document Administration and Services Division shall report to the Director of the Department of General Services.
 3. The number of employees in the Document Administration and Services Division shall be six (6).

Article 39
Department of Systems and Communications Administration

1. The mission of the Department of Systems and Communications Administration shall be the development, administration and maintenance of information and communication systems in the Ministry of Internal Affairs, ensuring the security, stability and continuity of the functioning of the information and communication technology infrastructure, as well as supporting the digitalization of services and the efficient provision of ICT services for all officials of the Ministry.
2. The duties and responsibilities of the Department of Systems and Communications Administration shall be as follows:
 - 2.1. Provides support to the Ministry's officials for continuous access to information and communication technology services;
 - 2.2. Implements security measures for the Ministry's systems with the aim of preventing cyber incidents;
 - 2.3. Proposes policies for the administration of systems, databases and software applications;
 - 2.4. Coordinates cybersecurity activities, including activities in case of cyber incidents in public and private institutions;
 - 2.5. Coordinates cybersecurity activities with relevant institutions through the CSIRT within the MIA, including activities in case of cyber incidents in the Ministry and its

agencies;

2.6. Proposes and undertakes actions for the digitalization of services in the MIA through the development, advancement, administration and maintenance of existing and new systems;

2.7. Proposes and develops information and communication technology projects related to the security and administration of the Ministry's systems;

2.8. Administers the information technology infrastructure for the Ministry's communication systems;

2.9. Administers the electronic registers of the Ministry;

2.10. Prepares periodic reports on the state of cybersecurity in the Ministry;

2.11. Performs other duties as defined by the applicable legislation.

3. The Director of the Department of Systems and Communications Administration shall report to the Secretary General of MIA.

4. The following Divisions shall be part of this Department:

4.1. Security and Systems Administration Division;

4.2. Application and Database Administration Division;

4.3. User Support Division.

5. The number of employees in the Systems and Communications Administration Division shall be twelve (12).

Article 40

Security and Systems Administration Division

1. The duties and responsibilities of the Security and Systems Administration Division are:

1.1. Administers and manages the internal systems of the Ministry of Interior;

1.2. Coordinates activities with ASK for the prevention and response to security incidents;

1.3. Administers and manages the network infrastructure that is connected to the Ministry of Interior systems;

- 1.4. Coordinates activities for the functioning of the systems together with other institutions;
 - 1.5. Undertakes the necessary measures to increase computer security in the provision of services to the Ministry of Interior and its subordinate agencies;
 - 1.6. Prepares various reports on the state of computer security in the Ministry of Interior and its Agencies
 - 1.7. Supervision, identification, analysis and response to security incidents for the Ministry of Interior and its Agencies;
 - 1.8. Implementation of computer security policies in the Ministry of Interior and its Agencies;
 - 1.9. Installs and configures security devices and ensures their operation;
 - 1.10. Ensures the operation of the second data center and the continuity of the operation of the MIA systems in cases of various incidents;
 - 1.11. Ensures the implementation of system and network administration policies;
 - 1.12. Ensures the administration and generation of public and private encryption keys for MIA officials;
 - 1.13. Performs other duties as defined by applicable legislation.
2. The Head of the Security and Systems Administration Division reports to the Director of the Systems Administration and Communications Department.
 3. The number of employees in the Security and Systems Administration Division is four (4).

Article 41

Application and Database Administration Division

1. The duties and responsibilities of the Application and Database Administration Division shall be as follows:
 - 1.1. Develops and implements policies for the development of software applications and databases;
 - 1.2. Develops, implements and ensures the functioning of databases and software

applications;

1.3. Develops software applications and databases for the needs of the Ministry of Internal Affairs;

1.4. Ensures the implementation of the policies of the Ministry of Internal Affairs and the Government in the area of software and databases;

1.5. Ensures the functioning and administration of databases and the creation of backups. Installs software for database management in coordination with other divisions;

1.6. Analyses software projects and prepares the accompanying documentation in coordination with the stakeholders;

1.7. Develops applications and databases, analyses and documents the security of applications and databases, and undertakes actions to eliminate vulnerabilities;

1.8. Performs other duties as defined by the applicable legislation.

2. The Head of the Application and Database Administration Division shall report to the Department of Systems and Communications Administration.

3. The number of employees in the Application and Database Administration Division shall be three (3)

Article 42

User Support Division

1. The duties and responsibilities of the User Support Division shall be:

1.1. Implements and enforces user support policies;

1.2. Provides support to officials in carrying out their duties through the use of IT equipment;

1.3. Installs various applications and system software on the computers of officials of the Ministry of Internal Affairs;

1.4. In coordination with the Agency of Information Society (AIS), ensures the administration of the MIA sub-domain and administers the file server;

1.5. Provides ad hoc training for various officials on different application programs;

1.6. Ensures the functioning of the network infrastructure and cooperates with other divisions to resolve problems;

1.7. Performs other duties as defined by the applicable legislation.

2. The Head of the User Support Division shall report to the Department of Systems and Communications Administration.

3. The number of employees in the User Support Division shall be four (4).

Article 43 **Inspection Unit**

1. The mission of the Inspection Unit shall be to ensure the implementation of legislation and security standards through inspection, oversight and the application of administrative measures in the area of weapons and explosives, private security services, critical infrastructure, civil aviation security and civil registration.

2. The duties and responsibilities of the Unit:

2.1. Applies administrative measures, warnings, fines, suspension, or revocation of certificates/licenses for violators of legal provisions.

2.2. Collects, analyses and reports data, risks and incidents, preparing reports and recommendations for improving security and the effectiveness of the inspected areas.

2.3. Ensures cooperation and information exchange with local and international institutions for effective coordination and the development of best practices.

2.4. Oversees the implementation of recommendations and measures following inspections and proposes new measures for the prevention of violations.

2.5. Performs other duties as defined by the applicable legislation.

3. The following Divisions shall be part of this Unit:

3.1. Civil Aviation Safety Inspection Division;

3.2. Critical Infrastructure Inspection Division;

3.3. Division of Weapons, Explosives and Private Security Services Inspection;

3.4. Civil Registration Inspection Unit;

4. The Director of the Inspection Unit shall operationally report to the Minister, while

administratively shall report to the Secretary General.

5. The Inspection Unit shall be an organizational unit equivalent to a division.

6. The number of employees in Inspection Unit shall be twenty-five (25).

Article 44

Critical Infrastructure Inspection Division

1. The duties and responsibilities of the Critical Infrastructure Inspection Division shall be as follows:

1.1. Monitors, inspects and supervises the implementation of criteria aimed at protecting national and European critical infrastructure;

1.2. Applies notices for improvements, as well as administrative fines;

1.3. Leads projects for the protection of critical infrastructure with security institutions, governmental and non-governmental institutions, public and private owners and operators;

1.4. Serves as the general point of contact for all matters related to the protection of Critical Infrastructure and exchanges information regarding the protection of critical infrastructure;

1.5. Recommends to the Government of the Republic of Kosovo the designation of additional sectors within the National Critical Infrastructure and the sector coordinators, the Ministry or relevant institution that has legal and institutional responsibility over the critical infrastructure sector;

1.6. Identifies and prioritizes National Critical Infrastructure in consultation and cooperation with security institutions, governmental and non-governmental institutions, public and private owners and operators, as well as key international stakeholders;

1.7. Coordinates the process of state risk assessment in the field of critical infrastructure within the territory of the Republic of Kosovo;

1.8. Provides advice and recommendations for drafting the Operator Security Plan (OSP) for critical infrastructure;

1.9. In cooperation with security coordinators and deputy coordinators, prepares an annual report on the types of risks, threats and vulnerabilities encountered in each of the sectors of national critical infrastructure;

1.10. Performs other duties as defined by the applicable legislation.

2. The Head of the Critical Infrastructure Inspection Division shall report to the Director of the

Inspection Unit.

3. The number of employees in the Critical Infrastructure Inspection Division shall be four (4).

Article 45

Division of Weapons, Explosives and Private Security Services Inspection

1. The duties and responsibilities of the Division of Weapons, Explosives and Private Security Services Inspection shall be as follows:

1.1. Conducts inspections (regular and ad hoc) in the area of weapons and ammunition.

1.2. Conducts inspections (regular and ad hoc) in the area of explosives and fireworks;

1.3. Applies observations and recommendations for improvements, as well as administrative fines;

1.4. Conducts regular, recurring and extraordinary inspections of business entities and natural persons, where private security activities are carried out;

1.5. Suspends, revokes licenses and imposes fines for minor offenses, for violators of legal provisions for the private security field;

1.6. Performs other duties as defined by the applicable legislation.

2. The Head of the Division of Weapons, Explosives and Private Security Services Inspection shall report to the Director of the Inspection Unit.

3. The number of employees in the Division of Weapons, Explosives and Private Security Services Inspection shall be nine (9).

Article 46

Civil Registration Inspection Division

1. The duties and responsibilities of the Civil Registration Inspection Division shall be as follows:

1.1. Preparation of the Annual Inspection Plan;

1.2. Inspects and supervises the implementation of legal procedures in Civil Status Offices, Document Supply Centers and Vehicle Registration Centers, as well as the consulates of the Republic of Kosovo, which provide services within the scope of the Civil Registration Agency;

- 1.3. Collects information and data from other institutions for the purpose of inspections in Civil Status Offices, Document Supply Centers and Vehicle Registration Centers, as well as the consulates of the Republic of Kosovo, which provide services within the scope of the Civil Registration Agency;
 - 1.4. Prepares the final findings of the inspection;
 - 1.5. Prepares recommendations arising from the inspection and submits them to the inspected offices;
 - 1.6. Supervises the implementation of the recommendations;
 - 1.7. Proposes measures to be taken against officials in cases of non-implementation of the recommendations;
 - 1.8. Cooperates with competent authorities regarding suspicions of criminal offenses committed by the inspected officials;
 - 1.9. Performs other duties as defined by the applicable legislation.
2. The Civil Registration Inspection Division shall be an organizational unit equivalent to a division.
 3. The Head of the Civil Registration Inspection Division shall report to the Director of the Inspection Unit.
 4. The number of employees in the Civil Registration Inspection Division shall be seven (7).

Article 47

Civil Aviation Safety Inspection Division

1. The duties and responsibilities of the Civil Aviation Safety Inspection Division shall be as follows:
 - 1.1. Ensures the implementation of rights and obligations in the area of civil aviation arising from international agreements and other international documents and the legislation of the European Union;
 - 1.2. Conducts inspections (regular and ad hoc), infiltration tests, and audits in the area of civil aviation safety among operators operating in the territory of the Republic of Kosovo;
 - 1.3. Approves and monitors certified aircraft operators, airport security, and other appropriate operators or entities and their security programs;

- 1.4. Certifies and re-certifies security personnel engaged in civil aviation safety in the Republic of Kosovo;
 - 1.5. Certifies security equipment used in the area of civil aviation safety;
 - 1.6. Approves, monitors and reassesses regulated agents, known consignors and regulated suppliers of in-flight supplies;
 - 1.7. Suspends and withdraws certificates and imposes administrative fines for violators of legal provisions in the area of civil aviation security;
 - 1.8. Presents and prepares the necessary documentation for the work of the National Civil Aviation Security Committee;
 - 1.9. Oversees the implementation of common civil aviation security standards against unlawful interference;
 - 1.10. Proposes and implements the three National Programs: National Civil Aviation Security Programme (NCASP), National Civil Aviation Security Quality Control Program (NCASQCP), and the National Civil Aviation Security Training Programme (NCASTP);
 - 1.11. Through monitoring activities, supervises the implementation of aviation security measures, applies technical equipment and infrastructural facilities, activities and other tasks as defined in the National Civil Aviation Security Program for the Republic of Kosovo.
 - 1.12. Performs other duties as defined by the applicable legislation.
2. The Head of the Civil Aviation Safety Inspection Division shall report to the Director of the Inspection Unit.
 3. The number of employees in the Civil Aviation Safety Inspection Division shall be four (4).

Article 48
Internal Audit Unit

1. The mission of the Internal Audit Unit, as a structural part of the Ministry of Internal Affairs that carries out planned activities and reports to the Minister, shall be to provide reasonable assurance on the efficiency, effectiveness and cost efficiency of resource management, as well as on internal control systems and risk management. The Internal Audit shall aim to contribute to the improvement of governance, the strengthening of financial management and internal control, and the enhancement of the value of public institutions, consequently improving governance and protecting the interests of taxpayers.

2. The duties and responsibilities of the Internal Audit Unit shall be as follows:
 - 2.1. Undertakes regular and systematic audits in the Ministry of Internal Affairs and in the Executive Agencies of the Ministry of Internal Affairs that have not established internal audit capacities in accordance with the Law on Public Internal Financial Control;
 - 2.2. Conducts audits by assessing the economy, efficiency and effectiveness of the management and control systems of the audited entity;
 - 2.3. Cooperates with the National Audit Office, the Internal Audit Committee of MIA and the Central Harmonization Department of the Ministry of Finance;
 - 2.4. Identifies substantial deficiencies in the management and control system of MIA and provides recommendations for their improvement;
 - 2.5. Provides recommendations for improving the cost-efficiency, efficiency and effectiveness of the activities of the Ministry of Internal Affairs;
 - 2.6. Evaluates financial and operational procedures for the adequacy of internal control and provides advice and guidance regarding control aspects for new policies, systems, processes and procedures;
 - 2.7. Drafts and submits the Strategic Plan and the Annual Internal Audit Plan for review and approval to the Head of the Public Sector Entity and to the Audit Committee;
 - 2.8. Drafts and submits periodic and annual internal audit reports;
 - 2.9. Performs other duties as defined by the applicable legislation.
3. The Internal Audit Unit shall be a unit equivalent to a division.
4. The Head of the Internal Audit Unit shall operationally report to the Minister, while administratively shall report to the Secretary General.
5. The number of employees in the Internal Audit Unit shall be four (4).

Article 49
Human Resource Management Unit

1. The mission of Human Resources shall be to ensure the effective management of human resources through the development of procedures, programs and services that contribute to achieving the objectives of the institution and its employees, by properly balancing the needs of employees and the needs of the institution, and by exercising functions and competencies in accordance with the applicable laws and bylaws in the area of human

resources.

2. The duties and responsibilities of the Human Resources Management Unit shall be as follows:

2.1. Supports and provides advice to the most senior administrative head of the institution and/or the head of the institution in the area of human resources management;

2.2. Leads, plans, oversees and coordinates the work of organizational units in all activities of the human resources unit and ensures efficient functioning;

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

2.4. Prepares the annual and medium-term staffing plan in accordance with the institution's budget planning process;

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

2.6. Ensures the implementation of procedures for performance evaluation, leave, training, attendance at work, disciplinary procedures, suspension of employment relationships, termination of employment – dismissal from the civil service, early retirement, certificates, employee statistics, etc., in accordance with the applicable legal acts;

2.7. Manages the personnel files (individual files) of the institution and records all data, processes and procedures in the electronic system (HRMIS);

2.8. Administers salaries, salary compensations, bonuses, salary allowances of civil servants, etc.;

2.9. Prepares the annual report and the work plan for human resources management;

2.10. Performs other duties as defined by the applicable legislation.

3. The Head of the Human Resources Management Unit shall report to the Secretary General.

4. The Human Resources Management Unit shall be an organizational unit equivalent to a division.

5. The number of employees in the Human Resource Management Unit shall be nine (9).

Article 50
Public Communication and Protocol Division

1. The mission of the Public Communication and Protocol Division shall be to undertake actions for presenting ministerial policies through timely communication, in order to inform the public about the activities of the Ministry, and to ensure the proper implementation of protocol rules in all activities of the Ministry of Internal Affairs.

2. The duties and responsibilities of the Public Communication and Protocol Division shall be as follows:

2.1. Provides professional support to the Ministry in the area of communication and information;

2.2. Proposes, drafts and ensures the implementation of the Ministry's communication plans;

2.3. Organizes press conferences and prepares press releases, statements, reports and other media publications;

2.4. Maintains the official website of the Ministry;

2.5. Coordinates requests for access to public documents and prepares reports on the implementation of the Law on Access to Public Documents;

2.6. Performs professional, organizational and technical protocol duties for the needs of the Minister and the Ministry;

2.7. Proposes, plans and implements activities related to official visits and trips;

2.8. Collects data and prepares a calendar of visits and trips;

2.9. Ensures the provision of transport for foreign delegations;

2.10. Prepares gifts for foreign officials;

2.11. Keeps records of received gifts and prepares the list of gifts;

2.12. Performs other tasks related to visits and travels;

2.13. Ensures the preparation and smooth organization of special ceremonies and other events organized by the Ministry;

2.14. Cooperates and coordinates activities and other protocol matters with the State

Protocol and other institutions;

2.15. Performs other duties as defined by the applicable legislation.

3. The Head of the Public Communication and Protocol Division shall report to the Secretary General and shall coordinate with the Cabinet of the Minister.

4. The number of employees in the Public Communication and Protocol Division shall be five (5).

Article 51 Procurement Division

1. The mission of the Procurement Division shall be to plan, coordinate and implement public procurement activities in accordance with the applicable legislation, ensuring proper procedures, informed decision-making and professional support to management.

2. The duties and responsibilities of the Procurement Division shall be as follows:

2.1. Prepares, coordinates and implements the Ministry's annual plan in the area of public procurement, in accordance with applicable legislation;

2.2. Ensures that all procurement requests are prepared in accordance with procurement rules and procedures;

2.3. Defines the procurement methodology for the tender and price evaluation procedures;

2.4. Provides advice and assists the management in making decisions regarding contested issues that may arise in cases of contract execution;

2.5. Performs other duties as defined by the applicable legislation.

3. The Head of the Procurement Division shall report to the Secretary General.

4. The number of employees in the Procurement Division shall be six (6).

Article 52 Contract Monitoring Division

1. The mission of the Contract Monitoring Division shall be to ensure effective monitoring and evaluation of the implementation of public contracts under the responsibility of MIA, by supporting transparency, compliance with legislation and standards, inter-institutional coordination, and reporting for improving contract management.

2. The duties and responsibilities of the Contract Monitoring Division shall be as follows:

2.1. Participates and monitors during the administration of procurement procedures at all stages up to the preparation of the contract, without the right to intervene in these procedures;

2.2. After the completion of the tender evaluation process, notifies the Minister and the Secretary General that all procurement procedures defined by the applicable legislation have been implemented;

2.3. Undertakes monitoring activities regarding the implementation of the applicable Public Procurement legislation to ensure that the provisions of the contract are executed effectively with respect to timely and proper delivery;

2.4. In close cooperation with requesting units within the Ministry of Internal Affairs, monitors the implementation of the contract management plan including issues related to organizational, economic, technical, and legal aspects, project management teams, review of contract execution, protocols for the delivery of authorized equipment, regular dialogue with contractors, the use of appropriate quality standards, management of payments/requests, complaint procedures, control mechanisms specified in the contract, and ensuring execution for defects/corrections;

2.5. In close cooperation with the requesting unit, monitors the establishment of procedures for the inspection of work sites, materials and production facilities, ensuring effective delivery, storage and security of items included in the contract and variations/changes;

2.6. Analyzes and monitors medium- and high-value contracts for all departments and executive agencies within the Ministry of Internal Affairs;

2.7. Cooperates closely with all executive agencies within the Ministry of Internal Affairs regarding the implementation of medium- and high-value contracts as provided by the Law on Public Procurement;

2.8. Prepares a report regarding the performance of the contract and the quality of services, supplies and works, after the completion of the contract and during the warranty period, for the Secretary General;

2.9. Cooperates with the executive agencies of MIA with the aim of presenting best practices for Risk Management;

2.10. In cooperation with the Procurement Department and requesting units, reviews technical information and prepares detailed reports for presentations and evaluations that

include specific contracts;

2.11. Monitors deadlines and the quality of contract execution in cooperation with requesting units.

2.12. Performs other duties as defined by the applicable legislation.

3. The Contract Management Division shall have an advisory and monitoring mandate in the procedure of public procurement activities and shall not have the responsibility to approve or reject projects of the executive agencies or departments of MIA.

4. The Head of the Contract Management Division shall report to the Secretary General.

5. The number of employees in the Contract Management Division shall be three (3).

Article 53 Strategy Monitoring Division

1. The mission of the Strategy Monitoring Division shall be to collect, analyze and assess information on the implementation of strategies under the responsibility of MIA, support inter-institutional coordination, report on progress, and provide recommendations for improving the implementation of strategies.

2. The duties and responsibilities of the Strategy Monitoring Division shall be as follows:

2.1. Collects information and data from other institutions on the implementation of strategic documents under the responsibility of the Ministry of Internal Affairs, as well as analyzes and assesses such information;

2.2. Provides administrative and technical services for inter-institutional strategy groups;

2.3. Prepares analytical reports for the National Coordinator;

2.4. Monitors and reports on the implementation of activities deriving from the action plans of the strategies;

2.5. Reports to the international organization GRETA and contributes to the TIP report;

2.6. Proposes amendments and improvements to strategy systems and mechanisms through the National Coordinator;

2.7. Advises the National Coordinator on the steps that should be undertaken toward the implementation of strategies;

2.8. Upon request of the National Coordinator, prepares periodic meetings of inter-institutional groups for the implementation of strategies;

2.9. Conducts periodic analyses on the progress of implementation of the action plans of all national strategies under the responsibility of the Ministry of Internal Affairs and formulates recommendations for amendments;

2.10. Performs other duties as defined by the applicable legislation.

3. The Head of the Strategy Monitoring Division shall report to the Secretary General, except for duties defined by the National Coordinator and activities deriving from the implementation of action plans of state strategies, for which he/she reports to the National Coordinator.

4. The Strategy Monitoring Division shall be a unit equivalent to a division.

5. The number of employees in the Strategy Monitoring Division shall be six (6).

Article 54

Division of Engineering Services of Facilities of Special Importance

1. The mission of the Division of Engineering Services of Facilities of Special Importance shall be to ensure the planning, development, management and professional maintenance of the infrastructure and technical systems of facilities of special importance of the Ministry of Internal Affairs and its Agencies, guaranteeing functionality, sustainability and high security standards in accordance with the applicable legislation.

2. The duties and responsibilities of the Division of Engineering Services of Facilities of Special Importance shall be as follows:

2.1. Leads the policies for planning and development of the infrastructure of the facilities of the Ministry of Internal Affairs and facilities of strategic importance in the area of security, in accordance with the applicable legislation.

2.2. Proposes and implements strategies for the development, modernization and security of buildings and infrastructure assets of the Ministry of Internal Affairs.

2.3. Defines technical standards and security criteria for the planning, design, construction, reconstruction, and adaptation of facilities of the Ministry of Internal Affairs and strategic security facilities.

2.4. Manages capital projects related to the construction, renovation and advancement of the infrastructure of the Ministry of Internal Affairs.

2.5. Prepares technical and development documentation for infrastructure projects related to security and internal administration functions.

2.6. Monitors the implementation of physical and technical security standards in the facilities of the Ministry of Internal Affairs and in facilities of special importance for national security.

2.7. Provides professional advice to the organizational structures of the Ministry of Internal Affairs regarding spatial planning, technical management and infrastructure security of facilities;

2.8. Performs other duties as defined by the applicable legislation.

2. The Head of the Division of Engineering Services of Facilities of Special Importance shall report to the Secretary General of MIA.

3. The Division of Engineering Services of the Facilities of Special Importance Unit shall be an organizational unit equivalent to a division.

4. The number of employees in the Division of Engineering Services of Facilities of Special Importance shall be five (5).

Article 55

Classified Information Security and Management Unit

1. The mission of the Classified Information Security and Management Unit shall be to ensure the management, protection and archiving of classified information in accordance with the applicable legislation and regulations, guaranteeing controlled access, physical and digital security, and support for the planning and implementation of projects for facilities of special importance.

2. The duties and responsibilities of the Classified Information Security and Management Unit shall be as follows:

2.1. Ensures the implementation of the applicable legislation regarding the receipt, dispatch, registration, circulation, use, reproduction and archiving of classified information;

2.2. Verifies whether the classified information produced or managed within the institution, as well as the information received and submitted by the institution, meets the requirements defined in this regulation and other applicable legislation;

2.3. Distributes classified information for use, with the approval of the head of the institution, only to those employees who have been provided with an appropriate “security clearance certificate”;

- 2.4. Organizes all classified information under its responsibility;
 - 2.5. Implements the deadlines set for the use, circulation, storage and archiving of classified information;
 - 2.6. Accurately completes, maintains and uses only the registers and logbooks designed by AIBM regarding the registration, circulation, use, receipt, dispatch and reproduction of classified information under its responsibility;
 - 2.7. Stores classified information in safes and/or metal cabinets in accordance with the rules for the physical security of classified information;
 - 2.8. Periodically changes the codes in cases where safes or metal cabinets operating with such systems are used;
 - 2.9. Organizes and inventories classified information before submission to the institution's archive;
 - 2.10. Submits classified documents and/or materials from the classified information office to the institution's archive after 2 (two) to 10 (ten) years from the time of their creation;
 - 2.11. Prepares, coordinates, and implements the Ministry's plan for the management and maintenance of facilities of special importance in accordance with the applicable legislation;
 - 2.12. Ensures that all requests and other procedures are prepared and carried out in accordance with the rules and procedures defined by the applicable legislation;
 - 2.13. Manages projects, including planning, organizing, leading, controlling and implementing investment projects for facilities of special importance, in accordance with the relevant applicable legislation;
 - 2.14. Ensures that all documentation registers are prepared, maintained and archived in accordance with the legislation on the handling of classified documents and information security standards;
 - 2.15. Communicates, in accordance with the rules, with classified information offices of ministries or other institutions;
 - 2.16. Performs other duties as defined by the applicable legislation.
3. The Head of the Classified Information Security and Management Unit shall report to the Secretary General of MIA.
 4. The Classified Information Security and Management Unit shall be an organizational unit

equivalent to a division.

5. The number of employees in the Classified Information Security and Management Unit shall be three (3).

Article 56 **Agency Performance Monitoring Unit**

1. The mission of the Agency Performance Monitoring Unit shall be to carry out effective monitoring of the Executive Agencies of the MIA in order to enable the integrated implementation of policies and the achievement of the objectives of the executive agencies.

2. The duties and responsibilities of the Unit shall be as follows:

2.1. Provides support in the process of drafting the Agency's annual performance plan and performance report;

2.2. Based on the results of the performance dialogue, prepares the Agency's annual performance statement, which shall be approved by the Minister;

2.3. Conducts the institutional dialogue process with the Agency regarding the performance results of the previous year, based on the performance report;

2.4. Monitors the implementation of the Agency's annual performance plan and informs the Minister/Prime Minister regarding the implementation of the plan;

2.5. Performs other duties as defined by the applicable legislation.

3. The responsible unit shall have the right to request from the Agency information and documents related to the management of the performance process and the activities of the agencies.

4. The Head of the Agency Performance Monitoring Unit shall report to the Minister.

5. The Agency Performance Monitoring Unit shall be an organizational unit equivalent to a division.

6. The number of employees in the Agency Performance Monitoring Unit shall be three (3).

CHAPTER III **INTERNAL ORGANIZATION OF THE EXECUTIVE AGENCIES OF THE MINISTRY OF** **INTERNAL AFFAIRS**

Article 57
Executive Agencies of the Ministry of Internal Affairs

1. The Executive Agencies of the Ministry of Internal Affairs shall be:
 - 1.1. Kosovo Police;
 - 1.2. Kosovo Academy for Public Safety;
 - 1.3. Kosovo Forensics Agency;
 - 1.4. Police Inspectorate of Kosovo;
 - 1.5. Emergency Management Agency;
 - 1.6. Civil Registration Agency;
2. Within the MIA, the Fusion Center (MIA Coordination Center) operates as a subordinate structure.
3. The organizational structure of the institutions referred to in paragraphs 1 and 2 shall be regulated by a separate act.

CHAPTER IV FINAL AND REPEAL PROVISIONS

Article 58
Final Provisions

1. Personnel mobility in accordance with the legislation on civil service within the institution shall be allowed if deemed necessary for the smooth running of the work.
2. The increase or decrease in personnel numbers in accordance with the Law on Annual Budget Appropriations shall not necessitate the amendment and supplementation of this Regulation, except in cases where organizational structures are established and/or abolished.
3. Pursuant to paragraph 2 of this Article, the provisions of the Law on Annual Budget Appropriations shall be an integral part of this Regulation.
4. Annex I, which contains the organizational structure and the total number of all employees, as well as the specific number in each unit within the Ministry of Internal Affairs as well as Annex No. 2, which contains the organizational chart shall be an integral part of this Regulation.

Article 59

Repeal

Upon the entry into force of this Regulation, Regulation (OPM) No. 01/2021 on the Internal Organization and Systematization of Jobs in the Ministry of Internal Affairs, as well as Regulation (OPM) No. 03/2023 on Amending and Supplementing Regulation (OPM) No. 01/2021 on the Internal Organization and Systematization of Jobs in the Ministry of Internal Affairs, shall be repealed.

Article 60

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

Prime Minister of the Republic of Kosovo

15/05/2026

Annex 1 – Organizational structure and the total number of all employees

ORGANIZATIONAL CHART OF THE MINISTRY OF INTERNAL AFFAIRS			
Structure	Class	Group (general or specific)	Total number: 278
CABINET OF THE MINISTER			Total: 17
OFFICE OF THE SECRETARY GENERAL			Total: 8
- Secretary General	- Senior Manager	- N/A	1
- Senior Executive Officer	- Professional 1	- Social sciences group	1
- Executive Officer	- Professional 2	- Social sciences group	1
- Administrative Assistant	- Professional 3	- General administration group	1
- Senior Certifying Officer	- Professional 1	- Economy group	1
- Senior Human Rights Officer	- Professional 1	- Social sciences group	2
- Driver	- Professional 1	- N/A	1
	- Technical and support staff.		1
1. DEPARTMENT OF POLICY AND EUROPEAN INTEGRATION			Total: 22

- Director of the Department of Policy and European Integration	Middle-Level Manager	- N/A	1
1.1. Policy Drafting and Coordination Division			Total: 6
- Head of the Policy Drafting and Coordination Division	Junior Manager	- N/A	1
- Senior Policy Officer	Professional 1	Social sciences group	5
1.2. International Cooperation Division			Total: 3
- Head of the International Cooperation Division	- Junior Manager	- N/A	1
- Senior International Cooperation Officer	- Professional 1	- General administration group	2
1.3. European Integration Division			Total: 3
- Head of the European Integration Division	- Junior Manager	- N/A	1
- Senior European Integration Officer	- Professional 1	- Social sciences group	2
1.4. Research and Analysis Division			Total: 9
- Head of the Research and Analysis Division	- Junior Manager	- N/A	1
- Senior Research and Analysis Officer	- Professional 1	- General administration group	5
- Drug Observatory Officer	- Professional 1	- Social Sciences Group	1
- Senior Early Warning			

System Officer	- Professional 1	- Social Sciences Group	1
- Administrative Assistant	- Professional 3	- General administration group	1
2. DEPARTMENT OF PUBLIC SAFETY			Total: 18
- Director of the Department of Public Safety	- Middle-Level Manager	- N/A	1
2.1.Division of Weapons, Explosives and Private Security Services			Total: 11
- Head of the Division of Weapons, Explosives and Private Security Services	- Junior Manager	- N/A	1
- Senior Explosives Officer			
- Senior Weapons and Ammunition Officer	- Professional 1	- Security group	2
- Senior Marking, Tracking, and Deactivation Officer	- Professional 1	- Security group	3
- Senior Private Security Services Officer	- Specialist	- General engineering group	2
- Administrative Assistant		- General administration group	2
	- Professional 1		
	- Professional 3	- General administration group	1
2.2.Division of Community Prevention and Reintegration of Radicalized Persons			Total: 6
- Head of Division of Community Prevention and Reintegration of	- Junior Manager	N/A	1

Radicalized Persons			
- Senior Officer for Prevention and Reintegration of Radicalized Persons	- Professional 1	- Security group	3
- Senior Community Safety Officer	- Professional 1	- Security group	2
3. DEPARTMENT OF NATURALIZATION, ASYLUM AND MIGRATION			Total: 39
- Director of the Department of Naturalization, Asylum and Migration	- Middle-Level Manager	- N/A	1
3.1. Naturalization Division			Total: 9
- Naturalization Division	- Low-Level Manager	N/A	1
- Senior Citizenship Officer	- Professional 1	- Legal group	6
- Citizenship Officer	- Professional 2	- General administration group	2
3.2. Asylum Division			Total: 7
- Head of the Naturalization Division	- Low-Level Manager	N/A	1
- Senior Asylum Officer	- Professional 1	- Legal group	4
- Senior Officer for Country of Origin Information	- Professional 1	- Legal group	1
- Administrative Assistant	- Professional 3	- General administration group	1
3.3. Foreigners Division			Total: 17

- Head of the Foreigners Division	- Junior Manager	- N/A	1
- Senior Officer for Foreigners	- Professional 1	- Legal group	10
- Officer for Foreigners	- Professional 2	- General administration group	6
3.4. Readmission and Return Division			Total: 5
- Head of the Readmission and Return Division	- Junior Manager	N/A	1
- Senior Readmission and Return Officer	- Professional 1	- Social sciences group	4
4. DEPARTMENT OF REINTEGRATION AND INTEGRATION			Total: 36
- Director of the Department	- Middle-Level Manager	N/A	1
4.1. Regional Management Division			Total: 9
- Head of the Regional Management Division	- Junior Manager	- N/A	1
- Senior Regional Coordination Officer	- Professional 1	- Social sciences group	7
- Senior Case Management Officer	- Professional 1	- Social sciences group	1
4.2. Admission, Reintegration and Integration Division			Total: 5
- Head of the Admission, Reintegration and Integration Division	- Junior Manager	- N/A	1
- Senior Reintegration and Sustainable Integration	- Professional 1	- Social sciences group	2

<p>Officer</p> <ul style="list-style-type: none"> - Senior Reception Officer at Border Crossing Points - Senior Accommodation Officer 	<ul style="list-style-type: none"> - Professional 1 - Professional 1 	<ul style="list-style-type: none"> - General administration group - General administration group 	<p>1</p> <p>1</p>
Total: 5			
<p>4.3. Accomodation Center Asylumseekers</p> <ul style="list-style-type: none"> - Head of the Accomodation Center Asylumseekers - Senior Psychosocial Services Officer - Admission Officer at the Center - Warehouse Assistant 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 - Professional 2 - Professional 3 	<ul style="list-style-type: none"> - N/A - Psychology group - Social sciences group - General administration group 	<p>1</p> <p>1</p> <p>2</p> <p>1</p>
Total: 6			
<p>4.4. Center Management Division</p> <ul style="list-style-type: none"> - Head of the Center Management Division - Senior Accommodation Officer - Admission Officer at the Center - Administrative Assistant 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 - Professional 2 - Professional 3 	<ul style="list-style-type: none"> - N/A - General administration group - Social sciences group - General administration group 	<p>1</p> <p>3</p> <p>1</p> <p>1</p>
Total: 10			
<p>4.5. Center for Shelter, Protection and Rehabilitation of Victims of Trafficking in Human Beings</p> <ul style="list-style-type: none"> - Head of the Center for Shelter, Protection and 			

Rehabilitation of Victims of Trafficking in Human Beings	- Junior Manager	- N/A	1
- Senior Social Service Officer	- Professional 1	- General social services group	4
- Senior Social Welfare Officer	- Professional 1	- General administration group	5
5. LEGAL DEPARTMENT			Total: 15
- Director of Legal Department	- Middle-Level Manager	- N/A	1
5.1. Legislation Drafting and Harmonization Division			Total: 7
- Head of the Legislation Drafting and Harmonization Division	- Junior Manager	- N/A	1
- Senior Legal Officer	- Professional 1	- Legal group	6
5.2. Legislation Monitoring and Implementation Division			Total: 4
- Head of the Legislation Monitoring and Implementation Division	- Junior Manager	- N/A	1
- Senior Legal Officer	- Professional 1	- Legal group	2
- Administrative Assistant	- Professional 3	- General administration group	1
5.3. Agreements Division			Total: 3
- Head of the Agreements	- Junior	- N/A	1

Division	Manager		
- Senior Legal Officer	- Professional 1	- Legal group	2
6. BUDGET AND FINANCE DEPARTMENT			Total: 16
- Director of Budget and Finance Department	- Middle-Level Manager	- N/A	1
6.1. Budget and Planning Division			Total: 4
- Head of the Budget and Planning Division	- Junior Manager	- N/A	1
- Senior Budget Officer	- Professional 1	- Budget and finance group	2
- Administrative Assistant	- Professional 3	- General administration group	1
6.2. Finance and Accounting Division			Total: 6
- Head of the Finance and Accounting Division	- Junior Manager	- N/A	1
- Senior Finance Officer	- Professional 1	- Budget and finance group	5
6.3. Revenue Reconciliation Division			Total: 5
- Head of the Revenue Reconciliation Division	- Junior Manager	- N/A	1
- Senior Revenue Reconciliation Officer	- Professional 1	- Budget and finance group	4
7. DEPARTMENT OF			Total: 26

GENERAL SERVICES			
Director of the Department	Middle-Level Manager	- N/A	1
7.1.Logistics Division			Total: 19
- Head of the Logistics Division	- Junior Manager	- N/A	1
- Senior Logistics Officer	- Professional 1	- General administration group	1
- Senior Supply and Transport Officer	- Professional 1	- General administration group	1
- Logistics Officer	- Professional 2	- General administration group	2
- Goods Receiving Officer	- Professional 2	- General administration group	2
- Warehouse Assistant	- Professional 2	- General administration group	2
- Transport Officer	- Professional 3	- General administration group	2
- Assistant	- Professional 3	- General administration group	2
- Driver	- Professional 2	- N/A	6
	- Professional 3		
	- Technical and support staff.		
7.2.Document Administration and Services Division			Total: 6
- Head of the Document Administration and			

Services Division	- Junior Manager	- N/A	1
- Senior Archive Officer			
- Senior Translation Officer	- Professional 1	- Archive-documentation group	2
- Senior Proofreading Officer	- Professional 1	- Translation and interpretation group	2
	- Professional 1	- Public relations and information group	1
8. DEPARTMENT OF SYSTEMS AND COMMUNICATIONS ADMINISTRATION			Total: 12
- Director of the Department of Systems and Communications Administration	- Middle-Level Manager	N/A	1
8.1 Security and Systems Administration Division			Total: 4
- Head of Security and Systems Administration Division	- Junior Manager	- N/A	1
- Senior IT System Officer	- Professional 1	- Information technology group	1
- IT Security Officer	- Professional 2	- Information technology group	1
- Senior Software Systems Development and Administration Officer	Professional 1	- Information technology group	1
8.2. Application and Database Administration Division			Total: 3

- Head of the Application and Database Administration Division	- Junior Manager	- N/A	1
- Senior Software Developer and Database Administrator	- Professional 1	- Information technology group	2
8.3. User Support Division			Total: 4
- Head of the User Support Division	- Junior Manager	- N/A	1
- Request response and technical support officer	- Professional 1	- Information technology group	3
9. INSPECTION UNIT			Total: 25
- Director of the Inspection Unit	- Middle-Level Manager	- N/A	1
9.1.Critical Infrastructure Inspection Division			Total: 4
- Head of the Critical Infrastructure Inspection Division	- Junior Manager	- N/A	1
- Critical Infrastructure Inspector	- Professional 1	- Security group	3
9.2.Division of Weapons, Explosives and Private Security Services Inspection			Total: 9
- Head of the Division of Weapons, Explosives and Private Security Services Inspection	- Junior Manager	- N/A	1

<ul style="list-style-type: none"> - Weapons, Ammunition and Explosives Inspector - Inspector for Control and Monitoring of Private Security Services 	<ul style="list-style-type: none"> - Professional 1 - Professional 1 	<ul style="list-style-type: none"> - Security group - Security group 	<p style="text-align: center;">5</p> <p style="text-align: center;">3</p>
<p>9.3.Civil Registration Inspection Unit</p> <ul style="list-style-type: none"> - Head of the Civil Registration Inspection Unit - Civil Status and Registration Inspector 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 	<ul style="list-style-type: none"> - N/A - Social sciences group 	<p style="text-align: center;">Total: 7</p> <p style="text-align: center;">1</p> <p style="text-align: center;">6</p>
<p>9.4.Civil Aviation Safety Inspection Division</p> <ul style="list-style-type: none"> - Head of the Civil Aviation Safety Inspection Division - Civil Aviation Safety Inspector 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 	<ul style="list-style-type: none"> - N/A - Security group 	<p style="text-align: center;">Total: 4</p> <p style="text-align: center;">1</p> <p style="text-align: center;">3</p>
<p>10. INTERNAL AUDIT UNIT</p> <ul style="list-style-type: none"> - Head of the Internal Audit Unit - Internal Auditor 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 	<ul style="list-style-type: none"> - N/A - Internal audit group 	<p style="text-align: center;">Total: 4</p> <p style="text-align: center;">1</p> <p style="text-align: center;">3</p>
<p>11. HUMAN RESOURCES MANAGEMENT UNIT</p> <ul style="list-style-type: none"> - Head of the Human Resource Management Unit - Senior Human Resources Officer 	<ul style="list-style-type: none"> - Junior Manager 	<p style="text-align: center;">N/A</p>	<p style="text-align: center;">Total: 9</p> <p style="text-align: center;">1</p>

- Human Resources Officer	- Professional 1	- Human resources group	7
	- Professional 2	- Human resources group	1
12. PUBLIC COMMUNICATION AND PROTOCOL DIVISION			Total: 5
- Head of the Public Communication and Protocol Division	- Junior Manager	- N/A	1
- Senior Public Communication Officer	- Professional 1	- Public relations and information group	2
- Senior Protocol Officer	- Professional 1	- Protocol group	2
13. PROCUREMENT DIVISION			Total: 6
- Head of the Procurement Division	- Junior Manager	N/A	1
- Senior Procurement Officer	- Professional 1	- Public procurement group	5
14. CONTRACT MONITORING DIVISION			Total: 3
- Head of the Contract Monitoring Division	- Junior Manager	- N/A	1
- Senior Monitoring Officer	- Professional 1	- General administration group	2
15. STRATEGY MONITORING			Total: 6

<p>DIVISION</p> <ul style="list-style-type: none"> - Head of the Strategy Monitoring Division - Senior Counter-Terrorism Officer - Senior Officer for Combating Organized Crime - Senior Officer for Combating Trafficking in Human Beings - Senior Officer for Combating Drugs - Senior Integrated Border Management Officer 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 - Professional 1 - Professional 1 - Professional 1 - Professional 1 	<ul style="list-style-type: none"> - N/A - General administration group - General administration group - General administration group - General administration group - General administration group 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
<p>16. DIVISION OF ENGINEERING SERVICES OF FACILITIES OF SPECIAL IMPORTANCE</p> <ul style="list-style-type: none"> - Head of the Division of Engineering Services of Facilities of Special Importance - Senior Engineering Service Officer 	<ul style="list-style-type: none"> - Junior Manager - Specialist 	<ul style="list-style-type: none"> - N/A - General engineering group 	<p style="text-align: center;">Total: 5</p> <p style="text-align: center;">1</p> <p style="text-align: center;">4</p>
<p>17. CLASSIFIED INFORMATION SECURITY AND MANAGEMENT UNIT</p> <ul style="list-style-type: none"> - Head of the Classified Information Security and 			<p style="text-align: center;">Total: 3</p>

<p>Management Unit</p> <ul style="list-style-type: none"> - Senior Classified Information Management Officer - Senior Security Policy Officer 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 - Professional 1 	<ul style="list-style-type: none"> - N/A - General administration group - Security group 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
<p>18. AGENCY PERFORMANCE MONITORING UNIT</p> <ul style="list-style-type: none"> - Head of the Agency Performance Monitoring Unit - Senior Performance Monitoring Officer 	<ul style="list-style-type: none"> - Junior Manager - Professional 1 	<ul style="list-style-type: none"> - N/A - General administration group 	<p style="text-align: center;">Total: 3</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p>

