



**UNIVERSITETI “UKSHIN HOTI” PRIZREN  
UNIVERSITY “UKSHIN HOTI” PRIZREN**

Rruga e Shkronjave Nr. 1, 20000  
Prizren, Republika e Kosovës

**REGULATION FOR THE ESTABLISHMENT OF THE  
EMPLOYMENT RELATIONSHIP AND THE JOB DESCRIPTION OF  
THE UNIVERSITY ADMINISTRATION**

Prizren, 2022



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The Governing Council of the University "Ukshin Hoti" Prizren (hereinafter the University), based on the provisions of article 22 paragraph 1.6 and article 168 of the University Statute no. 04-V-621 dated 30.05.2013, as well as in accordance with the relevant legislation in force, approves the following:

**REGULATION FOR THE ESTABLISHMENT OF THE EMPLOYMENT  
RELATIONSHIP AND THE JOB DESCRIPTION OF THE UNIVERSITY  
ADMINISTRATION**

**CHAPTER I**

**Article 1**

**The purpose**

The purpose of this Regulation is to define in detail the procedures for the establishment of the employment relationship, the rights and obligations of employees arising from this relationship, as well as the description of work duties.

**Article 2**

**The Scope**

1. The provisions of this Regulation apply to the categories of employees according to Article 67 paragraph 6, 8 and 9 of Law No. 06/L-114 in relation to Article 168 of the University Statute.
2. This Regulation applies, appropriately, also to the rector's office staff and the technical staff.
3. The provisions of this Regulation do not apply to personnel from Article 67 paragraph 7 of Law No. 06/L-114 in relation to Article 167 of the University Statute.

**Article 3**

**Basic principles for the establishment of the employment relationship**

1. The employment relationship is established based on the provisions of Law No. 06/L-114 for Public Officials, (provisions for public service employees), provisions of Labor Law no. 03/L-212, of the Statute of the University and by-laws in force, through the procedures defined by this Regulation, in accordance with the principle of legality, merit, professional ability, impartiality, equal opportunities and non-discrimination.



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## **Article 4**

### **Recruitment plan**

1. Vacancies are filled in accordance with the Annual Recruitment Plan.
2. Depending on the needs of academic units and organizational units as well as other circumstances, the Governing Council approves the Annual Recruitment Plan, before October 31 of the calendar year. The Recruitment Plan according to the budget for the fiscal year defines the number of job openings.
3. The Annual Recruitment Plan can be changed and supplemented by the Governing Council depending on unforeseen circumstances and in the event of existing job vacancies.

## **Article 5**

### **Publication of the competition**

1. The competition is announced by the Human Resources Management Unit and by decision of the Governing Council in accordance with the provisions of Article 68 paragraph 1 of Law No. 06/L-114. In principle, an internal competition is initially announced, if at least three (3) employees from the internal staff meet the criteria for that position.
2. In case of failure of the internal competition, the procedures for the establishment of the employment relationship are developed on the basis of the external competition.
3. To apply for promotion, in an internal competition, candidates (at least three candidates) must meet the criteria of the competition, the conditions for promotion as in point 4 of this article and the special requirements for the position as specified in the competition.
4. The conditions for promotion are:
  - The administration employee must have at least three (3) years of work experience in the position of a lower category. In the case of the procedure of developing an internal procedure in a position of the lower management category, the probationary work period is calculated as the time of work experience;
  - The employee who hasn't been punished with the disciplinary measure that are still in force;



- The employee has been rated at least "good" with an average rating of 3.0 for individual results at work, during the last two (2) years before competing for promotion.
5. The announcement of the competition is published in accordance with the legislation in force for the recruitment procedures of public servants.
  6. The competition is published in the official languages of the Republic of Kosovo.
  7. The Human Resources Management Unit takes care of the development of the procedure, the deadlines and the success of the recruitment procedure.

## **Article 6**

### **Content of the contest**

1. The competition announced for vacancies must contain the following criteria:
  - General job description for the position;
  - General requirements for admission according to Article 8 of LZP;
  - Special conditions required for that job;
  - Required professional qualifications;
  - Previous work experience (if required);
  - Method of application;
  - Application deadline;
  - Necessary documents for application;
  - The way of evaluating candidates/applicants;
  - The notifying and communication way with candidates.
2. All competition announcements also contain the following notes:
  - "Non-majority communities and their members have the right of fair and proportional representation in the public service of Kosovo, as specified in the Law";
  - "Applications submitted after the deadline and incomplete applications shall be rejected";
3. All documents submitted as required by the competition announcement, the candidate, through the application, self-declares that they are true and bears responsibility for their authenticity. False declaration will exclude them from admission procedure.
4. The official application form is part of the competition.



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## **Article 7**

### **Processing applications and commission for the development of recruitment procedures**

1. The Human Resources Management Unit accepts candidate applications according to the competition.
2. The competition takes place in these two stages:
  - Preliminary verification, if the candidates meet the general criteria and those of special, according to the competition announcement;
  - Assessment of knowledge, skills and professional qualities of candidates.
3. Preliminary verification is carried out by the Human Resources Management Unit, while the evaluation of candidates is done by the Selection Commission (hereinafter: The Commission).
4. The evaluation is done through a written test or other equivalent technique for the evaluation of knowledge, skills and professional qualities and an oral interview. In the written test, the anonymity of the candidates is preserved when publishing the results.
5. At the end of the evaluation, the candidates evaluated with 60 percent or more of the total evaluation points are considered winning candidates and are ranked by the Commission, according to the points received, in the list of successful candidates (hereinafter: list of candidates).
6. The selection commission is ad hoc, established by the General Secretary and consists of at least 5 people, where at least three (3) of them are professionals in the field in which the candidates are evaluated, one (1) is the superior of directly of the position announced in the competition and one (1) other is a representative of the Human Resources Management Unit. The selection committee is established for each group or applying position.

## **Article 8**

### **Procedures for selecting candidates for testing**

1. The Human Resources Management Unit, after the competition deadline, in the following period of eight (8) days, compiles a short list of candidates who meet the conditions and criteria of the competition.
2. Candidates who do not meet the criteria of the competition are notified that they can submit complaints or additional documentation within 3 days.



3. After the final list (8+3) within 10 days, the written test is organized. Candidates must be notified at least two (2) days before the time of the test.
4. The total evaluation points of the candidates are 100 points, which are divided according to the steps:
  - For the written test, up to 70 points;
  - For the evaluation of the CV of the candidates, which has to do with the evaluation of education, experience and training, up to 20 points;
  - For the oral interview, up to 10 points;
5. Candidates who do not obtain 60% of the points (from the written test and the CV) are not invited to the oral interview.
6. Interviews are held within ten (10) days after the end of the written test, while candidates are notified at least two (2) days before the interview.
7. At the end of the evaluation, candidates evaluated with 70 percent or more, of the total evaluation points, are considered winning candidates.

## **Article 9**

### **Establishing the employment relationship**

1. In the case of organized competition for a single position, the candidate with the highest points and is evaluated above the minimum level is the winning candidate.
2. In the case of the competition organized for the same group-positions, the candidates of the winning list, starting from the one with the highest points, have the right to choose the free position of the group for which the competition was held.
3. The Human Resources Management Unit prepares the employment contract, which is signed by the General Secretary and the winning candidate, according to paragraphs 1 and 2 of this article.
4. Probationary work in the event of the establishment of the employment relationship lasts:
  - Six (6) months for contracts with an indefinite period and
  - One fifth (1/5) of the duration of the fixed-term contract.



5. Except when expressly provided otherwise by the Statute of the University or another special act, the employment relationship for administrative employees is established by employment contract for an indefinite period.
6. Termination of the employment relationship can be done in accordance with the provisions of the Labor Law no. 03/L-212 and the Law on Public Officials 06/L-114 (provisions for public servants) and internal acts of the University only in accordance with the law.

## **Article 10**

### **Complaints**

1. Candidates dissatisfied with the results or the procedure have the right to appeal within fifteen (15) days since the announcement of the decision. The complaint is addressed to the Complaints Commission at the University level.
2. The complaint is reviewed within fifteen (15) days from its submission.
3. Submission of complaints suspends the employment procedure, until they are examined.

## **Article 11**

### **Internal organization**

1. The administrative staff of "Ukshin Hoti" University is classified into:
  - Senior management personnel
  - Middle management personnel
  - Lower management personnel and
  - Professional personnel
- 1.1. Senior management personnel in the administration of "Ukshin Hoti" University means the position of the General Secretary of the University.

The position of Secretary General is a mandatory position. The Governing Council issues a separate regulation for election procedures, mandate, powers and other issues related to this position.

- 1.2. The middle management personnel mean the directors of the offices in the central administration of the University as well as the Director of the Central University Library. Middle management positions are permanent positions for



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an indefinite period, except for positions whose mandate is provided by the Statute (Director of BQU) or by any other law.

- 1.3. The lower management personnel consist of the Leaders of the divisions/special offices in the central administration and the Secretaries of the academic units.

All low-level management employees in the central administration of the University, regardless of designation, have a position equivalent to that of the head of the division, and the acceptance criteria for the position are the same as the head of the division. The same are designated as low management personnel 1 in relation to the Secretaries of academic units that are part of low management level 2. All these positions are for an indefinite period, unless otherwise provided by law.

- 1.4. Professional/administrative personnel in the University Administration are considered the non-academic employees of the university with a regular employment contract for an indefinite period belonging to the category of public servants who perform administrative duties, and who do not exercise any of the management positions in the administration.

Excluded from this category are cabinet officers according to part VI of and administrative and support assistants according to part VII of the Law on Public Officials no. 06/L-114.

## CHAPTER II

### Article 12 GENERAL SECRETARY

**The General Secretary** is the Chief Administrative and Executive Officer of the University (CAO), with full powers according to the Statute and the legislation in force, who is supported by the heads of the offices in order to carry out work tasks efficiently and effectively as well as with a professional manner.

The General Secretary is the administrative superior of all management positions in the central administration of the University, academic units and organizational units, while their operational superior, apart from the General Secretary, depending on the duties they exercise, is the Rector, vice-rectors or deans of academic units.





The powers of the General Secretary are foreseen by the Statute of the University and the same are defined in a separate regulation as well as in the employment contract signed by the Rector.

The Office of the General Secretary consists of the internal staff of the office and special professional offices.

Internal staff of the Secretary General's office:

- ❖ General Secretary
  - Certifying officer
  - Administrative assistant

### **The certified official**

#### **• Purpose of the workplace:**

- To ensure that budget expenditures for each procurement activity as well as other budget expenditures are made in harmony with the Law on Public Finance Management and other budgetary and financial procedures.

#### **• Main tasks:**

1. In agreement with the supervisor, he drafts work plans for the implementation of the tasks defined on the basis of the office objectives and gives recommendations related to those objectives;
2. Organizes work on the certification and approval of payments and certifies subjects that are in harmony with the Law on Procurement and other legal procedures for the budget spending;
3. Ensures that the requests for budget expenditures are in accordance with the rules of internal financial control and are respected during the initiation and realization of the procurement activity and the expenditure process;
4. Guides budget spenders regarding the completion of forms and procedures for completing payment documentation;
5. Ensures that the conditions of applicability of a public contract have been met before making or authorizing payments under the contract;
6. Ensures that the spending of public money under a public contract is done in accordance with the Rules of the KMF, and that the procurement is in accordance with the Law on Public Procurement;
7. Ensures that the terms of the contract are met before doing the payment, and that the request for payment is coded in the appropriate expense item and that the invoice is regular;



8. Performs other tasks in accordance with the laws and regulations, even outside of the contract work tasks, according to the superior's request.

• **Required qualifications and skills**

- University degree with at least 240 ECTS.
- At least 3 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Administrative assistant**

• **Purpose of the workplace:**

1. Providing various administrative and technical support for the General Secretary, creating and keeping records of his office, communicating on behalf of the General Secretary as well as drafting and distributing documents, reports and other materials on behalf of the office.

• **Main tasks:**

1. Provides administrative and technical support, including communication on behalf of the General Secretary, technical assistance in scanning and copying documents, as well as the reception of parties;
2. Prepares and modifies documents including correspondence, reports, memos, agendas and emails as requested and recommended by superior;
3. Accepts and distributes correspondence addressed to the office of the General Secretary and takes care of its maintenance;
4. Saves and maintains electronic and physical copies of various documents, files and other data in order to document the activities of the office;
5. Maintains contact on behalf of the superior with the employees of the institution, senior officials, and the public, by providing assistance and advice and instructions on certain issues or exchange of information;
6. Manages the calendar of meetings and other events of the superior and helps to solve any administrative and technical problems;
7. Cares for the provision of consumables and other materials for the office of the General Secretary and the completion of expense reports, as well as being supplied with necessary materials and equipment;



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8. Performs other tasks in accordance with the laws and regulations, even outside of the work tasks stipulated in the contract, according to the superior's request.

**•Required qualifications and skills**

- University degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## **12.1. Audit Office**

### **Head of the Internal Audit Office**

**Purpose of the position:** Implements the internal audit plan to ensure productive, economical and efficient use of the institution's resources by ensuring the implementation of the legislation in force and the policies of the institution in the management of resources.

**• Main tasks:**

1. In cooperation with the supervisor, participates in the drafting of the audit plan and approves work plans and deadlines for conducting audits and related services;
2. Conducts/leads audits, including introductory interviews with the audited sector, interviews staff, receives and analyzes relevant documentation and records findings;
3. Prepares the draft report, discusses with the supervisor and conducts the final interview;
4. Drafts the final report, with adequate recommendations, finalizes the audit file, and submits it for archiving;
5. Monitors the implementation of recommendations by the institution and academic and organizational units;



6. Provides instructions to the lower level staff in the internal audit unit for the execution of their duties and responsibilities;
7. Provides advice for internal audit issues within the institution, as needed;
8. Coordinates work with other parts of the institution and communicates with external authorities as needed.

• **Required qualifications and skills:**

1. University degree or advanced with at least 240 ECTS.
2. At least 5 years of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.
4. Knowledge of the relevant legislation in force.
5. Good communication skills in speaking and writing.
6. Computer skills of software applications (Word, Excel, Power Point, Access).

### **Auditing Official**

**Purpose of the position:** Development of legislation, programs and standards for the operation of internal audit at the University.

• **Main tasks:**

1. Draws up and develops work plans in agreement with the supervisor for the implementation of tasks determined on the basis of the unit's objectives and gives recommendations related to the realization of these objectives;
2. Analyzes legislation, policies, standards and procedures in the field of internal audit and recommends improvement of processes if necessary;
3. Drafts and develops legislation, policies, standards, methodologies and procedures for the operation of internal audit and ensures their implementation;
4. Develops programs for ensuring the quality of monitoring the efficiency of the internal audit function in public sector entities by assessing compliance with legal requirements, standards and regulations;
5. Develops and implements programs for professional training, testing and licensing of internal auditors;
6. Prepares and implements the CHU/AB communication plan with the internal audit community and its various internal audit partners both within the country and abroad;



7. Monitors the quality of internal auditors and the capacity of public sector entities regarding the implementation and direction of internal audit, as well as prepares periodic reports;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 240 ECTS.
- At least 3 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## 12.2. Public Relations Office

### Head of the division for public relations

**Purpose of the position:** Communication with the public, informing the opinion, transparency, presentation of the work of the University and marketing.

• **Main tasks:**

1. Manages the overall work of the unit and helps management in setting and presenting the unit's objectives;
2. Drafts the objectives of the unit together with the management in accordance with the strategic plan of the University and ensures the realization of these objectives;
3. Ensures access and transparency in the University, through the provision of information and documents to the general public, the public and the media, timely informs the public opinion about the work and decisions made at the University;
4. Presents the work of the Rector and the University through announcements for public opinion, for the areas of public information, based on the cases in coordination with the management, he also presents the official positions of the University as the spokesperson of the University;
5. Cares for the technical regulation of speeches and opinions on all important topics related to the activities and services of the University and management, as well as protocol issues of the rector in the organizations and events at the University;
6. Monitors the local and international media regarding writings about education in general and the University in particular, as well as keeping the management informed about important developments for the University, coordinates work with the local and international press;



7. Cares for the maintenance of the official website, the preparation of the University's bulletins, brochures and in general with the marketing part for the University;
8. Evaluates the staff under his supervision and supports their development through training to ensure the performance of their duties at the required standards; performs other work based on the management requests and the needs of the University.

• Required qualifications and skills:

- University degree or advanced with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Senior Lecturer Official**

**Purpose of the position:** Implementation of language standards in University materials and documents.

• **Main tasks:**

1. The Albanian language lecturer/editor is responsible for: proofreading and editing decisions, minutes, competitions, regulations, bulletins, publications, scientific journals and other materials in the Albanian language;
2. Provides professional assistance to all University personnel;
3. In cooperation with the superior, creates a system of horizontal communication with all University personnel to perform the reading service of all official documents and acts;
4. Takes care of the official website of the University in terms of language and spelling;
5. Is committed to the continuous improvement of the spelling level for all University materials;
6. Reads all documents, letters and decisions drawn up by the academic and organizational units of the University;
7. Coordinates the work of the office in cooperation with the superior according to the priorities of the institution and is committed to the continuous improvement of the level of official writing in the University;
8. Performs other tasks according to the request of the superior and the needs of the university.



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• **Required qualifications and skills:**

- University degree with at least 240 ECTS.
- At least 3 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Translation Official (in English and Serbian)**

**Purpose of the position:** Facilitating communication and compliance with the legal and international standards in the use of languages in writing and speaking as well as translating various documents of the University and documents addressed to the University.

• **Main tasks:**

1. Drafts and develops work plans in coordination with the supervisor determined on the basis of objectives and gives recommendations for the realization of these objectives;
2. Provides language translations and interpretations for University staff during various meetings, interviews, conferences etc.;
3. Translates various documents and paper works of the University, other documents addressed to the University;
4. Makes the written translation of materials and documents such as: regulations, laws, brochures, media reports, press releases and other documents;
5. Assists as needed in simulative translation/interpretation in official meetings, conferences, seminars etc.;
6. It helps in defining and harmonizing the terminology, for the translated letters and documents as well as their accuracy with meaning in grammar and syntax;
7. Creates and maintains the database and information related to the translations made of all documents;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.



- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Website Maintenance Official**

Purpose of the position: Management, administration and maintenance of the University website ensuring that the content of the website is qualitative and easily accessible to the public.

• Main tasks:

1. Manages, administers and maintains the University's website and provides easy and qualitative access for visitors, as well as ensures that the content of the website maintains visibility;
2. Updates and puts on the website available materials such as texts, photos, videos on events at the University to keep the audience informed;
3. Manages the University's official e-mail for communication with the public and is responsible for other electronic services;
4. Cooperates with the information technology unit regarding the development and maintenance of the website and other professional work;
5. In cooperation with the head of the office, prepares periodic reports on the implementation of the Law in order to have access to Public Documents and transparency;
6. Assists technically in the preparation of statements, information, reports and other publications for the public;
7. Assists in providing access to official documents according to requests, if he/she has the information or forwards it to the superior of the relevant sources who must respond;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• Required qualifications and skills:

- University degree or advanced with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **12.3. Human Resources Management Unit (HRMU)**

#### **Personnel Manager/HR**

**Purpose of the position:** Implementation of state policies and legislation in force in the field of human resources related to recruitment, employment, training, management, development and continuous advancement in function of the advancement of services at the University.





• Main tasks:

1. Leads the overall work of the Human Resources Management Unit and assists the supervisor (the highest administrative leader of the institution) in setting objectives and drafting the work plan for the fulfillment of these objectives;
2. Manages with the staff of the division as well as with work tasks according to the competences of HRMU at the University level. He assigns tasks to his subordinates, provides instructions and monitors the work of the staff to ensure quality services;
3. Ensures the implementation of policies, legislation and procedures for announcing the competition, legislation on employment as well as rights and duties from the employment contract as well as the development and advancement of services through human resources at the University;
4. Leads the process of planning, evaluation and recruitment of personnel as well as manages and maintains the information system for the management of human resources (HRMU);
5. Ensures the identification of training needs, the education of human resources, the evaluation of the impact of trainings and the provision of adequate trainings;
6. Advises and supports the leaders of the institution's academic and organizational units regarding adequate job descriptions, personnel evaluation;
7. Supports, according to official duty, in accordance with the legislation in force, the Complaints Commission and the Disciplinary Committee, ensuring the implementation of the law on the labor relationship and the legal protection of employees at the University;
8. Makes regular evaluation of the staff under his supervision and supports their development through trainings to ensure the performance of their duties at the required standards. Performs other similar work according to the request or needs of the institution.

- Required qualifications and skills:
- University degree or advanced with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Official of Senior Policy and Salary**

**The purpose of the position:** Planning/drafting the budget for the salary category in accordance with the institution's plan for the development/expansion of the personnel as



well as the implementation of the standard policies and procedures for the budget expenditure from this category.

• Main tasks:

1. Drafts work plans in agreement with the supervisor for the implementation of the tasks determined on the basis of the objectives of the unit and the institution, and gives recommendations on the realization of the objectives;
2. Analyzes and prepares, evaluates the implementation of policies and procedures related to salaries, salary supplements and other compensations, as well as gives recommendations for improvement;
3. Coordinates work with relevant offices (budget and finance office and legal office) and participates in drafting salary legal and by-laws, salary supplements and other compensations;
4. Examines and evaluates proposals sent by academic and organizational units that have financial implications from the category of salaries and benefits;
5. Provides unbiased expert advice, prepares comments and recommendations on salary policy issues, salary increases and other compensations;
6. In cooperation with the supervisor, analyzes and evaluates the realization of the division's objectives and work plan;
7. Plans the salary budget at the University level and assists the CFO and HRMU in budget and personnel planning, analyzes and draws up reports according to activity in the field of salaries, salary supplements and other compensations. Sign all the necessary documentation related to the salary category;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• Required qualifications and skills:

- University or degree advanced with at least 240 ECTS.
- At least 3 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **HR/Personnel Official**

**Purpose of the position:** Assists the direct superior in the implementation of policies, legal procedures related to the recruitment, management, evaluation and development of human resources.



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• **Main tasks:**

1. Implements work plans in agreement with the supervisor, determined on the basis of objectives and gives recommendations on the realization of these objectives;
2. Represents HRMU in various commissions and working groups in the field of human resources in accordance with the legal authorizations and powers of the office;
3. Prepares the contracts for the new personnel as well as the renewal of the contracts according to the template of the contracts approved in advance and in accordance with the legislation in force;
4. Takes care of the terms of personnel contracts and at the right time notifies the superior for further procedural steps;
5. Provides professional support to the leader and all relevant commissions related to the implementation of legislation in force and the management of human resources;
6. Participates in working groups for the drafting and development of legislation on human resources and gives recommendations for policies related to human resources management;
7. Assists the direct superior in the preparation of HRMU reports, statistics, the drafting of the personnel plan, the maintenance of files and other tasks within the competences of the office;
8. Performs other professional duties in accordance with current laws and regulations which may reasonably be requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## **12.4. Office of Procurement**

### **Head of the Procurement Office/ Responsible Procurement Officer (RPO)**

**Purpose of the position:** Ensuring the implementation of legal standards related to procurement procedures as well as the efficient and effective implementation of resources through procurement policies.

• **Main tasks:**

1. The responsible procurement official is responsible for managing all procurement activities of the Contracting Authority (CA) within his powers and in accordance with the provisions of the Public Procurement Law (PPL).



2. Prepares an annual procurement plan in consultation with all departments/offices/units (as the requested unit).
  3. Ensures that goods, services and works are procured in the most economical, efficient and effective manner. To the extent possible, it ensures that there are no competition restrictions in the technical specifications;
  4. Advises requested units on individual procurement methods and practices. In collaboration with the heads of the research units, coordinates all documents, specifications, terms of reference (TOR), pre-measurements, pre-calculations and drawings;
  5. Sign contracts with economic operators (EO) representing the contracting authority (CA);
  6. Organizes and manages procurement activities. Recommends to the General Secretary (NAO) the composition of the members of the Tender Evaluation Commission;
  7. Participates in tender negotiations and ensures fair results. After the evaluation process is completed, it examines the contract proposal recommended by the evaluation commission. Accepts/rejects the proposed recommendation.
  8. Follows up the contractors who have failed to fulfill their contractual obligations whenever informed by the contract manager (CM) regarding the appropriate compensations, liquidation of damages and arrangement of cancellation of contracts. Issues annual report at the end of each fiscal year for signed contracts.
- Required qualifications and skills:
    - University degree or advanced with at least 240 ECTS.
    - At least 5 years of work experience after graduation.
    - Knowledge in the field of higher education in the Republic of Kosovo.
    - Knowledge of relevant legislation in force.
    - Good communication skills in speaking and writing.
    - Computer skills of software applications (Word, Excel, Power Point, Access).

### **Procurement official**

**Purpose of the position:** Assists the head of the office in achieving objectives, performs tasks according to the authorizations he has and provides professional support to the head of procurement and personnel engaged in the management of contracts and other commissions.



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• **Main tasks:**

1. To the extent possible, ensures that there are no restrictions on competition in the technical specifications. In cooperation with the heads of the requested units, coordinates all documents, specifications, TOR, pre-measures and pre-calculations, and drawings;
2. Prepares and publishes announcements. Prepares pre-qualification documents, tender files, contract terms, tender evaluation reports, contract award, etc., using approved standard forms;
3. Before starting the procurement activity, it is ensured that SNDFFA is authorized in writing. Organizes and manages quotations and tenders depending on the estimated price;
4. Organizes and manages pre-bidding meetings, tender openings and evaluation process. In cooperation with RPO, establishes and announces the opening commission;
5. Prepares and publishes the award of contracts;
6. Ensures that data on the participation of EOs, procedures and decisions taken during each stage of the procurement process are recorded;
7. In the event of disputes, damage to goods, over- or under-delivery, failure to perform or other relevant complications, preserve all communications and relevant evidence received;
8. Follows up the contractors who have failed to fulfill their contractual obligations whenever informed by the contract manager regarding the appropriate compensations, liquidation of damages and arrangement of cancellation of contracts and maintain and archive records for procurements. Performs other similar work at the request of the superior as needed within the regular work rate;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## **12.5. Legal office**

### **Head of the legal office**

**Purpose of the position:** Providing legal support for the University's management, representing the University at the bodies of the judicial and administrative system (according to the authorization), as well as professional support by continuously updating the internal legal infrastructure in accordance with the legislation in force.



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• **Main tasks:**

1. Leads the general work of the office and helps the supervisor in setting objectives and drafting the work plan for the fulfillment of these objectives;
2. Manages the office staff and distributes tasks to his subordinates, provides instructions and monitors the work of the staff to ensure quality services;
3. Takes the initiative and proposes to change the regulations and harmonize it with the legislation in force as well as proposing the issuance of regulations and other acts for the needs of the University;
4. Through the representatives of the legal office in the Governing Council and the Senate, legal issues and the protection of the University's interest are taken care of. Assists subordinates in drafting decisions issued by the Governing Council, the Senate, the Rector and the General Secretary;
5. Provides legal assistance, services and legal advice for the management personnel in the service of the University;
6. Ensures that the draft regulations proposed are in accordance with the standards of the relevant laws as well as in accordance with the statute and policies of the University;
7. Ensures the representation and protection of the interest of the university and its bodies to the judicial and administrative bodies at all levels;
8. Makes regular evaluation of the staff under his/her supervision and supports their development through professional support and training. Performs such other duties in accordance with laws and regulations as may be reasonably required from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree or advanced with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Legal Official (in the Governing Council)**

**Purpose of the position:** Organization and coordination of work in the Governing Council office, as well as assistance in the commissions set up by this Council. Communication of the work of the Governing Council and coordination with the professional bodies and offices of the University.



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• **Main tasks:**

1. Coordinates work in the office of the Governing Council, prepares the necessary materials and makes technical preparations for the meeting;
2. Records the meetings in audio recording as well as keeps minutes in the meetings of the Governing Council;
3. Prepares minutes of meetings, decisions and all other documents of the Governing Council;
4. Processes the acts issued by the Governing Council for signature, recording/protocol and publication on the web;
5. Organizes and maintains the materials of the Governing Council according to archival standards for the preservation of materials;
6. Provides professional and legal support in the collegial meetings of the GC as well as performs the duties of the secretariat by participating in the meetings of all the commissions formed by the Governing Council;
7. Invites meetings of the Governing Council in accordance with the provisions of the regulation on the work of the GC, respectively performs the work of the secretariat of the Governing Council;
8. Performs other similar work according to the request of the Chairman of the GC, and may also engage in other work by the General Secretary or the direct superior as needed within the regular work rate;

• **Required qualifications and skills:**

1. University degree with at least 180 ECTS.
2. At least 2 years of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.
4. Knowledge of relevant legislation in force.
5. Good communication skills in speaking and writing.
6. Computer skills of software applications (Word, Excel, Power Point, Access).

**Administrative Official (in the Senate)**

**Purpose of the position:** Organization and coordination of work in the Senate of the University and the permanent commissions of the Senate. Communication of the work of the Senate and coordination with the professional bodies and offices of the University.

• **Main tasks:**

1. Coordinates the work in the University Senate, prepares the necessary materials and makes technical preparations for the Senate meetings;
2. Record the meetings in audio recording as well as keep minutes of the Senate meetings;
3. Prepares minutes of meetings, decisions and all other documents of the Senate;
4. Processes the acts issued by the Senate for signature, recording/protocol and publication on the web;





5. Organizes and maintains the materials of the Senate according to archival standards for the preservation of materials;
6. Provides professional and administrative support in the collegial meetings of the Senate as well as performs the duties of the secretariat by participating in the meetings of all the commissions formed by the University Senate;
7. Invites the meetings of the Senate in accordance with the provisions of the regulation on the work of the Senate, respectively performs the work of the secretariat of the Senate of the University;
8. Performs other similar work at the request of the Rector (chairman of the Senate), as well as may be engaged in other work by the General Secretary or the direct superior as needed within the regular work rate;

• **Required qualifications and skills:**

1. University degree with at least 180 ECTS.
2. At least 1 year of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.
4. Knowledge of relevant legislation in force.
5. Good communication skills in speaking and writing.
6. Computer skills of software applications (Word, Excel, Power Point, Access).

## **12.6. Office of the Archives**

### **Head of the Archive**

**Purpose of the position:** Drafting, development and supervision of the implementation of policies, procedures and legal standards related to the management of notes, registers, documents and archives of the University. Processing, classification and management of the archival material of the University.

• **Main tasks:**

1. Manages the general work of the archive office of the University and assists the management in setting objectives and developing the work plan for the fulfillment of these objectives, as well as drafting the work plan for archival management;
2. Manages subordinate staff as well as coordinates work with university officials who are producers of archival materials and in cooperation with the supervisor, organizes the work through the division of tasks, provides instructions and monitors the work of the staff for the provision of quality services;
3. Takes care for the harmonization of internal archival acts with the legislation in force for archives in the Republic of Kosovo. Ensures the design, development and supervision of the implementation of policies, procedures and standards related to the management of notes, registers, documents and archives;





4. Designs the system and programs for the management, distribution and archiving of notes, records, documents, photographs, and other materials. Performs the tasks of the requesting unit in case of initiation of procedures in the field of archives;
5. Creates and updates the document classification plan and proposes models and best practices for document classification in accordance with the legislation in force;
6. Determines the codes according to the organizational structure of the institution and on the basis of the assigned codes, together with the archive personnel, they classify the documents;
7. Ensures the maintenance of comprehensive records to ensure compliance with legal requirements and provides statistical and other information to the supervisor and external bodies upon request;
8. Makes regular evaluation of the staff under his supervision and supports their development through trainings to ensure the performance of their duties are as the required standards.

• **Required qualifications and skills:**

- University degree or advanced with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Archives and Protocol Officer**

**Purpose of the position:** Continuous classification of created archival documentation, implementation of archive management policies, storage, management and maintenance of the entire archival fund.

• **Main tasks:**

1. Accepts documents and subjects for archiving and takes care of their archiving in accordance with archival management procedures and standards:
2. Takes care of the systematization and keeping up-to-date of archival materials, as well as proposes guidelines necessary for the functioning of the archive:
3. Maintains the special archive for specific detailed cases and preserves the inviolability of the information:
4. Communicates with the central archive office and coordinates work with the central archive of the University and academic units.
5. Delivers archival materials to the archive's central office according to delivery acceptance standards and takes care of archival materials under management.
6. On the behalf of the central office for receiving mail and letters from abroad, forwards them to the relevant offices as soon as possible.



7. Protocols, archives and distributes to the relevant addresses all the documents of the University within the competences according to the internal rules for archival management.
8. Performs other work in accordance with the legal and sub-legal provisions in force:

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## **CHAPTER III**

### **Article 13**

#### **VICE-RECTOR FOR EDUCATION, STUDENT AFFAIRS AND SCIENTIFIC RESEARCH**

The vice-rector's duties, as defined in his employment contract, are set by the Rector, in accordance with the provisions of the Statute and legislation in force (Article 34 of the University Statute).

In principle, the powers of the vice-rector (according to Article 9 of this regulation) are limited within the teaching, student affairs and scientific research, but, with the authorization of the Rector, the vice-rectors can also receive additional powers.

The vice-rector for teaching, student affairs and scientific research is the operational superior of the administrative staff of the office in the sense of the division of duties for the subordinate staff, alongside the General Secretary as the administrative superior.

#### **Office of Academic Affairs, Research and Excellence**

##### **13.1. The head of the Office of Academic Affairs, Scientific Research and Excellence**

**The purpose of the position:** The office for academic affairs, scientific research and excellence establishes the academic and research standards, with the aim of academic development, excellence and raising the capacities of scientific research.



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• **Main tasks:**

1. Organizes and coordinates the work in the office for academic affairs, leads subordinate staff as operational and administrative superior.
2. Keep records and, together with the relevant vice-rector and/or other authorities of the University, supervise the feasibility of the educational plans (relevant subjects according to the syllabuses and self-evaluation reports). Produce official reports for the needs of the University.
3. Takes care of the unification and publication of the reports of the commissions for the selection of academic personnel in the bulletin, as well as taking care of the deadlines of competitions for academic personnel.
4. Compiles the reports of the calculation of the over-norm hours and honorarium based on the proposals of the faculties for the engagements of the academic staff and also prepares the final lists for the over-norm and honorarium contracts of the academic staff for each semester. Prepares overviews of academic staff in regular employment and those engaged for each semester and academic year for all academic units.
5. In cooperation with HRMU, monitors the processes of competitions for academic staff of the university and career development, as well as communicates with MEST, KAA and other relevant institutions. Keep records and prepare statements when academics' personnel decisions on calls contracts and retirement age expire.
6. Systematizes and maintains the documentation of the academic staff for the needs of the office, updates them and follows the career development of the academic staff.
7. Performs the duties of the secretariat in the studies commission at the Senate level and serves as an advisory office for the study commission of academic units. Participates in the Senate with the request of the Rector and/or the General Secretary regarding the professional matters of the office for academic matters.
8. Performs other duties as requested by the management.

• **Required qualifications and skills:**

- University degree or advanced with at least 240 ECTS.
- At least 7 years of work experience after graduation, of which at least 4 years of managerial experience.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).



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## Sector leader for academic development and excellence

• **The purpose of the position:** The creation and implementation of the University policies in the continuous advancement and excellence in teaching in order to increase the performance of the academic staff and the University.

• **Main tasks:**

1. Organizes and coordinates the work of the Office for Academic Development and Excellence, communicates with academic units and units' personnel.
2. Supports the evaluation process of subjects and professors.
3. The leader, in cooperation with the academic units, takes care of the regulation, adaptation and effective running of the teaching schedule. The Office for Academic Development and Excellence takes care and monitors (or through the electronic system) on a daily basis, the learning process and the implementation of the learning plans, by keeping evidence.
4. Monitors and prepares weekly and monthly reports on the progress and the realization of the teaching plans. Accepts the monthly reports on the evidence of all academic units' attendance hours and submits them to the relevant office for payment execution.
5. Makes the systematization of the syllabuses of the teaching subjects according to the KAA and takes care of the progress of their realization by the professors. Compiles information, analyzes and various statistical reports for the needs of the University related to the progress of the teaching process.
6. In coordination with the vice-rector and the deans of the relevant academic units, identifies the needs for the training areas of the academic staff. In consultation with the management, he performs the tasks of the research unit and monitors the progress in the organization and implementation of activities that ensure the advancement of the skills and competencies of the academic staff of the University by issuing reports for the needs of the University.
7. Support academic units regarding the implementation of proven innovative practices in teaching, mentoring and student assessment.
8. Assists in the process of monitoring the academic staff at the relevant Vice Rector and helps in the process of regular monitoring. Performs other duties that may be reasonably requested by the supervisor.

• **Required qualifications and skills:**

1. University degree or advanced with at least 240 ECTS.
2. At least 5 years of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.
4. Knowledge of relevant legislation in force.
5. Good communication skills in speaking and writing.
6. Computer skills of software applications (Word, Excel, Power Point, Access).



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## Sector leader of the scientific research

• **Purpose of the position:** Creation of a data center for the scientific activity of the academic staff of the University. Collection of data and information as well as promotion of scientific research and research.

• **Main tasks:**

1. Organizes and coordinates the work of the Office for Scientific Research;
2. Produce various statistical analyzes and reports for the needs of the University, related to Publications and Scientific Papers, as well as the participation in Scientific conferences of the academic staff;
3. The Office for Scientific Research, in cooperation with the Director for Academic Affairs, and the Vice-Rector for Teaching, Student Affairs and Scientific Research will continuously monitor the Publications of the University's academic staff;
4. Creates and refreshes the database of Scientific Publications for the academic staff of the University;
5. Performs work in coordination with the Senate of the University, Academic Units, Institutes, as well as with councils, commissions and working groups in the Scientific Research sector and related issues;
6. Coordinates activities during the evaluation process for Scientific Publications. Makes the connection between the Scientific Publication and the database in the library.
7. Prepares the material for the meetings of the Scientific Council; It prepares the material for the meetings of the Studies Commission, the Publishing Council and the Senate of the University, which deal with Scientific Research;
8. Promotes Research-Scientific work at the University. Maintenance of the Research section on the institution's official website.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## Office of Student Affairs

### 13.2. Head of the student affairs division



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• **Purpose of the position:** Service for students, preparation and processing of various data and statistics of students for the needs of the University. Recognition, verification and credit transfers for student needs within the University. Service for students with relevant documentation, ID cards for new students, certification, statement of grades and other documentation for active students and diploma service for graduate students.

• **Main tasks:**

1. Preparation of the competition for the registration of new students for all levels of studies, including all activities of preparing for the competition as well as the supervision of the process and the control of the student service in the acceptance of applicants until the registration process finishes.
2. Processing data and extracting statistics about student services based on the needs of the University. Has full authorization in the system for student services related to administrative services and authorizes the access to student services for other officials.
3. Continuously committing for the improvement of services for students as well as the performance of necessary tasks according to the requirements of the University and the needs for accreditation.
4. Implementation of state policies and University policies of the student services field, as well as monitoring their implementation by the student services staff.
5. Implementation of the University's internal acts and regulations for student services, as well as the initiation of the request for completion and amendment of the relevant regulations within the scope for students.
6. Sign the decisions and other documents related to the verification, equivalence and recognition of student credits.
7. Is responsible for all students' services, takes care of the unification and standardization of services at the University level, and covers for the staff during vacations and other absences, by work performance on services for students.
8. Performs other tasks according to the request of the management and the needs of the University.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).



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### **Official for credit recognition, verification and transfer**

• **Purpose of the position:** Expanding services for students in order to facilitate procedures and provide the service of verification, equivalence and recognition about the usage of credits within the University.

• **Main tasks:**

1. Accepts and advises relevant services within the university regarding diplomas issued by educational institutions outside the Republic of Kosovo, for students' registrations at the University.
2. Advises students who have completed their preliminary studies outside the Republic of Kosovo regarding the legal procedures in the diploma equivalency process.
3. Assists the competent authorities within the University in the process of credits transfer and recognition of transferred students.
4. Follows the deadlines and coordinates the actions related to the announcements on the internal and the external transfer of students, as well as keeps evidence in the process of student mobility.
5. Provides professional support to the superior and the University in making mobility policies.
6. Takes care for the implementation of university policies related to student mobility and the extraction of data and statistics as needed for this purpose.
7. Provides information to all students on issues that are within the competences of the office.
8. Performs other tasks according to the needs of the University and management requirements.

• **Required qualifications and skills:**

1. University degree with at least 180 ECTS.
2. At least 2 years of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.
4. Knowledge of relevant legislation in force.
5. Good communication skills in speaking and writing.
6. Computer skills of software applications (Word, Excel, Power Point, Access).

### **Diploma and ID Card Officer**

• **Purpose of the position:** Providing the service of equipping students with relevant documentation depending on their status, such as: ID card, certificate/acknowledgment, diploma.





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• **Main tasks:**

1. Preparation and printing ID cards in order to provide University students with ID cards.
2. Processing and printing the diplomas of students who graduated from the "Ukshin Hoti" University and ensuring the signature of the same by the Rector and the Dean of the unit.
3. Takes care of technical printing equipment.
4. Plans and initiates the procedure for supplying material for the needs of the diploma office.
5. Cares for closing the file of graduated students.
6. Cares for the provision of documents and accompanying materials on the occasion of graduation.
7. Coordinates work with colleagues from the student services office in order to provide the most efficient and best services for students.
8. Performs other work according to the needs of the University and management requirements.

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Office of Career and Alumni**

#### **13.3. Head of the Center for Career and Alumni**

**Purpose of the position:** The Career and Alumni Center offers services for students and graduates by providing professional support and career support. CCA helps the management in making policies and designing study programs as well as their connection with the labor market.

• **Main tasks:**

1. As the coordinator of the Center for Career and Alumni participates in making policies of the center and their application and implementation.





2. Constantly communicates with the industrial boards of academic units and with university students and graduates, serving as a contact office between supply and demand in the labor market in support of students with the aim of career advancement.
3. Maintain constant contact with the graduate students (alumni) in order to support them and for the needs of the university by issuing various statistics which help in orienting the university in the strategic plan.
4. Promotes programs, prepares informational packages of the university for potential students and helps in their studies and career orientation.
5. Creates contacts in order to create cooperation agreements with public and private institutions in order to develop practice for current students.
6. Performs the work of the secretariat of the Executive Board as an ex officio member of this board and reports on the work of the board to the governing bodies of the University.
7. Ensures that the activities of the career and alumni center are sufficiently presented on the official website and is responsible for updating the data.
8. Performs other tasks according to the request of the management as well as on its own initiative in coordination with the CCA, responding to requests and needs that arise at any time.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Career Development Official**

• **Purpose of Position:** The Career Development Office is specifically to help students hone their job search skills, identify and work toward career goals, find suitable careers or graduate school programs, obtain references to employers, increasing networking skills.

• **Main tasks:**

1. Organizes and promotes various trainings for students with a special focus on the career development of students.
2. Mediates in the conclusion of various agreements with various organizations and institutions.
3. Generates data and drafts plans related to reducing the number of dropping out of studies.
4. Organizes the job and career fair for University students.
5. Assist in carrying out the activities of the Industrial Advisory Boards.



6. It helps in organizing the promotion of the University and its study programs and offers solutions to the requests of applicants.
7. In cooperation with the CCQA - the University drafts guidelines, forms, questionnaires, surveys and other documents related to the scope of the CCA.
8. Performs other tasks at the request of the superior, namely the CCA Coordinator, as well as on his own initiative.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Alumni Official**

• **Purpose of the position:** The Alumni Office brings together former students and ensures that they maintain a connection with the university and their fellow graduates. This office aims to exchange ideas on academic, cultural and social issues and connects students with the university and the help it offers them along their professional journey.

• **Main tasks:**

1. Maintains constant contact with graduate students and takes care of database management for graduate students.
2. Takes care of the tracking of graduate students and their career development.
3. Assists Alumni Associations for the functioning of their activities.
4. Informs graduate students about employment opportunities, serving as a meeting address between the demand and supply of the labor market.
5. Gives suggestions to management regarding the provision of study programs based on market demands.
6. Mediates in the conclusion of various agreements with various organizations and institutions for the employment of graduate students.
7. Promotes successful students (Honorary Alumni).
8. Drafts a Report for each end of the academic year related to the employment research of graduate students of the University "Ukshin Hoti" Prizren. Performs other tasks at the request of the superior, namely the CCA Coordinator, as well as on his own initiative.

• **Required qualifications and skills:**

1. University degree with at least 180 ECTS.
2. At least 1 year of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.



4. Knowledge of relevant legislation in force.
5. Good communication skills in speaking and writing.
6. Computer skills of software applications (Word, Excel, Power Point, Access).

#### **13.4. Center for Research, Innovation and Knowledge Transfer**

**The purpose of the office:** The purpose and scope of the Center for Research, Innovation and Knowledge Transfer (CRIKT) established on the basis of the University Statute with the relevant regulation approved by the Governing Council is of a scientific-research character, professional and artistic services, namely the creation of a center for the purpose of scientific-research and applied work as well as their promotion for the needs of the University, the business community, industry, government and stakeholders.

#### **The governing bodies and personnel of CRIKT:**

- Administrative council
- The head of the CRIKT
- Administrative Official
- Two scientific associates (academic staff with the title Dr. Sc.)
- Two laboratory workers.

The establishment, structure and principles of operation of the Center for Research, Innovation and Knowledge Transfer are regulated by a separate Regulation.

## **CHAPTER IV**

### **Article 14**

#### **VICE RECTOR FOR INTERNATIONAL COOPERATION AND QUALITY IMPROVEMENT**

The vice-rector's duties are set by the Rector, in his employment contract, in accordance with the provisions of the Statute and legislation in force (Article 34 of the University Statute).

In principle, the powers of the vice-rector (according to Article 10 of this Regulation) are limited within the duties related to quality assurance, external relations and projects, but, with the authorization of the Rector, the vice-rector can also receive additional powers.

The vice-rector for international cooperation and quality improvement is the operational superior of the administrative staff office in the sense of the division of duties for the subordinate staff, alongside with the General Secretary as the administrative superior.



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## Office for quality assurance

### 14.1. Director of the Quality Assurance Office

**The purpose of the position:** Creation and continuous advancement of University policies and practices in order to increase quality, in full accordance with the provisions of the Law on Higher Education, Standards and guidelines for quality assurance in the European Higher Education Area (ESG), HEI accreditation standards and study programs of the Kosovo Accreditation Agency, as well as University regulations for quality assurance.

• **Main tasks:**

1. Monitors national and European changes for quality assurance and Higher Education as well as proposes and advises on the actions to be undertaken as a University.
2. Manages the University's relations with external quality bodies, including the Kosovo Accreditation Agency and similar ones that are reflected within the University's quality assurance policies and procedures.
3. Supervise the implementation of quality assurance policies, strategic planning, and the achievement of quality assurance objectives at the University. Takes initiatives in the service of quality assurance, manages and implements policies and legislation of the Office for Quality Assurance.
4. Formulates various strategies, policies, mechanisms, procedures and practices for ensuring and advancing academic quality in the institution. Contributes to the continuous improvement of all processes and procedures, efficiency and effectiveness in work practices.
5. Coordinates and supports the improvement of the quality assurance management system at the University. Contributes to the design of policies and procedures and oversees their implementation.
6. Coordinates work in the process of institutional and program accreditation/reaccreditation and any other task assigned by the Vice Rector for International Relations and Quality Assurance.
7. Promotes good, sustainable practices, provides support, guidance and professional advice in all areas of quality assurance at the University.
8. Leads and coordinates work with internal staff and staff within the quality assurance office in preparation for evaluations by external experts and evaluations by KAA. Prepares various reports and analyzes according to the requirements of the Vice Rector and University management. Performs other tasks according to the request of the superior and the needs of the institution.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 7 years of work experience after graduation, of which 4 years of managerial experience.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.



- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Sector Leader for Quality Assurance and Assessment**

**The purpose of the position:** Supports and helps to raise quality assurance standards in order to raise quality in full compliance with the provisions of the Law on Higher Education, Standards and guidelines for quality assurance in the European Higher Education Area (ESG), HEI accreditation standards and study programs of the Kosovo Accreditation Agency, and University regulations for quality assurance, as well as organizes and supports the evaluation process at the university in accordance with the Regulation for Quality Assurance in order to improve, quality improvement at the University

#### **• Main tasks:**

1. Promotes quality assurance in the University. Plans and develops the work strategy in the process for quality assurance and assessment at the University in cooperation with other relevant actors.
2. Drafts the action plan/calendar of activities for quality assurance and assessment and coordinates work with the accreditation office.
3. Monitors and ensures that quality assurance requirements and processes are in accordance with European quality assurance standards, national standards (KAA) and processes are maintained and meet quality assurance requirements.
4. Organizes, administers and controls the progress of the evaluation process at the university. Prepares feedback on the fulfillment of recommendations for the university, from the evaluation process, written in the form of an improvement plan, and discusses and adjusts the same in cooperation with the CCQA.
5. Collects and archives documentation related to the evaluation process, in order to process them and issue evaluation reports.
6. Supervises the fulfillment of quality assurance standards at the University and identifies eventual problems during the process with the aim of continuous improvement and advancement.
7. Collaborates closely with the Quality Assurance Commission in academic units/coordinators and heads of departments/sectors regarding the fulfillment of quality assurance standards.
8. Prepares various internal evaluation reports in collaboration with all Quality Assurance Commissions/coordinators in academic units, the Central Quality Assurance Commission and the Director as well as other operational offices.

#### **• Required qualifications and skills:**

1. University degree or advanced degree with at least 240 ECTS.
2. At least 5 years of work experience after graduation.
3. Knowledge in the field of higher education in the Republic of Kosovo.
4. Knowledge of relevant legislation in force.
5. Good communication skills in speaking and writing.



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6. Computer skills of software applications (Word, Excel, Power Point, Access).

### **Sector leader for accreditation**

**The purpose of the position:** Supports and coordinates duties and work tasks with the quality assurance sector in order to meet standards and prepare/present them in the accreditation process. In addition to the competent office for quality assurance, the accreditation office takes care of data processing for the internal needs of the University and for institutional and program accreditation/re-accreditation, serving as a coordinating office between the Director of the office and all other services within the University.

• **Main tasks:**

1. Works in close consultation with the Director of the Office, CCQA and the Vice-Rector for International Relations and Quality Assurance and designs the action plan/calendar of activities for accreditation.
2. Takes care of the University's application progress from the preparation for the application to implementation of recommendations. Supports the new process/institutional accreditation/academic units and assists in the new/accreditation process.
3. Provides support for the evaluation of the Group of External Evaluation Experts and for the accreditation process;
4. Collects and archives necessary documents as required by the Kosovo Accreditation Agency (KAA) and maintains regular correspondence with the KAA.
5. Monitors and assists the fulfillment of the university's obligations in relation to the KAA. Follows the implementation of the post-accreditation recommendations from the External Experts at the University and informs the Vice-Rector for international relations and quality assurance about them.
6. Prepares documents related to accreditation or re-accreditation, in cooperation with all academic units and other operational units and coordinates visits of foreign experts for accreditation or re-accreditation
7. Ensures that the rectorate, academic and organizational units and governing bodies implement the dynamics of the action plan for the implementation of standards and informs the director of the department about the same.
8. Performs other work according to the request of the superior and the needs of the institution.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.



- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Official on Foreign Relations**

#### **14.2. Head of the Foreign Relations Office**

**The purpose of the position:** Providing professional support in the creation and development of foreign relations, ensuring the implementation of the University's agreements with Universities and other Institutions and the expansion of these relations.

• **Main tasks:**

1. Ensures the implementation of the University's strategic plan for the internationalization of the university as well as provides the necessary professional support to the Management (Vice Rector for External Relations and Quality Assurance) for the realization of this plan.
2. Manages the work of the office by communicating with the institutions with which the University has international and regional cooperation agreements, and takes care of the implementation, renewal and expansion of these agreements according to the deadlines.
3. Manages the work related to the internationalization of the University through international study programs at the University, takes care of the mobility of students and teachers in other countries through regional, European projects, etc.;
4. Provides information about the University's international relations. It helps in establishing connections with foreign universities, advises professors in establishing these connections.
5. Collects data on national and international funds available for the movement of students and teachers in cooperation with international organizations such as: DAAD, British Council, USAID, IREX and ERASMUS + (HERAS +), and promotes them within the University.
6. Contacts universities and meets with their representatives, initiating cooperation. Translates oral or written information into English and vice versa within the relevant office.
7. Prepares materials for the official website for the Office for Foreign Relations, taking care of the promotion of the University's international activities;
8. Makes regular evaluations of the staff under his supervision and supports their development through training to ensure the performance of their duties at the required standards,

• **Required qualifications and skills:**

- University or advanced degree with at least 240 ECTS.





- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

Within the office for foreign relations, the following positions are foreseen:

- Official for international cooperation
- Mobility official

## Projects office

### 14.3. Head of the Office for development, monitoring and implementation of projects

**Purpose of the position:** Drafting of University policies in project management. Continuous professional support of University personnel in project design and management, record keeping and coordination with project managers.

• **Main tasks:**

1. Leads and coordinates staff activity during the project planning and management cycle.
2. Takes care of the optimization of internal resources during the planning and management of projects.
3. Identifies potential donors for the development opportunities of the University and sends for publication all new calls applications.
4. Support professors and researchers to identify, pursue and obtain funding for projects.
5. Supervision of the implementation of all projects supported by external funds.
6. Prepares all subjects and documentation for payment within the projects.
7. Ensures that projects undertaken by staff are in accordance with the sponsor's administrative and financial policies and procedures.
8. Performs other work of this nature according to the request of the management and the needs of the University.





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• **Required qualifications and skills:**

- University or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Official for drafting and monitoring of international projects**

• **Purpose of the position:** Creation of a professional office in the field of international projects with the aim of continuous advancement and following the best standards in the field of projects.

• **Main tasks:**

1. Assists the superior in performing office duties.
2. Assists in organizing informative days for international projects and provides professional support regarding application procedures.
3. Assists in financial procedures of European Union projects and other projects.
4. Prepares and completes the cases for payment from the project funds according to the regulations in force of the respective projects.
5. Maintains and constantly updates the official website of the university with information on projects and activities for higher education.
6. Supports and assists in cooperation with other project coordinators and exchanges data on projects that the University is in consortium with.
7. Completes the project management framework documentation and the preparation of reports required by each project based on the action plan.
8. Performs other duties in accordance with laws and regulations as may be reasonably required from time to time by the supervisor

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**CHAPTER V**



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## Article 15

### VICE RECTOR FOR BUDGET, FINANCE AND INFRASTRUCTURE

The vice-rector's duties are set by the Rector, in his employment contract, in accordance with the provisions of the Statute and legislation in force (Article 34 of the University Statute).

In principle, the powers of the vice-rector (according to Article 11 of this Regulation) are limited within the tasks related to budget, finance and infrastructure, but, with the authorization of the rector, the vice-rector can also receive additional powers.

The vice-rector for budget, finance and infrastructure is the operational superior of the administrative staff of the office in terms of the division of duties for subordinate staff, alongside the General Secretary as the administrative superior.

#### Office of Budget Planning, Finance and Infrastructure

##### 15.1. The head of the Budget and Finance Planning Office (ZKF)

**The purpose of the position:** Implementation of standard policies and procedures related to the budget, budget planning in accordance with the law on public finances and responsibilities as well as the Law on budget allocations of the Budget of the Republic of Kosovo.

• **Main tasks:**

1. Leads the office and sets its objectives in accordance with the University's strategy and objectives, as well as draws up detailed annual work plans to fulfill these objectives;
2. Manages the University's staff and budget and organizes the work through the division of tasks among subordinates, provides instructions and monitors the work of the staff;
3. Analyzes and evaluates internal processes and procedures and recommends changes/improvements in order to increase work efficiency;
4. Develops and supervises the implementation of standard policies and procedures related to the state budget;
5. Evaluates the requirements of the University's units and prepares proposals for the consolidated budget of Kosovo;
6. Prepares various reports on the University's budget. Reports to the Governing Council, advises the General Secretary and the University management on financial and budget issues and informs them about the work of the office.
7. Supervise the implementation of the approved budget and its expenditure in accordance with the relevant legislation in force;
8. Makes regular evaluation of the staff under his supervision and supports their professional development.



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• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 7 years of work experience after graduation, of which 4 years of managerial experience.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**15.1.1. Head of the Budget and Finance Division**

• **The purpose of the position:** It is the efficient and effective performance in accordance with the legislation in force of all works and procedures that are within the competences of the office for budget and finance.

• **Main tasks:**

1. Leads the overall work of the budget and finance division and assists the supervisor in setting objectives and drafting the work plan for the fulfillment of these objectives;
2. Manages with the staff of the division and in cooperation with the leader, organizes the work through the division of tasks among his subordinates, provides instructions and monitors the work of the staff to ensure quality products and services;
3. Assists the leader in evaluating internal processes and procedures and recommends changes/improvements in order to increase work efficiency;
4. Ensures and coordinates the planning and preparation of the budget in accordance with the objectives of the University;
5. Manages and ensures that the internal financial control is based on the principles of accountability;
6. Ensures that financial expenditures are in accordance with budget planning, rules and procedures, as well as prepares periodic reports on budget expenditures based on the LPFMR;
7. Ensures cooperation and coordination with the internal and external auditor in the performance of additions and the preparation of financial budget statements;
8. Makes regular assessment of the staff under his supervision and supports their development through training to ensure the performance of their duties at the level of the required standards;

• **Required qualifications and skills:**



- University or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Revenue official<sup>1</sup>**

• **Purpose of the position:** Carrying out all legal procedures under the competence of the revenue officer through the system (ISFMK) in accordance with the legislation in force and this Regulation.

• **Main tasks:**

1. Draws up work plans in agreement with the supervisor for the implementation of the tasks defined on the basis of the objectives and gives recommendations regarding the realization of these;
2. Registers the University's revenues in the revenue module and classifies them;
3. Maintains and updates the revenue database, ensuring that all data that is entered is correct, complete, and according to certain deadlines;
4. Prepares and submits financial statements (including standard annual income reports) and ensures that the data included is accurate and complete;
5. Monitors and manages all income received, ensuring that accounts are submitted accurately and within deadlines;
6. Ensures that annual income reports are drawn up and issued in a regular manner, according to standards and in accordance with the requests made;
7. Balances the University's revenues with the treasury and banks on a monthly basis and according to reporting periods;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.

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<sup>1</sup> The joint position (Senior official for revenues and expenses) provided for in article 11.1.1 of regulation no. 01-430 for the Internal Organization of University Services, is divided into: 1. Official for revenues and 2. Official for expenses. This is based on the instructions of the Manual published by the Ministry of Finance, Labor and Transfers on the procedures for managing users' access to ISFMK.



- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Expenditure Official**

• **Purpose of the position:** Carrying out all legal procedures within the competence of the spending officer through the system (ISFMK) in accordance with the legislation in force and this Regulation.

• **Main tasks:**

1. Draws up work plans in agreement with the supervisor for the implementation of the tasks defined on the basis of the objectives and gives recommendations regarding the realization of these;
2. Verifies OBP (Order-Obligations for Payment) and ensures that the commitment is registered in ISFMK (Informative System of Financial Management of Kosovo), Verifies the deposits of signatures by the relevant authorized officers;
3. Checks the economic character of the expenditure based on the accompanying documentation;
4. Checks the name of the beneficiary and the bank account in the system, or the SWIFT code in the case of international payments based on the accompanying documentation;
5. Scans the invoice or other relevant financial document to attach it to the spending voucher during registration at ISFMK;
6. Before registering it in ISFMK, the spending official must submit all the documentation of the subject to the certifying official to confirm that the subject is complete, and the latter shall also attach the signed documentation certification form;
7. After registering the expenditure voucher in ISFMK, the spending official submits the case for approval to the certifying official.
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Official for the commitment of budget funds**



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• **Purpose of the position:** Carrying out all legal procedures under the competence of the official for the commitment of budget funds through the system (ISFMK) in accordance with the legislation in force and this Regulation.

• **Main tasks:**

1. Drafts work plans in agreement with the supervisor for the implementation of the tasks defined on the basis of the objectives and gives recommendations regarding the realization of these;
2. Analyzes and evaluates the cash flow plan and ensures that expenses are made in accordance with budget and finance procedures and standards;
3. Ensures that the budget funds are available for spending and the corresponding commitments have been made in the relevant systems of financial and budgetary institutions;
4. Reviews every commitment and payment order as well as relevant documents for the initiation of procurement procedures and forwards them for further procedures;
5. Registers all commitments of expenses in the financial management and control system according to the types of expenses and follows them up to the realization of the expenses;
6. Balances the expense reports with the treasury system on a three-month, six-month and annual basis and cooperates with other organizational structures of the ministry regarding commitments and expenses;
7. Supervises and implements effective cash management control and maintains financial documentation and files for all payments;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Property official**

• **Purpose of the position:** Carrying out all legal procedures with a total competence, through the system (ISFMK) in accordance with the legislation in force and this regulation. Cares for the implementation of the legislation in force on the use of University assets.



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• **Main tasks:**

1. Draws up work plans in agreement with the supervisor for the implementation of the tasks defined on the basis of the objectives and gives recommendations regarding the realization of these;
2. Registers and administers the property of the University in accordance with the established legal procedures and ensures the implementation of the accounting standards on the identification and depreciation of the property;
3. Follows the movement of property and provides appropriate information regarding the movement of property and prepares documentation for the movement of property - alienation;
4. Controls and maintains all the necessary information about the property in accordance with the relevant legislation in force;
5. Cooperates with the property acceptance officials, finance officials, infrastructure and logistics office to ensure accurate and detailed property data;
6. At the end of each year and as necessary, register the property in the property register after the classification and assessment of the property by the relevant commissions for registration and assessment;
7. Prepares and provides data on registered property values for financial reporting purposes;
8. Performs other work in accordance with the purpose of the workplace which may be requested from time to time by the supervisor;

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **The Treasurer**

• **Purpose of the position:** Cares for the implementation of the legislation in force on the expenditure of petty cash.

• **Main tasks:**

1. Develops and reaches agreement on work plans and deadlines with the supervisor for the implementation of the work plan;
2. Manages and maintains all cash transactions in the institution;
3. Cares for the safety of all cash in the institution;
4. Plans and controls all cash expenditures;
5. Keeps evidence of cash expenses and registers them in the relevant registrar;





6. Reviews reports, forms, and data for their accuracy, completeness, and compliance related to cash expenditures;
7. Prepares petty cash reports, and prepares a report on the state of the cash register;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor:

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **15.1.2. Head of the Infrastructure and Supply Office**

**Purpose of the position:** General care for the internal and external infrastructure of the University.

• **Main tasks:**

1. Performs general administration and management of the infrastructure unit, coordinates work with MEST, infrastructure department and Prizren - Directorate for Urbanism and Spatial Planning.
2. Manages and maintains information on infrastructure, logistics and organizes work on the inventory and functioning of offices, halls and other spaces in the University;
3. Manages and controls the maintenance work of the University's facilities, takes care of the supervision of the work in the maintenance of heating equipment, hydro and other equipment;
4. Manages and controls the security and maintenance work of the University's facilities, as well as takes care of the supervision and implementation of contracts in the capacity of the requesting unit;
5. Provides infrastructure and logistics services for the University and constituent units;
6. At the request of the requesting units, drafts the specifications and initiates the procedure for public procurement of the procedures related to the infrastructure of the University;
7. Manages subordinate staff and divides tasks and coordinates the performance of work between University employees and subcontracted staff;
8. Prepares the necessary documentation related to projects for capital investments in the University as well as performs other work assigned by the supervisory officer.





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• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Logistic official for admission and release**

• **Purpose of the position:** Performing admission-release tasks in the system.

• **Main tasks:**

1. Accepts the case from the relevant office, checks the invoice, the content of the invoice and the payment amount.
2. Completes the case with a contract, commission report and other relevant documentation.
3. During the receipt of the purchase order number, it checks whether the case is completed in terms of documentation and procedure.
4. Checks the payment method, fills in the system and issues the acceptance report from the system.
5. Accepts and processes invoices that are outside the procurement procedures, as well as takes care of invoice verification.
6. Produces different reports for internal and external needs on acceptance / release.
7. Performs all acceptance/release actions through the relevant system and forwards all necessary doubts to the system.
8. Performs other work according to the request of the management and the needs of the University.

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 2 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).



The infrastructure office also includes administrative and support staff in the following positions:

- Repair technician/ domestic<sup>2</sup>
- The gardener<sup>3</sup>
- Staff driver (2 positions)<sup>4</sup>

### 15.1.3. Head of the information technology division

**Purpose of the position:** Development, advancement and digitization of information technology (IT) services. Provision of professional and technical IT services for the staff and students, advancement of University IT services, development, advancement and maintenance of internal IT systems and programs, official website, landline and camera system as well as managing contracts with subcontractors in the IT professional field. Information technology office personnel:

• **Main tasks:**

1. Leads the overall work of the division and helps the supervisor in setting objectives and drafting the work plan for the fulfillment of these objectives;
2. Manages the division's staff and distributes tasks to subordinates, provides instructions and monitors the work of the staff to ensure quality products and services;
3. Assists the supervisor in evaluating internal processes and procedures and recommends changes/improvements in order to increase work efficiency. Coordinates and helps establish cooperation in the field of technology development between experts, institutions and centers for local and international technology;
4. Drafts the specifications and supervises the staff in the drafting of the specifications for information technology equipment, supply, servicing, contracting, as well as other areas within the competence of the commission.
5. Ensures the identification, planning and preparation of requests for information technology at the level of the University and the Academic Unit, as well as creates conditions for unhindered access to necessary literature in the country and abroad, as well as the library's electronic services;
6. Draws up the expenditure plan for the needs of the active maintenance of information technology programs at the University and the planning of new programs in this field. Provides information technology services and appropriate software programs for raising the quality of scientific and technological research;
7. Organizes the provision of information technology services through administrators and officials in academic units and departmental organization. According to the authorizations of the management, represents it to the stakeholders.

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<sup>2</sup> Administrative and supportive employee

<sup>3</sup> Administrative and supportive employee

<sup>4</sup> Administrative and supportive employee



8. Performs regular evaluation of the staff under supervision and supports their development through training. Performs other tasks of this nature according to the request of the management and the needs of the institution.

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of the relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Senior software systems developer and administrator (3 employees) and  
Administrator (4 employees).**

**Purpose of the position:** Server and application administration, database and systems administration, Web and email, network and systems, multimedia and ICT administration.

• **Main tasks:**

1. Assisting and advising the head of the IT division, administration and monitoring of servers and the computer network;
2. Ensuring data integrity by evaluating, implementing and managing appropriate software and hardware solutions;
3. Installation of local and virtual servers and configuration of devices, peripherals, services and settings;
4. Administer as needed with: AD, DNS, Storage, San; NAS, DHCP, Exchange, File server, antivirus, backup system, Spam Gateway, Windows server, VMware, IIS and other applications.
5. Performs routine server maintenance activities including user account management, software and hardware upgrades, necessary configurations and optimization. Conducts daily security assessments to ensure system integrity against intrusion or other disruptions;
6. Is responsible for saving notes on external media (backup), ensuring that all system data is successfully saved.
7. In cooperation with ISA, it conveys the applicable IT standards in Kosovo. Manages and maintains email and website records;
8. Monitors the rules of procedural violations and advises the leaders of the IT office for the actions that need to be taken. It is responsible for maintaining the LAN/WAN as well as for configuring the devices used in these networks. Performs other tasks according to the request of the superior and the needs of the University.



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• **Required qualifications and skills:**

- University degree with at least 240 ECTS.
- At least 3 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of the relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**Information Technology Official (2 employees)**

• **Main tasks:**

1. Takes care of and continuously monitors the operation of the Internet and intranet network;
2. Assists and helps the IT office with the aim of the best functioning of the services;
3. Through the IT office is responsible for the installation, configuration, maintenance of the IT network and equipment (PCV, Printer, photocopier, etc.);
4. It is responsible for the maintenance of the infrastructure system as well as new systems.
5. Takes care of the IT equipment, evaluates the equipment and the level of their depreciation, as well as evaluates the equipment that is no longer usable;
6. Assists in the maintenance of the Web, of the University, academic and organizational units;
7. Assists the University staff in the use of IT equipment and provides professional and technical support in their use;
8. Performs other similar tasks according to the request of the superior and the needs of the University, participates in various commissions.

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

**CHAPTER VI**

**Article 16**

**CENTRAL UNIVERSITY LIBRARY**



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**The purpose of the office:** Creation, development and advancement of the services of the Central University Library, communication and cooperation with external libraries and institutions as well as efficient and effective management of the resources of the Central University Library.

Governing bodies of the central university library:

- ❖ Library Management Council<sup>5</sup>

### 12.1. Director of the Central University Library

• **Purpose of the position:** Development of the Central University Library, expansion of the Library in terms of service provision and enrichment of BQU according to the development trends of librarianship and the needs of the University, Advancement of library services.

• **Main tasks:**

1. Leads, organizes and supervises the activity and function of the Central University library;
2. Is a member of the National Council of Libraries;
3. Proposes the annual plan and financial plan to the Governing Council, assists the Governing Council of the Library in drafting the Library's plan and harmonizing its plan with the University's plan;
4. Reports and responds to the Governing Council on the operation of work in the library and submits proposals for the drafting of regulations and other acts related to the library to the Council;
5. Participates in the meetings of the Governing Council without the right to vote;
6. Represents the library inside and outside the country;
7. Manages with the library staff and takes care of the operation and performance of the works in the library.
8. Exercises duties and other authorizations in accordance with the legislation in force.

• **Required qualifications and skills:**

- University or advanced degree with at least 240 ECTS.

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<sup>5</sup> The Governing Council of the Central University Library is appointed in accordance with Article 81 of the University Statute



- At least 7 years of work experience after graduation, of which 4 years of managerial experience.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **12.1.1. Division leader for books and libraries**

• **Purpose of the position:** Takes care of the system of books according to the unique system of UDC and in coordination with academic units, serves as a research unit in matters of supplying the Central University Library with new titles.

• **Main tasks:**

1. Monitors publications and reprints of books and magazines, etc.;
2. Plans the supply of the library with new publications, communicates with the academic units regarding the titles with which the library should be supplied;
3. Serves as a requesting unit for procurement procedures and other procedures within the library;
4. Plans the supply of the bookstore with necessary sales materials;
5. Catalogs and classifies books and other scientific and artistic materials;
6. Informs and guides users on the conditions for borrowing books and other scientific and artistic materials;
7. Produces various reports for the needs of the library and the University, as well as takes care of the performance of library work.
8. Gives use, reserves and records the return of those books and other scientific and artistic materials that have been taken for use;

• **Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 5 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

Within the Central University Library, the following positions are foreseen:

- **Library officials**
- **Senior official for publishing, book and licensing activities**

The Governing Council of the Central University Library issues its own legal acts on the organization, work and operation of the CUL in accordance with the University Statute, the legislation in force for libraries and this Regulation.



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**Publishing House:** Part of the Central University Library which is at the service of the publishing activity of the University and the staff. The work duties of the publishing house official are foreseen in the regulation for publications at the University.

## CHAPTER VII

### Article 17

#### ACADEMIC UNITS

##### Academic Unit Council

The council of the academic unit is formed according to the provisions of the Statute. The composition and powers of the Council of the unit are defined in article 73 and 76 of the Statute and the by-laws in force. The unit's council is chaired by the unit's Dean.

##### 17.1. Dean

The academic unit (Faculty) is led by the Dean who is assisted by one or two Vice-Deans.

The duties of the Dean are specified in the provisions of Article 72 of the University Statute. The duties of the vice-dean are assigned by the Dean (Article 72 paragraph 2 of the University Statute).

The dean also appoints a leader for each program within the unit, who reports to the dean on his work. The duties of the head of the program are assigned by the Dean when appointed for that position.

The staff of the academic unit consists of academic and non-academic staff members.

Academic staff (regular and part-time) have the following vocations:

- Regular professor;
- Associate Professor;
- Assistant Professor;
- University assistant;
- Lecturer and korepetitor; and
- External collaborator.

##### 17.2. Academic Unit Secretary

**Purpose of the Position:** The Secretary of the Academic Unit is the main administrative official of the academic unit and takes care of the performance of all administrative work within the unit. The operational superior of the Secretary of the academic unit is the Dean of the unit, while the administrative superior is the General Secretary of the University.

• **Main tasks:**





1. The secretary of the faculty is responsible for the daily, administrative and financial direction, the implementation of the budget, the supervision and control of financial actions and the implementation of legality, administers and generally manages the administrative office of the Faculty, ensuring that the assigned functions are fulfilled in effective and efficient way;
2. Coordinates and supervises the work of all services of the Administrative Office, as well as guides the services according to work plans and their implementation;
3. Performs the duties of the quality assurance coordinator within the quality assurance office for the academic unit in accordance with the quality assurance regulation;
4. Follows and applies the legal provisions and other acts of the University and the Faculty from the scope of the Faculty; Prepares and provides all the necessary material (data, testimonies, evidence, etc.) for the Legal Official of the Support Office of the General Secretary, when he/she represents the faculty in court disputes, etc. Whereas, with special authorization from the Rector or General Secretary of the University, he represents the faculty in court disputes;
5. Prepares materials for the meetings of the Faculty Council and auxiliary bodies, keeps (drafts) the minutes and extracts the minutes, drafts decisions, conclusions and recommendations from the meetings of the Faculty Council and other faculty bodies. Prepares decisions issued by the Dean of the Faculty within his powers and drafts the proposed normative acts of the faculty;
6. In cooperation with the student service official (bachelor's, master's and doctorate), manage the documentation for obtaining the academic title of master's or doctor of science, in the stages from the presentation till the defense of the thesis; Manages personnel files and keeps personnel records and data in accordance with the law, as well as manages statistics for the work of the Faculty;
7. In cooperation with the Vice-Dean for teaching, student affairs and scientific research and the office for academic affairs, monitors and takes care of the procedure regarding the elections and advancements of the academic staff;
8. Monitors the implementation of the competition for the admission of new students to the Faculty and is directly responsible for the number of students admitted to the relevant unit of the University (Rector, Senate or Faculty Council) and beyond the criteria set by these bodies; Performs other tasks, which normally are under the competence of the Secretary of the Faculty and according to the orders of the Dean and the General Secretary.

**• Required qualifications and skills:**

- University degree or advanced degree with at least 240 ECTS.
- At least 3 years of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).





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### **Student Services Official (Bachelor's, Master's, Ph.D.)**

• **Purpose of the position:** Service for students.

• **Main tasks:**

1. Performs all procedures for the admission of new students from the acceptance of applications to the completion of student registration procedures.
2. Maintains and updates student data in the university management system in accordance with the tasks and authorizations it has.
3. Makes registration of semesters, registration of courses, confirmation in the system of student pay slips and other similar actions.
4. Issues certificates for students, signs statement of grades and other documents related to student status.
5. Completes and closes the students' files as well as proceeds the subject further for the preparation of the diploma.
6. Cares for the implementation of the provisions in force related to student services and the performance of duties in accordance with the powers and authorizations it has.
7. Participates in the meetings of the Council of the Academic Unit according to duty and in various commissions in case it is engaged.
8. Performs tasks related to student service at the request of the direct superior or operational superior.

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- At least 1 year of work experience after graduation.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

### **Dean's Administrative Assistant**

• **Purpose of the position:** Performing administrative technical tasks in the office of the Dean of the Academic Unit.

• **Main tasks:**

1. Provides various administrative and technical support including official mail, phone calls, scanning, faxing and copying of documents as well as waiting for the parties for the needs of the Dean's Office of the Academic Unit;
2. Prepares and modifies documents including correspondence, reports, agendas and emails according to the request and recommendations of the Dean;



3. Keeps the protocol of the academic unit. Accepts and distributes correspondence addressed to the office of the senior manager and takes care of its maintenance;
4. Saves and maintains electronic and physical copies of various documents, files and other data in order to document the superior's activities;
5. Maintains contacts on behalf of the superior with the employees of the institution, senior officials, and the public, by helping, advising and giving instructions on certain issues or exchange of information;
6. Manages the calendar of meetings and other events of the superior and helps to solve any administrative and technical problems;
7. Participates in the meetings of the Faculty Council as an administrative assistant to the Dean and the Academic unit;
8. Performs other duties in accordance with laws and regulations that may be reasonably requested from time to time by the supervisor.

• **Required qualifications and skills:**

- University degree with at least 180 ECTS.
- Knowledge in the field of higher education in the Republic of Kosovo.
- Knowledge of relevant legislation in force.
- Good communication skills in speaking and writing.
- Computer skills of software applications (Word, Excel, Power Point, Access).

## **CHAPTER VIII**

### **Article 18**

#### **FINAL AND TRANSITIONAL PROVISIONS**

16.1. In the absence of staff, the positions provided for in this Regulation are covered by the direct manager of the office or one of the office's internal staff is appointed.

16.2. Within the budget and finance office (including access to ISFMK), the coverage of vacant positions is done in accordance with the procedures manual for managing user access to the Information System of Financial Management of Kosovo (ISFMK) - The use of two functional classes in ISFMK.

16.3. The decision to be charged with additional work, with a second position within the norm of 40 hours per week or other work such as management of procurement contracts or permanent commissions and similar, is not considered additional work.

16.3. In terms of this Regulation and the regulation for the internal organization of University services in accordance with the provisions of Article 15 of Law No. 06/L-113, for the organization and functioning of the state administration and independent agencies, the expressions: Office Leader, Personnel Manager, Division Leader, Sector Leader, Career and Alumni Center Leader, have the same meaning, rank and pay code, which



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belongs to the low management level of the administration, alongside the director of the office, which belongs to the middle level, and the General Secretary (NAO), which is the highest level of management.

16.4. This Regulation is in accordance with the Organizational Chart of the University and the Regulation for the internal organization of University services no. 01-430, which as a whole constitute the package of by-laws on the systematization of workplaces at the University.

## **Article 19**

### **Entry into force of the regulation**

18.1. This regulation enters into force on 01.01.2023.

### **Chairman of the Governing Council**

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**Prof. Asoc. Dr. Arif Murrja**