



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

REGULATION (OPM) No. 11/2024
ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS
IN THE FREE LEGAL AID AGENCY¹

¹ Regulation (OPM) No. 11/2024 On Internal Organization and Systematization of Jobs in the Free Legal aid Agency, with Decision No. 101/2024, dated 27.05.2024.

Prime Minister of the Republic of Kosovo,

Pursuant to Article 94 (10) of the Constitution of the Republic of Kosovo based on Article 28 (par 3) of Law no. 06/L-113 on Organization and Functioning of the State Administration and Independent Agencies, in accordance with Article 9 (par 1, sub-par 1.11) of Law no. 08/L-117 on Government of the Republic of Kosovo, as well as in accordance with Article 9 par. 7 of Regulation GRK-No. 01/2020 on standards of internal organization, the systematisation of jobs and cooperation in the institutions of the State Administration and Independent Agencies,

Issues:

REGULATION (OPM) No. 11/2024 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE FREE LEGAL AID AGENCY

**Article 1
Purpose**

The purpose of this Regulation is to define the internal organization and systematization of workplaces for Free Legal Aid Agency (hereinafter: The Agency).

**Article 2
Scope**

1. This Regulation shall apply to the Free Legal Aid Agency.

2. The duties and responsibilities of the Agency shall be defined by the relevant Law No. 04/L-017 on Free Legal Aid as well as other relevant applicable legislation.

**Article 3
Mission of the Agency**

The mission of the Agency shall be to provide free legal aid by ensuring equal access to justice for all citizens of the Republic of Kosovo, especially for marginalized groups, and by serving all those who meet the criteria set by law to receive free legal aid, particularly by complying with the justice and the rule of law principles.

**Article 4
Organizational structure of the Agency**

1. The organizational structure of the Agency shall be as follows:

1.1. Office of the Executive Director;

1.2. Departments;

1.3. Divisions;

2. The number of employees in the Free Legal Aid Agency shall be fifty-seven (57).

Article 5
Office of the Executive Director

1. The Office of the Executive Director shall consist of:
 - 1.1. Executive Director of the Agency;
 - 1.2. Professional staff;
 - 1.3. Support staff.
2. Professional and support civil servants within the Office of the Executive Director shall be:
 - 2.1. Senior Executive Officer;
 - 2.2. Administrative Officer.
3. Other positions that report directly to the Executive Director shall be:
 - 1.1. Human Resources Officer;
 - 1.2. Senior Procurement Officer; and
 - 1.3. Senior Certifying Officer.
4. The duties and responsibilities of the Executive Director of the Agency shall be defined by provisions of Law No. 04/L-017 on Free Legal Aid as well as relevant applicable legislation.
5. The duties and responsibilities of the support staff of the Office of the Executive Director shall be defined by the relevant legislation on public officials.
6. The number of employees in the Office of the Executive Director shall be six (6).

Article 6
Departments and Divisions of the Agency

1. The departments and divisions of the Free Legal Aid Agency shall be:
 - 1.1. Free Legal Aid Provision Department:
 - 1.1.1. Regional Free Legal Aid Division in Prishtina;
 - 1.1.2. Regional Free Legal Aid Division in Prizren;
 - 1.1.3. Regional Free Legal Aid Division in Peja;
 - 1.1.4. Regional for Free Legal Aid Division in Mitrovica;
 - 1.1.5. Regional Free Legal Aid Division in Gjilan;

1.1.6. Regional Free Legal Aid Division in Ferizaj;

1.1.7. Regional Free Legal Aid Division in Mitrovica.

1.2. Legal Department:

1.2.1. Division for Legislation;

1.2.2. Free Legal Aid Services Monitoring Division;

1.3. Budget and Finance Division, and

1.4. General Services Division.

Article 7

Free Legal Aid Provision Department

1. The mission of the Free Legal Aid Provision Department shall be to provide free legal aid throughout the territory of the Republic of Kosovo in accordance with the scope of the Agency.

2. The duties and responsibilities of the Free Legal Aid Provision Department shall be:

2.1. provide free legal aid throughout the territory of the Republic of Kosovo, to ensure that the Agency achieves the objectives of the free legal aid system;

2.2. direct and coordinate the provision of free legal aid, ensuring that specified functions are effectively and efficiently fulfilled as well as implemented within deadlines;

2.3. oversee the implementation of policies and regulations on the provision of free legal assistance, to ensure an effective, efficient, inclusive, flexible, and sustainable system;

2.4. provide support and propose legal amendments and supplementations related to the provision of free legal aid;

2.5. ensure that the provision of free legal aid is in accordance with the applicable legislation;

2.6. identify the challenges and deficiencies of the legislation on free legal aid;

2.7. maintain effective communication and coordinate all Agency functions regarding legal services within the competencies of the Department;

3. The Director of the Free Legal Aid Provision Department shall report to the Executive Director.

4. The following divisions shall be part of the Free Legal Aid Provision Department:

4.1. Regional Free Legal Aid Division in Prishtina;

4.2. Regional Free Legal Aid Division in Prizren;

- 4.3. Regional Free Legal Aid Division in Peja;
 - 4.4. Regional for Free Legal Aid Division in Mitrovica;
 - 4.5. Regional Free Legal Aid Division in Gjilan;
 - 4.6. Regional Free Legal Aid Division in Ferizaj; and
 - 4.7. Regional Free Legal Aid Division in Mitrovica.
5. The number of employees in the Free Legal Aid Agency shall be thirty-six (36) civil servants.

Article 8
Regional Free Legal Aid Division in Prishtina

1. The duties and responsibilities of the Regional Free Legal Aid Division in Prishtina shall be:
- 1.1. receive requests for free legal aid;
 - 1.2. engage free legal aid providers;
 - 1.3. provide free legal aid services in accordance with the authorizations established by law;
 - 1.4. keep records of applicants, beneficiaries and legal services provided;
 - 1.5. coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Prishtina shall include the Municipality of Prishtina, the Municipality of Podujeva, the Municipality of Lipjan, the Municipality of Obiliq, the Municipality of Drenas, the Municipality of Fushë Kosova and the Municipality of Graçanica.
3. The Head of the Regional Free Legal Aid Division in Prishtina shall report to the Director of the Free Legal Aid Provision Department.
4. The number of employees in the Regional Free Legal Aid Division in Prishtina shall be seven (7) civil servants.

Article 9
Regional Free Legal Aid Division in Prizren

1. The duties and responsibilities of the Regional Free Legal Aid Division in Prizren shall be:
- 1.1. receive requests for free legal aid;
 - 1.2. engage free legal aid providers;
 - 1.3. provide free legal aid services in accordance with the authorizations established by law;

- 1.4. keep records of applicants, beneficiaries and legal services provided;
 - 1.5. coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Prizren shall include the Municipality of Prizren, Municipality of Suhareka, Municipality of Dragash and Municipality of Mamusha.
 3. The Head of the Regional Free Legal Aid Division in Prizren shall report to the Director of the Free Legal Aid Provision Department.
 4. The number of employees in the Regional Free Legal Aid Division in Prizren shall be five (5) civil servants.

Article 10
Regional Free Legal Aid Division in Peja

1. The duties and responsibilities of the Regional Free Legal Aid Division in Peja shall be:
 - 1.1. receive requests for free legal aid;
 - 1.2. engage free legal aid providers;
 - 1.3. provide free legal aid services in accordance with the authorizations established by law;
 - 1.4. keep records of applicants, beneficiaries and legal services provided;
 - 1.5. coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Peja shall include the Municipality of Peja, Municipality of Klina, Municipality of Deçan and Municipality of Istog.
3. The Head of the Regional Free Legal Aid Division in Peja shall report to the Director of the Free Legal Aid Provision Department.
4. The number of employees in the Regional Free Legal Aid Division in Peja shall be five (5) civil servants.

Article 11
Regional Free Legal Aid Division in Mitrovica

1. The duties and responsibilities of the Regional Free Legal Aid Division in Mitrovica shall be:
 - 1.1. receive requests for free legal aid;
 - 1.2. engage free legal aid providers;

- 1.3. provide free legal aid services in accordance with the authorizations established by law;
 - 1.4. keep records of applicants, beneficiaries and legal services provided;
 - 1.5. coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Mitrovica shall include the Municipality of Mitrovica, Municipality of Vushtrri, Municipality of Skenderaj, Municipality of North Mitrovica, Municipality of Leposavic, Municipality of Zvecan and Municipality of Zubin Potok.
 3. The Head of the Regional Free Legal Aid Division in Mitrovica shall report to the Director of the Free Legal Aid Provision Department.
 4. The number of employees in the Regional Free Legal Aid Division in Mitrovica shall be six (6) civil servants.

Article 12
Regional Free Legal Aid Division in Gjilan

1. The duties and responsibilities of the Regional Free Legal Aid Division in Gjilan shall be:
 - 1.1. Receive requests for free legal aid;
 - 1.2. Engage free legal aid providers;
 - 1.3. Provide free legal aid services in accordance with the authorizations established by law;
 - 1.4. Keep records of applicants, beneficiaries and legal services provided;
 - 1.5. Coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. Organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Gjilan shall include the Municipality of Gjilan, Municipality of Kamenica, Municipality of Vitia, Municipality of Novoberda, Municipality of Klllokot, Municipality of Ranillug and Municipality of Partesh.
3. The Head of the Regional Free Legal Aid Division in Gjilan shall report to the Director of the Free Legal Aid Provision Department.
4. The number of employees in the Regional Free Legal Aid Division in Gjilan shall be four (4) civil servants.

Article 13
Regional Free Legal Aid Division in Ferizaj

1. The duties and responsibilities of the Regional Free Legal Aid Division in Ferizaj shall be:

- 1.1. receive requests for free legal aid;
 - 1.2. engage free legal aid providers;
 - 1.3. provide free legal aid services in accordance with the authorizations established by law;
 - 1.4. keep records of applicants, beneficiaries and legal services provided;
 - 1.5. coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Ferizaj shall include the Municipality of Ferizaj, Municipality of Kaçanik, Municipality of Shtime, Municipality of Han i Elezit and Municipality of Shterpce.
3. The Head of the Regional Free Legal Aid Division in Ferizaj shall report to the Director of the Free Legal Aid Provision Department.
4. The number of employees in the Regional Free Legal Aid Division in Ferizaj shall be four (4) civil servants.

Article 14
Regional Free Legal Aid Division in Gjakova

1. The duties and responsibilities of the Regional Free Legal Aid Division in Gjakova shall be:
 - 1.1. receive requests for free legal aid;
 - 1.2. engage free legal aid providers;
 - 1.3. provide free legal aid services in accordance with the authorizations established by law;
 - 1.4. keep records of applicants, beneficiaries and legal services provided;
 - 1.5. coordinate with local institutions for the provision of efficient legal aid;
 - 1.6. organize legal awareness campaigns.
2. The Regional Free Legal Aid Division in Gjakova shall include the Municipality of Gjakova, Municipality of Malisheva, Municipality of Rahovec and Municipality of Junik.
3. The Head of the Regional Free Legal Aid Division in Gjakova shall report to the Director of the Free Legal Aid Provision Department.
4. The number of employees in the Regional Free Legal Aid Division in Gjakova shall be four (4) civil servants.

Article 15
Legal Department

1. The mission of the Legal Department shall be to provide legal services and services for the legislation on free legal aid, as well as monitor the provision of free legal aid services in accordance with the Agency's mission.
2. The duties and responsibilities of the Legal Department shall be:
 - 2.1. Provides support in the drafting of legislation within the scope of the Agency;
 - 2.2. monitor the provision of legal services, ensuring that specified functions are effectively and efficiently fulfilled as well as implemented within deadlines;
 - 2.3. oversee the implementation of policies and regulations on the provision of free legal assistance, to ensure an effective, efficient, inclusive, flexible, and sustainable system;
 - 2.4. ensure that the provision of free legal aid is in accordance with the applicable legislation;
 - 2.5. identify the challenges and deficiencies of the legislation on free legal aid;
 - 2.6. maintain effective communication and coordinate all Agency functions regarding legal services within the competencies of the Department;
3. The Director of the Legal Department shall report to the Executive Director.
4. The following Divisions shall be part of the Legal Department:
 - 4.1. Division for Legislation and
 - 4.2. Free Legal Aid Services Monitoring Division.
5. The number of employees in the Legal Department shall be seven (7) civil servants.

Article 16
Division for Legislation

1. The duties and responsibilities of the Division for Legislation shall be:
 - 1.1. coordinate activities with all organizational structures of the Agency for the implementation of legislation;
 - 1.2. provide legal support in the drafting of primary and secondary legislation;
 - 1.3. assist in the drafting of policies and take care of their implementation by the organizational units of the Agency;
 - 1.4. identify problems related to the implementation of normative acts;
 - 1.5. provide legal support in the drafting of decisions, contracts, memorandums and other necessary acts;

- 1.6. Coordinate the legislative activities of the Agency with relevant institutions;
 - 1.7. maintain the register of bylaws of the Agency;
 - 1.8. provide free legal aid advice and guidance.
2. The Head of the Division for Legislation shall report to the Director of the Legal Department.
 3. The number of employees in the Division for Legislation shall be three (3) civil servants.

Article 17
Free Legal Aid Services Monitoring Division

1. The duties and responsibilities of the Free Legal Aid Services Monitoring Division shall be:
 - 1.1. monitor the implementation of policies in the area of free legal aid;
 - 1.2. monitor the provision of legal services, ensuring that specified functions are effectively and efficiently fulfilled as well as implemented within deadlines;
 - 1.3. provide support and propose legal amendments and supplementations related to the provision of free legal aid;
 - 1.4. koordinate work with the Kosovo Bar Association in defining measures to ensure equal representation of potential beneficiaries of free legal aid;
 - 1.5. identify the challenges and deficiencies of the legislation on free legal aid;
 - 1.6. provide recommendations for improving the quality of services;
 - 1.7. verify the cases of lawyers and take care of their equal engagement in completing and verifying the cases;
 - 1.8. draft projects for application to local and international institutions and monitor the implementation of projects;
 - 1.9. prepare regular reports on the provision of free legal aid.
2. The Head of the Free Legal Aid Services Monitoring Division shall report to the Director of the Legal Department.
3. The number of employees in the Free Legal Aid Services Monitoring Division shall be three (3) civil servants.

Article 18
Budget and Finance Division

1. The Budget and Finance Division shall be an organizational unit with the mission of dealing with issues related to the planning, management and expenditure of the budget allocated to the Free Legal Aid Agency in accordance with the applicable legislation.

2. Duties and responsibilities of the Budget and Finance Division shall be:
 - 2.1.prepare budget proposals;
 - 2.2.coordinate budget issues for all organizational units of the Agency;
 - 2.3.monitor and report on budget execution;
 - 2.4.ensure that financial expenditures are made in accordance with established budget rules and procedures;
 - 2.5.manage cash reserves and ensure that internal financial control is based on the accountability principles;
 - 2.6.ensure close cooperation for the preparation of budget and financial statements.
3. The Director of the Budget and Finance Division shall report to the Executive Director.
4. The number of employees in the Budget and Finance Division shall be four (4) civil servants.

Article 19
General Services Division

1. The mission of the General Services Division shall be to provide conditions for the implementation of activities of the Agency through the provision of logistical services, information technology services, as well as other supportive and logistical services.
2. The duties and responsibilities of the General Services Division shall be:
 - 2.1. provide logistical support to the personnel of the Agency;
 - 2.2. maintain information technology equipment and provide IT services;
 - 2.3. manage the inventory and warehouses of the Agency;
 - 2.4. provides services according to needs for office supplies and equipment;
 - 2.5. provide transportation services and is responsible for maintaining the Agency's vehicles;
 - 2.6. maintain and administer the Agency's archive system;
 - 2.7. provide professional translation services according to the Agency's requirements.
3. The Head of the General Services Division shall report to the Executive Director of the Agency.
4. The number of employees in the General Services Division shall be four (4) civil servants.

Article 20
Budget

1. The Agency shall be funded by the Budget of the Republic of Kosovo in accordance with the Law on Public Financial Management and Accountability.
2. The Agency shall manage its budget and shall be subject to internal and external audits in accordance with the applicable law.
3. The Agency may also be funded by local and international donations in accordance with the applicable legal rules and procedures.

Article 21
Final provisions

1. Redeployment of staff in accordance with the legislation on public officials shall be allowed if deemed necessary for the workflow.
2. Increase or decrease in the number of personnel in accordance with the Law on Annual Budget shall not trigger the need for amending and supplementing this Regulation, except in cases where organizational structures are established and/or abolished.
3. Pursuant to paragraph 2 of this Article, the provisions of the Law on Annual Budget shall be an integral part of this Regulation.
4. Annex no.1 shall be an integral part of this Regulation, containing the total number of all employees in the Agency and the specific number for each unit, as well as Annex no.2, containing the visual organizational chart.

Article 22
Applicable law

Upon the entry into force of this Regulation, Regulation No. 06/2013 on Internal Organization and Systematization of Jobs in the Free Legal Aid Agency shall be repelled.

Article 23
Entry into force

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

Albin KURTI

Prime Minister of the Republic of Kosovo

27 may 2024

Appendix No. 1: TOTAL NUMBER OF EMPLOYEES IN THE AGENCY AND SPECIFIC NUMBER FOR EACH UNIT

Position/Structure	Class	General or special group	Total /Number
1. Director General	Senior manager 2	N/A	1
1.1. Senior executive officer 1.2. Administrative officer 1.3. Senior Certifying Officer 1.4. Senior Human Resource Officer 1.5. Senior Procurement Officer	Professional 1 Professional 3 Professional 1 Professional 1 Professional 1	1. Gr. Legal specialist 58. Gr. General administration specialist 3. Gr. Budget specialist 7. Gr. Human resources specialist 5. Gr. Public procurement specialist	1 1 1 1 1
2. Department for providing free legal aid - Director of the Department	Intermediate manager	N/A	1
2.1 Regional division for free legal aid in Pristina; - Head of the Division - Senior Legal Aid Officer	Low category Driver Professional 1	N/A 1. Gr. Legal specialist	1 6
2.2 Regional division for free legal aid in Prizren; - Head of the Division - Senior Legal Aid Officer	Low category Driver Professional 1	N/A 1. Gr. Legal specialist	1 4

<p>2.3 Regional division for free legal aid in Peja;</p> <ul style="list-style-type: none"> - Head of the Division - Senior Legal Aid Officer 	<p>Low category Driver Professional 1</p>	<p>N/A 1. Gr. Legal specialist</p>	<p>1 4</p>
<p>2.4 Regional division for free legal aid in Mitrovica;</p> <ul style="list-style-type: none"> - Head of the Division - Senior Legal Aid Officer 	<p>Low category Driver Professional 1</p>	<p>N/A 1. Gr. Legal specialist</p>	<p>1 5</p>
<p>2.5 Regional division for free legal aid in Gjilan</p> <ul style="list-style-type: none"> - Head of the Division - Senior Legal Aid Officer 	<p>Low category Driver Professional 1</p>	<p>N/A 1. Gr. Legal specialist</p>	<p>1 3</p>
<p>2.6 Regional division for free legal aid in Ferizaj</p> <ul style="list-style-type: none"> - Head of the Division - Senior Legal Aid Officer 	<p>Low category Driver Professional 1</p>	<p>N/A 1. Gr. Legal specialist</p>	<p>1 3</p>
<p>2.7 Regional division for free legal aid in Gjakova</p> <ul style="list-style-type: none"> - Head of the Division - Senior Legal Aid Officer 	<p>Low category Driver Professional 1</p>	<p>N/A 1. Gr. Legal specialist</p>	<p>1 3</p>
<p>3. Legal Department</p> <ul style="list-style-type: none"> - Director of the Department 	<p>Intermediate manager</p>	<p>N/A</p>	<p>1</p>
<p>3.1. Division for Legislation</p> <ul style="list-style-type: none"> - Head of the Division - Senior Legal officer 	<p>Low category Driver</p>	<p>N/A 1. Gr. Legal specialist</p>	<p>1 2</p>

	Professional 1		
3.2.Division for monitoring free legal aid services			
- Head of the Division	Low category	N/A	1
- Senior Legal officer	Driver	1. Gr. Legal specialist	2
	Professional 1		
4. Budget and Finance Division	Low category	N/A	1
- Head of the Division	Driver	3. Gr. Budget specialist	1
- Senior Budget and Finance Officer	Professional 1	Gr. 4. Economics Specialist	1
- Senior Officer for Allocations	Professional 1	Gr. 4. Economics Specialist	1
- Senior Officer for Expenditure	Professional 1		
5. General Services Division			
	Low category	N/A	1
- Head of the Division	Driver	19. Gr. Information technology specialist	1
- Senior Information Technology Officer	Professional 1		1
- Logistics Officer	Professional 2	58. Gr. General administration specialist	1
- Archives Officer	Professional 2	9. Gr. Archive-documentation specialist	
Total number of employees in the Free Legal Aid Agency			TOTAL: 57

Appendix No. 2 ORGANIZATIONAL CHART

