



**Republika e Kosovës**  
**Republika Kosova – Republic of Kosovo**  
*Qeveria-Vlada-Government*  
*Zyra e Kryeministrit - Ured Premijera - Office of the Prime Minister*

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**REGULATION (OPM) NO. 10/2026 ON THE INTERNAL  
ORGANIZATION AND SYSTEMATIZATION OF JOB POSITIONS IN  
THE KOSOVO AGENCY OF STATISTICS<sup>1</sup>**

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<sup>1</sup> Regulation (OPM) No. 10/2026 on Internal Organization and Systematization Jobs Positions in the Kosovo Agency of Statistics, approved by Decision No. 120/2026, dated 02.07.2026 of the Prime Minister of the Republic of Kosovo.

**The Prime Minister of the Republic of Kosovo,**

Pursuant to Article 94 paragraph 10 of the Constitution of the Republic of Kosovo, Article 28 of Law No. 06/L -113 on the Organization and Functioning of State Administration and Independent Agencies, in accordance with Article 9 paragraphs 2 and 7 of Regulation (QRK) No. 01/2020 on Standards for Internal Organization, Systematization of Jobs and Co-operation in State Administration Institutions and Independent Agencies, Article 6 paragraph 2 of Law No. 04/L-036 on Official Statistics of the Republic of Kosovo:

Issues:

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SYSTEMATIZATION OF JOB POSITIONS IN THE KOSOVO AGENCY OF  
STATISTICS**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose**

This regulation shall aim at the internal organization and systematization of job positions of the Kosovo Agency of Statistics.

**Article 2  
Scope**

1. This Regulation shall be implemented by the Kosovo Agency of Statistics.
2. The duties and responsibilities of the Kosovo Agency of Statistics shall be determined by Law No. 04/L-036 on Official Statistics of the Republic of Kosovo, and amended by Law No. 06/L-058.

**CHAPTER II  
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOB POSITIONS IN  
THE KOSOVO AGENCY OF STATISTICS**

**Article 3  
Mission of the Kosovo Agency of Statistics**

1. The mission of the Kosovo Agency of Statistics shall be to produce and publish accurate, reliable and comparable official statistics, in accordance with professional standards and the principles of independence, confidentiality and transparency, to serve public institutions, businesses, academia and citizens, with data that support planning, decision-making and assessment of policies for the development of the country.

**Article 4**  
**Organizational structure of the Kosovo Agency of Statistics**

1. The organizational structure of the Kosovo Agency of Statistics (hereinafter referred to as “KAS”) shall consists of:

1.1. Executive Director of KAS;

1.2. Statistical Council;

1.3. Departments;

1.4. Divisions;

1.5. Regional Statistical Offices.

2. The number of employees in the Kosovo Agency of Statistics shall be two hundred and twenty-five (225).

**Article 5**  
**Executive Director of the Kosovo Agency of Statistics**

1. The Office of the Executive Director of the Kosovo Agency of Statistics shall consist of:

1.1. Executive Director;

1.2. Senior Executive Officer;

1.3. Administrative Officer;

1.4. Senior Certifying Officer;

1.5. Internal Auditor.

2. Other positions that shall report directly to the Executive Director of KAS are:

2.1. Human Resources Management Division;

2.2. Public Communications Division;

2.3. General Services Management Division;

2.4. Procurement Division;

3. The duties and responsibilities of the Executive Director shall be determined by the Law in force on Official Statistics of the Republic of Kosovo, the Law in force on the Organization and Functioning of the State Administration and Independent Agencies and the legislation in force

4. The duties and responsibilities of the professional civil servant and officers within the Office of the General Director shall be determined by the relevant law on public officials and the legislation in force.
5. The Executive Director of KAS shall be directly responsible for his work to the head of the relevant body determined by the Government.
6. The number of employees in the Office of the Executive Director shall be five (5).

## **Article 6** **Statistical Council**

1. The Statistical Council shall function as an advisory and coordinating body for official statistics: it reviews and makes recommendations on the statistical programme and priorities, quality standards, methodological harmonization and inter-institutional co-operation, helping to ensure that the production of statistics is reliable and comparable. Its duties and responsibilities are defined by the Law on Official Statistics.

## **Article 7** **Departments and Divisions of the Kosovo Agency of Statistics**

1. The Departments and Divisions of the Kosovo Agency of Statistics shall be:
  - 1.1. Department of Macroeconomic Statistics
    - 1.1.1. National Accounts Division;
    - 1.1.2. Government Accounts Division;
    - 1.1.3. Informal (Non-observed) Economy Division;
    - 1.1.4. Price Index and Purchasing Power Parity Measurement Division.
  - 1.2. Department of Economic Statistics
    - 1.2.1. Division of Enterprise and Kosovo International Trade Statistics;
    - 1.2.2. Division of Short-term Statistics;
  - 1.3. Department of Social Statistics, Labour Market and Living Standards
    - 1.3.1. Division of Social Statistics;
    - 1.3.2. Division of Labour Market and Living Standards Statistics.
  - 1.4. Department of Demography Statistics
    - 1.4.1. Division of Vital Statistics and Population;

- 1.4.2. Division of Registers and Enumeration;
- 1.5. Department of Agricultural and Environmental Statistics
  - 1.5.1. Agricultural Statistics Division;
  - 1.5.2. Environmental Statistics Division;
  - 1.5.3. Agromonetary Statistics Division;
- 1.6. Department of Methodology
  - 1.6.1. Methodology and Sampling Division;
  - 1.6.2. Dissemination Division;
  - 1.6.3. Quality Division.
- 1.7. Department of Information Systems and GIS
  - 1.7.1. Division for Systems Management and Application Development;
  - 1.7.2. Division for Geographic Information Systems (GIS) and Data Analytics;
- 1.8. Department for Planning, Coordination and International Cooperation
  - 1.8.1. Division for Inter-institutional Planning and Coordination;
  - 1.8.2. Division for International Cooperation.
- 1.9. Department of statistical data collection
  - 1.9.1. Prishtina Regional Office;
  - 1.9.2. Prizren Regional Office;
  - 1.9.3. Peja Regional Office;
  - 1.9.4. Gjakova Regional Office;
  - 1.9.5. Mitrovica Regional Office;
  - 1.9.6. Ferizaj Regional Office;
  - 1.9.7. Gjilan Regional Office;
  - 1.9.8. Call Centre Division.
- 1.10. Department of Budget and Finance

1.10.1. Budget and Planning Division;

1.10.2. Finance and Accounting Division.

## **Article 8**

### **Department of Macroeconomic Statistics**

1. The Department of Macroeconomic Statistics shall have the mission of defining, compiling, processing and publishing national and government accounts according to the international systems of national accounts. The Department of Macroeconomic Statistics shall also cover various price indices in full compliance with national legislation and regulations on official statistics.

2. The duties and responsibilities of the Department of Macroeconomic Statistics shall be:

2.1. Collection, processing, analysis and publication of Gross Domestic Product (GDP) statistics by expenditure approach, at current and constant prices on yearly and quarterly basis;

2.2. Collection, processing, analysis and publication of Gross Domestic Product (GDP) statistics by production approach, at current and constant prices on yearly and quarterly basis;

2.3. Collection, processing, analysis and publication of Gross Domestic Product (GDP) statistics by income approach, at current and constant prices on yearly and quarterly basis;

2.4. Collection, processing, analysis and publication of annual regional national accounts;

2.5. Compilation and transmission of sectoral National Accounts through supply and use tables (SUT) to Eurostat;

2.6. Collection, processing, analysis and publication of government accounts statistics on revenue and expenditure on a quarterly and yearly basis;

2.7. Collection, processing, analysis and publication of government accounts statistics on revenue and expenditure on a quarterly basis;

2.8. Collection, processing, analysis and publication of government accounts statistics on revenue and expenditure on yearly basis;

2.9. Compilation and reporting of government accounts statistics tables to Eurostat and the IMF;

2.10. Collection, processing, analysis and publication of statistics on the informal economy (non-observed economy) on yearly basis, in accordance with the Eurostat Tabular Approach for the seven (7) types of the informal economy. Collection, processing, analysis and publication of the informal economy on yearly basis, according to the methodology for all types of the informal economy and reporting to Eurostat according to the Eurostat Tabular Approach;

- 2.11. Integration of the results of the informal economy into the national accounts data for the seven (7) types of the informal economy;
  - 2.12. Collection, processing, analysis and publication of: Harmonized Index of Consumer Prices, Consumer Price Index at Constant Taxes, Purchasing Power Parity, Real Estate Index, Land Price Index, Owner-Occupied Housing Cost Index, Construction Cost Index, Production Prices, Import Prices and Rental Prices according to international methodology and standards;
  - 2.13. Ensuring compliance with international classifications and statistical standards, including COICOP, NACE, CPA, ISIC and CPC, to guarantee comparability and usability of data in macroeconomic analyses and international reports;
  - 2.14. Official publication and dissemination of statistical results.
3. The Director of the Macroeconomic Statistics Department shall report to the Executive Director of KAS.
  4. The Department shall consist of:
    - 4.1. National Accounts Division
    - 4.2. Government Accounts Division
    - 4.3. Informal Economy Division
    - 4.4. Division for the Measurement of Price Indices and Purchasing Power Parity.
  5. The number of employees within the Department of Macroeconomic Statistics shall be twenty-seven (27).

**Article 9**  
**National Accounts Division**

1. The duties and responsibilities of the National Accounts Division shall be:
  - 1.1. Compilation of annual National Accounts according to the production, expenditure and income approach at current and constant prices, Compilation of quarterly National Accounts according to the production approach, at current and constant prices;
  - 1.2. Publication of GDP data on a quarterly and yearly basis and their transmission to Eurostat;
  - 1.3. Preparation of the GDP methodology at current and constant prices for yearly and quarterly periods;
  - 1.4. Compilation and transmission of annual National Accounts according to SUT tables to Eurostat:

- 1.5. Compilation of annual regional National Accounts;
  - 1.6. Compilation of Sectoral Accounts for all economic sectors;
  - 1.7. Integration of informal economy data into Gross Domestic Product on yearly and quarterly basis;
  - 1.8. Responding to user requests at home and abroad (international institutions: IMF, World Bank, Eurostat, etc.);
2. The Head of the National Accounts Division shall report to the Director of the Department.
  3. The number of employees in the National Accounts Division shall be ten (10).

**Article 10**  
**Government Accounts Division**

1. The duties and responsibilities of the Government Accounts Division shall be:
  - 1.1. Collection, compilation, analysis and publication of government accounts data on a quarterly and yearly basis;
  - 1.2. Implementation of Eurostat and IMF methodology for compiling government accounts: ESA2010, GFSM2014 and COFOG;
  - 1.3. Compilation and reporting of government finance statistics tables to Eurostat according to ESA 2010 - Transmission programme;
  - 1.4. Compilation and reporting of government finance statistics tables to the IMF;
  - 1.5. Documentation of the methodology used for compiling government finance statistics;
  - 1.6. Preparation of government accounts data for GDP needs according to the production, expenditure and income approach at current and constant prices on a quarterly and yearly basis; Sectoral Accounts; Regional national accounts; SUT tables;
  - 1.7. Responses to user requests inside and outside the country (KAS, government institutions, Central Bank of Kosovo, Eurostat, IMF, World Bank, etc.).
2. The Head of the Government Accounts Division shall report to the Director of the Department.
3. The number of employees within the Government Accounts Division shall be four (4).

## **Article 11**

### **Informal Economy Division**

1. The duties and responsibilities of the Informal Economy Division shall be:
  - 1.1. Collection, processing and compilation of data on the informal economy (non-observed economy) on yearly basis according to international methodology and standards (ESA2010, OECD, NACE Rev.2, Eurostat, etc.);
  - 1.2. Assessment of the informal economy according to the Eurostat Tabular Approach for:
    - 1.2.1 Type N1 - Underground producers;
    - 1.2.2 Type N2 - Illegal activities;
    - 1.2.3 Type N3 - Producers not obliged to register;
    - 1.2.4 Type N4 - Registered legal entities not included in statistics;
    - 1.2.5 Type N5 - Registered entrepreneurs not included in statistics;
    - 1.2.6 Type N6 - Producers who intentionally misreport;
  - 1.3. Estimation of the informal economy according to the Eurostat Tabular Approach for Type N7 - Statistical gaps in data;
  - 1.4. Integration of the results of the informal economy in the National Accounts according to international standards for the seven (7) types of the informal economy;
  - 1.5. Documentation of the methodology used for compiling statistics on the informal economy.
2. The Head of the Informal Economy Division shall report to the Director of the Department
3. The number of employees in the Informal Economy Division shall be four (4).

## **Article 12**

### **Division for Measurement of Price Indices and Purchasing Power Parities**

1. The duties and responsibilities of the Division shall be:
  - 1.1. Drafts, develops and implements the strategic and operational plan for price statistics and Purchasing Power Parity, in accordance with the National Programme of Official Statistics, the standards of the European Statistical System and the priorities of the country's economic and monetary policies, ensuring the strategic orientation of statistical production in this area;
  - 1.2. Prepares, updates and maintains statistical methodologies, data collection instruments and operational procedures for the production of price indices, ensuring full compliance with Eurostat regulations and recommendations and international best practices;

1.3. Organizes and implements the processes of collection, validation, integration and processing of data from statistical and administrative sources, using modern technologies and advanced analytical methods to ensure the quality and integrity of data;

1.4. Ensures the preparation, updating and methodological documentation of statistical weights, as an essential component for measuring inflation and representing the structure of consumption and the economy, reflecting structural changes and guaranteeing the accuracy and reliability of indicators;

1.5. Prepares and transmits data, metadata and statistical reports through international reporting systems (SDMX/ESDMS), ensuring compliance with reporting requirements and international validation of statistics;

1.6. Ensures the timely production and publication of official price and PPP statistics, which serve as a basis for macroeconomic analysis, inflation measurement, purchasing power parity assessment and the design, monitoring and evaluation of public policies;

1.7. Implements the quality management framework and international best practices, in order to guarantee comparability, transparency, consistency and integrity of statistics;

1.8. Cooperates with the organizational units of the institution, public institutions, the central bank, international organizations and the private sector to provide data sources and methodological harmonization of statistics;

1.9. Prepares statistical publications, analyses and thematic reports that reflect developments in the price level and purchasing power of the economy, contributing to informing institutional and public decision-making;

1.10. Ensures that the statistics produced are an integral part of the international statistical system, guaranteeing the appropriate methodological classification, international comparability and their acceptability in the processes of international validation and evaluation;

1.11. Ensures that the statistics produced are used as essential input for macroeconomic calculations, including the use of price indices as deflators for economic indicators and for structural analyses of the economy;

2. Head of the Harmonized Index of Consumer Prices Division shall report to the Director of the Department.

3. The number of employees in the Price Statistics Division shall be eight (8).

### **Article 13**

#### **Department of Economic Statistics**

1. The mission of the Department of Economic Statistics shall be to produce official statistics on enterprise (business) indicators and their structural statistics, statistics by economic sectors such as: industry, energy, trade, transport, tourism, services, use of information technology in enterprises, scientific research and innovation, export-import, wage levels and list of products,

ensuring full implementation of methodological requirements according to the standards of European Union, based on the basic principles of the European Statistics Code of Practice.

2. The duties and responsibilities of the Department of Economic Statistics shall be:

2.1. To collect, process, analyze and publish data on: economic statistics of enterprises, Kosovo international trade (export-import), investment in enterprises, tourism, energy, industry, retail trade in services, use of information technology in enterprises, wage levels, PRODCOM (list of products), research & development, innovation, FATS (statistics on resident enterprises controlled by foreign investors);

2.2. To propose and implement the five-year work plan;

2.3. To publish data collected according to statistical methods, either from its own activities through surveys or from administrative sources, and to update them whenever necessary;

2.4. To prepare, upon request, special tables for their submission to EUROSTAT and other production departments in KAS;

2.5. To apply the use of Eurostat classifications, standards and methodologies in the development of Economic Statistics for Kosovo;

2.6. To ensure the comparability of Kosovo's statistical data with data from other countries according to Eurostat methodologies;

2.7. To prepare and publish quality assessments of official economic statistics from survey data and administrative sources.

3. The Director of the Department of Economic Statistics shall report to the Executive Director of KAS.

4. The Department shall consist of:

4.1. Division of Enterprise and Kosovo International Trade Statistics;

4.2. Division of Short-term Statistics;

5. The number of employees within the Department of Economic Statistics shall be twenty (20).

#### **Article 14**

##### **Division of Enterprise and Kosovo International Trade Statistics**

1. The duties and responsibilities of the Division of Enterprise and Kosovo International Trade Statistics shall be:

1.1. Drafting a plan for the development of structural enterprise statistics, statistical business register, investment statistics, statistics on the use of information technology in businesses (ICT), business demography, innovation statistics, research and development, and Kosovo international trade statistics for the implementation of the programme;

- 1.2. Preparing questionnaires, research samplings, collecting and processing data from structural enterprise surveys, information and communication technology (ICT) in businesses, business demography, innovation, research and development, investments and FATS (statistics on resident enterprises controlled by foreign investors).;
  - 1.3. Cooperation and coordination with data sources and publication of the results obtained according to the established methodology and the foreseen deadlines;
  - 1.4. Cooperation with other sectors within KAS, various institutions and companies, in order to provide the necessary data;
  - 1.5. Quality control of indicators and proposal of necessary changes to improve data quality;
  - 1.6. Preparation of publications of final results, as well as coordination of work on pilot projects (IPA, etc.), preparation of data for various users;
  - 1.7. Preparation, upon request, of special tables of enterprise statistics, for their submission to EUROSTAT and other production departments in KAS
2. The Head of the Enterprise and Kosovo International Trade Statistics Division shall report to the Director of the Department.
  3. The number of employees in the Enterprise and Kosovo International Trade Statistics Division shall be nine (9).

## **Article 15**

### **Short-term Statistics Division**

1. The duties and responsibilities of the Short-term Statistics Division shall be:
  - 1.1. Drafting a plan for the development of short-term statistics, namely industry statistics, retail trade, energy, transport, post and telecommunication, services, PRODCOM statistics (by products), hotel and tourism statistics and wage levels for the implementation of the programme;
  - 1.2. Preparation of questionnaires, research samples and collection and processing of survey data for short-term statistics, namely industry statistics, retail trade, energy, transport, post and telecommunication, services, PRODCOM statistics (by products), hotel and tourism statistics and wage levels;
  - 1.3. Cooperation and coordination with data sources and publication of the results obtained according to the defined methodology and the foreseen deadlines;
  - 1.4. Cooperation with other sectors within KAS, various institutions and companies, in order to provide the necessary data;
  - 1.5. Quality control of indicators and proposal of necessary changes to improve data quality;

- 1.6. Preparation of publications of final results, as well as coordination of work on pilot projects (IPA, etc.), preparation of data for various users;
- 1.7. Preparation, upon request, of special tables of short-term statistics, for their submission to EUROSTAT and other production departments in KAS.
2. The Head of the Short-term Statistics Division shall report to the Director of the Department.
3. The number of employees in the Division shall be ten (10).

**Article 16**  
**Department of Social Statistics, Labour Market and Living Standards**

1. The mission of the Department of Social Statistics shall be to produce official data on social, labour market and living standards indicators and to meet the needs of users with qualitative, reliable, objective and timely statistical data in line with Eurostat standards, based on the basic principles of the European Statistics Code of Practice
2. The tasks and responsibilities of the Department of Social Statistics, Labour Market and Living Standards shall be:
  - 2.1. Collection, processing, analysis and publication of data on indicators of: employment and unemployment, labor costs, labor cost index, labor income, job vacancies, income and living conditions, consumption and income poverty, household consumption, time use indicators, education, health, culture and sports, and justice and crime.
  - 2.2. To propose and implement the five-year work plan;
  - 2.3. To publish data collected according to statistical methods, whether from survey activities or from administrative sources, and to update them as necessary;
  - 2.4. To apply the use of Eurostat classifications, standards and methodologies in the development of Social Statistics, the labor market and the standard of living for Kosovo;
  - 2.5. Harmonization of social, labor market and living standards statistics with Eurostat standards and methodology;
  - 2.6. Regular and timely transmission of social, labor market and living standards statistics to Eurostat and other International Organizations;
  - 2.7. Prepare and publish quality assessments of social, labor market and living standards statistics from survey data and administrative sources.
3. The Director of the Department of Social Statistics, Labor Market and Living Standards shall report to the Executive Director of KAS.
4. The Department shall consist of:
  - 4.1. Social Statistics Division;

4.2. Labor Market and Living Standards Division.

5. The number of employees in the Department of Social Statistics, Labor Market and Living Standards shall be twenty-four (24).

**Article 17**  
**Social Statistics Division**

1. The duties and responsibilities of the Social Statistics Division shall be:

1.1. Drafting a plan for the development of social protection, health, education, justice and crime statistics and culture and sports statistics for the implementation of the programme;

1.2. Preparation of standard forms for receiving data from administrative sources as well as preparation of questionnaires and guidelines for data collection for the adult education survey, the continuing vocational training survey and the health survey;

1.3. Cooperation and coordination with administrative data sources and publication of data according to the established methodology and the foreseen deadlines;

1.4. Data collection, processing, analysis and publication of social protection indicators on a monthly basis;

1.5. Data collection, processing, analysis and publication of annual education indicators;

1.6. Data collection, processing, analysis and publication of indicators for continuing vocational training every 4 years;

1.7. Data collection, processing, analysis and publication of indicators for adult education every 6 years;

1.8. Data collection, processing, analysis and publication of health indicators on an annual basis;

1.9. Data collection, processing, analysis and publication of indicators from the Health Survey every 6 years;

1.10. Data collection, processing, analysis and publication of justice and crime statistics on an annual basis;

1.11. Data collection, processing, analysis and publication of culture and sport indicators on an annual basis;

1.12. Data transmission to Eurostat and other International Organizations;

1.13. Quality control of indicators and proposal of necessary changes to improve data quality;

2. The Head of the Social Statistics Division shall report to the Director of the Department.

3. The number of employees within the Social Statistics Division shall be ten (10).

**Article 18**  
**Division of Labour Market and Living Standard Statistics**

1. The duties and responsibilities of the Division of Labor Market and Living Standards shall be:

1.1. Drafting a plan for the development of labour market statistics and living standards statistics, in accordance with Eurostat standards;

1.2. Preparing questionnaires and guidelines for data collection for labour market statistics surveys and living standards surveys according to Eurostat standards, based on the basic principles of the European Statistics Code of Practice;

1.3. Data collection, processing, analysis and publication of key labour market indicators for employment, unemployment, labour force and inactivity rate on a monthly, quarterly and annual basis;

1.4. Data collection, processing, analysis and publication of labour cost indicators every 4 years;

1.5. Data collection, processing, analysis and publication of quarterly and annual indicators for the labour cost index;

1.6. Data collection, processing, analysis and publication of quarterly and annual indicators on job vacancies;

1.7. Data collection, processing, analysis and publication of indicators on the structure of income from work every 4 years;

1.8. Data collection, processing, analysis and publication of annual indicators on income, poverty, inequality and living conditions;

1.9. Data collection, processing, analysis and publication of indicators on expenditure, consumption and the structure of the household budget;

1.10. Data collection, processing, analysis and publication of annual indicators on the use of the Internet, digital devices and communication services in households every year;

1.11. Data collection, processing, analysis and publication of indicators on time use every 10 years;

1.12. Transmission of data to Eurostat and other International Organizations;

1.13. Quality control of indicators and proposal of necessary changes to improve data quality;

2. The Head of the Division of Labor Market and Living Standards Statistics shall report to the Director of the Department.

3. The number of employees within the Division of Labor Market and Living Standards Statistics shall be thirteen (13).

## **Article 19**

### **Department of Demographic Statistics**

1. The Department of Demographic Statistics shall have the mission of producing official data on demographic indicators and meeting user requirements with qualitative, reliable, objective and timely statistical data and in line with Eurostat standards, based on the basic principles of the European Statistics Code of Practice.

2. The duties and responsibilities of the Department of Demographic Statistics shall be:

1.1. Collection, processing, analysis and publication of data on: statistics of Births, Deaths, Marriages, Divorces, Causes of Deaths, Population Estimates, Gender Statistics, data from the gender-based violence survey, MICS survey;

1.2. To propose and implement the five-year work plan;

1.3. Publication of data of its sources and methods related to the compilation of population statistics, whether from its survey activities, census or from administrative sources, as well as their updating as necessary;

1.4. Construction, maintenance and updating of the Statistical Population Register and the Statistical Housing Register;

1.5. Harmonization of demographic statistics with Eurostat standards and methodology;

1.6. Regular and timely reporting of demographic statistics to Eurostat and other international organizations;

1.7. Preparation and publication of quality assessments of official statistics on demographic indicators obtained from survey data and administrative sources.

2. The Director of the Department of Demographic Statistics shall report to the Executive Director of KAS.

3. The Department shall consist of:

3.1. Division of Vital and Population Statistics;

3.2. Division of Registers and Enumeration;

4. The number of employees within the Department of Demographic Statistics shall be fifteen (15).

**Article 20**  
**Division of Vital and Population Statistics**

1. The duties and responsibilities of the Vital Statistics and Population Division shall be:
  - 1.1. Drafting a plan for the development of demographic statistics for the implementation of the program;
  - 1.2. Preparing standard forms for receiving demographic data from administrative sources;
  - 1.3. Cooperation and coordination with administrative data sources and publication of data according to the established methodology and foreseen deadlines;
  - 1.4. Data collection, processing, analysis and publication of indicators for Births, Deaths, Marriages and Divorces on a monthly and yearly basis;
  - 1.5. Data collection, processing, analysis and publication of the Population Estimate on yearly basis;
  - 1.6. Data collection, processing, analysis and publication of indicators for Causes of Death on yearly basis;
  - 1.7. Data collection, processing, analysis and publication of gender indicators every 2 years;
  - 1.8. Data collection, processing, analysis and publication of gender-based violence indicators every 5 years;
  - 1.9. Data collection, processing, analysis and publication of indicators from the Multiple Indicator Cluster Survey (MICS) every 5 years;
  - 1.10. Data transmission to Eurostat;
  - 1.12. Quality control of indicators and proposal of necessary changes to improve data quality;
2. The Head of the Vital and Population Statistics Division shall report to the Director of the Department.
3. The number of employees within the Vital and Population Statistics Division shall be seven (7).

**Article 21**  
**Division of Registers and Enumeration**

1. The duties and responsibilities of the Division of Registers and Census shall be:
  - 1.1. Drafting the plan for the development of the Statistical Population Register and the Household Register;
  - 1.2. Develops, maintains and updates the Statistical Population Register;

- 1.3. Integrate administrative resources for the creation of a sustainable and reliable Register by implementing the roadmap for the development of the Statistical Population Register in accordance with Eurostat practices;
  - 1.4. Develops, maintains and updates the Statistical Household Register;
  - 1.5. Prepares and coordinates the Population Census process;
  - 1.6. Manages all phases before and after the Population Census;
  - 1.7. Publishes the Population Census data;
2. The Head of the Registers and Enumeration Division shall report to the Director of the Department.
  3. The number of employees within the Registers and Census Division shall be seven (7).

**Article 22**  
**Department of Agriculture and Environment Statistics**

1. The Department of Agriculture and Environment Statistics shall have the mission of producing statistics on agriculture, agro-monetary, forestry, and environmental statistics and meeting the needs of users with qualitative, reliable, objective and timely statistical data in accordance with international standards.
2. The tasks and responsibilities of the Department of Agriculture and Environment Statistics shall be:
  - 2.1. To collect, process, analyze, produce and publish data on agricultural statistics, agro-monetary and environmental statistics;
  - 2.2. To propose and implement the five-year work plan;
  - 2.3. To publish its source data and methods in compiling agricultural, agro-monetary and environmental statistics, whether from its own survey activities or from administrative sources, and to update these details whenever necessary;
  - 2.4. To ensure the implementation of Eurostat standards and methodologies in the development of Agricultural, Agro-monetary and Environmental Statistics for Kosovo;
  - 2.5. To publish the data and send them to EUROSTAT;
  - 2.6. To ensure the comparability of Kosovo statistical data with international data;
  - 2.7. To prepare and publish quality assessments of official agricultural and environmental statistics obtained from survey data and administrative sources;
3. The Director of the Department shall report to the Executive Director of KAS.

4. The Department shall consist of:

4.1. Division of Agriculture Statistics;

4.2. Division of Environment Statistics; and

4.3. Division of Agro-monetary Statistics.

5. The number of employees within the Department of Agriculture and Environment Statistics shall be twenty-one (21).

### **Article 23 Agriculture Statistics Division**

1. The tasks and responsibilities of the Agriculture Statistics Division shall be:

1.1. Data collection, processing, analysis and publication of statistics related to land use, areas with agricultural crops; agricultural crop production; livestock and fishery products, agricultural machinery, labor force, and agricultural inputs;

1.2. Data collection, processing, analysis and publication of statistics on animal slaughter, statistics on milk and its products;

1.3. Data collection, processing, analysis and publication of statistics on poultry and egg production statistics;

1.4. Data collection, processing, analysis and publication of statistics on crop crops: Cereals, fodder crops, vegetables and permanent crop crops - fruits and vineyards;

1.5. Conducting the agriculture census and the structural farms survey, producing and publishing structural farm statistics;

1.6. Transmitting agricultural statistics data to Eurostat;

1.7. Creating, maintaining, updating, storing the Statistical Register of Agricultural Holdings and using other administrative registers.

2. The Head of the Division shall report to the Director of the Department.

3. The number of employees within the Agriculture Statistics Division shall be nine (9).

### **Article 24 Environment Statistics Division**

1. The tasks and responsibilities of the Environment Statistics Division shall be:

1.1. Collection, processing, analysis and publication of statistics on environmental indicators;

- 1.2. Collection, processing, analysis and publication of statistics on environmental pollution of land, water, air, biodiversity, energy and transport pollution;
  - 1.3. Collection, processing, analysis and publication of statistics on waste: production of statistics on municipal, industrial and waste treatment;
  - 1.4. Collection, processing, analysis and publication of water statistics;
  - 1.5. Collection, processing, analysis and publication of statistics on air emissions;
  - 1.6. Collection, processing, analysis and publication of statistics on environmental taxes and other environmental accounts;
  - 1.7. Data collection, processing, analysis and publication of forestry statistics, including forestry in general and hunting;
  - 1.8. Transmitting environmental statistics data to Eurostat;
2. The Head of the Environmental Statistics Division shall report to the Director of the Department;
  3. The number of employees within the Environment Statistics Division shall be seven (7).

**Article 25**  
**Agro-monetary Statistics Division**

1. The tasks and responsibilities of the Agro-Monetary Statistics Division shall be:
  - 1.1. Collection, processing, analysis and publication of agro-monetary statistics on prices and price indices of agricultural products;
  - 1.2. Collection, processing, analysis and publication of statistics on prices and price indices of agricultural inputs and prices and rents of agricultural land;
  - 1.3. Collection, processing, analysis and publication of statistics on economic accounts for agriculture;
  - 1.4. Collection, processing, analysis and publication of statistics on forecasts of economic accounts for agriculture;
  - 1.5. Transmitting of agro-monetary statistics data to Eurostat.
2. The Head of the Agro-Monetary Statistics Division shall report to the Director of the Department.
3. The number of employees within the Agro-Monetary Statistics Division shall be four (4).

**Article 26**  
**Department of Methodology**

1. The mission of the Methodology Department shall be to coordinate processes within KAS and ensure a sustainable statistical system through the implementation of policies, strategic documents and comprehensive development plans, as well as to promote cooperation with local and international institutions such as Eurostat, IMF, WB, etc., through which the implementation of statistical methodology and the improvement of data quality are ensured. To ensure the professional, standardized, impartial and timely dissemination of official statistics of the Kosovo Agency of Statistics, guaranteeing equal access for all users, transparency, quality and integrity in the presentation of statistical results, increasing their usability and understandability for the public, institutions and the international community, as well as full respect for the principles of confidentiality and national and international standards of official statistics.

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

2.1. Implementing policies for the professional and technical development of KAS and the implementation of the national statistical system of Kosovo;

2.2. Providing professional advice to KAS and the wider Statistical System of Kosovo and other interested parties as needed;

2.3. Implementing statistical methodologies in coordination with the heads of production statistics;

2.4. Preparing documents for staff training according to standard operating procedures;

2.5. According to the requirements of the production statistics departments, it implements in practice the design of samples according to international standards by meeting the requirements for the requested surveys;

2.6. Calculating weights for various statistical surveys;

2.7. Implementing nomenclatures according to international standards used by these authorities;

2.8. Correction and standardization of tables according to international standards by meeting the requirements for the required research;

2.9. Implementation and implementation in practice of recommendations according to international standards and EUROSTAT for increasing statistical quality;

2.10. Implementation and implementation in practice of recommendations according to international standards for describing statistical processes according to GSBPM and other models;

2.11. Updating and advancing the metadata system in accordance with international standards. Connection of the system with ASKdata, GSBPM and the KAS website;

- 2.12. To coordinate and implement the timely dissemination of all official statistics and KAS publications, in accordance with the Publications Calendar; To ensure that the dissemination of statistics is carried out in an impartial manner and with equal access, without privileging any user.
  - 2.13. To develop, implement and supervise dissemination standards, including format, design, terminology. To guarantee the quality, accuracy and professional integrity of the presentation of statistical results, in cooperation with the production divisions.
  - 2.14. To administer and develop dissemination channels, including the official website, electronic and printed publications. To ensure respect for confidentiality and protection of statistical data at all stages of dissemination.
  - 2.15. To ensure harmonization with national and international standards, including Eurostat recommendations and the principles of official statistics.
  - 2.16. Conducting Surveys: User Satisfaction Survey and KAS Staff Satisfaction Survey
  - 2.17. The Director of the Methodology Department shall report to the Executive Director of KAS.
3. The Department shall consist of:
    - 3.1. Methodology and Sampling Division;
    - 3.2. Dissemination Division
    - 3.3. Quality Division;
  4. The number of employees within the Methodology Department shall be fourteen (14).

**Article 27**  
**Methodology and Sampling Division**

1. The duties and responsibilities of the Division for Methodology and Sampling shall be:
  - 1.1. Implements, and implements in practice, recommendations according to international standards and EUROSTAT for statistical methodology;
  - 1.2. Prepares samples for various statistical surveys;
  - 1.3. Calculates weights and errors in the sample for various statistical surveys;
  - 1.4. Develops scripts from R, Python and SPSS applications for sampling, for calibrating weights of various surveys, calculating indicators and analyzing data;
  - 1.5. In cooperation with the Division for GIS and Data Analysis, updates the sample frame;
  - 1.6. Provides professional advice to KAS and the wider Statistical System of Kosovo and

other interested parties as needed.

2. The Head of the Methodology and Sampling Division shall report to the Director of the Department.
3. The number of employees within the Methodology and Sampling Division shall be three (3).

## **Article 28**

### **Dissemination Division**

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

1.1. Manages the process of publishing production statistics and general statistics of KAS, including coordinating the translation of materials into official languages and English;

1.2. Implements and monitors Eurostat international standards regarding the preparation of statistical publications, ensuring the fulfillment of research requirements and disseminates data on the official website of KAS;

1.3. Contributes to the drafting and implementation of KAS institutional strategies and policies, including the Dissemination Strategy, Publication Standards and User Policies, etc.;

1.4. Coordinates the preparation and electronic distribution of KAS horizontal publications, covering all stages from data collection, design and editing, to the publication of the final version on the website, including the Statistical Yearbook, Kosovo in Figures, the Quarterly Bulletin and Key Statistical Indicators;

1.5. Manages the content and updating of the official KAS website through the Content Management System (CMS), including official publications and materials;

1.6. In cooperation with the production departments, prepares the KAS Publications Calendar and integrates it into the Content Management System (CMS) on the website and in the SIPK System;

1.7. Prepares and implements the Dissemination Plan in the SIPK System, conducting the population, monitoring, analysis, extraction and publication of the final results of all statistical publications;

1.8. Manages the SIPK System regarding the coherence of publications, compliance with publication deadlines, recording delays on the KAS website, and prepares reports upon request;

1.9. Ensures the updating of the KAS INTRANET with information, announcements and other institutional materials as needed;

1.10. Uses graphic design tools and applications to prepare visual materials, including leaflets, infographics and other innovative materials for KAS

- 1.11. Ensures that the dissemination of statistics is carried out impartially and with equal access for all users, without privileging any party;
  - 1.12. Guarantees the quality, accuracy and professional integrity of the presentation of statistical results, in cooperation with production units;
  - 1.13. Prepares the annual dissemination plan and report and contributes to the drafting of the KAS Annual Plan and Report, in accordance with applicable legislation.
  - 1.14. Ensures full harmonization of dissemination activities with applicable legislation, national and international standards, principles of official statistics and Eurostat recommendations;
  - 1.15. Correction and standardization of tables according to international standards by meeting the requirements for the required research; Creating a standard form of statistical tables for all statistical research and publications according to Eurostat standards;
  - 1.16. Inclusion, updating and advancement of GSBPM and SDG for the KAS website;
  - 1.17. Formulates and standardizes in a unique form for all KAS publications;
  - 1.18. Coordinates and implements the timely dissemination of all official statistics and KAS publications, in accordance with the Publications Calendar;
  - 1.19. Preparation of periodic monthly, quarterly, six, nine-month and annual reports of KAS activities according to legal obligations;
2. The Head of the Dissemination Division shall report to the Director of the Department.
  3. The number of employees within the Dissemination Division shall six (6).

## **Article 29**

### **Quality Division**

1. The duties and responsibilities of the Quality Division shall be:
  - 1.1. Implement and put into practice recommendations according to international standards and EUROSTAT for SIMS 2.0 quality reports;
  - 1.2. Update quality reports on the KAS website;
  - 1.3. Draft and send to EUROSTAT quality reports in coordination with the heads of production statistics through the Metadata Handler application;
  - 1.4. Implement and put into practice recommendations according to international standards and EUROSTAT for the description of statistical processes according to GSBPM and other models;
  - 1.5. Update and advance the metadata system in line with international standards; Link the

metadata system with ASK data and the ASK website;

1.6. Monitoring the implementation of indicators according to the European Statistics Code for Quality Improvement.

1.7. Continuous documentation of statistical processes.

1.8. Preparation of periodic monthly, quarterly, six-monthly, nine-monthly and annual reports on KAS activities according to legal obligations;

2. The Head of the Quality Division shall report to the Director of the Department.

3. The number of employees within the Quality Division shall be four (4).

### **Article 30** **Department of Information Systems and GIS**

1. The Department of Information Systems and GIS has the mission to provide technological architecture, statistical information systems, geospatial services and analytical solutions that enable the production, integration, processing, analysis, storage and dissemination of official statistics in a secure, standardized, automated manner and in accordance with the best European practices of official statistics. The Department acts as a pillar of the digital transformation of KAS, ensuring that statistical processes are interoperable, sustainable and supported by modern data and spatial analysis technologies.

2. The duties and responsibilities of the Department of Information Systems and GIS shall be:

2.1. Implementing policies, procedures, projects and strategies to ensure the stable, secure and high-quality functioning of Information Technology and GIS systems in KAS;

2.2. Developing, maintaining and updating statistical information systems that support the processes of collection, processing, analysis and dissemination of official statistics;

2.3. Designing and administering applications and digital platforms for surveys, registrations and other forms of electronic data collection;

2.4. Managing statistical databases, data warehouses and metadata systems, ensuring data integrity, security and availability;

2.5. Integration of statistical data with administrative registers and other data sources, in accordance with interoperability standards;

2.6. Administration of KAS technological infrastructure, including servers, networks and virtual environments;

2.7. Cooperation with the Information Society Agency (ASHI) for the planning, development, maintenance and security of the technological infrastructure and information systems of KAS;

- 2.8. Development and maintenance of geospatial systems (GIS) and spatial databases to support statistical activities;
  - 2.9. Development and management of territorial frameworks and statistical zoning, as well as providing geospatial support for censuses and surveys, including statistical maps, WebGIS applications and spatial visualizations for analysis and dissemination of official statistics;
  - 2.10. Ensuring the harmonization of KAS geospatial systems and data with national standards and the requirements of the INSPIRE Directive, guaranteeing interoperability and exchange of spatial data;
  - 2.11. Continuous coordination with all departments and organizational units of KAS for the planning, development and efficient use of information systems and GIS services;
  - 2.12. Integration of advanced technologies and automated solutions in statistical processes to increase the quality, efficiency and modernization of statistical production;
  - 2.13. Cooperation and coordination with IT units in various IRKs with the aim of implementing joint projects of general interest to KAS;
  - 2.14. Cooperation and coordination with other international institutions (Eurostat, IMF, World Bank, etc.) in the field of IT and GIS regarding the standardization of automated data transfer and exchange;
  - 2.15. Provide technical support and training to KAS staff regarding the use of digital systems and tools.
3. The Director of the Department of Information Systems and GIS shall report to the Executive Director of KAS.
  4. The Department shall consist of:
    - 4.1. Division for systems management and application development;
    - 4.2. Division for Geographic Information Systems (GIS) and data analytics;
  5. The number of employees within the Department of Information Systems shall be fourteen (14).

**Article 31**  
**Systems Management and Application Development Division**

1. The duties and responsibilities of the Systems Management and Applications Development Division shall be:
  - 1.1. Design, development, testing and maintenance of applications and systems for electronic collection of statistical data, including surveys and registrations. Development and design of applications for data collection and geospatial integration through CAPI, CAWI and CATI methods, in order to increase the efficiency and accuracy of interviewing;

- 1.2. Administration and maintenance of statistical information systems and data processing platforms;
- 1.3. Management of databases, application environments and integration services between systems;
- 1.4. Ensuring the stable functioning of servers, virtual systems, networks and technological environments, in cooperation with the responsible state structures;
- 1.5. Implementation of measures for system security, access management, performance monitoring and data protection;
- 1.6. Automation of statistical processes and development of digital workflows for data processing;
- 1.7. Ensuring interoperability between statistical systems, administrative registers and other institutional platforms;
- 1.8. Providing technical support to internal users regarding statistical systems and applications;
- 1.9. Preparation of technical documentation, operational standards and guidelines for managed systems;
- 1.10. Monitoring technological developments and proposing improvements and innovative solutions for KAS information systems;
- 1.11. Integrating statistical data into standardized platforms for information dissemination according to international models, and supporting data control, comparison and analysis processes;
- 1.12. Development and maintenance of infrastructure for data engineering and statistical modeling, including the creation of data flows, transformation and integration of various sources of official and administrative data;
- 1.13. Implementation and improvement of analytical methods and statistical models based on modern technology for estimation, imputation, anomaly detection and statistical forecasting, in accordance with international standards;
- 1.14. Integration of advanced technologies and automated solutions in statistical processes to increase the quality, efficiency and sustainability of data.
- 1.15. Administration and maintenance of the KAS local area network (LAN) and provision of technical support to staff in the functioning of information systems;
- 1.16. Planning and implementation of security measures for the protection of data, software and hardware, as well as proposing improvements to increase the performance of IT systems;
- 1.17. Periodic reporting on the progress of work and performing other tasks related to the scope of the division.

2. The Head of the Systems Management and Applications Development Division shall report to the Director of the Department.

3. The number of employees within the Information Technology Division shall be seven (7).

### **Article 32**

#### **Geographic Information Systems (GIS) and Data Analytics Division**

1. The tasks and responsibilities of the Geographic Information Systems (GIS) and Data Analytics Division shall be:

1.1. Administration and maintenance of applications for storing and managing geographic information; compilation and updating of the spatial database and thematic maps with statistical data from production statistics; integration of statistical data with the GIS system in accordance with the European INSPIRE directive;

1.2. Preparation and management of territorial frameworks, statistical zoning and geographical references for censuses, surveys and statistical products;

1.3. Support of field operations through geospatial tools, digital maps and territorial orientation systems;

1.4. Development of advanced data analysis, analytical dashboards and data intelligence solutions in support of statistical products and decision-making;

1.5. Ensuring the quality, standardization and interoperability of spatial data in accordance with national frameworks and European standards for geospatial data infrastructure;

1.6. Cooperation with statistical departments for the integration of spatial analysis and geographic visualization in statistical products and publications;

1.7. Publication and maintenance of statistical data on WebGIS platforms, updating the Sampling Frame by census areas and the lists of settlements, municipalities and census areas with the relevant codifications, as well as participation in inter-institutional working groups in the field of geoinformation;

1.8. Further development of GIS systems for the collection, storage, analysis and presentation of geographic information;

1.9. Monitoring, administration and general maintenance of the GIS system and relevant applications of KAS;

1.10. Managing the integration of statistical data with the GIS system through digital maps and geocoding data, for the compilation of thematic maps, the implementation of spatial analyses and the updating of Enumeration Areas, as well as cooperation with local and international institutions for the development of standardized applications for the automated transfer and exchange of data;

1.11. Automating statistical processes and developing digital tools, including applications,

scripts and APIs, to support the collection, processing and visualization of data, using modern programming languages and technologies;

1.12. Providing technical support and capacity building for KAS staff through training, documentation of good practices and promotion of innovative approaches in the production of statistics;

1.13. Preparation of the annual work plan and planning of new projects, maintenance of existing systems and needs for GIS hardware and software in KAS;

1.14. Following technological and methodological developments in the field of GIS and data analytics and proposing improvements to statistical processes and products;

2. The Head of the Division for Geographic Information Systems (GIS) and Data Analytics shall report to the Director of the Department.

3. The number of employees within the Division for Geographic Information Systems (GIS) and Data Analytics shall be six (6).

### **Article 33**

#### **Department for Planning, Coordination and International Cooperation**

1. The Department shall have the mission to ensure the strategic and operational planning of KAS, the effective coordination of the Statistical System of Kosovo, as well as the management and development of international cooperation, in order to align official statistics with the acquis of the European Union and international standards.

2. The functions and responsibilities of the Department for Planning, Coordination and International Cooperation shall be:

2.1. Strategic and operational planning, including the Five-Year Program and annual work plans;

2.2. Coordination of the Statistical System of Kosovo and harmonization of the activities of the producing institutions;

2.3. Monitoring institutional performance and implementation of plans;

2.4. Coordination of European integration processes in the field of Statistics;

2.5. Ensuring legal compliance with the legislation and acquis including reporting under Chapter 18 Statistics and preparation - Peer Review monitoring;

2.6. Coordination of international cooperation and donor projects;

2.7. Monitoring the quality and consistency of statistical data of the Statistical System of Kosovo;

2.8. Representation of KAS in international forums, committees and meetings;

- 2.9. Periodic reporting and preparation of legal acts at the Institutional and Departmental level.
3. The Director of the Department for Planning, Coordination and International Cooperation shall report to the Executive Director of KAS.
4. The Department shall consist of:
- 4.1. Division for Inter-institutional Planning and Coordination;
  - 4.2. Division for International Cooperation
5. The number of employees within the Department for Planning, Coordination and International Cooperation shall be eight (8).

**Article 34**  
**Division for Inter-institutional Planning and Coordination**

1. The duties and responsibilities of the Division for Inter-institutional Planning and Coordination shall be:
- 1.1. Drafting and coordinating five-year programs for official statistics, as well as their periodic updating in accordance with national priorities and international requirements;
  - 1.2. Drafting, coordinating and monitoring the implementation of the annual statistical work plans of KAS;
  - 1.3. Ensuring inter-institutional coordination and internal coordination between KAS units in the processes of statistical planning, monitoring and reporting;
  - 1.4. Coordination of horizontal processes of statistical planning and monitoring within the framework of the Statistical System of Kosovo;
  - 1.5. Coordination of European integration processes in the field of statistics, including the National Plan for the Implementation of the Stabilization and Association Agreement (NPISAA), as well as the preparation and consolidation of relevant reports for the European Integration Office (such as the Country Report, subcommittee on official statistics);
  - 1.6. Analysis and monitoring of performance at the level of KAS and relevant units, in accordance with strategic plans and objectives;
  - 1.7. Coordination in the preparation of KAS annual and periodic reports;
  - 1.8. Ensuring legal compliance of the planning, coordination and statistical reporting processes with the legislation in force, including by-laws and obligations arising from European integration processes;
  - 1.9. Coordination of the preparation, review and harmonization of legal acts within the scope of the division, including decisions, contracts, agreements and other normative documents,

as well as providing legal support and advice to KAS units and staff;

1.10. Ensuring the harmonization and compatibility of statistical data produced by KAS for national and international reporting, guaranteeing quality standards and compliance with the requirements of Eurostat and international partners;

2. The Head of the Division for Inter-institutional Planning and Coordination shall report to the Director of the Department;

3. The number of employees within the Division for Inter-institutional Planning and Coordination shall be four (4).

### **Article 35** **International Cooperation Division**

1. The tasks and responsibilities of the International Cooperation Division shall be:

1.1. Coordination and development of international cooperation of KAS with the institutions of the European Union, in particular with Eurostat, as well as with other relevant international organizations in the field of official statistics;

1.2. Coordination of the operational implementation of obligations arising from the European integration process in the field of statistics, including institutional communication with Eurostat and relevant institutions of the European Union;

1.3. Monitoring and coordination of KAS statistical datasets reported (via edamis and runde);

1.4. Administration and coordination of statistical metadata management systems and processes, including SMIS++ and Metadata Handler, in accordance with European standards.

1.5. Coordination and preparation of activities related to assessments, missions and international evaluation processes, including Peer Review, as well as monitoring the implementation of relevant recommendations.

1.6. Coordination of international technical reporting and communication within the framework of global and regional agendas, including the Sustainable Development Goals (SDGs), in cooperation with relevant institutions.

1.7. Coordination of inter-institutional and organizational coordination activities within the Statistical System of Kosovo, including the preparation of relevant lists for horizontal meetings and coordination surveys.

1.8. Planning, coordination and monitoring of international financial assistance projects, including IPA projects, projects with an international component and Memorandums of Understanding (MoUs).

1.9. Organizing and coordinating international meetings, missions and visits, as well as representing KAS in international and inter-institutional mechanisms and structures, in

accordance with the respective authorizations.

1.10. Monitoring the results and implementing the recommendations received from international partners and European Union organizations, to ensure compliance with international standards and requirements.

2. The Head of the International Cooperation Division shall report to the Director of the Department.

3. The number of employees within the International Cooperation Division shall be three (3).

### **Article 36** **Department of statistical data collection**

1. The mission of the Department of Statistical Data Collection shall be to collect and compile data through surveys, interviews, monitoring and statistical reports with reliable, comparable in quantity, quality and timeliness data for the production of indicators required by the production departments of KAS.

2. The duties and responsibilities of the Department of Statistical Data Collection are:

2.1. Collects and compiles reliable, comparable and timely statistical data for KAS indicators required by the production departments;

2.2. Collects and compiles data from various surveys, household interviews, report checks, as well as the assessment of data quality and submission to KAS.

2.3. Collects new surveys, administrative data and tasks in the implementation of the Population Census and the Agricultural Census, and other work;

2.4. Conducts surveys for all research at the regional and national levels and takes care of the distribution, collection, control and systematization of weekly, monthly and annual reports of statistical surveys required by the Departments of Production Statistics of KAS;

2.5. Distributes, completes, checks and systematizes the Reports on Population Migration and Emigration Statistics.

2.6. Disseminates, completes, collects, controls and systems Reports on Construction Statistics and performs the updating of the Enumeration Areas in the field to update the database;

2.7. Performs the control and logical analysis of statistical research;

2.8. Takes care of the dissemination, distribution and collection of field reports from the monitoring of production prices, market, industry, agriculture, services, etc.,

2.9. Coordinates, monitors and cooperates with municipal institutions, educational institutions, courts, officers, economic entities-enterprises, households, citizens and others;

2.10. Performs other work according to the requests and needs required by KAS which are required by the production departments of KAS.

3. The Department of Statistical Data Collection shall be organized into:

3.1. Regional Offices of Statistical Data Collection (Prishtina, Prizren, Peja, Gjakova, Mitrovica, Ferizaj, Gjilan); and

3.2. Division of Calls.

4. The Director of the Department of Statistical Data Collection shall report to the Executive Director of KAS.

5. The number of employees within the Department of Statistical Data Collection shall be fifty-five (55).

### **Article 37**

#### **Regional Offices for the collection of statistical data**

1. The tasks and responsibilities of the Regional Office for the collection of statistical data shall be:

1.1. Collection and compilation of data from various surveys in businesses, etc.;

1.2. Collection and compilation of data from household interviews;

1.3. Collection and compilation of data from surveys in agricultural holdings / farms;

1.4. Monitoring and compilation of consumer and agricultural prices;

1.5. Monitoring of producer, market, industry, agriculture, hotel and tourism prices;

1.6. Collection and compilation of demographic and educational data;

1.7. Checking reports, assessing the quality of data and submitting them to KAS;

1.8. Supervises the process during the population census and agriculture census;

1.9. Collects reports on construction statistics and performs the updating of the field enumeration areas.

2. The duties and responsibilities defined in point 1 of Article 37 of this regulation shall apply equally and uniformly to all regional offices, regardless of their location or organization.

3. Each regional office shall be obliged to exercise these duties and responsibilities in accordance with the provisions of this regulation.

4. The heads of the Regional Offices for the collection of statistical data shall report to the Director of the Department for the Collection of Statistical Data.

5. The number of employees in the Regional Offices for the collection of statistical data shall be forty-eight (48) according to the following division:

5.1. Prishtina Regional Office

5.2. Prizren Regional Office

5.3. Peja Regional Office

5.4. Gjakova Regional Office

5.5. Mitrovica Regional Office

5.6. Ferizaj Regional Office

5.7. Gjilan Regional Office

### **Article 38** **Call center division**

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

1.1. In cooperation with the production departments of KAS, prepare the survey development plan through the call center.

1.2. Strict implementation of the guidelines for data collection for various surveys through the CATI telephone and computer interviewing method and CAWI web application interviewing.

1.3. Telephone calls to interview respondents, recording the respondents' responses in the questionnaires displayed on the computer (CATI method).

1.4. Active participation in interviews conducted via the Internet, distributing samples according to interviewers and surveys (CAWI method).

1.5. Implementation of validity and confidentiality rules.

1.6. Monitoring the quality of data collected through CATI and CAWI methods

1.7. Contacting via email private enterprises and public institutions that are part of the sample selected by KAS for completing questionnaires and surveys through the CAWI method.

2. The Head of the Calls Division shall report to the Director of the Department of Statistical Data Collection.

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

**Article 39**  
**Department of Budget and Finance**

1. The mission of the Department of Budget and Finance shall be to support the Kosovo Agency of Statistics, in accordance with the Law on Public Financial Management and Accountability (LPFM), sub-legal acts, regulations and budget circulars of the Ministry of Finance (MF). The Department shall provide budgetary and financial support to all KAS production departments, including the seven (7) Regional Offices.

2. The duties and responsibilities of the Department of Budget and Finance shall be:

2.1. Coordinates the budget planning process with the organizational units of KAS, in accordance with the instructions and budget circulars of the MF;

2.2. Prepares the Medium Term Expenditure Framework (MTEF), and the annual draft budget in a manner that is fair to the requirements and in accordance with the planning documents from the Budget Regulations and Circulars issued by the MF;

2.3. Realization of budget expenditure in accordance with KAS plans and in accordance with treasury rules stemming from the Law on Public Finance Management;

2.4. Prepares and consolidates the Annual Financial Statements of KAS in accordance with public accounting standards;

2.5. Implements measures for the management of budget savings and budget redistributions, in accordance with Government decisions and MF instructions;

2.6. Implements Government decisions and sub-legal acts related to KAS budget and expenditures;

2.7. Harmonization of the budget and adjustment of KAS budget allocations with its budgetary units in accordance with the Law on Public Finance Management;

2.8. Drafting the Money Flow Plan in accordance with the recommendations and rules set by the Treasury;

2.9. Preparation of various periodic and annual reports based on various requirements including budget execution reports and reports under the Law on Access to Public Documents;

2.10. Preparation of budget impact assessments for draft laws, draft sub-legal acts, draft concept documents and draft strategic documents from the scope of KAS;

2.11. Reconciliation of accounts between the financial registers of KAS and the Treasury system;

2.12. Allocation or commitment of funds from the designated category for the realization of payments for projects/activities planned in the KAS budget;

3. The Department for Budget and Finance shall perform other duties and responsibilities determined by the relevant Law on Public Finance Management and Responsibilities and legislation in force as well as the duties determined by the NAO.

4. The Department for Budget and Finance shall be led by the Director of the Department, who is simultaneously the Chief Financial Officer and shall have the functions and responsibilities that shall be determined by the relevant Law on Public Finance Management and Responsibilities.

5. Within the Department of Budget and Finance, the following divisions shall be included:

5.1. Budget and Planning Division;

5.2. Finance and Accounting Division.

6. The Director of the Department of Budget and Finance shall report to the Executive Director.

7. The number of employees in the Department of Budget and Finance shall be seven (7).

#### **Article 40 Budget and Planning Division**

1. The Budget and Planning Division is responsible for coordinating the budget planning process and monitoring the implementation of the KAS budget, in accordance with the LPFMA and the budgetary guidelines of the MF.

2. The duties and responsibilities of the Budget and Planning Division shall be:

2.1. Planning the KAS budget in coordination with the relevant units within KAS;

2.2. Preparing the Medium-Term Expenditure Framework (MTEF), in accordance with the requests submitted by KAS and by the budgetary units within KAS.

2.3. Preparing the annual draft budget and budget reviews, in accordance with the approved budget limits;

2.4. Analyzing the budgetary requests of the organizational units and ensuring their compliance with strategic priorities and budget programs;

2.5. Drafting the cash flow plan and carrying over the unspent balance in accordance with the rules established by the Treasury.

2.6. Monitors budget execution and prepares reports on the realization of expenditures by departments and economic categories;

2.7. Administers budget changes, reallocations and budget transfers, in accordance with the procedures of the MFPT;

2.8. Prepares the budget impact assessment for draft laws, draft by-laws and strategic

documents;

2.9. Monitors the realization of donations and contributions in relation to budget planning;

2.10. Cooperates with the MFPT regarding budget processes and relevant reporting;

2.11. Performs other duties in the field of budget planning, as requested by the Director of the Department.

3. The Head of the Budget Division shall report to the Director of Budget and Finance.

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

#### **Article 41 Finance and Accounting Division**

1. The Finance and Accounting Division shall be responsible for managing the financial processes, accounting and financial reporting of KAS, in accordance with the LPFMA, public accounting standards and Treasury rules.

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

2.1. Realization of budget expenditure in harmony with KAS plans and in accordance with Treasury rules stemming from the Law on Public Financial Management and Accountability;

2.2. Coordination of work with the Treasury, compilation of periodic reports on the expenditure of funds, based on data from the budget organization and data from the Treasury;

2.3. Management of the connection of allocated funds, those spent and committed during the fiscal year;

2.4. Performs accounting registration of financial transactions and maintains financial records;

2.5. Cash flow management in accordance with the annual budget plan;

2.6. Cooperates with internal and external audit and provides relevant financial documentation;

2.7. Reconciliation of accounts for the realization of expenditures between KAS and the Treasury;

2.8. Recording of various revenues and donations as well as recording accounting data.

2.9. Preparation of various periodic and annual reports based on various requirements including the requirements of the Law on Access to Public Documents.

- 2.10. Performs other financial and accounting duties as requested by the Director of the Department.
3. The Head of the Finance and Accounting Division shall report to the Director of Budget and Finance.
4. The number of employees in the Finance Division shall be three (3).

**Article 42**  
**Human Resources Management Division**

1. The Human Resources Unit is an organizational unit within KAS, whose mission shall be to ensure effective human resources management through the development of procedures, programs and services that contribute to the achievement of the goals of the Institution and employees by properly balancing the needs of employees and the needs of the institution.
2. The duties and responsibilities of Division of Human Resources shall be:
  - 2.1. Ensures and exercises competencies in accordance with the authorizations and responsibilities in function of the implementation of legislation, documents, requirements, procedures, standards for the institution in the field of human resources;
  - 2.2. Supports and provides advice to the highest administrative leader of the institution;
  - 2.3. Leads, plans, supervises and coordinates the work of organizational units in all activities of the human resources unit and ensures efficient functioning;
  - 2.4. Preparation of the Annual Plan in accordance with the budget planning process of the institution;
  - 2.5. Preparation of the annual report on human resources management for the institution based on the legislation in force;
  - 2.6. Organizes recruitment and selection procedures in accordance with civil service legislation;
  - 2.7. Ensures the implementation of procedures for evaluating work results, vacations, training, work attendance, disciplinary procedures, suspension of employment, termination of employment-dismissal from civil service, early retirement, certifications, employee statistics, etc., based on the legal acts in force;
  - 2.8. Participation of the HRM Unit in the Disciplinary Commissions of the Civil Service and issuance of the Decision by the Human Resources Unit for the termination of the disciplinary measure;
  - 2.9. Issuance of the Decision by the Human Resources Unit on the release from civil service for civil servants of the professional category, middle management category and lower management category and on the termination of the employment relationship in the civil service for civil servants of the professional category, middle management category and

lower management category;

2.10. Organizes and distributes the work of its staff and manages the implementation of tasks and responsibilities that must be fulfilled in accordance with the objectives and responsibilities of the HR Unit.

3. The Head of the Human Resources Division shall report to the Executive Director of KAS.

4. The number of employees in the Human Resources Unit shall be three (3).

### **Article 43** **Public Communication Division**

1. The Public Communication Division shall be an organizational unit within KAS whose mission shall be to ensure effective management of communication with the public and the media through the development of procedures, programs and services that contribute to achieving the goals of the institution and employees, as well as maintaining the reputation of the institution.

2. The duties and responsibilities of the Head of Public Communication shall be:

2.1. Communicates the values, principles and objectives of KAS, while maintaining the reputation of the institution;

2.2. Provides support and advice to the Executive Director for the effectiveness of the presentation of KAS policies;

2.3. Provides professional support and assistance to KAS staff for their access to the media and communication with the public;

2.4. Leads the process of drafting the KAS communication and information strategy and reports on its implementation on a periodic basis;

2.5. Prepares the communication activities plan and ensures its implementation;

2.6. In cooperation with KAS departments, plans and implements awareness campaigns to promote KAS according to the 5-year Programme and KAS mandate;

2.7. Promotes KAS's activities and activities and informs the media on current developments and activities;

2.8. Maintains contacts with the media and coordinates their participation during KAS and Executive Director's activities;

2.9. Serves as a point of contact for the media and communicates KAS's public position;

2.10. Prepares and disseminates press releases, statements, reports and other publications to the public;

2.11. Participates in strategic meetings and important activities of KAS (domestic and

international) and prepares, disseminates and archives photographs and audio-visual materials;

2.12. Monitors the media and manages communication in crises;

2.13. Updates and provides access to the official electronic account for communication with the public;

2.14. Ensures credibility of information on the official website of KAS and manages the official electronic account for communication with the public;

2.15. Organizes conferences with various stakeholders (local and international) for KAS activities and other events, as well as media conferences;

2.16. Manages the official account of KAS on social networks,

2.17. Coordinates user requests for official statistics;

2.18. Prepares the annual communication plan and contributes to the drafting of the KAS Annual Plan in accordance with the KAS budget planning process;

2.19. Prepares the annual report on managing communication with the public and contributes to the drafting of the KAS Annual Report based on the legislation in force;

2.20. Provides proofreading to the institution's documents;

2.21. Performs all responsibilities determined by the legislation in force

3. The Head of the Public Communication Division shall report to the Executive Director of KAS.

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

#### **Article 44**

#### **General Services Management Division**

1. The mission of the General Services Management Division shall be to ensure the smooth and efficient administrative functioning of KAS, by providing general services and logistical support to staff and departments, including the supply of goods and equipment, inventory and asset management, transportation organization and vehicle maintenance, as well as the administration and archiving (physical and electronic) of documents in accordance with applicable legal procedures.

2. The duties and responsibilities of the General Services Management Division shall be:

2.1. Management, coordination and provision of administrative services to all departments within KAS;

- 2.2. Providing general services to all KAS staff;
  - 2.3. Providing services according to the needs for goods and office equipment for work;
  - 2.4. Providing support in managing ASK's inventory and warehouse in accordance with legal procedures;
  - 2.5. Processes all requests, invoices for vehicle maintenance, telephone expenses, fuel and is equipped with inventory;
  - 2.6. Provides services for the registration and administration of the institution's assets in accordance with the established legal procedures, and ensures the implementation of accounting standards for the recording and depreciation of assets.
  - 2.7. Providing the organization of transport services and responsible for the maintenance of KAS vehicles;
  - 2.8. Providing support in the process of managing the electronic archive;
  - 2.9. Providing archiving support, in which all documents/cases are recorded in the official management system, which is based on the protocol and the classification mark plan, in which all incoming and outgoing documents are recorded;
  - 2.10. The General Services Management Division shall perform other duties and responsibilities determined by the legislation in force.
3. The Head of the General Services Management Division shall report to the Executive Director.
  4. The number of employees within the General Services Division shall be six (6).

#### **Article 45**

#### **Public Procurement Division**

1. The Public Procurement Division (PDP) is an organizational unit within KAS, whose mission is to carry out all public procurement procedures for the needs of KAS, in an efficient and transparent manner, ensuring the fair use of public funds, public resources and all other funds and resources of KAS, adhering to the criteria and rules of the legislation in force.
2. The Public Procurement Division shall have the following duties and responsibilities:
  - 2.1. Preparation, coordination and implementation of the Agency's annual plan in the field of public procurement, in accordance with the legislation in force;
  - 2.2. Development and implementation of procurement procedures for goods, works and services and ensuring that all procurement procedures are carried out in accordance with the provisions of the Law on Public Procurement of Kosovo and other legislation in force, according to the request and needs of the Agency;

- 2.3. Ensuring that all procurement requests are prepared in accordance with procurement rules and procedures;
  - 2.4. Determining the procurement methodology for tenders and price evaluation procedures;
  - 2.5. Providing advice and assistance to management in making decisions regarding contentious issues that may arise in cases of contract execution;
  - 2.6. Performing other duties and responsibilities as determined by the relevant Law on Public Procurement and applicable legislation.
3. The Head of the Division/Procurement Officer shall report to the Executive Director of KAS.
  4. The number of employees in the Public Procurement Division shall be three (3).

### **CHAPTER III FINAL PROVISIONS**

#### **Article 46 Final Provisions**

1. Personnel mobility in accordance with the legislation on Public Officials within the institution is permitted, if considered necessary for the smooth running of the Agency's work.
2. The increase or decrease in the number of personnel in accordance with the annual Budget Law shall not create a need to supplement or amend this Regulation, except in cases where organizational structures are created and/or abolished;
3. Part of this Regulation is the Annex Organizational Structure of the Kosovo Agency of Statistics.
4. Any change in the organizational chart is considered an amendment to this regulation and must be approved according to the procedures established in force.

#### **Article 47 Repealing provision**

On the entry into force of this Regulation, the Regulation (QRK) No. 01/2013 on Internal Reorganization and Systematization of Job Positions of the Kosovo Agency of Statistics (KAS) shall be considered repealed.

#### **Article 48 Entry into force**

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

**Albin KURTI**

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**Acting Prime Minister of the Republic of Kosovo**

**02 Jul 2026**

## ANNEX 1

<b>ORGANIZATION CHART</b>			
<b>POSITION/STRUCTURE</b>	<b>Class</b>	<b>Group (general or specific)</b>	<b>Total number of employees</b>
<b>Total number of employees at KAS</b>			<b>225</b>
<b>1. OFFICE OF THE EXECUTIVE DIRECTOR</b>			<b>5</b>
- Executive Director	Senior manager	N/A	1
- Senior Executive Officer	Professional 1	Social sciences group	1
- Administrative Officer	Professional 2	General administration group	1
- Senior Certifying Officer	Professional 1	Economics group	1
- Internal Auditor	Professional 1	Internal audit group	1
<b>2. Department of Macroeconomic Statistics</b>			<b>27</b>
- Director of the Department of Macroeconomic Statistics	Manager (medium)	N/A	1
<b>2.1. National Accounts Division</b>			
- Head of the National Accounts Division	Junior manager	N/A	1
- Senior Macroeconomic Statistics Officer	Professional 1	Economics group	9

<b>2.2. Government Accounts Division</b>			
- Head of Government Accounts Division	Junior manager	N/A	1
- Senior Macroeconomic Statistics Officer	Professional 1	Economics group	3
<b>2.3. Informal Economy Division (non-observed economy)</b>			
- Head of the Informal Economy Division	Junior manager	N/A	1
- Senior Macroeconomic Statistics Officer	Professional 1	Economics group	3
<b>2.4. Division for Measurement of Price Indices and Purchasing Power Parities</b>			
- Head of Division for the Price Index Measurement and Purchasing Power Parities Division	Junior manager	N/A	1
- Senior Macroeconomic Statistics Officer	Professional 1	Economics group	7
<b>3. Department of Economic Statistics</b>			<b>20</b>
- Director of the Department of Economic Statistics	Manager (medium)	N/A	1
<b>3.1. Enterprise and International Trade Statistics Division</b>			

- Head of the Enterprise and International Trade Statistics Division	Junior manager	N/A	1
- Senior Economic Statistics Officer	Professional 1	Economics group	8
<b>3.2. Short-term Statistics Division</b>			
- Head of the Short-term Statistics Division	Junior manager	N/A	1
- Senior Economic Statistics Officer	Professional 1	Economics group	9
<b>4. Department of Social Statistics, Labor Market and Living Standards</b>			<b>24</b>
- Director of the Department of Social Statistics, Labor Market and Living Standards	Manager (medium)	N/A	1
<b>4.1. Social Statistics Division</b>			
- Head of the Social Statistics Division	Junior manager	N/A	1
- Senior Social Protection Statistics Officer	Professional 1	Social sciences group	1
- Senior Child Statistics Officer	Professional 1	Social sciences group	1
- Senior Health Statistics Officer	Professional 1	Social sciences group	2

- Senior Education Statistics Officer	Professional 1	Social sciences group	2
- Senior Justice and Crime Statistics Officer	Professional 1	Legal group	2
- Senior Culture and Sports Statistics Officer	Professional 1	Social sciences group	1
<b>4.2 Division of Labor Market and Living Standard Statistics</b>			
- Head of the Division of Social Statistics, Labor Market and Living Standards	Junior manager	N/A	1
- Senior Labour Market Statistics Officer	Professional 1	Statistics group	7
- Senior Living Standards Statistics Officer	Professional 1	Statistics group	5
<b>5. Department of Demography Statistics</b>			<b>15</b>
- Director of the Department of Demographic Statistics	Manager (medium)	N/A	1
<b>5.1. Division of Vital and Population Statistics</b>			
- Head of the Vital and Population Statistics Division	Junior manager	N/A	1
- Senior Population Statistics Officer	Professional 1	Statistics group	4

- Senior Gender Statistics Officer	Professional 1	Statistics group	1
- Senior Migration Statistics Officer	Professional 1	Social sciences group	1
<b>5.2. Division of Registers and Enumeration</b>			
- Head of the Registers and Enumeration Division	Junior manager	N/A	1
- Senior Population Register Officer	Professional 1	Information technology group	3
- Population registry officer	Professional 2	Statistics group	2
- Senior Reports and Analysis Officer	Professional 1	General administration group	1
<b>6. Department of Agriculture and Environment Statistics</b>			<b>21</b>
- Director of the Department of Agriculture and Environment Statistics	Manager (medium)	N/A	1
<b>6.1. Agriculture Statistics Division</b>			
- Head of the Agriculture Statistics Division	Junior manager	N/A	1
- Senior Agriculture Statistics Officer	Specialist	Soil and water group	8

<b>6.2. Environmental Statistics Division</b>			
- Head of the Environment Statistics Division	Junior manager	N/A	1
- Senior environment statistics officer	Specialist	General environmental group	1
- Senior Officer for Environmental Statistics, Waste and Environmental Economic Accounts	Professional 1	General environmental group	3
- Senior water statistics officer	Professional 1	Soil and water group	1
- Senior forestry statistics officer	Professional 1	Agriculture, forest and land group	1
<b>6.3. Agro-monetary Statistics Division</b>			
- Head of the Agromonetary Statistics Division	Junior manager	N/A	1
- Senior agromonetary statistics officer	Professional 1	Economics group	3
<b>7. Department of Methodology</b>			<b>14</b>
- Director of the Department of Methodology and Quality	Manager (medium)	N/A	1
<b>7.1. Methodology and Sampling Division</b>			

- Head of the Methodology and Sampling Division	Junior manager	N/A	1
- Senior methodology officer	Specialist	Mathematics group	2
<b>7.2. Dissemination Division</b>			
- Head of Dissemination Division	Junior manager	N/A	1
- Senior dissemination officer	Professional 1	General administration group	2
- Design officer	Professional 2	General administration group	1
- Senior translation officer	Professional 1	Translation and interpretation group	2
<b>7.3. Quality Division</b>			
- Head of Quality Division	Junior manager	N/A	1
- Senior quality control officer	Professional 1	Social sciences group	3
<b>8. Department of Information Systems and GIS</b>			<b>14</b>
- Director of the Department of Information Systems and GIS	Manager (medium)	N/A	1
<b>8.1. Systems Management and Application Development Division</b>			<b>N/A</b>

- Head of the Systems Management and Application Development Division	Junior manager	N/A	1
- Senior Software Systems Development and Administration Officer	Professional 2	Information technology group	2
- Senior application developer officer	Professional 1	Data technology group	1
- Senior IT officer for data architecture	Professional 1	Data technology group	1
- Senior Network and Systems Officer	Professional 1	Data technology group	2
- Senior software developer and database administration officer	Professional 1	Data technology group	1
<b>8.2. Geographic Information Systems (GIS) and Data Analytics Division</b>			
- Head of the Geographic Information Systems (GIS) and Data Analytics Division	Junior manager	N/A	1
- Senior Information Technology and GIS Officer	Professional 1	Data technology group	1
- Senior GIS Officer	Specialist	Cartography and GIS group	2
- Senior Data Analysis and Visualization Officer	Professional 1	Data technology group	2
<b>9. Department for Planning, Coordination and International Cooperation</b>			<b>8</b>
- Director of the Department for Planning, Coordination and International Cooperation	Manager (medium)	N/A	1

<b>9.1. Division for Inter-institutional Planning and Coordination</b>			
- Head of the Division for Inter-Institutional Planning and Coordination	Junior manager	N/A	1
- Senior Coordination Officer	Professional 1	General administration group	1
- Senior Strategic Planning Officer	Professional 1	General administration group	1
- Senior Legal Support Officer	Professional 1	Legal group	1
<b>9.2. International Cooperation Division</b>			
- Head of the International Cooperation Division	Junior manager	N/A	1
- Senior International Relations Officer	Professional 1	General administration group	1
- Senior Monitoring and Reporting Officer	Professional 1	Social sciences group	1
<b>10. Department of Statistical Data Collection</b>			<b>55</b>
- Director of the Department of Statistical Data Collection	Manager (medium)	N/A	1
<b>10.1. Prishtina Regional Office</b>			
- Head of Regional Office -Prishtina	Junior manager	N/A	1
- Data collection and processing officer	Professional 2	General administration group	5

- Administrative Assistant	Professional 3	General administration group	1
<b>10.2. Prizren Regional Office</b>			
- Head of Regional Office - Prizren	Junior manager	N/A	1
- Data collection and processing officer	Professional 2	General administration group	5
<b>10.3. Peja Regional Office</b>			
- Head of the Regional Office - Peja	Junior manager		1
- Data collection and processing officer	Professional 2	General administration group	4
<b>10.4. Gjakova Regional Office</b>			
- Head of the Regional Office-Gjakova	Junior manager	N/A	1
- Data collection and processing officer	Professional 2	General administration group	4
<b>10.5. Mitrovica Regional Office</b>			
- Head of Regional Office -Mitrovicë	Junior manager	N/A	1
- Data collection and processing officer	Professional 2	General administration group	13
<b>10.6. Ferizaj Regional Office</b>			
- Head of Regional Office - Ferizaj	Junior manager	N/A	1

- Data collection and processing officer	Professional 2	General administration group	4
<b>10.7. Gjilan Regional Office</b>			
- Head of the Regional Office-Gjilan	Junior manager	N/A	1
- Data collection and processing officer	Professional 2	General administration group	4
<b>10.8. Calls Division</b>			
- Head of the Calls Division	Junior manager	N/A	1
- Data collection and processing officer	Professional 2	General administration group	3
- Administrative Assistant	Professional 3	General administration group	3
<b>11. Department of Budget and Finance</b>			
- Director of the Department of Budget and Finance	Manager (medium)	N/A	1
<b>11.1. Budget and Planning Division</b>			
- Head of the Budget and Finance Division	Junior manager	N/A	1
- Senior Budget and Finance Officer	Professional 1	Budget and finance group	1
- Senior Budget Analysis Officer	Professional 1	Budget and finance group	1

<b>11.2. Finance and Accounting Division</b>			
- Head of Finance and Accounting Division	Junior manager	N/A	1
- Senior Expenditure Officer	Professional 1	Budget and finance group	1
- Senior Budget Commitment Officer	Professional 1	Budget and finance group	1
<b>12. Human Resources Management Division</b>			<b>3</b>
- Head of Human Resources Division	Junior manager	N/A	1
- Senior Human Resources Officer	Professional 1	Human resources group	1
- Senior Training Officer	Professional 1	Social sciences group	1
<b>13. Public Information Division</b>			<b>3</b>
- Head of the Public Information and Translation Division	Junior manager	N/A	1
- Senior Public Relations Officer	Professional 1	Public relations and information group	1
- Senior Officer for proofreading	Professional 1	Public relations and information group	1
<b>14. General Services Management Division</b>			<b>6</b>

- Head of General Services Management Division	Junior manager	N/A	1
- Senior Logistics Officer	Professional 1	General administration group	1
- Senior Asset Officer	Professional 1	Economics group	1
- Senior Receiving Officer	Professional 2	General administration group	1
- Senior Physical Archive Management Officer	Professional 1	Archive-documentation group	1
- Administrative Assistant	Professional 3	General administration group	1
<b>15. Procurement Division</b>			<b>3</b>
- Head of Procurement Division	Junior manager	N/A	1
- Senior Procurement Officer	Professional 1	Public procurement group	1
- Procurement Officer	Professional 2	Public procurement group	1

# ANNEX II – ORGANOGRAM OF THE KAS

