



Republika e Kosovës
Republika Kosova-Republic of Kosovo

Qeveria - Vlada - Government

**REGULATION OPM-NO.10/2023 ON INTERNAL ORGANIZATION
AND SYSTEMATIZATION OF JOBS IN THE MINISTRY OF JUSTICE¹**

¹ Regulation OPM-No.10/2023 on Internal Organization and Systematization of Jobs in the Ministry of Justice, as been approved by the Prime Minister, with Decision No. 2240/2, dated 01.12.2023.

The Prime Minister of the Republic of Kosovo,

Pursuant to Article 94 (10) of the Constitution of the Republic of Kosovo, based on Article 28 (paragraph 3) of Law No. 06/L-113 on Organization and Functioning of State Administration and Independent Agencies of the Republic of Kosovo, in accordance with Article 9 (paragraph 1, sub-paragraph 1.11) of Law No. 08/L-117 on The Government of the Republic of Kosovo, and in compliance with Article 9 (paragraph 7) of Regulation GRK-No. 01/2020 on Standards of Internal Organization, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies,

Issues:

REGULATION OPM-NO.10/2023 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE MINISTRY OF JUSTICE

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

The purpose of this Regulation is to define the internal organization, systematization and classification of jobs at the Ministry of Justice (hereinafter: The Ministry).

Article 2 Cope

This Regulation shall apply to the Ministry and its structures.

CHAPTER II INTERNAL ORGANIZATION OF THE MINISTRY OF JUSTICE

Article 3 Mission of the Ministry of Justice

The mission of the Ministry of Justice is to draft and implement legislation and policies in the field of justice, to ensure an efficient and fair justice system for all citizens of the Republic of Kosovo.

Article 4

Organizational structure of the Ministry of Justice

1. The organizational structure of the Ministry shall be as follows:
 - 1.1. Cabinet of the Minister;
 - 1.2. Office of the Secretary General;
 - 1.3. Departments;
 - 1.4. Divisions.
2. The total number of employees in the Ministry shall be one hundred and seventy-eight (178).

Article 5

Cabinet of the Minister

1. The Cabinet of the Minister shall be composed of:
 - 1.1. Minister;
 - 1.2. Deputy Ministers;
 - 1.3. Political Advisors,
 - 1.4. Supporting Staff.
2. Duties and responsibilities of the Minister, deputy ministers, political advisors and supporting staff are defined by the relevant Regulation on the General Administrative Responsibilities of the Office of the Prime Minister and Ministries, as well as the relevant legislation in force.
3. The number of employees in the Cabinet of the Minister shall be eighteen (18).

Article 6

Office of the Secretary General

1. The Office of the Secretary General shall be composed of:
 - 1.1. Secretary General;
 - 1.2. Professional staff; and
 - 1.3. Supporting staff.

2. Professional and supporting civil servants within the Office of the Secretary General shall be:

2.1. Senior Executive Officer;

2.2. Executive Officer;

2.3. Administrative Officer.

3. The Senior Certifying Officer shall report directly to the Secretary General.

4. Duties and responsibilities of the Secretary General are defined by the relevant law on organization and functioning of state administration and independent agencies, relevant Law on Public Officials and other relevant legislation in force.

5. Duties and responsibilities of civil servants in the Office of the Secretary General are defined by the relevant law on Public Officials and other relevant legislation in force.

6. The number of employees in the Office of the Secretary General shall be five (5).

Article 7 **Departments and Divisions of the Ministry of Justice**

1. Departments and divisions of the Ministry are as follows:

1.1. Legal Department:

1.1.1. Division of Criminal Legislation and Organization of the Justice System,

1.1.2. Division of Civil and Administrative Legislation.

1.2. Department of International Legal Cooperation:

1.2.1. Division of International Legal Cooperation in Criminal Matters,

1.2.2. Division of International Legal Cooperation in Civil Matters.

1.3. Department of European Integration and Policy Coordination:

1.3.1. Division of European Integration and Donor Coordination,

1.3.2. Division of Policy Coordination.

1.4. Department of Justice System Policies, Free Professions and Statistics:

1.4.1. Division of Justice System Policies;

1.4.2. Division of Free Professions;

1.4.3. Division of Statistics and Analyses.

1.5. Department of Overseeing the Legality of the Work of Free Professions:

1.5.1. Division of Overseeing the Legality of the Work of Private Enforcement Agents,

1.5.2. Division of Overseeing the Legality of the Work of Notaries, Mediators and Other Free Professions.

1.6. Department of Access to Justice, Transitional Justice and Support for Victims of Crime:

1.6.1. Division of Access to Justice, Protection from Domestic Violence, Violence against Women, and Gender-Based Violence;

1.6.2. Division of Transitional Justice;

1.6.3. Division of Support for Victims of Crime.

1.7. Department of Social and Family Service Policies:

1.7.1. Division of Social and Family Services;

1.7.2. Division of Child and Youth Protection;

1.7.3. Division of Planning, Licensing and Training;

1.7.4. Division of Social and Family Service Inspection.

1.8. Department of Budget and Finance:

1.8.1. Division of Budget Planning and Monitoring, and

1.8.2. Division of Budget Execution and Reporting.

1.9. Department of General Services:

1.9.1. Division of Information Technology;

1.9.2. Division of Logistics and Document Administration;

1.9.3. Division of Translation and Proofreading.

1.10. Division of Strategic Public Communication.

1.11. Division of Human Resources.

1.12. Division of Internal Audit.

1.13. Division of Public Procurement;

1.14. Division of Contract Management.

Article 8

Legal Department

1. The mission of the Legal Department is to have a legal framework of the justice system that is high in quality and in compliance with the constitutional order, aligned with the European Union *acquis* and international standards.

2. The Legal Department shall have the following duties and responsibilities:

2.1. Propose, draft and ensure the implementation of primary and secondary legislation on the justice system and from the scope of the Ministry;

2.2. Align the legislation proposed by the Ministry with the EU *Acquis*, international standards and applicable laws of the Republic of Kosovo;

2.3. Provide recommendations and legal advice to the structures of the Ministry as well as legal supporting in drafting different documents;

2.4. Produce legal opinions from the scope of the Ministry, as required;

2.5. Support the development of policy documents from the scope of the Ministry;

2.6. Cooperate with State Advocacy in representing the Government and other public authorities in court and arbitration processes.

3. The Head of the Legal Department shall report to the Secretary General.

4. The Legal Department shall consist of the following divisions:

4.1. Division of Criminal Legislation and Organization of the Justice System, and

4.2. Division of Civil and Administrative Legislation.

5. The number of employees in the Legal Department shall be sixteen (16).

Article 9

Division of Criminal Legislation and Organization of the Justice System

1. Division of Criminal Legislation and Organization of the Justice System shall have the following duties and responsibilities:

1.1. Propose, draft and ensure the implementation of criminal and institutional legislation and the organization of the justice system;

1.2. Align criminal legislation and that of an institutional and organizational nature of the justice system with the EU *acquis* and international standards;

1.3. Provide recommendations and legal advice to the structures of the Ministry;

1.4. Provide legal support in the drafting of decision proposals, agreement proposals, memorandum proposals, contract proposals and other documents;

1.5. Compile legal opinions from the criminal law and of an institutional and organizational nature of the justice system, as required;

1.6. Provide support in the development of strategic documents and concept documents on fields related to the scope of the Division;

1.7. Review the implementation of criminal legislation and the institutional and organizational legislation of the justice system, for the implementation of the existing provisions in force, and propose concrete measures related to them;

1.8. Provide recommendations and legal advice, as well as support the drafting of motions and other relevant documents for the State Advocacy, in court and arbitration processes, related to the scope of the Division;

1.9. Provide comments to relevant institutions at the stage of preliminary consultations if draft acts contain provisions of a criminal or misdemeanour sentence nature, and propose such provisions or recommend their amendment.

2. The Head of the Division of Criminal Legislation and Organization of the Justice System shall report to the Director of the Legal Department.

3. The number of employees in the Division of Criminal Legislation and Organization of the Justice System shall seven (7).

Article 10

Division of Civil and Administrative Legislation

1. Division of Civil and Administrative Legislation shall have the following duties and responsibilities:

1.1. Propose, draft and implement civil and administrative legislation;

1.2. Align civil and administrative legislation with the EU *acquis* and international standards;

1.3. Provide recommendations and legal advice to the structures of the Ministry;

1.4. Provide legal support in the drafting of decision proposals, agreement proposals, memorandum proposals, contract proposals and other documents;

1.5. Provide legal opinions from the civil and administrative field;

1.6. Support the development of strategic documents and concept documents on the fields related to the scope of the Division;

1.7. Evaluate the implementation of civil and administrative legislation, for the implementation of existing provisions in force, and propose concrete measures related to them;

1.8. Provide recommendations and legal advice, as well as support the drafting of motions and other relevant documents for the State Advocacy, in court and arbitration processes, related to the scope of the Division;

1.9. Provide comments for the relevant institutions at the stage of preliminary consultations to align draft acts with the civil or administrative legislation.

2. The Head of the Division of Civil and Administrative Legislation shall report to the Director of the Legal Department.

3. The number of employees in the Division of Civil and Administrative Legislation shall be seven (7).

Article 11

Department of International Legal Cooperation

1. The mission of the Department of International Legal Cooperation is the efficient functioning of international legal cooperation between the Republic of Kosovo and other countries as well as international organizations.

2. Department of International Legal Cooperation shall have the following duties and responsibilities:

2.1. Propose, draft, negotiate and ensure the implementation of international legal cooperation agreements between the Republic of Kosovo and other countries as well as international organizations;

2.2. Provide support in the signing and ratification procedure of international agreements in the field of international legal cooperation;

2.3. Analyse public policies and draft periodic reports with recommendations in the field of international legal cooperation;

2.4. Attend local and international fora on issues of international legal cooperation;

2.5. Address requests for international legal cooperation in accordance with the relevant legislation in force;

2.6. Provide legal opinions on matters related to the field of international legal cooperation;

2.7. Mutually cooperate with local and international institutions in the field of international legal cooperation;

2.8. Provide official information and reports at the recommendation of the hierarchy of the ministerial system on matters related to the field of international legal cooperation;

2.9. Draft and process requests, decisions and other relevant documents related to extradition, transfer of convicted persons, international child abduction and other issues in the field of international legal cooperation;

2.10. Provide support in the drafting of policy documents, drafting and review of the implementation of legislation in the field of international legal cooperation.

3. The Director of the Department of International Legal Cooperation shall report to the Secretary General.

4. The Department of International Legal Cooperation shall consist of the following divisions:

4.1. Division of International Legal Cooperation in Criminal Matters;

4.2. Division of International Legal Cooperation in Civil Matters.

5. The number of employees in the Department of International Legal Cooperation shall be seventeen (17).

Article 12

Division of International Legal Cooperation in Criminal Matters

1. Division of International Legal Cooperation in Criminal Matters shall have the following duties and responsibilities:

1.1. Draft, propose and provide the required support for the implementation of agreements between the Republic of Kosovo and other countries as well as international organizations for international legal cooperation in criminal matters;

1.2. Compile all motions and accompanying documents as per the Law on International Agreements that are required to initiate, negotiate, obtain authorization and ratification of international agreements for international legal cooperation;

1.3. Provide support in the development of and process documentation for extradition procedures, inter-state transfer of convicted persons, and other procedures of international cooperation in criminal matters;

1.4. Monitor the observance of Kosovo's obligations defined by international agreements for international legal cooperation and draft periodic reports with recommendations;

1.5. Analyse local and international public policies on international legal cooperation in criminal matters and draft periodic reports with recommendations;

1.6. Provide legal opinions on matters related to the field of international legal cooperation in the criminal aspect;

1.7. Mutually cooperate with local and international institutions in the field of international legal cooperation in criminal matters;

1.8. Ensure the recording and update of data about legal international cooperation in the electronic database;

- 1.9. Receive, administer and respond to cases within the scope of the Division;
 - 1.10. Compile and process all motions addressed from the Division to institutions within or outside the Republic of Kosovo, also ensuring that they are submitted on time;
 - 1.11. Maintain Division files, ensure their archiving, as well as perform all other administrative tasks, and
 - 1.12. Propose and provide support in the drafting and review of policies and primary and secondary legislation on issues related to international legal cooperation in criminal matters.
2. The Head of the Division of International Legal Cooperation in Criminal Matters shall report to the Director of the Department of International Legal Cooperation.
 3. The number of employees in the Division of International Legal Cooperation in Criminal Matters shall be eight (8).

Article 13
Division of International Legal Cooperation in Civil Matters

1. Division of International Legal Cooperation in Civil Matters shall have the following duties and responsibilities:
 - 1.1. Draft and provide the required support for the implementation of agreements between the Republic of Kosovo and other countries for international legal cooperation in civil matters;
 - 1.2. Compile all motions and accompanying documents as per the Law on International Agreements that are required to initiate, negotiate, obtain authorization and ratification of international agreements for international legal cooperation;
 - 1.3. Provide support in the development of and process requests for mutual international legal aid in civil matters, as well as accompanying documents for civil aspects of international child abduction;
 - 1.4. Monitor the observance of Kosovo's obligations defined by international agreements for international legal cooperation and draft periodic reports with recommendations;
 - 1.5. Analyse local and international public policies on international legal cooperation in civil matters and draft periodic reports with recommendations;
 - 1.6. Provide legal opinions on matters related to the field of international legal cooperation in the civil aspect;

1.7. Mutually cooperate with local and international institutions in the field of international legal cooperation in civil matters;

1.8. Ensure the recording and update of data about legal international cooperation in the electronic database;

1.9. Receive, administer and respond to cases within the scope of the Division;

1.10. Compile and process all motions addressed from the Division to institutions within or outside the Republic of Kosovo, also ensuring that they are submitted on time;

1.11. Maintain Division motions, ensure their archiving, as well as perform all other administrative tasks;

1.12. Propose and provide support in the drafting and review of policies and primary and secondary legislation on issues related to international legal cooperation.

2. The Head of the Division of International Legal Cooperation in Civil Matters shall report to the Director of the Department of International Legal Cooperation.

3. The number of employees in the Division of International Legal Cooperation in Civil Matters shall be eight (8).

Article 14

Department of European Integration and Policy Coordination

1. The mission of the Department of European Integration and Policy Coordination is to accelerate the European integration process of the Republic of Kosovo in the field of justice and to coordinate and align the policies of this field.

2. Department of European Integration and Policy Coordination shall have the following duties and responsibilities:

2.1 Coordinate, monitor and report the implementation of the activities and policies of the Ministry in the European integration process;

2.2. Coordinate the strategic planning process with the policy development process of the Ministry, monitor and report on the implementation of such policies, and provide support in their development;

2.3. Organize and coordinate the activities of the Ministry with the support of donors, including the financial support of the Instrument of Pre-Accession Assistance (IPA), other EU funds and financial instruments of supporting countries or international ones;

2.4. Assist in the Ministry's capacity development, under the reform initiatives and assessment of their impact;

2.5. Assist in the improvement of the consultation process with institutions, interested parties and the public.

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

4. The Department of European Integration and Policy Coordination shall consist of the following divisions:

4.1. Division of European Integration and Donor Coordination; and

4.2. Division of Policy Coordination.

5. The number of employees in the Department of European Integration and Policy Coordination shall be eight (8).

Article 15

Division of European Integration and Donor Coordination

1. Division of European Integration and Donor Coordination shall have the following duties and responsibilities:

1.1. Assist and advice on defining and setting the priorities of the Ministry, taking into consideration the obligations emerging from the European integration process;

1.2. Provide support in drafting and ensure compliance of policies, plans and strategies with the EU standards;

1.3. Monitor, ensure reporting from the relevant departments and agencies, and report on the implementation of the activities of the Ministry from the National Programme for Implementation of the Stabilisation and Association Agreement (SAA) and other policy documents in the European integration process;

1.4. Identify and represent the interests of the Ministry in the European Union and other international fora, as well as develop and coordinate all the necessary documentation for such mechanisms;

1.5. Provide support in the process of aligning the legislation proposed by the Ministry with the EU *acquis*;

1.6. Coordinate the needs and priorities of the Ministry for potential donor support, and ensure such support is related to the strategic priorities of the Ministry;

1.7. Develop project proposals for donor support, assist in their management and ensure their implementation and reporting on them;

1.8. Collect all relevant data on donor support in the justice sector and ensure monitoring of the sustainability criteria of the projects;

1.9. Identify the needs for the Ministry's strategic capacity development in European integration reforms and assess their impact, as well as coordinate the donor support process in this regard.

2. The Head of the Division of European Integration and Donor Coordination shall report to the Director of the Department of European Integration and Policy Coordination.

3. The number of employees in the Division of European Integration and Donor Coordination shall be four (4).

Article 16

Division of Policy Coordination

1. Division of Policy Coordination shall have the following duties and responsibilities:

1.1. Coordinate planning and align all strategic and policy documents of the Ministry with the Government's Programme and other strategic documents of the Government;

1.2. Draft the Government's Work Plan in terms of the scope of the Ministry, ensure its implementation and reporting of the Ministry to the Government, based on the reports of the relevant departments and agencies;

1.3. Draft internal development plans of the Ministry, implement defined activities and report on them;

1.4. Provide support in drafting strategic documents in the scope of the Ministry, implement them and report on their implementation;

1.5. Provide support in drafting concept documents, plans and other policy documents of the Ministry, and

1.6. Provide support and monitor the implementation process of consultations with institutions, interested parties and the public, on policies and legislation proposed by the Ministry.

2. The Head of the Division of Policy Coordination shall report to the Director of the Department of European Integration and Policy Coordination.

3. The number of employees in the Division of Policy Coordination shall be three (3).

Article 17
Department of Justice System Policies, Free Professions and Statistics

1.The mission of the Department of Justice System Policies, Free Professions and Statistics is to develop justice system policies that are effective and evidence-based, and to maintain free professions services that are high in quality and accessible to the public.

2.Department of Justice System Policies, Free Professions and Statistics shall have the following duties and responsibilities:

2.1.Draft strategies and policy documents on the justice system and from the scope of the Ministry;

2.2.Provide support in the drafting of legislation on the justice system and from the scope of the Ministry;

2.3.Provide support in the review of the implementation of justice system legislation, and provide recommendations on relevant amendments;

2.4.Ensure the progress of the licensing process of free professions, maintain relevant registers, and exercise other supporting functions related to the functioning of free professions;

2.5.Organize the examination and keep records of the persons who have passed the bar examination and other examinations of free professions;

2.6.Collect, review and compile reports on the data about the functioning of the justice system;

2.7.Provide relevant data about the functioning of the justice system for other structures of the Ministry in policy-making and legislation drafting processes, as well as external parties as required.

3. The Director of the Department of Justice System Policies, Free Professions and Statistics shall report to the Secretary General.

4. The Department of Justice System Policies, Free Professions and Statistics shall consist of the following divisions:

4.1. Division of Justice System Policies;

4.2. Division of Free Professions, and

4.3. Division of Statistics and Analyses.

5.The number of employees in the Department of Justice System Policies, Free Professions and Statistics shall be thirteen (13).

Article 18
Division of Justice System Policies

1. Division of Justice System Policies shall have the following duties and responsibilities:
 - 1.1.Draft strategies, concept documents and other policy documents of the Ministry for the justice system;
 - 1.2.Regularly review internal and external reports on the functioning of the justice system and propose new policies and legal amendments;
 - 1.3.Provide support in the drafting of laws and sub-legal acts of the justice system;
 - 1.4.Provide support in the development of evaluation reports on the implementation of justice system legislation;
 - 1.5.Cooperate with courts, prosecution offices and other institutions of the justice system in the policy-making process of the Ministry for the justice system;
2. The Head of the Division of Justice System Policies shall report to the Director of the Department of Justice System Policies, Free Professions and Statistics.
3. The number of employees in the Division of Justice System Policies shall be three (3).

Article 19
Division of Free Professions

1. Division of Free Professions shall have the following duties and responsibilities:
 - 1.1.Ensure the progress of the free professions licensing process, providing support to the relevant commissions and the Minister of Justice;
 - 1.2.Organize the examination and maintain evidence of the persons who have passed the bar examination, notary, private enforcement agents, bankruptcy administrators and other free professions examinations;
 - 1.3.Maintain the relevant registers of notaries, private enforcement agents, mediators, bankruptcy administrators and other free professions examinations, in accordance with the legislation in force.
 - 1.4.Provide support for the flow of work of different commissions established for purposes of the functioning of free professions;
 - 1.5.Provide support for the development of strategies, policy documents and legislation on free professions;
 - 1.6.Draft instructions on the functioning of free professions, in cooperation with the relevant chambers of free professions, bodies and other institutions of the justice system;

1.7. Plan and implement capacity building activities for the free professions in accordance with the legislation in force, and

1.8. Cooperate with the relevant chambers of the free professions, bodies and other institutions of the justice system in the process of drafting policies and legislation, free professions licensing and capacity building.

2. The Head of the Division of Free Professions shall report to the Director of the Department of Justice System Policies, Free Professions and Statistics.

3. The number of employees in the Division of Free Professions shall be six (6).

Article 20

Division of Statistics and Analyses

1. Division of Statistics and Analyses shall have the following duties and responsibilities:

1.1. Collect, process and analyse statistical data on the functioning of the justice system from the relevant institutions and bodies, including relevant databases;

1.2. Draft reports on the structures of the Ministry and public reports on the functioning of the justice system;

1.3. Develop the impact assessment process of new policies of the Ministry and provide support in the assessment of the implementation of legislation;

1.4. Cooperate with local authorities and institutions, non-governmental organizations and international organizations working in the field of data collection, processing and analysis in the field of justice;

1.5. Draft policies and work standards in the field of information collection, processing, analysis and provision for statistical data;

1.6. Assess and review existing research projects and develop research projects and methodologies in the field of justice;

1.7. Conduct research studies on the public perceptions of justice system, and publish their findings.

2. The Head of the Division of Statistics and Analyses shall report to the Department of Justice System Policies, Free Professions and Statistics.

3. The number of employees in the Division of Statistics and Analyses shall be three (3).

Article 21
Department of Overseeing the Legality of the Work of Free Professions

1.The mission of the Department of Overseeing the Legality of the Work of Free Professions is to ensure quality functioning and compliance with the law on free professions.

2.The duties and responsibilities of the Department of Overseeing the Legality of the Work of Free Professions are as follows:

2.1.Oversee the legality of work of private enforcement agents, notaries and mediators as well as other free professions in accordance with the legislation in force;

2.2.Draft reports and provide recommendations and information on overseeing the legality of work of free professions and the functioning of free professions in general;

2.3.Order measures and initiate disciplinary procedures against free professions in accordance with the law;

2.4.Develop instructions on overseeing the legality of free professions;

2.5.Propose and offer support in drafting policies and legislation on overseeing the work of free professions.

3.The Director of the Department of Overseeing the Legality of the Work of Free Professions shall report to the Secretary General.

4. The Department of Overseeing the Legality of the Work of Free Professions shall consist of the following divisions:

4.1. Division of Overseeing the Legality of the Work of Private Enforcement Agents;

4.2.Division of Overseeing the Legality of the Work of Notaries, Mediators and Other Free Professions.

5.The number of employees in the Department of Overseeing the Legality of Work of Free Professions shall be ten (10).

Article 22
Division of Overseeing the Legality of the Work of Private Enforcement Agents

1. Division of Overseeing the Legality of the Work of Private Enforcement Agents shall have the following duties and responsibilities:

1.1.Draft the work plan of overseeing the legality of the work of private enforcement agents;

1.2.Implement overseeing activities of the legality of the work of private enforcement agents;

1.3.Develop relevant documents, reports and provide information on the overseeing of private enforcement agents;

1.4.Order measures to rectify faults in the work of private enforcement agents and initiate disciplinary procedures against private enforcement agents;

1.5.Cooperate with the Chamber of Private Enforcement Agents and other relevant bodies and institutions in the process of overseeing private enforcement agents and capacity building in this regard;

1.6.Develop instructions, manuals, guidelines and other guiding documents on the overseeing process;

1.7.Provide support in the drafting of policies and legislation on overseeing private enforcement agents, including procedure and standards, and

1.8.Manage the database of overseeing the work of private enforcement agents.

2.The head of the Division of Overseeing the Legality of Work of Private Enforcement Agents shall report to the Director of the Department of Overseeing the Legality of Work of Free Professions.

3.The number of employees in the Division of Overseeing the Legality of Work of Private Enforcement Agents shall be four (4).

Article 23

Division of Overseeing the Legality of the Work of Notaries, Mediators and Other Free Professions

1. Division of Overseeing the Legality of the Work of Notaries, Mediators and Other Free Professions shall have the following duties and responsibilities:

1.1.Draft the work plan of overseeing the legality of work of notaries, mediators and other free professions;

1.2.Implement overseeing activities of the legality of work of notaries, mediators and other free professions;

1.3.Develop relevant documents, reports and provide information on the overseeing of work of notaries, mediators and other free professions;

1.4.Order measures to rectify faults in the work of notaries, mediators and other free professions and initiate disciplinary procedures against them;

1.5.Cooperate with the Chamber of Notaries, Chamber of Mediators, other relevant bodies and institutions in the process of overseeing notaries, mediators and free professions as well as capacity building in this regard;

1.6.Develop instructions, manuals, guidelines and other guiding documents on the overseeing process;

1.7.Provide support in the drafting of policies and legislation on overseeing notaries, mediators and other free professions, including procedure and standards, and

1.8.Manage the database of overseeing the work of notaries, mediators and other free professions.

2.The Head of the Division of Overseeing the Legality of the Work of Notaries, Mediators and Other Free Professions shall report to the Director of the Department of Overseeing the Legality of Work of Free Professions.

3.The number of employees in the Division of Overseeing the Legality of the Work of Notaries, Mediators and Other Free Professions shall be five (5).

Article 24

Department of Access to Justice, Transitional Justice and Support for Victims of Crime

1.The mission of the Department of Access to Justice, Transitional Justice and Support for Victims of Crime is to ensure fair and effective access to the justice system for everyone, inclusive transitional justice and support for the victims of crime.

2.The duties and responsibilities of the Department of Access to Justice, Transitional Justice and Support for Victims of Crime are as follows:

2.1.Draft strategies and policy documents on ensuring fair and effective access to the justice system;

2.2.Implement and report on activities from the strategies and policy documents of the Ministry on access to justice;

2.3.Implement and report on activities from the strategies and policy documents of the Ministry from the field of protection against domestic violence, violence against women and gender-based violence;

2.4.Monitor protection and promote the overall implementation of human rights from the structures of the Ministry and compile reports with recommendations;

2.5.Provide recommendations and advice for the structures of the Ministry on the compliance of policies, proposed laws, decisions and other actions with human rights;

2.6.Report and provide information on the implementation of the obligations of the Ministry with regards to human rights;

2.7. Draft, ensure implementation and report on the implementation of activities from the strategies and policy documents on transitional justice in Kosovo;

2.8. Coordinate the process of cooperation for transitional justice policies;

2.9. Provide support to victims of crime, including support in the process of reparations for the victims of crime in accordance with the relevant law.

3. The Director of the Department of Access to Justice, Transitional Justice and Support for Victims of Crime shall report to the Secretary General.

4. The Department of Access to Justice, Transitional Justice and Support for Victims of Crime shall consist of the following divisions:

4.1. Division of Access to Justice, Protection from Domestic Violence, Violence against Women and Gender-Based Violence;

4.2. Division of Transitional Justice, and

4.3. Division of Support for Victims of Crime.

5. The number of employees in the the Department of Access to Justice, Transitional Justice and Support for Victims of Crime shall be eleven (11).

Article 25

Division of Access to Justice, Protection from Domestic Violence, Violence against Women, and Gender-Based Violence

1. Division of Access to Justice, Protection from Domestic Violence, Violence against Women, and Gender-Based Violence shall have the following duties and responsibilities:

1.1. Draft strategies, concept documents and other policy documents of the Ministry on access to justice, including protection from domestic violence, violence against women and gender-based violence;

1.2. Implement and report from the relevant departments and agencies on activities from the strategies and policy documents of the Ministry on access to justice, protection from domestic violence, violence against women and gender-based violence;

1.3. Provide support in the drafting of legislation on access to justice, including protection from domestic violence, violence against women and gender-based violence;

1.4. Provide support in mainstreaming the gender aspect and non-discrimination in the policies and legislation in the scope of the Ministry;

1.5. Monitor and promote the overall implementation of human rights from the Correctional Service, Probation Service, other agencies and structures of the Ministry, and compile reports with recommendations for institutional improvement in this regard;

1.6. Conduct regular visits, as necessary and required by the correctional and probation institutions;

1.7. Review proposed legislation, decisions and other actions of the structures of the Ministry, providing recommendations and advice on their compliance with human rights;

1.8. Cooperate with the Ombudsperson Institution and other mechanisms of human rights, access to justice, protection from domestic violence, violence against women and gender-based violence, and monitor the implementation of the relevant recommendations from the structures of the Ministry;

1.9. Cooperate with other bodies and institutions, including non-governmental organizations and international organizations in the field of access to justice, protection from domestic violence, violence against women and gender-based violence;

1.10. Report and provide information on the implementation of the obligations of the Ministry in the field of human rights, including protection from discrimination and gender equality;

1.11. Serve in the capacity of the Secretary of the National Coordinator against Domestic Violence;

1.12. Manage the relevant database of domestic violence and violence against women, and present reports to the National Coordinator and the Inter-Institutional Coordinating Group.

2. The Head of the Division of Access to Justice, Protection from Domestic Violence, Violence against Women, and Gender-Based Violence shall report to the Director of the Department of Access to Justice, Transitional Justice and Support for Victims of Crime.

3. The number of employees in the Division of Access to Justice, Protection from Domestic Violence, Violence against Women, and Gender-Based Violence shall be four (4).

Article 26

Division of Transitional Justice

1. Division of Transitional Justice shall have the following duties and responsibilities:

1.1. Draft and ensure the implementation, and report on the Ministry and Government activities on transitional justice strategies and policies;

1.2. Provide recommendations and advice to the Ministry and Government regarding transitional justice in Kosovo;

1.3. Provide support in drafting of transitional justice legislation;

1.4.Coordinate the cooperation process with external parties, civil society and international organizations regarding transitional justice policies, and

1.5.Manage relevant databases related to the transitional justice aspects, in accordance with the legislation in force.

2. Head of Division of Transitional Justice shall report to the Director of Department for Access to Justice, Transitional Justice and Crime Victim Support.

3. The number of employees in the Division of Transitional Justice shall be three (3).

Article 27

Division of Support for Victims of Crime

1.Division of Support for Victims of Crimes shall have the following duties and responsibilities:

1.1.Ensure the efficient running of legal procedures for the compensation of crime victims;

1.2.Promote opportunities and provide all necessary information to the parties on the procedure for compensation of crime victims;

1.3.Prepare guidelines on the procedure of compensation of crime victims;

1.4.Provide administrative and technical support to the relevant Committee on Compensation of Victims of Crime;

1.5.Manage the relevant database for compensation of crime victims;

1.6.Provide information to crime victims regarding legal opportunities for protection of their rights, and

1.7.Cooperate with relevant institutions and bodies for the crime victims support.

2. Head of Division of Support for Victims of Crimes shall report to the Director of Department for Access to Justice, Transitional Justice and Support for Victims of Crime.

3. The number of employees in the Division of Support for Victims of Crimes shall be three (3).

Article 28
Department of Social and Family Service Policy

1.The mission of Department of Social and Family Services Policy shall be to provide high-quality and accessible social and family services to citizens in social needs.

2.Department of Social and Family Services Policy shall have the following duties and responsibilities:

2.1.Propose, draft and implement primary and secondary legislation from the scope of activities of social and family services and protection of children and youth;

2.2.Propose and design policies, programs and strategies for social and family services, protection of children and youth;

2.3.Coordinate the budget planning and management for social and family services at the central level;

2.4.Propose, design and monitor the implementation of minimum standards for social and family services;

2.5.Manage the family housing payments and other categories benefit schemes, in accordance with the Ministry requirements;

2.6.Coordinate and support the work of the panel/board for placing children in foster care and adoption;

2.7.Provide professional and administrative support to the relevant Social and Family Services Council for licensing and training of individual social and family service providers;

2.8.Cooperate with stakeholders for enhancement and professional development, and capacity building of the public and non-governmental providers staff, such as social and family services providers;

2.9.Licensing and maintaining the register of public legal entities, non- governmental organizations, private sector and individuals that provide social and family services;

2.10.Inspect social and family services.

3.Director of Department of Social and Family Services Policy shall report to the Secretary General.

4. Department of Social and Family Services Policy shall consist of the following divisions:

4.1.Division of Social and Family Services;

4.2. Division of Child and Youth Protection,

4.3. Division of Planning, Licensing and Training, and

4.4.Division of Social and Family Service Inspection.

5.The number of employees in the Department of Social and Family Services Policy shall be twenty-seven (27).

Article 29
Division of Social and Family Services

1.Division of Social and Family Services shall have the following duties and responsibilities:

1.1.Propose, draft and make policies and legislation on issues related to the functioning of social and family services;

1.2.Design, monitor and implement the minimum standards of social and family services, but not limited only to: persons with disabilities, elderly and victims of domestic violence;

1.3.Monitoring payments made by the central level;

1.4. Research, collect, organize, analyse and evaluate data on categories and services from the social and family service area, including public and private institutions, and non-governmental organizations;

1.5. Coordinate activities with municipal bodies and monitor the work of social and family services in Social Work Centres and social and family care institutions;

1.6.Cooperate with non-governmental organizations and the private sector in the social and family services area;

1.7. Examine and monitor the requests of Centres for Social Work for placing certain cases and clients in residential institutions and social and family care centres;

1.8.Provide support and monitor residential institutions and community homes services for persons with disabilities and elderly;

1.9.Coordinate and design programs against domestic violence, rehabilitation of family relationships, and strengthening family relationships;

1.10. Coordinate and participate in the design of service delivery programs for protection of victims of human trafficking and sexual crimes;

1.11. Cooperate with local institutions and international mechanisms, for provision of social and family services for citizens in social need;

1.12. Manage the social and family services database.

2. Head of Division of Social and Family Services shall report to the Director of Department of Social and Family Services Policy.

3. The number of employees in the Division of Social and Family Services shall be six (6).

Article 30
Division of Child and Youth Protection

1.Division of Child and Youth Protection shall have the following duties and responsibilities:

- 1.1. Propose and draft policies and legislation for protection and provision of social and family services for children and youth;
- 1.2. Design, monitor and ensure implementation of minimum standards for provision of social and family protection services for children and youth;
- 1.3. Define standards for establishment and operation of Children Protection Homes;
- 1.4. Monitor and ensure implementation of legislation and minimum standards for children and youth protection services;
- 1.5. Increase capacities in the area of children and youth protection, institutional care structures and social and family protection at central and local level;
- 1.6. Coordinate and monitor activities with the Social Work Centres and Children Protection Homes for protection of children and youth;
- 1.7. Cooperate with local and international organizations and monitor provision of services for protection of children and youth by the non-governmental sector licensed and contracted by the Ministry;
- 1.8. Design, monitor and implement standards and procedures for basic forms of social protection for children in foster care, family housing and adoption;
- 1.9. Develop protection and reintegration programs for abandoned children, children without parental care, children in street situations, children in hard labour, abused children, neglected children, children and youth with antisocial behaviour, unaccompanied children and children and youth with disabilities;
- 1.10. Draft standards and monitor operation of the Case Management Roundtables, in provision of children and youth services protection;
- 1.11. Research, collect, organize, analyse and evaluate data on children and youth in social protection system in cooperation with other relevant institutions;
- 1.12. Coordinate and monitor payments made by the support schemes for children and youth in social need;
- 1.13. Manage the database of children and youth that are registered and require protection and social services;
- 1.14. Provide professional support to the General Council for Social and Family Services in the area of children and youth protection, as continuous education and capacity building for individual social and family services provider;
- 1.15. Increase capacities in the area of children and youth protection, of all institutional structures that are responsible for protecting children and youth, at central and local level;
- 1.16. Create a consolidated management, reporting and monitoring system of children and youth quality protection services, and
- 1.17. Develop and monitor implementation of programs and standards for basic forms of legal and social protection for children in foster care, family housing, residential housing, community-based homes, adoption, as well as for youth in the form of supervised independent living.

2. Head of Division of Child and Youth Protection shall report to the Director of Department of Social and Family Services Policy.
3. The number of employees in the Division of Child and Youth Protection shall be seven (7).

Article 31
Division of Planning, Licensing and Training

1. Division of Planning, Licensing and Training shall have the following duties and responsibilities:

1.1. Manage and coordinate the registration and licensing process of social and family service providers;

1.2. Manage database of legal entities and licensed individual providers in the area of social and family services;

1.3. Identify and evaluate needs for training of social workers and staff of institutions that are providing social and family services;

1.4. Identify funding needs from the EU and other donor funds who provide support for training in the area of social and family services;

1.5. Propose plans and programs for professional capacity building of social service officials and social workers;

1.6. Design standards for profession and training modules for accreditation of training and continuing education program;

1.7. Coordinate activities and cooperate with organizations for the implementation of training programs in the area of social and family services.

2. Head of Division of Planning, Licensing and Training shall report to the Director of Department of Social and Family Services Policy.
3. The number of employees in the Division of Planning, Licensing and Training shall be seven (7).

Article 32
Division of Social and Family Services Inspection

1. Division of Social and Family Services Inspection shall have the following duties and responsibilities:

- 1.1. Inspect and monitor implementation of legal provisions and minimum standards of social and family services, and the Code of Ethics of social and family service providers from public and non-governmental sector;
 - 1.2. Inspect workplaces and licensing documentation of service providers and control the case management process of social and family service providers from the public and non-governmental sectors;
 - 1.3. Control implementation of legal procedures and Standard Operating Procedures for placement, accommodation and management of the provision of social and family services in residential and day care institutions;
 - 1.4. Draft inspection reports and provide recommendations on measures and actions to be taken by management to eliminate weaknesses and errors during provision of social and family services;
 - 1.5. Propose and provide recommendations for amending or supplementing the adopted minimum standards, and drafting of other standards for the division scope of activity;
 - 1.6. Undertake concrete actions in accordance with the law for imposing measures against physical and legal persons that provide social and family services, and initiate procedures depending on violation of work responsibilities by the social and family service providers;
 - 1.7. Draft periodic reports on control and inspection activities.
2. Head of Division of Social and Family Services Inspections shall report to the Director of Department of Social and Family Services Policy.
 3. The number of employees in the Division of Social and Family Services Inspections shall be six (6).

Article 33

Department of Budget and Finance

1. The mission of the Department of Budget and Finance shall be to effectively manage planning and execution of the budget, in accordance with the relevant Law on Public Finance Management and other legislation in force.
2. Department of Budget and Finance shall have the following duties and responsibilities:
 - 2.1. Manage and supervise the budget planning and financial forecasts process in coordination with administrative units of the Ministry, and continuously monitor its implementation;
 - 2.2. Prepare budget proposals and the Medium Term Expenditure Framework in coordination with administrative units of the Ministry, carry out budget planning for all Ministry programs, and assist the agencies and the administrative units of the Ministry in preparation of the Medium Term Expenditure Framework and the budgetary requests;
 - 2.3. Prepare budget proposals in terms of budget review process, based on requests of the requesting units for reallocation of funds from one economic category to another, in accordance with the applicable laws;

- 2.4. Ensure that the budget and financial expenditures and allocations are carried out in accordance with the public finance management rules and procedures;
 - 2.5. Prepare and monitor cash flows, accounts, transactions and other financial parameters that indicate the financial performance of the Ministry;
 - 2.6. Report on cash reserves and ensure that internal financial control is based on the accountability principles;
 - 2.7. Prepare the final financial statements of the Ministry;
 - 2.8. Report periodically on the budget execution;
 - 2.9. Prepare policy and law costing in cooperation with administrative units.
3. Director of Department of Budget and Finance shall report to the Secretary General.
4. Department of Budget and Finance shall consist of the following divisions:
- 4.1. Division of Budget Planning and Monitoring;
 - 4.2. Division of Budget Execution and Reporting.
5. The number of employees in the Department Budget and Finance shall be ten (10).

Article 34

Division of Budget Planning and Monitoring

1. Division of Budget Planning and Monitoring shall have the following duties and responsibilities:
- 1.1. Prepare and draft budgetary plans and the Medium Term Expenditure Framework for all administrative units and agencies within the Ministry;
 - 1.2. Coordinate and prepare the budgetary planning process for programs and sub-programs in accordance with the Ministry objectives and budget circulars, and perform the registration of budget requests in the relevant electronic systems;
 - 1.3. Control and harmonize the Ministry budget with the approved and revised budget;
 - 1.4. Prepare request for budget hearings in accordance with the established calendar;
 - 1.5. Draft budget review requests, based on requests of administrative units for reallocation of funds from one economic category to another;
 - 1.6. Analyse the budget expenditures of all administrative units within the Ministry;
 - 1.7. Carry out necessary actions concerning budget deficits and other additional budget requests;
 - 1.8. Prepare and monitor capital projects in accordance with legal requirements and/or instructions;

- 1.9. Inform administrative units within the Ministry on necessary measures for spending the budget in accordance with the public finance management rules;
 - 1.10. Prepare financial statements and consolidate annual financial statements; and
 - 1.11. Prepare budget impact analysis for the Ministry policy documents and legislation.
2. Head of Division of Budget Planning and Monitoring shall report to the Director of Department of Budget and Finance.
 3. The number of employees in the Division of Budget Planning and Monitoring shall be three (3).

Article 35
Division of Budget Execution and Reporting

1. Division of Budget Execution and Reporting shall have the following duties and responsibilities:
 - 1.1. Prepare and manage cash flow of all administrative units of the Ministry;
 - 1.2. Maintain and monitor budget expenditures, report on all financial analysis issues by timely signalling their excesses;
 - 1.3. Prepare reconciliation of expenditure notes of the Ministry administrative units;
 - 1.4. Register commitments and expenses in relevant electronic system for all budgetary lines of the Ministry;
 - 1.5. Process data and maintain financial and assets accounting for the Ministry; and
 - 1.6. Prepare monthly, periodical and annual financial reports of the Ministry.
2. Head of Division of Budget Execution and Reporting shall report to Director of the Department of Budget and Finance.
3. The number of employees in the Budget Execution and Reporting Division shall be six (6).

Article 36
Department of General Services

1. The mission of the Department of General Services shall be to provide efficient administrative support and services to the administrative units of the Ministry.
2. Department of General Services shall have the following duties and responsibilities:

- 2.1. Manage provision of general services for the entire ministerial system, in accordance with the legislation in force;
 - 2.2. Draft and implement key documents for the development of information technology (IT) in the Ministry, in coordination with AIS;
 - 2.3. Maintain equipment, provide IT services and support end-users;
 - 2.4. Provide support on the Ministry databases administration and interoperability;
 - 2.5. Manage and maintain information on assets, inventories and warehouses, and provide logistics services for them;
 - 2.6. Manage transport of Ministry officials, including vehicle maintenance;
 - 2.7. Manage the archive system and internal documents of the Ministry, including the electronic system;
 - 2.8. Provide general services of translation, proofreading and distribution of documents for the Ministry structures.
3. Director of Department of General Services shall report to the Secretary General.
 4. Department of General Services shall consist of the following divisions:
 - 4.1. Division of Information Technology;
 - 4.2. Division of Logistics and Document Administration;
 - 4.3. Division of Translation and Proofreading.
 5. The number of employees in the Department of General Services shall be twenty-seven (27).

Article 37
Division of Information Technology

1. Division of Information Technology shall have the following duties and responsibilities:
 - 1.1. Administration of IT system and other applications within the Ministry;
 - 1.2. Drafting key documents for functioning of IT and digitalization development services in the Ministry;
 - 1.3. Coordinate issues for harmonization of IT related standards;
 - 1.4. Research the IT area development trends and determine new system deployment;
 - 1.5. Install and operate the Ministry IT equipment, provide IT services and supporting end-users;

- 1.6. Administer the Ministry databases and interoperability between them, or with the Government or other institutions databases, including the justice system databases;
 - 1.7. Support officials in the use of IT equipment, applications and databases and perform other activities aimed at providing easier access to the IT system.
2. Head of Division of Information Technology shall report to the Director of Department of General Services.
 3. The number of employees in the Division of Information Technology shall be seven (7).

Article 38
Division of Logistics and Document Administration

1. The Division of Logistics and Document Administration shall have the following duties and responsibilities:
 - 1.1. Provide accommodation and working conditions/premises for the Ministry staff;
 - 1.2. Manage the Ministry inventory and warehouses;
 - 1.3. Accept and control assets, manage stocks and prepare relevant reports;
 - 1.4. Provide services for the Ministry needs of inventory, goods and other office equipment;
 - 1.5. Provide logistics support for organization of the Ministry staff meetings;
 - 1.6. Provide transport service and manage the Ministry vehicles and those that are used by the Ministry;
 - 1.7. Maintain the vehicle registration and insurance register, and other transport related logistics issues;
 - 1.8. Implement document management and administration procedures;
 - 1.9. Manage the Ministry archival system and cooperate with the National Archives Agency;
 - 1.10. Storage, professional maintenance and securing of archival material from damage, disposal and disappearance;
 - 1.11. Accept, control, classify and record documents;
 - 1.12. Deliver acts and documents for further procedures;
 - 1.13. Receive, open and check the mail, and is responsible for sending mail, distributing mail (letters) and items, including electronic mail;

1.14. Responsible for validating (stamping) documents and files, and keeping of stamps;

1.15. Responsible for the case archiving deadlines, and preparing cases with a permanent duration for submission to the Republic of Kosovo Archives, in accordance with the legal provisions.

2. Head of Division of Logistics and Document Administration shall report to the Director of Department of General Services.

3. The number of employees in the Division of Logistics and Document Administration shall be ten (10).

Article 39

Division of Translation and Proofreading

1. The Division of Translation and Proofreading shall have the following duties and responsibilities:

1.1. Ensure the provision of professional translation services of the official Ministry documents and other necessary documents in official languages and from official languages into other languages and vice versa;

1.2. Provide simultaneous interpretation for the needs of the Ministry in official languages and from official languages into other languages and vice versa;

1.3. Ensure quality corrections of translations and manage the translated materials database;

1.4. Provide proofreading services for the Ministry drafted or translated official documents;

1.5. Responsible for unification of all texts and inscriptions in all presentations of the Ministry logos or documents, adapting them to the official language standards, and

1.6. Provide other services related to translation and language support management.

2. Head of Division of Translation and Proofreading shall report to the Director of Department of General Services.

3. The number of employees in the Division of Translation and Proofreading shall be nine (9).

Article 40

Division of Strategic Public Communication

1. The mission of the Division of Strategic Public Communication shall be to present the Ministry policies and activities through an open, objective, clear, inclusive and timely

communication with the public, so that they are informed about the rights and responsibilities towards the institutions and can express their opinions.

2. Division of Strategic Public Communication shall have the following duties and responsibilities:

2.1. Provide professional support for the Ministry in the communication and information area, including strategic communication;

2.2. Prepare, update and implement the communication plan of the Ministry, applying effective communication techniques;

2.3. Organize media conferences and prepare press releases, statements, reports and other publications;

2.4. Prepare, disseminate and archive photographs and audio-visual materials of the main Ministry activities;

2.5. Manage the Ministry official website, social networks and protocol issues;

2.6. Accept and examine initial requests for access to public documents, and prepare reports on the implementation of the relevant Law on Access to Public Documents;

2.7. Support the policy and legislation drafting process, through the development and presentation of communication plans, communication of public meetings, and online public consultations;

2.8. Ensure that the media is informed about the Ministry policies and activities, including official visits inside and outside the country;

2.9. Prepare statements and speeches of the Minister and for the Ministry, in coordination with the Media Advisor or the Chief of Cabinet;

2.10. Ensure that the Ministry provides the necessary support for the general presentation of the Government policies in cooperation with the Office of the Prime Minister;

2.11. Serve as official liaison with the public and media regarding strategic communication issues.

3. Head of Division of Strategic Public Communication shall report to the Secretary General.

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

Article 41 **Division of Human Resources**

1. The mission of the Division of Human Resources shall be to ensure the effective human resources management, through the development of procedures and services that contribute to the achievement of goals of the institution and employees.

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

2.1.Analyze employment needs and develop staffing plans;

2.2.Coordinate and ensure the recruitment process ofthe Ministry officials and other specific positions;

2.3.Identify and evaluate the personnel capacity development needs, provide adequate training, and evaluate the training impact;

2.4.Provide support in designing objectives of the individual work plan and the staff performance evaluation process;

2.5. Assist relevant units in drafting job descriptions, job classification and job systematization;

2.6.Administration of salaries, salary allowances, bonuses, salary increments of public officials, and other;

2.7.Support and provide recommendations to the Senior Administrative Officer about avoiding disputes between the Ministry employees;

2.8.Administration ofthe Ministry personnel files and inserting the process and procedure data in the electronic systems;

2.9.Administration of staff workattendance;

2.10.Manage disciplinary procedures by providing administrative support to the disciplinary committee and/or the complaints committee;

2.11Draft the annual report on human resources management and other reports in the human resources management area.

2.12.Ensure the implementation of the rights and obligations of employees as envisaged by the Law on Public Officials.

3.Head of Division of Human Resources shall report to the Secretary General.

4.The number of employees in the Division of Human Resourcesshall be three (3).

Article 42

Division of Internal Audit

1.The mission of the Division of Internal Audit shall be to improve the financial management and internal control of public finances for good governance and protection of the taxpayers' interests.

2.Division of Internal Audit shall have the following duties and responsibilities:

2.1.Ensure adequate implementation and compliance with laws, rules, policies, instructions and manuals defined by the applicable legislation;

2.2.Conduct timely preparation of the strategic audit plan and proposal based on risk assessment;

2.3.Review and ensure the functioning of internal control system for the organizational units of the Ministry, in accordance with the legislation in force;

2.4.Organize, perform and oversee all internal audit activities for the Ministry and submit the audit results, in accordance with the legislation in force;

2.5.Prepare semi-annual and annual reports for all audit activities;

2.6.Report immediately to the senior management and the Audit Committee on any indicators of fraud or corruption activity, provide proposals for improving the situation, and notify other competent authorities if the senior management does not take appropriate actions.

3.Division of Internal Audit shall exercise its functions independently, and the Head of Division of Internal Audit shall report to the Minister of Justice from the functional side, while he/she shall report to the Secretary General from the administrative side.

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

Article 43 **Division of Public Procurement**

1.The mission of the Division of Public Procurement shall be to develop procurement procedures in order to achieve the value for money in accordance with the principles of the Law on Public Procurement.

2.Division of Public Procurement shall have the following duties and responsibilities:

2.1.Draft and implement the annual plan of the Ministry in the area of public procurement in accordance with the legislation in force;

2.2.Implement procurement activities in accordance with the annual procurement plan of the Ministry;

2.3.Ensure that all procurement requests are prepared in accordance with the procurement rules and procedures;

2.4.Define the procurement methodology for tenders and the procedures for evaluation of offers;

2.5.Propose the offer opening and/or the evaluation commissions in accordance with the requirements of the relevant Law on Public Procurement;

- 2.6. Provide advice and assist management in making decisions concerning the contentious issues that may arise in contract execution cases;
 - 2.7. Examine complaints of economic operators and perform the complaint procedure representation before the Procurement Review Body;
 - 2.8. Draft the final procurement report for the needs of the Ministry and for the Public Procurement Regulatory Commission.
3. Head of Division of Public Procurement shall report to the Secretary General.
 4. The number of employees in the Division of Public Procurement shall be four (4).

Article 44

Division of Contract Management

1. The mission of the Division of Contract Management shall be managing and providing support in administration of Ministry contracts in the capacity of contracting authority in relation to the contract managers and/or economic operators, in accordance with the relevant Law on Public Procurement.
2. Division of Contract Management shall have the following duties and responsibilities:
 - 2.1. Recommend the management method of the concluded contracts, in accordance with the relevant Law on Public Procurement;
 - 2.2. Manage the contracts implementation, and the performance evaluation of contractors, in accordance with the relevant Law on Public Procurement;
 - 2.3. Provide support to the contract manager and/or project manager regarding the management of contract implementation, and the performance evaluation of contractors in accordance with the relevant Law on Public Procurement, including performance, submission of relevant documentation, execution of payments and others obligations prior to the contract closing date;
 - 2.4. Assist in drafting of contract management plans;
 - 2.5. Assist in management of admission procedures;
 - 2.6. Ensure appropriate control of costs, quality, and duration of the Ministry contracts, where appropriate;
 - 2.7. Ensure that administrative activities related to the contract management are recorded in the relevant electronic system;
 - 2.8. Prepare reports about the dynamics and/or progress of contracts in collaboration with the contract manager and/or project manager, and
 - 2.9. Perform any other duties defined by the legislation in force.

3. Head of Division of Contract Management shall report to the Secretary General.
4. The number of employees in the Division of Contract Management shall be three (3).

CHAPTER - III

EXECUTIVE AGENCIES OF THE MINISTRY OF JUSTICE

Article 45

Executive Agencies of the Ministry

1. The Executive Agencies of the Ministry shall be the following:
 - 1.1. State Advocacy Office;
 - 1.2. Free Legal Aid Agency;
 - 1.3. Agency for the Management of Sequestrated and Confiscated Assets.
 - 1.4. Kosovo Correctional Service;
 - 1.5. Kosovo Probation Service;
 - 1.6. Institute of Forensic Medicine, and
 - 1.7. Inspectorate for the Supervision of the work of correctional institutions and Regional Probation Directorates.
2. The organizational structure of the Executive Agencies of the Ministry of Justice shall be regulated by special regulations.

CHAPTER IV

TRANSITIONAL AND FINAL PROVISIONS

Article 46

Transitional and Final Provisions

1. Division for Coordinating the Process of Legal Protection and Financial Support for Accused Persons in Trials before the Specialist Chambers shall operate within the Ministry as a separate structure which is envisaged in the relevant law in force for legal protection and financial support of the potential accused persons in trials before the specialist chambers. The employees in this Division shall be appointed with the decision of the Minister of Justice for a definite period.

2.The personnel mobility in accordance with the relevant legislation on public officials within the category shall be allowed, if it is considered necessary for the efficientmanagement of the work.

3.The increase or decrease in the number of personnel in accordance with the Law on Annual Budget shall not create a need to amend this Regulation, except in cases where organizational structures are established and/or ceased.

4.In accordance with paragraph 2 of this Article, the provisions of the Law on Annual Budget shall bean integral part of this Regulation.

5.Regardless of allocation of work in accordance with the description of duties for the divisions, in case of awork-overload in one division, the Director of a department shallallocate the duties to other divisions within the department.

Article 47 **Annexes**

An integral part of this Regulation is Appendix 1 which contains the total number of all employees in the Ministry structures according to this Regulation, and the specific number for each unit, as well as Appendix II which contains the organizational chart of the Ministry.

Article 48 **Abrogation**

The entry into force of this Regulations shall abrogate Regulation (GRK) No. 31/2013 on the Internal Organization and Systematization of Jobs of the Ministry of Justice, amended and supplemented by Regulation (GRK) No. 12/2018.

Article 49
Entry into force

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

Albin KURTI

Prime Minister of the Republic of Kosovo

Date: 01 December 2023

ORGANIZATION CHART OF THE MINISTRY OF JUSTICE

POSITION/STRUCTURE	CLASS	GROUP (GENERAL OR SPECIAL)	Number
1. OFFICE OF THE SECRETARY GENERAL			Total: 5
Secretary General	Senior Manager	N/A	1
Certifying Officer	Professional 1	3. Gr. Budget specialist	1
Senior executive officer	Professional 1	58. Gr. General administration specialist	1
Executive Officer	Professional 2	58. Gr. General administration specialist	1
Administrative Officer	Professional 2	58. Gr. General administration specialist	1
2. LEGAL DEPARTMENT			Total: 16
Director of the Department	Middle Manager		1
Administrative Officer	Professional 3	1. Gr. Legal specialist	1
Division for legislation in the Criminal field and for the Organization of the Justice System			Total: 7
Head of the Division for legislation in the Criminal field and for the Organization of the Justice System	Lower Manager		1
Senior Legal Officer	Professional 1	1. Gr. Legal specialist	6

Division for legislation in the Civil and Administrative field			Total: 7
Head of the Division for legislation in the Civil and Administrative field	Lower Manager		1
Senior Legal Officer	Professional 1	1. Gr. Legal specialist	6
3. DEPARTMENT FOR INTERNATIONAL LEGAL COOPERATION			Total: 17
Director of the Department	Middle Manager		1
Division for International Legal Cooperation in Criminal Matters			Total: 8
Head of the Division for International Legal Cooperation in Criminal Matters	Lower Manager		1
Senior Legal Officer	Professional 1	1. Gr. Legal specialist	3
Legal Officer	Professional 2	1. Gr. Legal specialist	3
Archives Officer	Professional 2	9. Gr. Archive-documentation specialist	1
Division for International Legal Cooperation in Civil Matters			Total: 8
Head of the Division for International Legal Cooperation in Civil Matters	Lower Manager		1
Senior Legal Officer	Professional 1	1. Gr. Legal specialist	3
Legal Officer	Professional 2	1. Gr. Legal specialist	3

Administrative Officer	Professional 3	58. Gr. General administration specialist	1
4. DEPARTMENT FOR EUROPEAN INTEGRATIONS AND POLICY COORDINATION			Total: 8
Director of the Department	Middle Manager		1
Division for European Integration and Donor Coordination			Total: 4
Head of the Division for European Integration and Donor Coordination	Lower Manager		1
Senior Official for European Integration and Donor Coordination	Professional 1	8. Gr. General specialist of political sciences	2
Officer for European integration and Donor Coordination	Professional 2	8. Gr. General specialist of political sciences	1
Policy Coordination Division			Total: 3
Head of the Policy Coordination Division	Lower Manager		1
Senior Policy Coordination Officer	Professional 1	8. Gr. General specialist of political sciences	2
5. DEPARTMENT OF JUSTICE SYSTEM POLICIES, FREE PROFESSIONS AND STATISTICS			Total: 13

Director of the Department	Middle Manager		1
Justice System Policy Division;			Total: 3
Head of the Justice System Policy Division	Lower Manager		1
Senior Official for Justice System Policy	Professional 1	8. Gr. General specialist of political sciences	2
Division for Free Professions			Total: 6
Head of the Division for Free Professions	Lower Manager		1
Senior Legal Officer	Professional 1	1. Gr. Legal specialist	4
Legal officer	Professional 2	1. Gr. Legal specialist	1
Division for Statistics and Analysis			Total: 3
Head of the Statistics and Analysis Division	Lower Manager		1
Senior Official for Statistics in the Field of Justice,	Professional 1	28. Gr. Statistics specialist	1

Senior analysis officer in the field of justice	Professional 1	8. Gr. General specialist of political sciences	1
6. DEPARTMENT FOR SUPERVISION OF LABOR LEGALITY OF FREELANCE PROFESSIONS			Total: 10
Director of the Department	Middle Manager		1
Division for Oversight of the Legality of the Work of Private Law Enforcment			Total: 4
Head of the Division for Supervision of the Legality of the Work of Private Law Enforcment	Lower Manager		1
Senior Financial Officer for Oversight	Professional 1	2. Gr. Financial specialist	1
Senior Oversight Officer	Professional 1	1. Gr. Legal specialist	2
Division for the Supervision of the Legality of the Work of Notaries, Intermediaries and Other Free Professions			Total: 5
Head of the Division for Oversight of the Labour Legality of the Free Professions	Lower Manager		1
Senior Oversight Officer	Professional 1	1. Gr. Legal specialist	2

Senior Financial Officer for Oversight	Professional 1	2. Gr. Financial specialist	1
Supervisory Officer	Professional 2	1. Gr. Legal specialist	1
7. DEPARTMENT FOR ACCESS TO JUSTICE, TRANSITIONAL JUSTICE AND SUPPORT FOR VICTIMS OF CRIME			Total: 11
Department Director	Middle Manager		1
Division for Access to Justice, Protection from Domestic Violence, Violence against Women and Gender-Based Violence			Total: 4
Head of the Division for Access to Justice, Protection from Domestic Violence, Violence against Women and Gender-Based Violence	Lower Manager		1
Senior Human Rights Officer	Professional 1	1. Gr. Legal specialist	1
Senior Domestic Violence Policy Officer	Professional 1	1. Gr. Legal specialist	2
6.3. Transitional Justice Division			Total: 3
Head of the Transitional Justice Division	Lower Manager		1
Senior Transitional Justice Officer	Professional 1	14. Gr. Specialist of social sciences	2
6.1. Crime Victim Support Division			Total: 3

Head of Crime Victim Support Division	Lower Manager		1
Senior Crime Victim Compensation Officer	Professional 1	14. Gr. Specialist of social sciences	2
8. DEPARTMENT FOR SOCIAL AND FAMILY SERVICES POLICY			Total: 27
Director of the Department	Middle Manager		1
Division for Social and Family Services			Total: 6
Head of the Division of Social and Family Services	Lower Manager		1
Senior Social and Family Services Officer	Professional 1	12. Gr. General specialist of social services	5
Child and Youth Protection Division			Total: 7
Head of the Child and Youth Protection Division	Lower Manager		1
Senior Child Protection Officer	Professional 1	12. Gr. General specialist of social services	4
Senior Youth Protection Officer	Professional 1	12. Gr. General specialist of social services	1
Child and Youth Protection Officer	Professional 2	12. Gr. General specialist of social services	1
Planning, Licensing and Training Division			Total: 7

Head of the Planning, Licensing and Training Division	Lower Manager		1
Senior Planning Officer	Professional 1	14. Gr. Specialist of social sciences	1
Senior Licensing Officer	Professional 1	14. Gr. Specialist of social sciences	2
Senior Training Officer	Professional 1	14. Gr. Specialist of social sciences	1
Planning, Licensing and Training Officer	Professional 2	14. Gr. Specialist of social sciences	1
Senior Database IT Officer	Professional 1	51. Gr. Database specialist	1
Division for the Inspection of Social and Family Services			Total: 6
Head of the Division for the Inspection of Social and Family Services	Lower Manager		1
Senior Social Services Inspection Officer	Professional 1	12. General specialist of social services	2
Senior Inspector of Family Services	Professional 1	12. General specialist of social services	2
Official for the inspection of social and family services	Professional 2	12. General specialist of social services	1

9. DEPARTMENT FOR BUDGET AND FINANCE	Middle Manager		Total: 10
Director of the Department	Middle Manager		1
Budget Planning and Monitoring Division			Total: 3
Head of the Budget Planning and Monitoring Division	Lower Manager		1
Senior Budget Officer	Professional 1	3. Gr. Budget Specialist	2
Budget Execution and Reporting Division			Total: 6
Head of the Budget Execution and Reporting Division	Lower Manager		1
Senior Finance Officer	Professional 1	2. Gr. Financial specialist	3
Finance Officer	Professional 2	2. Gr. Financial specialist	2
10. DEPARTMENT OF GENERAL SERVICES			Total: 27
Directory	Middle Manager		1
Information Technology Division			Total: 7
Head of the Information Technology Division	Lower Manager		1

Senior Information Technology Officer	Professional 1	19. Gr. Information technology specialist	6
Division for Logistics Services and Document Management			Total: 10
Head of the Division for Logistic Services, Transport and Document Management	Lower Manager		1
Logistics Services Officer	Professional 2	58. Gr. General administration specialist	2
Logistics Services Officer	Professional 3	58. Gr. General administration specialist	1
Senior document management officer	Professional 1	9. Gr. Archive-documentation specialist	1
Administrative officer	Professional 3	58. Gr. General administration specialist	1
Document management officer	Professional 3	9. Gr. Archive-documentation specialist	2
Transport Officer	Professional 2	58. Gr. General administration specialist	2
Translation and Proofreading Division			Total: 9
Head of the Translation and Lecture Division	Lower Manager		1
Senior official for translation	Professional 1	57. Gr. Translation and interpretation specialist	7
Senior Lecturer Officer	Professional 1	58. Gr. General administration specialist	1
11. Division for Strategic Communication with the Public			Total: 3

Head of the Division for Strategic Communication with the Public	Lower Manager		1
Senior public relations officer	Professional 1	10. Gr. Public relations and information specialist	1
Media information and monitoring officer	Professional 2	10. Gr. Public relations and information specialist	1
12. Human Resources Management Division			Total: 3
Head of the Human Resources Division	Lower Manager		1
Senior Human Resources Officer	Professional 1	7. Gr. Human resources specialist	2
13. Internal Audit Division			Total: 3
Head of the Internal Audit Unit	Lower Manager		1
Internal Auditor	Professional 1	6. Gr. Internal audit specialist	2
14. Public Procurement Division			Total: 4
Head of the Public Procurement Division	Lower Manager		1
Senior Procurement Officer	Professional 1	5. Gr. Public procurement specialist	3
15. Contract Management Division			Total: 3
Head of the Contract Management Division	Lower Manager		1

Senior Contract Oversight Officer	Professional 1	5. Gr. Public procurement specialist	1
Contract Oversight Officer	Professional 2	5. Gr. Public procurement specialist	1
TOTAL			160

ORGANIZATIONAL STRUCTURE OF THE MINISTRY OF JUSTICE

