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REGULATION
FOR INTERNAL ORGANIZATION, SYSTEMATIZATION, CLASSIFICATION
AND JOB DESCRIPTION AT THE UNIVERSITY OF PRISHTINA "HASAN
PRISHTINA"

Prishtina, July 2024

Based on the provisions of the Law on Public Officials No. 08/L-197, the Law on Higher Education in the Republic of Kosovo No. 04/L-037, the Law on Employment No. 03/L-212, the Law on Libraries No. 04/L-097, the Statute of the University of Prishtina, the Law on General Administrative Procedure No. 05/L-031, the Regulation (NRC) No. 01-2020 on the standards of internal organization, systematization of jobs and cooperation in state administration institutions and independent agencies, the Steering Council of the University of Prishtina, in the meeting held on 25.1.2024, approves:

REGULATIONS

FOR INTERNAL ORGANIZATION, SYSTEMATIZATION, CLASSIFICATION AND DESCRIPTION OF JOB POSITIONS AT THE UNIVERSITY OF PRISHTINA "HASAN PRISHTINA"

PART ONE

1. GENERAL PROVISIONS

Article 1

Regulatory objectives

1. The Regulation on the Internal Organization and Systematization, Classification and Description of Job Positions at the University of Prishtina "Hasan Prishtina" (hereinafter referred to as the "Regulation"), which will be in accordance with the Law on Public Officials, the Statute of the UP and the Regulation (GRK) No. 01/2020 on internal organization standards, systematization of workplaces and cooperation in state administration institutions and independent agencies, on the basis of which the internal organization of the University of Prishtina "Hasan Prishtina" (hereinafter referred to as the University) is determined, including: Types of organizational units and their field of action, systematization of workplaces, cooperation with the University and organizational units, authorizations and responsibilities for the performance of work, methods of planning work, detailed organizational chart of the institution, which included the class of each position and the group of each positions of the professional category according to the Law on Public Officials, as well as other tasks related to the organization and work of the University.
2. This Regulation also determines the internal organization of the departments of the Central Administration, the Central University Library, the administrative offices in academic units, as well as the bodies within the University framework.

Article 2
Purpose

The internal organization established by this Regulation ensures the lawful, professional, efficient and rational performance of work and duties, the service orientation towards students, citizens and legal entities, as well as independence and responsibility while performing the work and duties established by the law and the Statute.

Article 3
Determination of regulation

The internal organization of the University is regulated depending on the competence defined by the law and the Statute, as well as by other provisions issued based on the law, while the grouping of works and duties is done according to their type, volume, proximity and mutual interconnection.

Article 4
University Administrative Affairs

1. The University and the bodies within it carry out administrative, professional and other works defined by law, Statute and other sublegal acts deriving from them, which relate to:
 - 1.1. Direct application of the law and the Statute.
 - 1.2. Issuing provisions for their application.
 - 1.3. Placing in administrative procedure the rights and obligations of students, academic and administrative staff, as well as citizens and legal entities;
 - 1.5. Exercising administrative supervision and
 - 1.6. Performing other administrative and professional work.

**2. INTERNAL ORGANIZATION AND SCOPE OF ORGANIZATIONAL UNITS
OF THE UNIVERSITY**

Article 5
University Governance

1. The structure of the governing bodies of the University is as follows:
 - 1.1. The Steering Council;
 - 1.2. Rector;
 - 1.3. The Senate.

Article 6
Organizational structure of the University

1. The university consists of:
 - 1.1. Academic Units

- 1.2. Organizational units.
2. Academic units and organizational units have no legal subjectivity.

Article 7

Administration and administrative offices

1. The University will provide efficient and useful administrative services to enable students, academic staff and administrative staff to fulfill their objectives and responsibilities in the field of teaching and learning, scientific research and research, and artistic work, in the best possible way, as provided by Statute.
2. The University provides administrative offices at the level of the University and for each academic and organizational unit.

Article 8

1. The organizational structure of the administration offices at the University level, academic units and organizational units is as follows:
 - 1.1. Administrative offices in the Central Administration;
 - 1.2. Administrative offices of academic units;
 - 1.3. Organizational units

Article 9

Office of the General Secretary

1. The Office of the General Secretary includes the following positions:
 - 1.1. General Secretary;
 - 1.2. Certifying Officer and
 - 1.3. Executive Assistant.
2. The number of positions in the Office of the General Secretary is three (3).

Article 10

Organization of departments

1. The structure of the internal organization within the department is as follows:
 - 1.1. Department;
 - 1.2. Division;
 - 1.3. Office.

Article 11

Duties and responsibilities of the Central Administration

1. The Central Administration of the University provides the appropriate instruments for collecting data on the way of working and is responsible for data storage and data analysis.

2. The Central Administration of the University is responsible for professional, administrative and technical issues regarding:
 - 2.1. Education, scientific research and artistic work;
 - 2.2. Administration of recognition of studies;
 - 2.3. Personnel administration;
 - 2.4. Legal aspects;
 - 2.5. The development plan of the University;
 - 2.6. Accounting and finance;
 - 2.7. Maintenance and documentation of property;
 - 2.8. Files;
 - 2.9. Circulation of goods;
 - 2.10. Information system management;
 - 2.11. Central database;
 - 2.12. Other general aspects of the administration of the University.
3. All these tasks are coordinated by the general secretary.

Article 12

Organizational Structure of the Central Administration of the University

1. The internal organizational structure within the Central Administration is as follows:
 - 1.1. Department for Legal Affairs (7 employees);
 - 1.2. Human Resources Department (3 employees);
 - 1.3. Department for General Services (21 employees);
 - 1.3.1. Division for Logistics, Archive, Protocol and Technical-Support Services;
 - 1.3.2. Division for Project Planning, Engineering Standards and University Project and Building Management;
 - 1.4. Department for International Cooperation (9 employees);
 - 1.4.1. Division for Projects, Mobilities and International Cooperation;
 - 1.5. Department for Academic Affairs (5 employees);
 - 1.6. Department for Science, Research, Innovation and Sponsored Projects (5 employees);
 - 1.7. Department for Academic Development, Quality, Monitoring and Career (11 employees);
 - 1.7.1. Division for Academic Development, Quality, Monitoring and Career;
 - 1.8. Department for Budget and Finance (11 employees);
 - 1.9. Procurement Department (3 employees);
 - 1.10. Department of Information Technology (14 employees);
 - 1.11. Internal Audit Department (6 employees);
 - 1.12. Department of Student Services (5 employees);
 - 1.13. Office for Information and Public Communication (4 employees);
 - 1.14. Office for Human Rights and Gender Equality (3 employees);
 - 1.15. Office for Translation and Proofreading (4 employees);
 - 1.16. Center for Lifelong Learning (3 employees);

- 1.17. Center for Excellence in Teaching (2 employees);
- 1.18. Center for Energy and Sustainability (2 employees).

2. The number of employees in the administrative services of the Central Administration is one hundred and six hundred (116).

Article 13
Administrative Offices of Academic Units

1. The organizational structure of the administrative offices of the academic units is as follows:
 - 1.1. Secretary of the Academic Unit;
 - 1.2. Division for Student's Service at bachelor's level;
 - 1.3. Division for Student's Service at master and doctoral level;
 - 1.4. Laboratory technicians for practical teaching and research work;
 - 1.5. Professional personnel;
 - 1.6. Administrative personnel;
 - 1.7. Technical and operational personnel.

Article 14
Organizational Units

1. The organizational unit within the university is:
 - 1.1. Central University Library.
2. The organizational structure of the Central University Library is as follows:
 - 2.1. The Board of Directors of CUL;
 - 2.2. Director of CUL;
 - 2.3. Division;
 - 2.4. Professional/Performing Personnel;
 - 2.5. Administrative and supporting personnel.
3. Within the framework of the University, in accordance with the Statute, other organizational units may be established.

3. FIELD OF ACTION OF INTERNAL UNITS
RECTOR'S OFFICE

Article 15

1. The Rector's Office consists of the Vice-Rector, the advisers and the Rector's staff: the Executive Assistant, the Protocol Officer and the Driver.

2. The Vice-Rector is a High public official elected in accordance with the procedure provided for by the Statute and is part of the academic staff of the University.

3. The Vice-Rector is responsible for the management of activities in the areas designated by the Rector, as well as for the replacement of the Rector of the University (hereinafter: the Rector) when he is absent or unable to perform his duties.

4. The Vice-Rector during the exercise of his functions:

4.1. Assists the Rector in setting priorities for the development and implementation of academic, administrative and institutional policies of the University;

4.2. With the authorization of the Rector, participates in the drafting of decisions and other acts, which regulate the activities of the Office of the Rector and the University in general;

4.3. Exercises duties assigned to him by the Rector;

4.4. With the authorization of the Rector, the delegates may be delegated by the Rector, who may be delegated;

4.5. Performs other duties that are provided for by special legal, statutory and other legal provisions.

5. Advisers is a special category of officials, which includes:

5.1. They are elected and appointed to office by the Rector, up to two (2) advisers;

5.2. They are appointed by the ranks of the regular academic staff inside the university or from outside;

5.3. The mandate of the Rector shall cease upon termination of the mandate of the Rector, in case of dismissal from office, in case of resignation, in case of conviction by a decision of the Rector

for the commission of a criminal offense intentionally or with the loss of the right to act by a decision of the court;

- 5.4. The relationship of the work of the Rector's adviser is a confidential relationship, which is related between the Rector and the Adviser;
 - 5.5. For his own actions the rector is responsible;
 - 5.6. They do not exercise management or other administrative powers at the University;
 - 5.7. They report directly to the rector.
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6. The Advisors support the Rector in performing his/her responsibilities and contribute from a legal and managerial point of view to:
 - 6.1. Formulating and developing academic policies;
 - 6.2. Implementation of academic policies;
 - 6.3. Presentation of academic policies;
 - 6.4. Evaluation of the effectiveness of academic policies, their implementation and presentation;
 - 6.5. They also carry out other tasks according to the Rector's request.
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7. The number of positions (employees of public service) in the Rector's Office is three (3).

Article 16

Executive Assistant

1. The Executive Assistant has the following duties and responsibilities:
 - 1.1. Performs administrative and executive work for the Rector's Office;
 - 1.2. Receives, registers and discloses all incoming and outgoing correspondence from and from the Rector's Office;
 - 1.3. Forwards the documents for the activities of the Rector, departments and offices of the Rector, as well as the deadlines for their implementation;
 - 1.4. Verifies the communications and correspondences that reflect the policies and procedures of the Rector's Office;
 - 1.5. Designs and edits the Rector's letters with other institutions;
 - 1.6. Designs draft-decisions, communication projects, project-memorandum and project-guidelines on issues other than the field of competence of the Rector, i.e. the University;
 - 1.7. Prepares the record of the Rector with other parties;
 - 1.8. Implements legal and sublegal acts, which can violate the rights and obligations of public servants;
 - 1.9. Performs other administrative and legal work according to the needs and responsibilities of the Rector, especially the Secretary of the University;
 - 1.10. They report to the Rector and General Secretary for their work.

2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Law, or Public Administration;
 - 2.2. At least two (2) years of professional work;
 - 2.3. Research, analytical and information evaluation skills;
 - 2.4. Computer skills in software applications (Word, Excel, Power Point, Access);
 - 2.5. Knowledge of the English language is compulsory.
3. Functional category: Professional 2.
4. Number of positions: One (1).

Article 17
Protocol officer

1. The Protocol Officer has the following duties and responsibilities:
 - 1.1. Planning foreign and domestic visits, ceremonies and special events that you may have with the University;
 - 1.2. Identifies security risks and creates safety plans;
 - 1.3. Takes care of organizing photography and press conferences;
 - 1.4. For the needs of the university, drafts and sends invitations;
 - 1.5. Develops the itineraries and agendas of the university,
 - 1.6. For the needs of the university, arrange accommodation, transport and other matters related to various visits;
 - 1.7. Arranges protocol aspects according to priorities;
 - 1.8. Performs other work according to the needs and request of the Rector;
 - 1.9. He is responsible to the Rector and/ General Secretary for his work.
2. Qualifications and skills required (qualifications, experience, skills and skills required for this job):
 - 2.1. Undergraduate degree – Faculty of Philosophy, Law, Diplomacy or Public Administration;
 - 2.2. Two (2) years of professional work experience;
 - 2.3. Research, analytical and information evaluation skills;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is compulsory.
3. Functional category: Professional 1.

4. Number of positions: One (1).

Article 18
Rector's driver

1. The Rector's driver has the following duties and responsibilities:

- 1.1. Drive the rector's official car;
- 1.2. Takes care of the cleanliness and maintenance of the car with which he/she is in charge;
- 1.3. Keeps records-notes on the mobility of the car;
- 1.4. Fills in the forms related to the official car;
- 1.5. Collects the documentation and travel documents, as well as submits them to the transport manager;
- 1.6. Submits the report in writing to the competent official regarding the expenses and maintenance;
- 1.7. Implements legal and sublegal acts, which relate to the rights and obligations of public employees;
- 1.8. Performs other work according to the needs and request of the Rector;
- 1.9. He/she reports to the Rector and/or the General Secretary for his/her work.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

2.1. At least a high school diploma;

2.2. Driver's license for category "B" mandatory.

3. Functional category: Technical and support employee 2.

4. Number of positions: One (1).

GENERAL SECRETARY

Article 19

1. The General Secretary of the University has the following duties and responsibilities:

- 1.1. He is the chief administrative officer of the University;

- 1.2. He is the manager of the Central Administration;
 - 1.3. He is the chief of Secretaries in faculties;
 - 1.4. He is the Head of the Directors of the Departments in Central Administration;
 - 1.5. He is the official responsible for the technical preparation of the budget process;
 - 1.6. He is responsible for other issues required by the Steering Council and the Rector, which are not predetermined by the Statute;
 - 1.7. Ensures that the decisions and objectives of the governing bodies and other measures of the University are implemented in an efficient and effective manner;
 - 1.8. Ensures that the implementation measures of the University are regularly monitored and that preventive measures are taken in case of obstacles;
 - 1.9. Manages the finances and other resources of the University;
 - 1.10. Manages the flow of information at the University;
 - 1.11. Collaborates with the secretaries of academic units on a regular basis;
 - 1.12. Coordinates the relationship of the University with its subordinate administrative bodies;
 - 1.13. He also performs other tasks that the rector entrusts to him.
2. Qualifications, skills required and other requirements for the position of "General Secretary of the University" is determined by the relevant provisions of the Statute of the University.
 3. Functional category: High Manager 2.
 4. Number of positions: One (1).

Article 20
Executive Assistant

1. The Executive Assistant has the following duties and responsibilities:
 - 1.1. Performs administrative, legal and executive work for the office of the general secretary;
 - 1.2. Receives, registers and distributes all incoming and outgoing correspondence to and from the Secretary's office;
 - 1.3. Forwards the documents to the activities of the departments and offices under the supervision of the General Secretary, as well as the deadlines for their implementation;
 - 1.4. Verifies communications and outgoing correspondences issued in accordance with the policies and procedures of the Office of the General Secretary
 - 1.5. Designs and edits the general secretary's correspondence with other institutions;
 - 1.6. Designs communication projects, for issues different from the scope of the competences of the General Secretary;

- 1.7. Prepares the meeting minutes of the general secretary with the other parties;
 - 1.8. Performs other administrative and legal work according to the needs and requirements of the General Secretary;
 - 1.9. Reports to the General Secretary for their work.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma – Faculty, Law, Economics, or Public Administration;
 - 2.2. At least two (2) years of professional work;
 - 2.3. Research, analytical and information evaluation skills;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Professional 2.
 4. Number of positions: One (1).

Article 21

Certifying Officer

1. The certifying officer has the following duties and responsibilities:
 - 1.1. Approves all expenditures for the University, in the system of financial management of Kosovo;
 - 1.2. Certification of payment - expenses in accordance with laws in force, regulations and other financial procedures;
 - 1.3. Ensures that the invoice — the obligation is not paid in advance and that the original invoice is attached to the accompanying documentation;
 - 1.4. Ensures that the applicable conditions of a public contract are agreed upon prior to the payment or authorization of payments under the contract;
 - 1.6. Ensures that the expenditure of public money under a public contract is done in accordance with the rules of control and financial management;
 - 1.7. Verifies the regular use of seals and signatures and financial documents by competent officials;
 - 1.8. Reports on his/her work and reports to the General Secretary;
 - 1.9. Performs other work from the field of activity of the certifying officer.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):

- 2.1. Undergraduate diploma - Faculty of Economics, finance specialist or accounting with at least 240 credits/ECTS or equivalent;
- 2.2. Only three (3) years of professional work;
- 2.3. Certificate/license for certification is mandatory;
- 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English language is an advantage.

3. Functional category: Lower Manager.

4. Number of positions: One (1)

DEPARTMENT OF LEGAL AFFAIRS

Article 22

1. The Department of Legal Affairs performs administrative, professional and other work related to:
 - 1.1. Design of policies and legal acts in close cooperation with the Rector's Office, the Steering Council, the Senate and the General Secretary, as well as in cooperation with the departments and other organizational units of the University;
 - 1.2. Design of the secondary legislation in close cooperation with the governing bodies of the University, departments and other organizational units;
 - 1.3. Ensuring compliance with the decisions and other legal acts issued by the University with the Constitution and applicable laws of the Republic of Kosovo;
 - 1.4. Providing legal advice, recommendations, instructions and opinions to the public and officials within the University;
 - 1.5. Representation of the University in courts or cooperation with the State Advocacy, as well as for assisting or resolving legal disputes in favor of the University;
 - 1.6. Ensuring the fulfilment of legal duties in the implementation of the law, the Statute and other provisions from the field of action of the University;
 - 1.7. Cooperation with other institutions of the central and local level for the creation of legal infrastructure from the field of activity of the University;
 - 1.8. Drafting of decisions, proposals and various materials requested by the governing bodies of the University and the General Secretary.
2. The Director of the Department of Legal Affairs reports to and responds to the General Secretary.

3. Within the framework of the Department of Legal Affairs, these positions are:
 - 3.1. Director of the Department for Legal Affairs (1 employee);
 - 3.2. Legal Officer for the Drafting and Harmonization of Legal Acts (1 employee);
 - 3.3. Legal Officer for representation (3 employees);
 - 3.4. Harassment Protection Officer (1 employee);
 - 3.5. Officer for the protection of personal data and handling whistleblower cases (1 employee).
4. The number of positions in the Department of Legal Affairs is seven (7).

Article 23

Director of the Department for Legal Affairs

1. The Director of the Department has the following duties and responsibilities:
 - 1.1. Directs, coordinates, and supervises the work of the Department;
 - 1.2. It is responsible for the drafting of the Secondary Legislative Program in consultation with the departments, academic units, other governing bodies and the Rector;

- 1.3. Ensures that the sublegal acts proposed and designed by the University are in accordance with the applicable laws in Kosovo, as well as with international and EU standards,
 - 1.4. Coordinates the activities of the Department with other departments and units;
 - 1.5. Supervises the quality of work and results of the Department's work;
 - 1.6. Coordinates legislative activities in drafting legal acts with other departments and academic units;
 - 1.7. Plans the performance of the tasks and works foreseen by the Department and the responsibilities for the work of the Department;
 - 1.8. Provides legal support to other units within the University;
 - 1.9. Assigns jobs to officials (individually), gives instructions to officials for the performance of certain tasks and supervises their work;
 - 1.10. Is responsible for the periodic and annual evaluation of the work of the officials and personnel of the Department, and is responsible for the evaluation of the performance of the staff of the Department;
 - 1.11. Identifies and presents the problems that arise in the work and proposes the method of performing certain tasks;
 - 1.12. He also performs other tasks according to the requirements of the General Secretary and the Rector.
2. Qualifications and skills required for this job (qualifications, experience, skills and abilities required for this job position):
 - 2.1. Have a master's degree or equivalent university degree with at least four (4) years of studies in the field of management;
 - 2.2. Of these, the total amount of (5) years of professional work, of which three (3) years of managerial work;
 - 2.3. It is necessary to draw up logical and clear legal documents;
 - 2.4. This in-depth knowledge of the laws applicable in Kosovo, as well as those of European and international law;
 - 2.5. This is the practice of written and oral communication,
 - 2.6. To present a figure with professional, ethical and moral integrity
 - 2.7. This ability to manage and motivate employees, the ability to monitor and evaluate employees, as well as the ability to delegate work and organize available resources;
 - 2.8. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.9. Knowledge of English is an advantage.
 3. Functional Category: Lower Manager.
 4. Number of positions: One (1).

Article 24

Legal officer for designing and harmonizing legal acts

1. The High Legal Officer for the drafting and harmonization of legal acts has the following duties and responsibilities:
 - 1.1. Drafting of legal acts by the University's field of activity;
 - 1.2. Ensuring compliance of sublegal acts with the Statute and with the legislation in force in Kosovo;
 - 1.3. Performing the formatting of legal acts, linguistic and legal revisions, as well as taking care that the technical content of legal draft acts is accurate and identical in the official languages;
 - 1.4. Monitoring and management procedures for drafting and submitting sublegal acts to the governing bodies of the University;
 - 1.5. Giving legal advice;
 - 1.6. Designing contracts, agreements and memoranda;
 - 1.7. Coordination and coordination of work, as necessary, with other officials of the legal office;
 - 1.8. Decisions on travel abroad, decisions on compensation of professional commissions, etc.;
 - 1.9. Drafts in writing the quarterly, six-month, nine-month and annual report on the implementation of works and tasks;
 - 1.10. Performance of all other tasks assigned by the Director of the Department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Have a master's degree or equivalent university degree with four (4) years of studies in the field of law;
 - 2.2. At least three (3) years of professional work, but at least one (1) year of drafting legislation;
 - 2.3. Ability to draft logical, clear and precise legal documents;
 - 2.4. In-depth knowledge of the law applicable in Kosovo as well as of European and international law;
 - 2.5. Communication skills in writing and orally;
 - 2.6. Knowledge of the English language is an advantage.
3. Functional category: Professional 1.
4. Number of positions: One (1).

Article 25

Legal Officer for representation

1. The legal officer for the purposes of the office has the following duties and responsibilities:
 - 1.1. Drafts submissions, regular and extraordinary legal means and any other documents required in connection with the judicial representation of the University;
 - 1.2. Informs the University in disputes and proceedings before legal institutions, as well as arbitration tribunals;
 - 1.3. Provides the University with the means and procedures for the resolution of alternative disputes, within the authorization of the delegated authority;
 - 1.4. Presents the University to other legal authorities in the institutions of the Republic of Kosovo;
 - 1.6. Assists in the preparation of legal advice; agreements and memoranda of understanding;
 - 1.7. Coordinates and connects work as necessary with other officials of the Department;
 - 1.8. Prepares reports for the progress of the cases which are represented in court;
 - 1.9. Participates in the meetings of the Steering Council and the Senate, drafts minutes and decisions which are approved by the respective bodies.
 - 1.10. Drafts in writing the quarterly, semi-monthly, monthly and annual report on the implementation of tasks and tasks;
 - 1.11. Performs all other tasks assigned by the Director of the Department.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Have a master's degree or equivalent university degree with four (4) years of studies in the field of management;
 - 2.2. The bar exam is an advantage;
 - 2.3. Three (3) years of professional work, with the same amount of one (1) year of employment in the legal system;
 - 2.4. Ability to draft logical, clear and precise legal documents;
 - 2.5. In-depth knowledge of the law applicable in Kosovo, as well as of European and international law;
 - 2.6. Excellent communication skills in writing and orally;
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional 1.
4. Number of positions: Three (3).

Article 26

Officer for protection from harassment

1. The official for protection from harassment has these duties and responsibilities:
 - 1.1. The Officer for Protection from Harassment accepts formal and informal denunciations of sexual harassment and harassment, advises and informs the parties regarding the procedures for filing informal and formal denunciations and the conduct of disciplinary procedures.
 - 1.2. The Officer for Protection from Harassment assists the reporting entities in filing a formal written report, records the reported case and fills in a standard form with relevant information about the case.
 - 1.3. The Officer for Protection from Harassment shall keep records of all cases of informal and formal denunciation. Parties who request information and advice (informal denunciation) may remain anonymous until the moment of submission of the formal denunciation.
 - 1.4. All university officials who are responsible for dealing with cases of sexual harassment are subject to their obligation of confidentiality. Violation of the obligation of confidentiality for the procedures according to this Regulation constitutes a violation of the disciplinary rule. Confidential information contains the data of the reporting entity, the suspected entity, the circumstances of the case, dates, the conduct of the entities and other information related to the case.
 - 1.5. The Officer for Protection from Harassment after receiving the formal complaint by the reporting entity, and no later than twenty-four (24) working days after the receipt of the formal denunciation, formally notifies the Ethics Council of the case and sends the formal complaint to it together with the other relevant documents.
 - 1.6. The Officer for Protection from Harassment maintains constant contact with the reporting entity to ensure that sexual harassment is reported and prepares reports to document communication with the reporting entity.
 - 1.7. The Officer for Protection from Harassment reports once a year in March to the Senate of the University and once a year to the Steering Council of the University, among other things, regarding the implementation of the Action Plan, the number of cases submitted for counselling, the number of cases investigated, cases closed and measures taken against persons responsible for sexual harassment and harassment;
 - 1.8. During the performance of his duties, the official must comply with the Regulation for the prevention and protection from sexual harassment and harassment at the University of Prishtina.
 - 1.9. Performs all other tasks assigned by the Director of the Department.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):

- 2.1. Have a master's degree or equivalent university degree with four (4) years of studies in the field of management;
 - 2.2. The bar exam is an advantage;
 - 2.3. Three (3) years of professional work, with at least one (1) year of experience in the justice system;
 - 2.4. It is necessary to draft logical, clear and precise legal documents;
 - 2.5. In-depth knowledge of the law applicable in Kosovo, as well as of European and international law;
 - 2.6. Excellent communication skills both in writing and orally;
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional 1 .
 4. Number of positions: One (1).

Article 27

Officer for Personal Data Protection and Whistleblower Case Handling

1. The Officer for the Protection of Personal Data and Handling of Whistleblowers' Cases, has the following duties and responsibilities
 - 1.1. The Whistleblower Data Protection and Whistleblower Cases Officer performs the duties based on the Law on the Protection of Personal Data and the Law on the Protection of Whistleblowers, respectively as follows:
 - 1.2. Takes care of the legal processing of personal data in the sense of compliance with the provisions of the Law on the Protection of Personal Data and other regulations governing the processing of personal data,
 - 1.3. Warns the Registry of Personal Data on the need to apply the rules for the protection of personal data in the event of planning or actions other that may have an impact on privacy and personal data protection issues,
 - 1.4. Informs all employees in the processing of personal data with their legal obligations for the purpose of personal data protection,
 - 1.5. Cooperates with the Agency for Personal Data Protection in relation to the implementation of supervision of the processing of personal data.
 - 1.6. Deals with the cases of whistleblowers provided for in the Law on Protection of Whistleblowers, Regulation no. 03/2021 on the Determination of the Procedure for Admission and Handling of Whistleblowing Cases and bylaws that negate this area;
 - 1.7. Takes care to avoid any potential conflict of interest;
 - 1.8. Maintains the secrecy of all information and data found during the performance of his/her duties. This obligation lasted even after the termination of the performance of duties as an officer for the protection of personal data and whistleblowers.

- 1.9. Performs all other tasks determined by the Director of the Department
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Have a master's degree or equivalent university degree with at least four (4) years of study in the field of law;
 - 2.2. The bar exam is an advantage;
 - 2.3. At least three (3) years of professional work experience, with at least one (1) year of experience in the justice system;
 - 2.4. Ability to draft logical, clear, and concise legal documents;
 - 2.5. In-depth knowledge of the law applicable in Kosovo, as well as of European and international law;
 - 2.6. Excellent communication skills in writing and orally;
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional I.
4. Number of positions: One (1).

HUMAN RESOURCES DEPARTMENT

Article 28

1. The Human Resources Department performs administrative, professional and other work as follows:
 - 1.1. Manages the human resources of the University and advises the employer authority and the managing personnel on the issue of public service employees in the administration of UP;
 - 1.2. Identifies and assesses, in coordination with the head of the unit on a periodic basis, the training needs of the institution's employees for the training and development of professional capacities through professional development trainings;
 - 1.3. Analyzes and evaluates processes and recommends changes-improvements with the aim of increasing work efficiency, as well as coordinating with management always based on applicable laws, as well as internal transfers of employees;
 - 1.4. Prepare the annual plan of the administrative staff, in accordance with the budget planning process of the University;
 - 1.5. Develops and supervises the implementation of policies and procedures related to professional work and the implementation of applicable legal provisions;
 - 1.6. Manages the system of follow-up work, respectively the program "Attendance and Electronic Evidence" and based on reports on follow-up prepared by departmental

officers, secretaries of administrative units or the director of organizational units, through salary officials, implements stops on pay or compensates officials for overtime work"

- 1.7. Organizes the competition procedure and conducts recruitment procedures, disciplinary procedures, handling of complaints to all public officials, dismissal requests and job evaluation for subordinates, according to the rules in force, etc.;
 - 1.8. Manages the protection and processing of personal data in accordance with the legislation in force, as well as manages and maintains the information and files of the University's human resources;
 - 1.9. Organizes, maintains, verifies and updates the personnel files with proper documentation and issues accurate information on the beginning and end of the contract, as well as on the date of issuance of the decision on the election;
 - 1.10. Keeps the correspondence with the relevant Department for the Management of Public Officials;
 - 1.11. Drafts - prepares contracts for public officials of the University which are written by the appointing body;
 - 1.12. Directs the operation and administration of the system of payments, honoraria, incentives, allowances and other payments to public service employees based on applicable laws;
 - 1.13. He also performs other tasks assigned to the audience.
2. The Director of the Department of Human Resources reports to and responds to the General Secretary.
 3. In the framework of the Department of Human Resources, the following positions:
 - 3.1. Director of the Department of Human Resources (1 employee);
 - 3.3. Personnel officer — Personnel administration (2 employees).
 4. The number of positions in the Department of Human Resources is three (3).

Article 29

Director of the Human Resources Department

The Director of the Department has the following duties and responsibilities:

- 1.1. Guides the Department and sets its objectives in accordance with the strategy and objectives of the University, as well as drafts detailed annual work plans to meet these objectives;
- 1.2. Drafts an annual report on human resource management for the University and must send it to the General Secretary for approval by January 31 of the following year. The

copy of the approved report must be sent to the DMZP by February 15 of the following year;

- 1.3. Prepare the annual personnel plan, in accordance with the University's budget planning process;
- 1.4. Analyzes and evaluates processes and recommends changes-improvements in order to improve efficiency at work, as well as in coordination with management, heads of departments, secretaries of academic units and directors of organizational units, always based on applicable laws, makes internal transfers of employees;
- 1.5. In cooperation with the departments and academic units of the University, assesses the needs for job descriptions and conditions for public officials;
- 1.6. Reviews of the requests proposed and submitted by the administrative offices of the University;
- 1.7. Identifies and assesses, in coordination with the head of the unit on a periodic basis, the training needs of the institution's employees for training and development of professional capacities through professional development trainings;
- 1.8. Manages the system of continuity at work, respectively the program "Attendance and Electronic Evidence" and based on the continuity reports prepared by the heads of departments, secretaries of administrative/academic units or the director of the organizational unit, through the salary officer, implements salary stops or compensates officials for overtime work;
- 1.9. Prepare draft individual personnel development plans (annual and medium-term) at the time of preparation of the Medium-Term Expenditure Framework (MTF) in order to be in harmony with this framework;
- 1.10. As needed, it provides assistance to the relevant units in the preparation of descriptions, classification and systematization of jobs as well as employment contracts;
- 1.11. Organizes the competition procedure and conducts the procedure of recruitment, discipline, handling of complaints for all public officials, dismissal requests and job evaluation for subordinates, etc.;
- 1.12. Manages and maintains information and processes related to appointment, termination of employment relationship, transfer, suspension, retirement and any other process related to the employment of public officials;
- 1.13. Creates an individual file which contains the personal and professional data of the employee, as well as any other data related to the employment relationship that is stored as physical and electronic copies.
- 1.14. Advises and acts on disciplinary matters in accordance with certain rules and procedures;
- 1.15. Issues certificates and other documents related to the status of personnel to all employees of the public-administrative service of the University;

- 1.16. Advises the employer authority and the managing personnel on the issue of public service servants in the UP administration;
 - 1.17. Drafts — prepares employment contracts for public officials of (in the UP administration) the University which are signed by the naming body;
 - 1.19. Directs the recruitment process of interns and manages them;
 - 1.20. Directs the operation and administration of the system of payments, honoraria, incentives, allowances and other payments to public officials based on applicable laws;
 - 1.21. Performs regular evaluation of administrative staff under his/her supervision;
 - 1.22. He also performs other tasks according to the instructions of the General Secretary and the Rector.
2. Qualifications and skills required (qualifications, qualifications, skills and skills required for the workplace):
 - 2.1. Undergraduate diploma - Faculty of Law (240 ECTS), Economics, Public Administration;
 - 2.2. All five (5) years of professional work, of which three (3) years of experience in managerial work;
 - 2.3. Substantial knowledge and knowledge in the field of human resource management;
 - 2.4. Skills in management, organization, goal setting and planning;
 - 2.5. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.6. Communication and negotiation skills;
 - 2.7. Flexible approach to organization and supervision of work, to solve problems;
 - 2.8. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.9. Knowledge of the English language is an advantage:
 3. Functional category: Lower Manager
 4. Number of positions: One (1).

Article 30
Personnel Officer

1. Personnel officer, has the following duties and responsibilities:
 - 1.1. Takes care that the announcements for the publication of job vacancies are in accordance with the standards set by the regulations;
 - 1.2. Organizes, maintains, verifies and updates the personnel files with proper documentation and issues accurate information on the beginning and end of the contract, as well as on the date of issuance of the decision on the election;

- 1.3. Reporting to the competent authority for the issuance of notes and reports on all received complaints and eventual irregularities;
 - 1.4. In cooperation with the supervisor, analyzes and evaluates the achievement of the objectives and work plan of the Department and drafts reports on the progress achieved and recommends recommendations for improvements;
 - 1.5. Helps organize trainings for the institution's staff;
 - 1.6. Collaborates with IKAP and other relevant agencies regarding the organization of trainings
 - 1.7. Provides professional support to the authorities regarding the implementation of legislation for the management and development of human resources;
 - 1.8. When required, participates in working groups for the drafting of legal acts related to human resources and gives recommendations on policies regarding human resources management;
 - 1.9. In accordance with the requirements and criteria, prepares reports and statements on personnel, as well as responds to questions posed in relation to human resources;
 - 1.10. Takes part in the commissions for recruitment of public and administrative staff;
 - 1.11. The Personnel Officer shall report and report to the Director of the Department;
 - 1.12. Performs other professional duties in accordance with current laws and regulations which may reasonably be performed from time to time by the Director of the Department.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. University Degree with at least 240 ECTS credits — Faculty of Law, Economics, Public Administration;
 - 2.2. At least three (3) years of professional work experience;
 - 2.2. In-depth and specialized knowledge in a specific professional field acquired through university education and relevant training;
 - 2.3. Knowledge of applicable laws and regulations;
 - 2.4. Communication skills, work planning and team guidance;
 - 2.5. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.6. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
 3. Functional category: Professional I .
 4. Number of leaders: Two (2).

DEPARTMENT OF GENERAL SERVICES

Article 31

1. The Department of General Services performs administrative, professional and other tasks, as follows:
 - 1.1. Provides the usual services to all organizational units, offices, departments and academic units, as well as to strengthen the administration and management of the University services, all in order to improve the efficiency and professionalism of the performance of the work within the competences of the University;
 - 1.2. Provides timely and quality services and supplies, keeps records of all incoming goods, manages the Warehouse and Databases of all assets and goods of the University;
 - 1.3. Manages the University's transportation, including databases and programs for the mobility of vehicles, expenses, repairs, as well as cleaning of the University's cars;
 - 1.4. Responds for the operation of relevant equipment for protection against fire and other natural disasters such as the assets of the University, conditions in working spaces as regards municipal utilities, water supply, heating, etc.;
 - 1.5. Keeps records of all incoming and outgoing documents in the University and from the University, ensuring that it is forwarded to the competent entities;
 - 1.6. It archives in electronic form and ensures the scanning and storage of all cases in scanned form for the needs of the University and other entities, with the permission of the General Secretary.
 - 1.7. Guides the planning in the field of infrastructure of university institutions in accordance with the Law on Spatial Planning, the Law on Construction and other laws in force in the Republic of Kosovo;
 - 1.8. Drafts Proposal Procurement Plans for the needs of renovations, upgrades and other infrastructure interventions, in accordance with the allowable budget and makes appropriate commitments;
 - 1.9. Planning and specification of inventory for the needs of the University of Prishtina;
 - 1.10. Manages projects and investments, promotes planning, organization, management and control of investment projects and investments;
 - 1.11. Drafts plans for the implementation of the priorities of the University in the field of infrastructure and its activities;
 - 1.12. Leads the entire infrastructure of the buildings in the University;
 - 1.13. Drafts technical standards on the forms of use of university halls and facilities by public institutions;
 - 1 13. Manages all capital projects related to the construction, renovation or adaptation of university buildings, respecting the legislation in force in the Republic of Kosovo;
 - 1.14. Prepares the letter and undertakes to provide construction permits and other documents necessary for renovations or infrastructure works.

2. The Director of the Department for General Services reports and responds to the General Secretary and the Rector.
3. Within the framework of the Department for General Services are these positions:
 - 3.1. Director of the Department for General Services (1 employee);
 - 3.2. Head of the Division for Logistics, Archive, Protocol and Technical-Supporting Services (1 employee);
 - 3.3. Division of Project Planning, Engineering Standards, Project and Building Management (1 employee);
 - 3.4. Reception and logistics officer (2 employees).
 - 3.5. Central Archives Officer (1 employee)
 - 3.6. Electronic Archive Officer (1 employee);
 - 3.7. Protocol Officer (1 employee);
 - 3.8. Warehouse manager in the Rectorate (1 employee);
 - 3.9. Administrative Technical Officer (1 employee);
 - 3.10. Receptionist in the Rectorate (1 employee);
 - 3.11. Employee in the cafeteria (1 employee);
 - 3.12. Chauffeur (1 employee);
 - 3.13. Typographer (2 employees);
 - 3.14. Gardener in the Rectorate (2 employee);
 - 3.15. Officer for infrastructure and facility management (1 employee);
 - 3.16. Infrastructure Officer - Architect (1 employee);
 - 3.17. Infrastructure Officer – Construction Engineer (1 employee);
 - 3.18. Infrastructure Officer – Mechanical Engineer (1 employee).
4. The number of positions in the Department of General Employment is twenty-one (21).

Article 32
Director of the Department for General Employment

1. The Director of the Department has the following duties and responsibilities:
 - 1.1. Leads the Department and sets its objectives in accordance with the strategy and objectives of the University and drafts detailed annual work plans for the implementation of the objectives;
 - 1.2. Manages the personnel of the department and organizes the work through the assignment of tasks to the subordinates, provides instructions and monitors the work of the personnel;
 - 1.3. Analyzes and evaluates internal processes and procedures and recommends changes to improve the efficiency of the work;
 - 1.4. Supervision of the archive of the Central Administration of the University, in accordance with the applicable legislation;
 - 1.5. Supervises the maintenance of the technical and logistical parts of the UP facilities, such as regular fumigation with water, electricity, heating, ventilation and other municipal utilities;
 - 1.6. Develops and supervises administrative-technical services for all bodies and agencies in the AQ;
 - 1.7. Supervises the technical functioning of the Central Administration facilities and assesses the needs for renovation of the facilities;
 - 1.8. Prepares papers and undertakes to provide construction permits and other documents necessary for renovations or infrastructure works;
 - 1.9. Initiates procedures for the avoidance of possible defects of installations and equipment in the facility;
 - 1.10. Collects, publishes and archives the technical documentation necessary for the database of data on the properties, devices, equipment and systems installed in the university institutions;
 - 1.11. Manages printing services and quantification of materials necessary for the needs of the Central Administration;
 - 1.12. Directs the services that are available to the public with the registration and distribution of postal materials;
 - 1.13. Provide transport services for the needs of the Central Administration
 - 1.14. Pay attention to the receipt and distribution of the expenditure material;
 - 1.15. Leads with buffet and reception;
 - 1.16. Supervises the work of the book for the main protocol for the registration of the documents and ensures the distribution of postal services after receiving them from the officials and third parties of the UP;

- 1.17. Manages the means of transport and machinery for the use of the University, as well as the databases and programs for the management of vehicles, registrations, expenses, repairs, as well as cleaning of the machinery on the property of the University;
 - 1.18. Plans the needs of the University for the supply of means of transport and work machinery;
 - 1.19. Ensures the provision of quality services to the department he leads;
 - 1.20. Manages all incoming and outgoing goods, warehouses and databases for all the assets and goods of the University;
 - 1.21. Ensures the proper evaluation of personnel under his/her supervision and promotes their development through training for the performance of their duties in accordance with the established standards;
 - 1.22. He also performs other tasks according to the instructions of the Secretary of the General Staff and the Rector.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate diploma — Faculty of Law, Economics or Technicality, with at least 240 credits/ECTS or equivalent or having completed master's level studies;
 - 2.2. All five (5) years of professional work experience, of which three (3) years of managerial work;
 - 2.2. Substantial knowledge and experience in the relevant field;
 - 2.3. Skills in management, organization, goal setting and planning;
 - 2.4. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.5. Skills of the highest level of communication and negotiation;
 - 2.6. Flexible approach to organization and supervision of work, to solve problems;
 - 2.7. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.8. Knowledge of the English language is an advantage
 3. Functional Category: Lower Manager
 4. Number of positions: One (1).

DIVISION FOR LOGISTICS, ARCHIVE, PROTOCOL AND TECHNICAL-SUPPORT SERVICES

Article 33

1. The Division for Logistics, Archives, Protocol and Technical-Supporting Services performs administrative, professional and technical-support works, as follows:

- 1.1. Organizes the overall work of the Division and assists in setting objectives and drafting the work plan for the fulfillment of these objectives;
- 1.2. Manage the archive of the Central Administration of the University, in accordance with the legislation in force;
- 1.3. Evaluates internal processes and procedures and recommends changes/improvements in order to increase efficiency and quality of work;
- 1.4. Archives copies of documents in accordance with the legislation in force;
- 1.5. Ensures the operation of technical services in the Central Administration of UP;
- 1.6. Manages the maintenance of the gardens and courtyards of the Central Administration and the Rectorate;
- 1.7. Supervises the technical and logistical maintenance of the buildings of AQ and the Rectorate of UP;
- 1.8. Provides logistics services through relevant warehouses and transport services as well as services for the receipt and distribution of consumables;
- 1.9. Maintains and leads the book for the main protocol for the registration of documents while distributing postal shipments after receiving them from officials and third parties of UP;
- 1.10. Makes operational plans and proposes the supply of preventive protective measures against fire and other elementary disasters for the facilities managed by the University;
- 1.11. Makes budget requirements, drafts the appropriate specifications and planning for adequate defense, security and transport equipment;
- 1.12. Certifies and forwards invoices for municipal and derivatives expenses as well as other equipment from the field of transport;
- 1.13. Through the Central Archives, within the legal deadline, forwards the appropriate documents for commitments and relevant payments to the Department for Budget and Finance;
- 1.14. Coordinates and supervises the work with the Central Archive, the Transport and Logistics Unit, as well as requests the implementation of the legal acts in force in these areas;
- 1.15. Drafts Proposals-Procurement Plans for the needs of renovations, constructions and other interventions in infrastructure, in accordance with the allowable budget and makes requests for appropriate commitments;
- 1.16. Drafts work plans and reports according to certain periods, as well as any relevant information and notifications to the superior and other subjects;
- 1.17. Takes care of the adequate use of the Assets-Programs for which they are dedicated — purchased;
- 1.18. Proposes commissions for the registration of assets and possibly "ad hoc" ones related to the scope of the Division;

- 1.19. Inspects the companies that provide physical insurance in the facilities managed by the University;
- 1.20. Takes care of the deadlines and procedures for filling the fire extinguishers for the facilities under the management of the University;
- 1.21. Coordinates services and supplies in order to be done in a timely and qualitative manner;
- 1.22. Keeps records and manages the incoming and outgoing of goods, the Warehouse and the databases for all the assets and goods of the University

Article 34

Director of the Division for Logistics, Archive, Protocol and Technical Services

1. The Division Commander has the following duties and responsibilities:
 - 1.1. Directs the overall work of the Division and assists in the supervision of the setting of objectives and the drafting of the work plan for the fulfillment of these objectives;
 - 1.2. Manages the Division's personnel and distributes tasks to its subordinates, provides instructions and monitors the work of the personnel to provide quality products and services;
 - 1.3. Leads with the archives of the Central Administration of the University, in accordance with the legislation in force;
 - 1.4. Assists the Director in evaluating internal processes and procedures and recommends changes/improvements for the purpose of improving efficiency and quality of work;
 - 1.5. Provides copies of archived documents in accordance with the legislation or force;
 - 1.6. Ensures for the technical operation of the Central Administration facilities;
 - 1.7. Supervises the technical and logistical maintenance of the facilities of Central Administration and the UP Rectorate;
 - 1.8. Organizes the providing of logistics services for warehouses and transport services;
 - 1.9. Provides services for the receipt and distribution of consumables;
 - 1.10. Leads with the book for the main protocol for the registration of cases meanwhile it distributes postal deliveries after receiving them from the officials and third parties of the UP;
 - 1.11. Coordinates services and supplies in a timely and qualitative manner;
 - 1.12. Manages the incoming and outgoing of goods, warehouse management, and databases for all the assets and goods of the University;

- 1.13. Performs regular evaluation of his/her supervised personnel and promotes their development through training for the performance of their duties in compliance with the required standards;
 - 1.14. Reports and responds to the Director of the Department.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate diploma — Faculty of Philosophy, Field of Archives, Law, Economics, or Public Administration;
 - 2.2. To have four (4) years of professional work experience;
 - 2.3. Communicative, negotiating, and persuasive skills in management;
 - 2.4. Skills to set objectives, work planning and analysis;
 - 2.5. Skills in team leadership and organization, ability to manage a team or working group;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.8. Knowledge of the English language is an advantage.
3. Functional category: Lower Manager
 4. Number of positions: One (1).

Article 35

Admissions and logistics officer

1. The Admission and Logistics Officer has the following duties and responsibilities:
 - 1.1. Accepts and controls all payment cases, and makes sure that they are in harmony with the legislation and the regulators in power;
 - 1.2. Accept the report and registration of invoices for goods and services and capital works for the needs of the University and the Kosovo Finance Management Information System (SMFIK) - Free Balance;
 - 1.3. Obtain evidence and notes for all documents submitted for further proceedings;
 - 1.4. Provides technical and operational support to the institution for the implementation of best management practices in logistics, systems and procedures;
 - 1.5. Uploads and downloads about the history of employees, through the electronic platform E-Pasuria;
 - 1.6. Transfer and movements for all types of inventory in the E-Pasuria system per unit and official in the Central Administration;
 - 1.7. Implements the legal and sublegal acts which have been done with the rights and obligations of public servants;
 - 1.8. He also performs other tasks assigned by the executives;
 - 1.9. Reports and responds to the executives of the Division.

2. Qualifications and skills required (qualifications, experiences and abilities and skills required to perform this job):
 - 2.1. Undergraduate diploma — Faculty of Law, Economics or Public Administration;
 - 2.2. At least one (1) year for professional work experience;
 - 2.3. Knowledge of applicable laws and regulations;
 - 2.4. Skills in communication, work planning, eventual coordination of personnel or administrative level;
 - 2.5. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.6. Computer skills and applications of programs (Word, Excel, PowerPoint, Access).
3. Functional category: Professional 1.
4. Number of positions: Two (2).

Act 36
Officer of the Central Archive

1. The Archive Officer has the following duties and responsibilities:
 - 1.1. Archives the official documentation of the University based on the nomenclature provided for the maintenance and registration of archival material, manages the archival book and receives the archival material from the relevant services;
 - 1.2. Prepares and makes a proposal for the destruction of the recorded material, as well as keeps records of this;
 - 1.3. Follows and applies the legal provisions regulating the way of managing archival material;
 - 1.4. With the permission of the Rector and the General Secretary, he gives for temporary use the archival material with a reverse;
 - 1.5. Maintains and manages the main protocol for the registration of cases, distributes postal deliveries after receiving them from the Rector or the Permanent Secretary;
 - 1.6. Distributes documents, decisions and other materials through the internal distribution book to all the staff of the Rectorate;
 - 1.6. Photocopies materials and sorts them;
 - 1.7. It performs document scanning, registration, classification and archiving of data in the database according to the classification scheme, storage periods, electronic communication;
 - 1.8. Takes care of the conditions of storage of documents and prevents damage to the archival material by physical, biological and chemical causes, as well as, based on need,

takes care of the disinfection, disinsection of the archive warehouse, servicing of the fire extinguishing equipment, etc.;

1.9. Performs other work according to the rules for archiving and according to the orders of the leader;

1.10. Reports and responds to the Division Leader.

2. Qualifications and skills required (qualifications, experience and skills and abilities required to perform this job):

2.1. Undergraduate Degree — Faculty of Philosophy — Archival, Law, Economics or Public Administration Program;

2.2. At least one (1) year of professional work experience;

2.2. Knowledge of applicable laws and regulations;

2.3. Communication skills, work planning, eventual coordination of personnel at the administrative level;

2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;

2.5. Computer skills in software applications (Word, Excel, PowerPoint, Access);

2.6. Knowledge of the English language is an advantage.

3. Functional category: Professional 1.

4. Number of positions: One (1)

Article 37

Officer of the Electronic Archive

1. The Electronic Archive Officer has the following duties and responsibilities:
 - 1.1. Accepts the recorded documents and scans them;
 - 1.2. It sends the scanned documents, via e-mail, to the destinations where the document is addressed;
 - 1.3. Is responsible for ensuring that the document is sent to the correct address via e-mail;
 - 1.4. Manages the organization of work, in case of need, assists the parties during communication through the electronic system and performs the work fairly and efficiently, until the finalization of the document;
 - 1.5. Takes care that the description-naming of the document in official communication through the electronic system is clear and accurate;
 - 1.6. Restricts access to documents, except for competent officials, for scanned and archived documents, while maintaining professional secrecy;
 - 1.7. Archives the subjects in electronic form, classified according to the creators of the documents and the classification marks;
 - 1.8. Takes care of the storage of documents;
 - 1.9. Keep records in electronic form;
 - 1.10. Forwards the deadlines for the storage of documents and proposes for destruction according to the regulation on unique document classification marks;
 - 1.9. The documents created on paper through the minutes for acceptance-delivery, sends them to the archive repository;
 - 1.10. The documents created in UP are sent for posting on the website;
 - 1.11. Performs other work according to the rules for archiving and according to the orders of the leader;
 - 1.12. Reports and responds to the Division Leader.

2. Qualifications and skills required (qualifications, experience and skills and abilities required to perform this job):
 - 2.1. Undergraduate degree — Faculty of Philosophy – Program for Archiving, Law, Economics, or Public Administration;
 - 2.2. At least one (1) year of professional work experience;
 - 2.2. Knowledge of applicable laws and regulations;
 - 2.3. Communication skills, work planning, eventual coordination of personnel at the administrative level;

- 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is an advantage.
3. Functional category: Professional 1.
 4. Number of positions: One (1).

Article 38
Officer for Protocol

1. The protocol officer has the following duties and responsibilities:
 - 1.1. Maintains and directs the main protocol for the registration of cases submitted to the Rectorate;
 - 1.2. Distributes postal deliveries after receiving them from the Rector or the General Secretary;
 - 1.3. Distributes documents, decisions and other materials through the internal distribution book for the staff of the Rectorate;
 - 1.4. Preparation for distribution of documents, decisions and other materials for the needs of academic and organizational units;
 - 1.5. Photocopies materials and sorts them;
 - 1.6. Performs also other duties according to the orders of the executives;
 - 1.7. Reports and responds to the Executive of the Division.
2. Qualifications and skills required (qualifications, experience and other skills required to perform this job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy – Field of Archives, Law, Economics or Public Administration;
 - 2.2. Ability to solve problems with technical or procedural issues arising from the work process;
 - 2.3. Ability to organize its own work and coordinate personnel at the administrative level;
 - 2.4. Research, analytical and information evaluation skills;
 - 2.5. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is an advantage.
3. Functional category: Professional 2.

4. Number of positions: One (1).

Article 39

Warehouse manager at the Rectorate of UP

1. The warehouse manager has the following duties and responsibilities:
 - 1.1. It organizes the work and the supplier warehouse of UP;
 - 1.2. Registers assets and inventory in the E-asset system and uploads them to academic and organizational units;
 - 1.3. Provides the officials for the logistical purposes of the academic administration and the central administration with expenditure materials and other equipment according to the approved regulations;
 - 1.4. Takes care of the timely provision of consumables and equipment necessary for the needs of Central Administration;
 - 1.5. Keeps records of the entry and exit of the material, tools and inventory of the material and reports them to the responsible person;
 - 1.6. He also performs other work in the field of activity of this place of work, as well as other work assigned to him by the executive of the Division;
 - 1.7. Reports and reports to the executive of the Division.
2. Qualifications and skills required (qualifications, experience and other skills required to perform the job):
 - 2.1. High School Diploma or University Degree - Faculty of Law, Economics or Public Administration;
 - 2.2. Ability to solve problems related to technical or procedural issues arising from the work process;
 - 2.3. Ability to organize one's work and duties;
 - 2.4. Research, analytical and information evaluation skills;
 - 2.5. Computer skills and applications of programs (Word, Excel, PowerPoint, Access).
3. Functional category: Technical and supporting employee 2.
4. Number of positions: One (1).

Article 40

Administrative Technical Officer

1. The Technical Administrative Officer has the following duties and responsibilities:
 - 1.1. Does photocopies of the materials;
 - 1.2. Disclosure of documents, decisions, other materials in the register book;

- 1.3. Performs the tasks of receipt — delivery of the services to the posts;
 - 1.4. Maintains halls of the University and prepares them for the organization of various activities;
 - 1.5. He also performs other technical-administrative tasks assigned to him by the Director;
 - 1.6. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experiences and abilities and skills required to perform the job):
 - 2.1. High School Diploma or University Degree;
 - 2.2. Ability to solve problems on technical or procedural issues arising from the work process;
 - 2.3. Computer skills in software applications (Word, Excel).
 3. Functional Category: Technical and Support Employee 2.
 4. Number of positions: One (1).

Article 41
Receptionist in the Rectorate

1. The receptionist in the Rectorate, has the following duties and responsibilities:
 - 1.1. Receives and forwards phone calls, different messages for the employees of the University
 - 1.2. Accepts the post for the University officials and forwards it to the relevant officials for distribution;
 - 1.3. Accepts and submits the keys of the offices of the Rectorate;
 - 1.4. According to the rules, accepts the parties, keeps records and takes them to the relevant offices;
 - 1.5. Provides and orients the public in relation to their needs;
 - 1.6. Offers Secretarial services as needed;
 - 1.7. He reports and reports to the Leader of the Division.
2. Qualifications and skills required (qualifications, experiences and abilities and other skills required to perform the job):
 - 2.1. Undergraduate diplomas;
 - 2.2. Ability to solve problems with technical or procedural issues arising from the work process;
 - 2.3. Ability to organize one's work and duties;
 - 2.4. Computer skills in software applications (Word, Excel);
 - 2.5. Knowledge of the English language is an advantage.

3. Functional category: Technical and supporting employee.
4. Number of positions: One (1)

Article 42

Employee in the Cafeteria

1. The buffet employee has the following duties and responsibilities:
 - 1.1. Orders and accepts goods for buffets, offers various beverages, keeps accurate records of the expenses of beverages, juices, coffee, tea, mineral water and milk, and in some cases of other beverages and foods too;
 - 1.2. Cleans the cafeteria;
 - 1.3. Performs also other tasks assigned by the executives;
 - 1.4. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. High School or University Diploma;
 - 2.2. Ability to organize one's work and duties;
 - 2.3. Computer skills in software applications (Word, Excel);
 - 2.4. Knowledge of the English language is desirable.
3. Functional category: Technical and Supporting Employee 2.
4. Number of positions: One (1).

Article 43

Chauffeur

1. The chauffeur has these duties and responsibilities:
 - 1.1. Drives the cars at the disposal of the University, according to the written and oral order of the Rector, the Vice-Rector and the Secretary of the University;
 - 1.2. He/she is charged with the vehicles of the Rectorate of the University and takes care of their maintenance, cleanliness and their regular technical condition;
 - 1.3. It is the driver for the Rector, for other executives of the University and, if necessary, for the staff of the University;
 - 1.4. Performs small technical interventions on cars;

- 1.5. Keeps records of the mileage elapsed and the expenses of combustible vehicles and other vehicles that he drives according to the Vehicle Expenses Regulation;
 - 1.6. Along with the relevant officer, takes care of the time of registration of the vehicles;
 - 1.7. Performs the tasks of receipt and delivery of the postal services, performs the tasks of the porter and the courier as necessary;
 - 1.8. He also performs other tasks assigned to the audience;
 - 1.9. Reports and responds to the executives of the Division.
2. Qualifications and skills required (qualifications, experience, skills, and abilities required for the job):
 - 2.1. At least High School Diploma;
 - 2.2. Obligated drivers license for category "B".

3. Functional category: Technical and Supporting Employee 2.
4. Number of positions: One (1).

Article 44
Typographer

1. The typographer has the following duties and responsibilities:
 - 1.1. Does the pagination of the manuscript pages;
 - 1.2. Does the techno-graphical preparation of manuscripts;
 - 1.3. Works out figures, sketches and graphic representations, sets the size and font of the letters, sets the size of the figures and determines their place in the handwriting;
 - 1.4. Collaborates with the authors of the manuscripts and with the relevant editor for the manuscript;
 - 1.5. Deals with the computer preparation of university textbooks: scanning of figures, computer compilation and processing of illustrations, tables and other elements of the university text, layout, paus and color separation;
 - 1.6. He takes care continuously of quality editing of the university book;
 - 1.7. He reports and responds to the executives of the Division;
 - 1.8. Performs other duties in accordance with laws and regulations which may be enacted in any reasonable manner from time to time by the executives.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma – from professional fields;
 - 2.2. Specific professional knowledge in the field of work, acquired through university education;
 - 2.3. Ability to solve problems related to technical or procedural issues arising from the work process;
 - 2.4. Ability to organize one's own work;
 - 2.5. Computer skills and software applications (Word, Excel, PowerPoint, Access).
3. Functional Category: Technical and Supporting Employee 2.
4. Number of positions: Two (2).

Article 45
Gardener in the Rectorate

1. The Gardener, in the Rectorate, has the following duties and responsibilities:

- 1.1. Maintains and mows the grass in the green spaces of the Rectorate and the Central Administration of the University;
 - 1.2. Maintains and repairs as much as possible the seats located in the external spaces of the Rectorate and the Central Administration;
 - 1.3. Proposes the purchase of work tools to take care of green space;
 - 1.4. He maintains the tools of the garden;
 - 1.5. Takes care of planting and watering ornamental trees, trees, other plants and flowers under the management of the Rectorate;
 - 1.6. Performs other duties which may be required or reasonably required from time to time by the executives;
 - 1.7. Reports and responds to the executive of the Division.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. At least the High School Diploma;
 - 2.2. Ability to solve problems for technical or procedural issues arising from the work process;
 - 2.3. Ability to organize one's work;
3. Functional category: Technical and Supporting Employee 2.
 4. Number of positions: Two (2).

**DIVISION FOR PROJECT PLANNING,
ENGINEERING STANDARDS, PROJECT AND FACILITY MANAGEMENT**

Article 46

1. The Division for Project Planning, Engineering Standards, Project and Facility Management, performs administrative, professional and other tasks, as follows:
 - 1.1. Leads with planning in the field of University's facilities infrastructure in accordance with the Law on Spatial Planning, the Law on Construction and other laws in force in the Republic of Kosovo;
 - 1.2. Drafts proposal-plans for the needs of renovations, constructions, and other infrastructure interventions, in accordance with the allowable budget and makes the necessary commitments;
 - 1.3. Manage projects and facilities, including planning, organization, guidance and control of investment projects and facilities;

- 1.4. Drafts plans for the implementation of the priorities of the University in the field of infrastructure of its facilities;
 - 1.5. Lead the implementation of strategies in the field of infrastructure construction, in harmony with the Law for Construction and other laws in force in the Republic of Kosovo;
 - 1.6. Leads the entire infrastructure of the facilities of the University;
 - 1.7. Drafts technical standards on the forms of use of university halls and facilities from relevant institutions;
 - 1.8. Manage projects and facilities, including planning, organization, guidance and control of investment projects and facilities;
 - 1.9. Provides a feasibility study of the project, reflecting the results based on the report, costs and effects;
 - 1.10. Manage all capital projects, which are related to the construction, renovation or adaptation of university facilities, respecting the legislation in force in the Republic of Kosovo;
 - 1.9. Collects, updates and archives the technical documentation necessary for the database of property, facilities, equipment and systems installed in university institutions;
 - 1.10. Prepares papers and undertakes to provide construction permits and other documents necessary for renovations or infrastructure works;
 - 1.11. Initiates procedures for the avoidance of eventual defects of installations and equipment in the facility;
 - 1.12. Plans and implements the maintenance of university facilities;
 - 1.13. Monitors the implementation of plans for the management and administration of regular maintenance of systems and equipment;
 - 1.14. It provides professional advice to the users of the facilities, on the application of regulations for the management and administration of university facilities in the sense of technical maintenance.
2. Number of employees in the Division of Project Planning, Engineering Standards, Project and Facility Management is five (5).

Article 47

Leader of the Division of Project Planning, Engineering Standards, Project and Facility Management

1. The Division's Leader has the following duties and responsibilities:
 - 1.1. Directs the overall work of the Division and assists the supervisor in setting objectives and drafting a plan of work for the fulfillment of these objectives;

- 1.2. Manages the personnel of the division and manages the division of tasks among its subordinates, provides instructions and monitors the work to ensure duties being performed and quality services;
 - 1.3. Manages the process of implementation of strategies in the field of infrastructure construction, in accordance with the Law for Construction and other laws in force in the Republic of Kosovo;
 - 1.4. Leads the entire infrastructure of facilities of the University;
 - 1.5. Prepares planning and drafts technical standards on the forms of utilization of university facilities by relevant institutions;
 - 1.6. Prepares planning and specification of inventory for the needs of the University of Prishtina;
 - 1.7. Manages projects and facilities, including planning, organization, guidance and control of investment projects and facilities;
 - 1.8. Conducts a study of the feasibility of the project, reflecting the results on the basis of the report, costs and effects;
 - 1.9. Manages all capital projects related to the construction, renovation or adaptation of university facilities, respecting the legislation in force in the Republic of Kosovo;
 - 1.10. Manages capital investment projects for university facilities;
 - 1.11. Collects, updates and archives the technical documentation necessary for the database of data on property, equipment, equipment and systems installed in university institutions;
 - 1.12. Drafts and implements maintenance plans for university facilities;
 - 1.13. Monitor and implement plans for the management and administration of regular maintenance of systems and equipment;
 - 1.14. Provides professional advice to the users of the facilities, in the application of regulations for the management and administration of university facilities in the sense of technical maintenance;
 - 1.15. It supervises the maintenance of the technical and logistical part of the facilities of the UP, providing regular supply of water, electricity, heating, ventilation and other utilities.
 - 1.16. Reports and responds to the Director of the Department.
2. Qualifications and skills (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma - Faculty of Civil Engineering, Architecture or Mechanical Engineering with at least 240 ECTS credits;
 - 2.2. Have four (4) years of professional work experience;

- 2.3. Communicative, negotiating, and persuasive skills in management;
 - 2.4. Ability to set objectives, plan work and analyze;
 - 2.5. Skills in leadership and organization of the team, the ability to manage a team or working group;
 - 2.6. Substantial knowledge and experience in the relevant field;
 - 2.7. Computer skills of applications and programs (Word, Excel, PowerPoint, Access, as well as professional programs in the field);
 - 2.8. Knowledge of the English language is an advantage.
3. Functional category: Lower Manager.
 4. Number of positions: One (1).

Article 48
Infrastructure and Facilities Management Officer

1. The Officer for Infrastructure and Management of Facilities has the following duties and responsibilities:
 - 1.1. Does the planning of the University's premises;
 - 1.2. Constructs eventual changes to existing spaces;
 - 1.3. Plans the hydrotechnical, electrical, thermoenergetics, architectural and constructive aspects of the University's facilities;
 - 1.4. Takes care of the functionality of all issues as far as the premises of the University are concerned;
 - 1.5. Supervises the construction and reorganization of the University's facilities;
 - 1.6. Organizes the work and provides conditions for normal work in the process of construction and maintenance of the University's facilities;
 - 1.7. Participates in the drafting of project tasks related to the constructions in the University;
 - 1.8. Represents the University in the relevant institutions for equipment with a construction permit renovation of the University's facilities;
 - 1.9. Observes the process of the procedures for relevant biddings;
 - 1.10. Keeps records of the work carried out in constructions or reconstructions in the University, and informs the leader for it;
 - 1.11. He also performs other tasks assigned by the executives;
 - 1.12. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate diploma - Faculty of Civil Engineering, or Architecture;

- 2.2. At least two (2) years of professional work experience;
 - 2.3. Substantial knowledge and experience in the relevant field;
 - 2.4. Computer skills of applications and programs (Word, Excel, PowerPoint, Access, as well as professional programs in the field);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Specialist.
 4. Number of positions: One (1).

Article 49
Infrastructure Officer - Architect

1. The Infrastructure Officer - Architect, has the following duties and responsibilities:
 - 1.1. Plans the spaces of the University;
 - 1.2. To supervise the architectural works of the constructions and renovations of the University;
 - 1.3. Organizes the work and provides conditions for normal work in the process of construction and maintenance of the facilities and the University;
 - 1.4. Participates in the drafting of project tasks related to the constructions at the University;
 - 1.5. Performs actions for obtaining permits for the carrying out work in construction or reconstruction of the University's facilities;
 - 1.6. Observes the process of procedures for relevant biddings;
 - 1.7. Performs other tasks assigned by the executives;
 - 1.8. Reports to and responds to the Division's Leader.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma — Faculty of Architecture;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Substantial knowledge and knowledge in the relevant field;
 - 2.4. Computer skills of applications and programs (Word, Excel, PowerPoint, Access, Archicad, as well as professional programs in the relevant field);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Specialist.
4. Number of positions: One (1).

Article 50

Infrastructure Officer - Civil Engineer

1. The Infrastructure Officer — Engineer, has the following duties and responsibilities:
 - 1.1. Plans the hydrotechnical and construction aspects;
 - 1.2. Takes care of the functionality of all other issues related to the University's premises;
 - 1.3. Participates in drafting of the project tasks related to the hydrotechnical and construction aspects;
 - 1.4. Observes the process of procedures for relevant biddings;
 - 1.5. Supervise the work of construction and renovations in the buildings of the University;
 - 1.6. Keeps records of the work that is carried out in the construction or reconstruction in the University, and informs the executives for it;
 - 1.4. Plans other engineering aspects of the University;
 - 1.5. Performs also other tasks assigned by the executives;
 - 1.6. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma - Faculty of Engineering;
 - 2.2. Two (2) years' experience of similar work;
 - 2.3. Computer skills of applications and programs (Word, Excel, PowerPoint, Access, as well as professional programs in the relevant field);
 - 2.4. Knowledge of the English language is an advantage.
3. Functional category: Specialist.
4. Number of positions: One (1).

Article 51

Infrastructure Officer - Mechanical Engineer

1. The Infrastructure Officer — Engineer, has the following duties and responsibilities:
 - 1.1. Plans the thermo-energy, renewable energy and air conditioning aspects of the UP facilities;
 - 1.2. Takes care of the functionality of heating in all of the spaces of the University;
 - 1.3. Participates in the drafting of project tasks related to thermoenergy, renewable energy and air conditioning aspects;
 - 1.4. Supervises the process of procedures for relevant bidding;
 - 1.5. To promote thermo-energy, renewable energy and air conditioning works in the case of constructions and renovations of the University facilities;

- 1.6. Keeps records of the work that is carried out in the constructions or renovations in the University, and informs the executives about this;
 - 1.7. For the needs of the University, plans other aspects from the field of mechanical engineering;
 - 1.8. Performs other tasks assigned by the executives;
 - 1.9. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma — Faculty of Mechanical Engineering;
 - 2.2. Two (2) years' experience of similar work;
 - 2.3. Computer skills of the applications of the programs (Word, Excel, PowerPoint, Access, as well as professional programs in the relevant field);
 - 2.4. Knowledge of the English language is an advantage.
 3. Functional category: Specialist.
 4. Number of positions: One (1).

DEPARTMENT FOR INTERNATIONAL COOPERATION

Article 52

1. The Department for International Cooperation performs administrative, professional, and other work related to:
 - 1.1. Developing international inter-university cooperation through agreements and protocols;
 - 1.2. Coordinating and supporting regional and international projects;
 - 1.3. Coordination of support activities related to the initiation and coordination of cooperation with universities and international institutions;
 - 1.4. Leadership of the program of the Prishtina International Summer University;
 - 1.5. The assistance of the Rector and relevant Vice-Rector at all levels of international cooperation;
 - 1.6. Providing support to academic units that want to create cooperation agreements at the level of faculties and institutes;
 - 1.7. Leading role as institutional coordinator in international program of the University, as well as in credits mobility schemes;
 - 1.8. Participation in all initiatives in the field of international cooperation, in order to plan further strategies for the successful implementation of the project;

- 1.9. Assisting management in designing and implementing projects that advance research and scientific work at the University;
- 1.10. Assistance in drafting, negotiating and reaching bilateral agreements between the University with universities and international institutions on issues of common interest;
- 1.11. Proposing and preparing for signing agreements pertaining to the field of international cooperation on specific issues of interest to the University;
- 1.12. Proposing and participating in working groups for drafting secondary legislation related to the field of international cooperation in matters of interest to the University;
- 1.13. Assists in research on academic policy development issues related to applicable legislation in Kosovo regarding opportunities for international cooperation on issues of common interest;
- 1.14. Review and process all types of requests for international cooperation of the University, in accordance with the legal procedures in force;
- 1.15. Mutual cooperation with any local and international institution related to the field of international cooperation in matters of interest to the University;
- 1.16. Drafting of various memoranda of international cooperation;
- 1.17. Advising the Rector and other governing bodies of the University on the development of academic policies pertaining to international cooperation;
- 1.18. Providing opinions to local and foreign authorities regarding the applicable law in Kosovo that belong to the field of international cooperation;
- 1.19. Performing any other tasks included in the mandate of the Department for International Cooperation, in accordance with the Statute and the law;
- 1.20. He also performs other tasks according to the requests of the General Secretary, the Vice-Rector of the field and the Rector.

2. The Director of the Department for International Cooperation reports and responds to the General Secretary in the administrative aspect, while in the operational aspect he coordinates the work with the Vice-Rector of the relevant field.

3. Within the framework of the Department for International Cooperation are these job positions:

- 3.1. Director of the Department for International Cooperation (1 employee);
- 3.2. Leader of the Division for projects, mobility and international cooperation (1 employee);
- 3.3. Officer for Projects and Mobility of Staff and Students (3 employees);
- 3.4. Officer in charge of drafting and negotiating agreements (1 employee);

- 3.5. Officer for information, counseling of students and verification of documentation (1 employee);
 - 3.6. Program Promotion Officer at the Prishtina International Summer University (1 employee);
 - 3.7. Administrative Officer at the Prishtina International Summer University (1 employee);
4. Number of positions in the Department of International Academic Cooperation is nine (9).

Article 53

Director of the Department for International Cooperation

1. The Director of the Department has the following duties and responsibilities:
 - 1.1. Leads, coordinates and manages the overall work of the Department;
 - 1.2. Supervises and manages the files of the Department of International Cooperation;
 - 1.3. Assists and advises on the compliance of the priorities, plans and strategies of the University with the priorities arising from the European integration process in the field of higher education in Kosovo;
 - 1.4. Provides assistance to other departments and structures of the University in the aspect of methodological support for the preparation procedures and project management;
 - 1.5. It is responsible for the development of scientific work for the preparation of analyses for legal issues in the field of international academic cooperation, the proposal and drafting of development policies, the drafting and review of legislation on issues related to the field of international cooperation;
 - 1.6. Prepares, reviews, supervises and signs the requests for international cooperation including:
 - 1.6.1. Implementation of agreements, service of various documents and supporting documents related to the academic development procedures of the Universities of different countries;
 - 1.6.2. Mutual exchange of information with partners;
 - 1.6.3. Conducting individual procedural actions, such as carrying out and performing work, by telephone or video conferencing;
 - 1.6.4. Sending and receiving important information related to the field of international cooperation; and
 - 1.6.5. Any other aid that may enter into the framework of international cooperation is permissible under the applicable law in Kosovo.
 - 1.7. Verifies and ensures that the letters of various complex natures that are sent for signature by the Rector, are in accordance with the conditions and procedures provided by law;
 - 1.8. Collaborates with relevant local and foreign institutions and entities;
 - 1.9. Collaborates and ensures the development of relations related to international cooperation with Universities, Embassies and foreign diplomatic missions accredited in Kosovo, embassies and diplomatic missions of Kosovo abroad, as well as with any other relevant institution;
 - 1.10. Supervises the drafting, negotiation and achievement of bilateral agreements between the University of Prishtina and universities of foreign countries regarding international academic cooperation on issues of common interest;

- 1.11. Upon request, provides advice to the University;
 - 1.12. Reports regularly to the General Secretary and the Vice-Rector of the field for the implementation of duties;
 - 1.13. Participates, according to the invitation, during the drafting of all acts related to the field of international cooperation
 - 1.14. Explicitly deals with the organization, monitoring and coordination of the implementation of the European Commission's programs
 - 1.15. Upon the request of the Rector, the relevant Vice-Rector and/or the General Secretary, performs any other task that falls under the mandate of the Department for International Cooperation;
 - 1.16. He also performs other work at the request of the General Secretary and the Rector.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
- 2.1. Undergraduate degree - Faculty of Philosophy (Political Science, International Relations and Diplomacy, European Studies and Public Administration), Law - International Program, with at least 240 credits/ECTS or equivalent or have completed master's level studies in the relevant fields;
 - 2.2. Have at least five (5) years of professional work experience, with at least three (3) years of managerial work experience;
 - 2.3. Ability to draft logical, clear, and concise documents;
 - 2.4. Knowledge and skills for drafting relevant acts related to international academic cooperation;
 - 2.5. Deep knowledge of the field of international academic cooperation;
 - 2.6. In-depth knowledge of European and international law, with special emphasis on higher education legal acts in EU countries covering the field of international academic cooperation;
 - 2.7. Advanced knowledge of negotiation techniques of international academic agreements;
 - 2.8. Demonstrated skills in conducting research and research for the preparation of correspondence and memoranda;
 - 2.9. Ability to maintain a professional attitude in difficult and confrontational situations, and under great time pressure;
 - 2.10. Strong analytical and research habits, including the ability to evaluate and value different types of information;
 - 2.11. Excellent written and oral communication skills;
 - 2.12. Good interpersonal habits, with the ability to interact and maintain effective and harmonious relationships with colleagues, subordinates and supervisors;

- 2.13. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.14. In-depth knowledge of the English language in writing and speaking.
3. Functional category: Secondary Manager.
 4. Number of positions: One (1).

DIVISION FOR PROJECTS MOBILITY AND COOPERATION INTERNATIONAL

Article 54

1. The Division for Projects and Mobility for Personnel and Students, performs administrative, professional and other work related to:
 - 1.1. Preparing and advising in the development of research work for the preparation of analyses on legal issues pertaining to the field of international cooperation, proposing and drafting academic development policies, drafting and reviewing legislation on issues related to the field of international cooperation;
 - 1.2. Drafting and reviewing requests for international academic aid, including:
 - 1.2.1. Service of various documents;
 - 1.2.2. Supporting documents related to the cooperation procedures in the other country;
 - 1.2.3. Mutual exchange of information related to international cooperation and undertaking of individual procedural actions for their realization;
 - 1.3. Management of the Division's files;
 - 1.4. Coordination and interconnection of the work of the Division;
 - 1.5. Ensuring that all requests and responses for international academic aid are prepared according to the required criteria and followed up in a timely manner;
 - 1.6. Providing advice to the Department;
 - 1.7. Assisting, drafting, and reviewing complex requests for international academic aid;
 - 1.8. Providing assistance to faculties in finding funds and drafting projects for application to EU funds;
 - 1.9. Organizing, monitoring and coordinating the implementation of European Commission programs related to the areas covered by the Division;
 - 1.10. Drafting of project proposals in cooperation with international partners for application for European Commission funds;
 - 1.11. Preparation of inter-institutional agreements for signing;
 - 1.12. Coordination and full implementation of projects;
 - 1.13. Public opening of competitions for students and staff for mobility in partner universities, as well as management of the progress of the mobility process;

- 1.14. Assists in the work for the transfer of ECTS credits;
- 1.15. Organizing information sessions with students and staff about the opportunities that the University offers in the framework of various international programs;
- 2.16. Carrying out the verification of students' documents for their validity, referring to the requirements of local and international institutions;
- 2.17. Maintenance of all verified documents;
- 2.18. Constantly contacts the faculties of UP, as well as contacts with various universities and international institutions, in order to clarify the problems that arise during the verification of documents;
- 2.19. Advising and informing interested students regarding the application procedures for studying abroad;
- 2.20. Provides information in electronic form to all students and academic staff interested in studying abroad;
- 2.21. Participates in meetings, conferences, trainings at local, regional and international level, in order to present the UP;
- 2.22. Engages in the publication of information on the UP website;
- 2.23. Updating the list of bilateral agreements signed by the Rector;
- 2.24. Supports any initiative undertaken by students in the field of international cooperation, providing them with facilitation and advice to achieve their objectives during the application process for study abroad, for measuring the work license in ECFMG, NASBA, WES institutions as well as various institutions by confirming the authenticity of the documents through the document issued, through official email as well as forwarding documents to you through the postal address to certain institutions;
- 2.25. Through the postal address in certain institutions;
- 2.26. Drafting, negotiating and achieving bilateral agreements between the University and the universities of foreign countries regarding international academic cooperation in matters of common interest;
- 2.27. Proposing and preparing for the signing of international academic agreements pertaining to the field of international academic cooperation on certain issues;
- 2.28. Conducting legal research on academic policy issues related to the applicable law in Kosovo;
- 2.29. Preparation of confirmations for allowing students seeking to study abroad, students seeking to study in Austrian universities;
- 2.30. Performing any other tasks included in the mandate of the Division and the Department for International Cooperation, in the relevant fields, in accordance with the Statute;
- 2.31. Preparation of reports and responses for the Department for International Cooperation.

Article 55

Leader of the Division for International Projects, Mobility and Cooperation

1. Leader of the Division, has the following duties and responsibilities:
 - 1.1. Leads, coordinates and manages the overall work of the Division;
 - 1.2. Recommends and advises on the development of scientific work for the preparation of analyses of legal issues in the field of international cooperation, the proposal and drafting of academic development policies, the drafting and review of legislation on issues related to the field of international cooperation;
 - 1.3. Promotes European grants, as well as provides assistance for application to those programs;
 - 1.4. Organizes information days for international projects that offer scholarships for students and academic staff, as well as education fairs;
 - 1.5. Drafts and reviews the requirements for international academic aid, including:
 - 1.5.1. Dissemination of various documents;
 - 1.5.2. Supporting documents related to cooperation procedures in another country;
 - 1.5.3. Sharing of information related to international cooperation and taking individual procedural actions for their implementation;
 - 1.6. Manage the files of the Division;
 - 1.7. Coordination and coordination of the work of the Division;
 - 1.8. Ensures that all requirements and answers for international academic aid are prepared according to the criteria provided and provided in a timely manner;
 - 1.9. Provides advice to the Department;
 - 1.10. Assists the faculties in finding funds and partners for their projects in the field of research;
 - 1.11. Draft inter-institutional agreements for writing by both parties;
 - 1.12. Does the coordination and implementation of projects;
 - 1.13. Does the public opening of competitions for students and staff for mobility in partner universities, as well as manages the progress of the process;
 - 1.14. Prepares invitations, and writes agreements on mobility for "incoming and outgoing staff";
 - 1.15. Promote the University in various activities in the country and abroad;
 - 1.16. Participates in meetings, conferences, trainings at local, regional and international level, with the aim of presenting the University;
 - 1.17. In cooperation with the academic units, finalize the document for the transfer/transfer of ECTS (credits) from the host University to the relevant faculty of UP.
 - 1.18. Preparation of the final report to the partners for the implementation of the project related to the transfer of credits (ECTS);
 - 1.19. In coordination with the Director of the Department, the proposal and drafting of agreements on issues related to the field of international academic cooperation;

- 1.20. Prepares and assists in the drafting, negotiation and achievement of bilateral agreements between UP and other universities regarding international academic cooperation on issues of mutual interest;
- 1.21. Coordinates and coordinates the work of other officials of the Division as needed;
- 1.22. Ensures that all bilateral agreements are drafted in accordance with the Statute, domestic legislation and international instruments;
- 1.23. Formulates and gives advice to the Director of the Department;
- 1.24. Advises and reviews complex requests for international academic aid;
- 1.25. Conducts research on issues related to the applicable law in Kosovo within the scope of the Division;
- 1.26. Coordinates and liaises work with other officials, as necessary;
- 1.27. Assists in the development of relations related to international academic and legal cooperation between the University and with any other relevant institution;
- 1.28. Verifies students' documents for their validity, referring to the requirements of local and international institutions;
- 1.29. Maintains all verified documents;
- 1.30. Constantly contacts the faculties of UP, as well as contacts with various universities and international institutions, to clarify the problems that arise during the verification of documents;
- 1.31. Participates in meetings, conferences, trainings at local, regional and international level, for the purpose of UP;
- 1.32. Updates the list of bilateral agreements signed by the Rector;
- 1.33. Assists in the organization of the Prishtina International Summer University;
- 1.34. Supports any initiative taken by students in the field of international cooperation, providing them with facilitation and advice to achieve their objectives during the application process for study abroad, for obtaining a work permit in ECFMG, NASBA, wES, as well as various institutions by confirming the authenticity of the documents through the document issued, through the official email as well as forwarding the documents to you through the postal address to certain institutions;
- 1.35. Engages in the organization of various events in UP;
- 1.36. Performs any other tasks included in the mandate of the Department for International Cooperation, in accordance with the applicable legislation in the Republic of Kosovo;
- 1.37. Reports and responds to the Director of the Department.

2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):

- 2.1. Undergraduate Degree - Faculty of Philosophy (Political Science, International Relations and Diplomacy, European Studies and Public Administration), Law, International Relations;
- 2.2. Have four (4) years of professional work experience;

- 2.3. Communication, negotiation and persuasive management skills;
 - 2.4. Ability to set objectives, work planning and analysis;
 - 2.5. Skills in team leadership and organization, ability to manage a team or working group;
 - 2.6. Substantial knowledge and experience in the relevant field;
 - 2.7. Computer skills of software applications (Word, Excel, PowerPoint, Access);
 - 2.8. In-depth knowledge of the English language in writing and speaking.
3. Functional category: Lower Manager.
 4. Number of positions: One (1).

Article 56
Project Officer and Staff and Student Mobility

1. The Project Officer has the following duties and responsibilities:
 - 1.1. Designs projects based on the needs of faculties and assists in the selection and preparation of projects for application to various international organizations;
 - 1.2. They prepared and opened calls for academic, administrative and student staff for mobility in the programs offered by UP in cooperation with international universities;
 - 1.3. Assists faculties in finding funding and partners for their projects;
 - 1.4. Explicitly deals with the organization, monitoring and coordination of the implementation of the European Commission's programs;
 - 1.5. Serves as a contact person at the University for projects offered by international institutions;
 - 1.6. Guides the application procedures in scholarship programs and does the technical checking of student and staff applications during the application phase;
 - 1.7. Promotes European grants, as well as provides grant application assistance, organizes information days for international projects offering scholarships for students and staff, as well as education fairs;
 - 1.8. Assists in the financial procedures of European Commission programs;
 - 1.9. She helps in the organization of the Prishtina International Summer University and actively participates in organized events;
 - 1.10. Organizes the academic events of the University and assists in protocol matters;
 - 1.11. Enriches the University's website with information on international projects and activities for higher education;
 - 1.12. Organizes information sessions for students, teachers, as well as University staff in general about the opportunities offered by the Department through various international projects;
 - 1.13. Takes care of for the implementation of Mevlana's programs for the above-mentioned areas;

- 1.14. Follows the programs that are offered DAD and other programs, as well as provides information on the relevant areas from the Division's field of activity;
 - 1.15. Monitors British Council and other programs, as well as prepares information for students and staff;
 - 1.16. Promotes the programs offered by the Department for International Cooperation that are offered within various programs and projects;
 - 1.17. Compiles student lists and generates data as well as statistics for the faculties which they are charged with;
 - 1.18. Provides information and reports from faculties on the transfer of ECTS;
 - 1.19. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, of Philology (Foreign Language), Law, Economic, Public Administration or Education;
 - 2.2. At least (2) years of professional work experience;
 - 2.3. Skills in communications and work planning.
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. In-depth knowledge of the specific professional field acquired through university education and relevant trainings;
 - 2.6. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.7. In-depth knowledge of the English language in writing and speaking.
3. Functional category: Professional 1.
 4. Number of positions: Three (3).

Article 57

Officer for drafting and negotiating agreements

1. The officer for drafting and negotiating arrangements has the following duties and responsibilities:
 - 1.1. Participates in the drafting, negotiation and achievement of bilateral agreements between UP and foreign universities, as regards international legal cooperation in matters of interest to the academic community;
 - 1.2. Prepare professional reports and analyses related to the obligations arising from the conclusion of international academic agreements;

- 1.3. Conducting research and preparing analyses of international and domestic academic policies related to the implementation of international agreements, especially in the direction of international academic aid;
 - 1.4. Prepares opinions and advice from the field of action of the relevant Division, performs any other task entrusted to him by the Division Leader or the Director of the Department;
 - 1.5. Reports and responds to the Division's executives.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Philology (Foreign Languages), Law, Economic, Public Administration or Education;
 - 2.2. At least three (3) years of professional work experience;
 - 2.3. Ability to draft logical, clear and concise documents
 - 2.4. In-depth knowledge of the legislation applicable in Kosovo, as well as of the European and international leadership in the field of academic cooperation;
 - 2.5. A good habit of written and oral communication;
 - 2.6. Express good personal interests, with the ability to interact and maintain effective and harmonious relations with colleagues, subordinates and supervisors;
 - 2.6. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.7. In-depth knowledge of the English language in writing and speaking.
3. Functional category: Professional I .
 4. Number of positions: One (1).

Article 58

Officer for Information, Student Counseling and Verification of Documentation

1. The Officer for Information, Student Counseling and Verification of Documentation has the following duties and responsibilities:
 - 1.1. Verifies students' documents for their validity, referring to the requirements of local and international institutions;
 - 1.2. Advises and informs interested students regarding the application procedures for studying abroad;
 - 1.3. Provides information in electronic form to all students and academic staff interested in studying abroad;

- 1.4. Updates the list of bilateral agreements which are signed by the Rector;
 - 1.5. Prepares also confirmations for allowing students who seek to study abroad, students who seek to study in Austrian universities,;
 - 1.6. Constantly contacts the academic units of UP, as well as contacts with various universities and international institutions, to clarify the problems that arise during the verification of documents;
 - 1.7. Updates the list of bilateral agreements that are signed by the Rector;
 - 1.8. Maintains all verified documents, as well as certificates issued to Austrian and other universities;
 - 1.9. Engages in organizing various events at the University;
 - 1.10. Works with the aim of liaison with partner organizations in different countries, identifying and creating opportunities for partnership activities;
 - 1.11. It promotes European guarantees, as well as provides application assistance, organizes information days for international projects that offer scholarships for students and academic staff, as well as education fairs;
 - 1.12. Engages in the publication of information on the University's website;
 - 1.13. Maintains all verified documents;
 - 1.14. Performs other tasks assigned to him by the Division Leader.
2. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
 - 2.1. University Degree - Faculty of Philosophy, Philology (Foreign Languages), Law, Economic, Education or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Communication skills, work planning, eventual coordination of personnel at the administrative level;
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. In-depth knowledge in the specific professional field acquired through university education and relevant training;
 - 2.6. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.7. In-depth knowledge of the English language in writing and speaking.
 3. Functional category: Professional I .
 4. Number of positions: One (1).

Article 59

Promotion Officer of the Program in the Prishtina International Summer University

1. The program promotion officer at the Prishtina International Summer University has the following duties and responsibilities:
 - 1.1. Assists the Director of the Department in the promotion of UP, by organizing campaigns and promotional activities of a national character to promote the quality of students and staff;
 - 1.2. Creates the liaison between relevant parties of interest of the University;
 - 1.3. Promote on social networks;
 - 1.4. It is responsible for the preparation of promotional material for the PISU and the UP;
 - 1.5. Helps organize international events for students and academic staff;
 - 1.6. Assists international and/or foreign staff and students to find accommodation;
 - 1.7. Manages existing collaborations and works to secure new partnerships;
 - 1.8. Assists local and international students and/or foreign lecturers to carry out mobility in the framework of bilateral cooperation;
 - 1.9. Provides information related to scholarships and exchange programs for UP staff and students;
 - 1.10. Reports and responds to the Leader of the Division.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Public or Education Administration
 - 2.2. At least one (1) year of professional work experience;
 - 2.3. Communication skills, work planning, eventual coordination of personnel at the administrative level;
 - 2.4. Research, analytical, evaluative skills and the basis of professional recommendations and advice;
 - 2.5. In-depth knowledge of specific professional fields acquired through university education and relevant training;
 - 2.6. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.7. In-depth knowledge of the English language in writing and speaking.
3. Functional category: Professional 1.
4. Number of positions: One (1).

Article 60

Administrative Officer at Prishtina International Summer University

1. The administrative officer of the Prishtina International Summer University has the following duties:
 - 1.1. Performs administrative work in accordance with the application of students for the courses of the PISU;
 - 1.2. Assists in taking the English language test and provides information about PISU courses,
 - 1.3. Prepared information packs with brochures and other promotional materials;
 - 1.4. Supervises the work of the logistics officers of the EIA;
 - 1.5. Prepares information for the "Helpdesk" and assists in the preparation of packages with materials for learning;
 - 1.6. Performs other tasks according to the Division's Deputy Commander and the Division Officer of the PISU Program;
 - 1.7. Book travel tickets for international professors;
 - 1.8. Organizes the English language test for the participants of PISU; organizes working meetings during lectures in PISU;
 - 1.9. Organizes lecture halls and reserves accommodation for professors and students;
 - 1.10. He also performs other tasks assigned to him by the Division Commander;
 - 1.11. Reports and responds to the Leader of the Division.
2. Qualifications and skills required (qualifications, experience and other skills required to perform the job):
 - 2.1. Undergraduate diplomas Faculty of Philosophy, Philology, Law, Economics, Public Administration or Education;
 - 2.2. At least one (1) year of professional work experience;
 - 2.3. Skills or communication, planning of work, eventual coordination of personnel or administrative level;
 - 2.4. Express good personal characters, with the ability to interact and maintain effective and harmonious relationships with colleagues, subordinates and supervisors;
 - 2.6. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is compulsory.
3. Functional category: Professional 1.
4. Number of positions: One (1).

Article 61

1. The Department of Academic Affairs performs administrative, professional and other work, as follows:
 - 1.1. Organizes and coordinates the work of the Department;
 - 1.2. In cooperation with other departments/offices and for the needs of the University, it compiles various statistical information, analyses and reports on the academic staff for the needs of the University, as well as updates the data on the academic staff;
 - 1.3. Compiles information and cooperates with faculties regarding the publication and implementation of the competition for the academic staff of the University;
 - 1.4. Compiles the surveys on class calculation over the norm and fee, based on the proposals of the faculties for the engagement of academic staff;
 - 1.5. Compiles the text of the competition for the appointment, re-appointment and advancement of academic staff according to the proposals approved by the Senate;
 - 1.6. Compiles the text of the competition for the selection of external collaborators;
 - 1.7. Reviews the decisions approved by the Senate on the appointment, re-appointment and promotion of academic staff as well as decisions/notifications on rejected candidates;
 - 1.8. Compiles work contracts for the appointment, re-appointment and advancement of regular academic personnel, for the engagement of foreign collaborators and for visiting professors;
 - 1.9. Publishes the minutes, decisions and proposals of the Studies Commission, the Central Council for Doctoral Studies, the Publishing Council, the Ethics Council, the Committee on Complaints and Submissions of the Senate;
 - 1.10. In cooperation with the legal officer on the issue of the Senate, prepare the material for the meetings of the Senate of the University, as well as the reports/proposals of the Senate Committees;
 - 1.11. Prepare material for the publication of the overview of plans and teaching staff;
 - 1.12. Assists the legal office with material and files for the preparation of documents for the Kosovo courts, the Inspectorate and the administrative bodies;
 - 1.13. With the request of the retired academic staff for the need to regulate the issue of retirement, prepares certificates for their work experience;
 - 1.14. Creates, maintains and maintains the files of academic staff in regular work relations and external collaborators;
 - 1.15. Manages the official link/email for the online application of candidates who are competing based on the competition for the nomination, re-entry and advancement of academic staff;
 - 1.16. Manages the official link/email for the online application of candidates who are competing based on the competition for the selection of external collaborators;

- 1.17. He also performs other tasks assigned by the executives.
2. The Director of the Department for Academic Affairs reports and responds to the General Secretary in the administrative aspect, while in the operational aspect he coordinates the work with the relevant Vice-Rector .
3. In the framework of the Department of Academic Affairs, the following positions are:
 - 3.1. Director of the Department for Academic Affairs (1 employee);
 - 3.2. Officer for Academic Affairs (2 employees);
 - 3.3. Officer for Learning Affairs (2 employees).
4. The number of positions in the Department of Academic Affairs is five (5).

Article 62

Director of the Department for Academic Affairs

1. The Director of the Department has the following duties and responsibilities:
 - 1.1. Manages the general administration and management of the Department and ensures that tasks are fulfilled in an effective and efficient manner;
 - 1.2. In cooperation with other departments/offices and for the needs of the University, it produces various statistical information, analyses and reports on academic personnel, as well as updates all data;
 - 1.3. Collects information and cooperates with faculties regarding the publication and implementation of the competition for the academic staff of the University;
 - 1.4. In cooperation with the Officer for Learning Affairs, it compiles the text of the competition for the appointment, reappointment and advancement of academic staff according to the proposals approved by the Senate;
 - 1.5. In cooperation with the Officer for Learning Affairs, he drafts the text of the competition for the selection of external collaborators;
 - 1.6. In cooperation with the Officer for Learning Affairs, compiles the decisions approved by the Senate on the appointment, reappointment and advancement of academic staff as well as decisions/notifications on rejected candidates;
 - 1.7. In cooperation with the Officer for Learning Affairs, compiles the work contracts on the appointment, reappointment and advancement of regular academic staff, for the engagement of external collaborators and for visiting professors;
 - 1.8. Compiles the surveys on class calculation over the norm and fee, based on the proposals of the faculties for the engagement of academic staff;

- 1.9. In cooperation with the Officer for Learning Affairs and the Academic Affairs Officer, he takes care of the preparation of material for the meetings of the Studies Commission, the Central Council for Doctoral Studies, the Publishing Council and the Senate of the University, which deal with learning and scientific issues;
 - 1.10. Manages the official link/email for the online application of candidates who compete based on the competition for appointment, reappointment and advancement of academic staff;
 - 1.11. Manages the official link/email for the online application of candidates who compete based on a competition for the selection of foreign collaborators;
 - 1.12. In cooperation with the Officer for Learning Affairs, we provide material for the publication of plan surveys and academic staff;
 - 1.13. Performs other duties according to the requirements of the General Secretary and/or the Rector.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma - Faculty of Law, Economics or Public Administration, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 2.2. To have at least (5) years of professional work experience, of which three (3) Years of managerial work;
 - 2.2. Substantial knowledge and knowledge in the relevant field;
 - 2.3. Skills in management, organization, goal setting and planning;
 - 2.4. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.5. Ability of the highest level in communication and negotiation;
 - 2.6. Flexible approach to the organization and supervision of work, to solve problems;
 - 2.7. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.8. Knowledge of the English language is compulsory.
 3. Functional Category: Middle Manager
 4. Number of positions: One (1).

Article 63
Officer for Academic Affairs

1. The Officer for Academic Affairs has the following duties and responsibilities:
 - 1.1. Prepares and supervises the planning and publishing activities of the University, prepares materials for the meetings of the Publishing Council, keeps meeting minutes, prepares

decisions, letters and notifications to the parties according to the decisions of the Publishing Council;

- 1.2. Prepares materials for the meetings of the Central Council for Doctoral Studies, keeps minutes of the meetings, compiles decisions, letters and notifications to the parties according to the decisions of the CCDS;
 - 1.3. Verifies the documentation and submits to the Senate the statements of the candidates for approval of the topic or ratification of the dissertation by the Senate;
 - 1.4. According to the decisions of the Senate, it makes decisions on candidates for the approval of the topic or the ratification of the dissertation;
 - 1.5. Supervises doctoral studies and maintains documentation for each candidate, prepares an overview with written notes, produces statistics based on years, faculties and genders;
 - 1.6. Keeps records in the register book of Doctor of Sciences, prepares letters and announcements for deans and candidates, verifies and prepares reports of the diploma, and prepares the promotion ceremony;
 - 1.7. Holds official evidence in the register book "Doctor Honoris Causa" and assists in the preparation of the ceremony for the award of the title "DHC". Also, takes care of the academic clothes of the rector and the deans, as well as the necklaces;
 - 1.8. Reports and responds to the Director of the Department.
2. Qualifications and skills required (qualifications, experiences and abilities and skills required to perform the job):
 - 2.1. Undergraduate Diploma – Faculty of Philosophy, Law, Economics, Public Administration or Education;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Skills in communication, work planning, eventual coordination of personnel or administrative level;
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is an advantage
 3. Functional category: Professional 1.
 4. Number of positions: Two (2).

Article 64
Officer for Learning Affairs

1. The officer for learning affair, has the following duties and responsibilities:

- 1.1. Organizes the reports of the review committees for the selection of personnel in the Bulletin, keeps records of the plans and educational programs of the academic units approved by the Senate;
 - 1.2. Provides an annual overview of the learning plans and personnel of the UP;
 - 1.3. Prepares the materials for the meetings of the Study Commission, keeps meeting minutes, prepares the report to the Senate, as well as prepares documents and notifications to the parties according to the proposal of the SC;
 - 1.4. Prepares the materials for the meetings of the Committee on Complaints and Submissions, keeps minutes of the meetings and files letters and notifications to the parties, as well as prepares the report to the Senate according to the decision of the CCS;
 - 1.5. In cooperation with the Director of the Department, drafts the text of the competition for the appointment, reappointment and advancement of the academic staff according to the proposals approved by the Senate;
 - 1.6. In cooperation with the director of the department, drafts the text of the competition for the selection of external collaborators;
 - 1.7. In cooperation with the Director of the Department, it drafts the decisions approved by the Senate on the appointment, reappointment and advancement of academic staff as well as decisions/notifications on rejected candidates;
 - 1.8. In cooperation with the Director of the Department, drafts work contracts for the appointment, recruitment and advancement of regular academic personnel, for the engagement of external collaborators and for visiting professors;
 - 1.9. Keeps statistics on the passing of students in exam deadlines and provides a special report to the Senate;
 - 1.10. In cooperation with other departments/offices, it prepares reports of the staff in their regular work relationships, every year, for all academic units (compiled statistics for academic, scientific, gender and age), compiles written information related to the learning work at the University level;
 - 1.11. With the help of retired academic staff for the need to settle the issue of retirement, they will be able to pay for their employment;
 - 1.12. Creates, maintains and maintains the files of academic staff in regular work relations and cooperation abroad;
 - 1.13. He also performs other tasks assigned to him by the executives;
 - 1.14. Reports and responds to the Director of the Department.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
- 2.1. Undergraduate Diploma – Faculty of Philosophy, Law, Economics, Public Administration or Education;

- 2.2. At least two (2) years of professional work experience;
 - 2.3. Skills in communication, planning of work, eventual coordination of personnel or administrative level;
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is advantage.
3. Functional category: Professional 1.
 4. Number of positions: Two (2).

**DEPARTMENT OF SCIENCE, RESEARCH, INNOVATION AND SPONSORED
PROJECTS**
Article 65

1. The Department of Science, Research, Innovation and Sponsored Projects, performs administrative, professional and other works, as follows:
 - 1.1. With the advice of the management of the University, in particular with the relevant Vice-Rector, as well as with other relevant stakeholders for the promotion of scientific/artistic activities, preparation of applications for projects, implementation of scientific research projects and other similar activities;
 - 1.2. Under the supervision of the Director and the relevant Vice-Rector, prepares the work plan of the Department and supervises its implementation;
 - 1.3. Represents the sector for scientific research, meetings, commissions and other official organizations inside and outside the University;
 - 1.4. Provides the necessary logistics for the work of councils, commissions or working groups in the field of scientific research and related activities;
 - 1.5. Preparation of application procedures and selection of beneficiaries of scientific research projects;
 - 1.6. Under the supervision of the Director of the Department and the relevant Vice-Rector, promote and supports scientific/artistic research and artistic/interdisciplinary activities in UP;
 - 1.7. Assists in the development of criteria for stimulating personnel involved in the field of scientific/artistic work, such as: the number and value of scientific works and projects carried out based on world evaluation standards (impact factor, "H" factor, etc.);

- 1.8. Proposes contractual facilitations for participation in scientific/artistic research programs _(post-doctorates, short researches, or excellence centers or all over the world, etc.);
 - 1.9. Identifies and develops direct contacts and manages the database of data for Kosovar researchers from the diaspora who meet certain academic and scientific criteria;
 - 1.10. Manages the continuous implementation of the criteria for ensuring scientific research;
 - 1.11. Under the supervision of the Director and the Vice-Rector, reflects on the process of drafting/revising legal and sublegal acts related to the scientific/artistic research activity;
 - 1.13. Performs work and duties by consulting with the management of UP, in particular with the relevant Vice-Rector, as well as with other relevant stakeholders in support of research-scientific/artistic activities, preparation of applications for projects, implementation of scientific research projects and similar activities.
2. The Director of the Department of Science, Research, Innovation and Sponsored Projects reports and responds to the General Secretary in all administrative aspects, while in the operational aspect he coordinates the work with the Vice-Rector of relevant field.
 3. Within the Department of Academic Affairs, Research, Quality and Innovation, the following positions are:
 - 3.1. Director of the Department for Science, Research, Innovation and Sponsored Projects (1 employee);
 - 3.2. Officer for Scientific Research (1employee);
 - 3.3. Officer for Support of Scientific Research (2 employees);
 - 3.4. Officer for Budget and Finances (1 employee);
 4. The number of positions in the Department of Science, Research, Innovation and Sponsored Projects is five (5).

Article 66

Director of the Department for Science, Research, Innovation and Sponsored Projects

1. The Director of the Department has the following duties and responsibilities:
 - 1.1. Performs the work and coordination of the Department with the Senate of UP, the Steering Council, the academic units, the institutes, as well as the councils, commissions and working groups in the sector of scientific studies and related issues;
 - 1.2. Under the direction of the relevant Vice-Rector, prepares the work plan of the Department and supervises its implementation;

- 1.3. Monitors international networks and trends and takes care to ensure that the same is transmitted to the respective structures of the UP;
 - 1.4. Represents the Department in meetings, commissions and other official organizations inside and outside the UP;
 - 1.5. Performs also other work according to the needs and requirements of the General Secretary and the Vice-Rector of the relevant field.
2. Qualifications and skills required (qualifications, experiences and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Law, Economics, Education or Public Administration, with a minimum of 240 credits/ECTS or equivalent or to have completed master's level studies;
 - 2.2. To have five (5) years of professional work experience, of which three (3) years of managerial work experience;
 - 2.3. Substantial knowledge and experience in the relevant field;
 - 2.4. Advanced skills in management, organization, goal setting and planning;
 - 2.5. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.6. Skills at the highest level in communication and negotiation;
 - 2.7. Flexible approach to the organization and supervision of work, to solve problems;
 - 2.8. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.9. Knowledge of the English language is compulsory.
 3. Functional category: Middle Manager.
 4. Number of positions: One (1).

Article 67

Official for scientific research

1. The Officer for Scientific Investigations has the following duties and responsibilities:
 - 1.1. Prepare materials for meetings with councils, commissions and working groups in the field of scientific studies and related issues;
 - 1.2. Keeps minutes of meetings, publishes decisions, letters and notifications to the parties according to the relevant decisions;
 - 1.3. Posts on the official website of UP the information materials and necessary documents related to scientific/artistic scientific activities;
 - 1.4. Under the supervision of the Director of the Office, shares announcements and invitations to the academic unit regarding scientific/artistic activities in UP and outside of it;

- 1.5. Does the registration of data related to scientific/artistic research projects for academic units, in the UP database for scientific/artistic research activities;
 - 1.6. Provides technical and administrative support to personnel in the application process and scientific/artistic research projects;
 - 1.7. Informs staff and new researchers about the possibility of publishing their scientific work in forums and journals of national and international character;
 - 1.8. Participates in the drafting of materials and documents related to scientific research and coordinates their implementation (science strategy, brochures, etc.);
 - 1.9. Conducts activities related to scientific research;
 - 1.10. Provides appropriate advices, guidance and services for personnel and the development of research projects (p.sh. information on donor funds, legal affairs, possible collaborations with the business community, etc.);
 - 1.11. Serves as a contact person at UP for projects of scientific research character;
 - 1.12. Publishes reports on scientific work at the University;
 - 1.13. Performs other tasks assigned to him by the supervisor;
 - 1.14. Reports and responds to the Director of the Department.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate Diploma – Faculty of Philosophy, Law, Economics, Public Administration or Education;
 - 2.2. At least two (2) years for professional work experience;
 - 2.3. Communication skills, work planning, eventual coordination of personnel at the administrative level;
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is compulsory.
3. Functional category: Professional 1.
 4. Number of positions: One (1).

Article 68

Official for the Support of Scientific Studies

1. The officer in charge of supporting scientific research has the following duties and responsibilities:

- 1.1. Collects and improves information for personnel and researchers for the possibility of publication of their scientific work in national and international forums and journals;
- 1.2. Is involved in the drafting of materials and documents related to scientific research and coordinates their implementation (scientific strategy, brochures, etc.);
- 1.3. Conducts activities related to scientific research;
- 1.4. Provides advice, instructions and relevant information to personnel in the development of research projects (e.g. information on donor funds, legal affairs, possible collaborations with the business community, etc.);
- 1.5. She serves as a contact person at UP for scientific research projects;
- 1.6. Extract reports for scientific work at the University;
- 1.7. Prepare data related to the activities of Institutes, Scientific/Artistic Research Centers and scientific journals in UP;
- 1.8. Assists in the promotion of scientific and scientific activities of the Institutes and Scientific Centers of the University of Prishtina and outside of it;
- 1.9. Provides professional support in the preparation of Conferences, Roundtables, Scientific Lectures for Guests, Presentation of Scientific Results, etc., at UP;
- 1.10. Systematizes scientific data related to scientific work, scientific projects of the staff in the UP and prepares reports and overviews with such information for the supervisor and the relevant Vice-Rector;
- 1.11. Guides and assists academic staff to access various scientific platforms such as EBSCO, ISI Knowledge, Scopus, etc.,
- 1.12. Takes care of the training rooms and prepares them as needed and supplies them with the necessary materials;
- 1.13. Maintains contacts with graduates who are engaged in companies with the aim of promoting innovation, technology transfer and entrepreneurship;
- 1.14. Performs other tasks assigned to him by the supervisor;
- 1.15. Reports and responds to the Director of the Department.

2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diplomas - Faculty of Philosophy, Philology, Law, Economics, Public Administration of Education;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Communication skills, job planning, eventual coordination of personnel at the administrative level;
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;

- 2.5. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of English is mandatory.
3. Functional category: Professional 1 .
 4. Number of positions: Two (2).

Article 69
Budget and Finance Officer

- 1 The Budget and Finance Officer has the following duties and responsibilities:
 - 1.5. Administers the finance portfolio of financial projects, ensuring compliance with: accounting principles, regulations, policies and financial procedures; the terms and conditions of sponsorship, as well as the deadlines;
 - 1.6. Maintain financial control for research grants, including: creation of project codes, allocation and updating of budgets, calculation and monitoring of expenditures against the budget, equalization and reporting of expenditures, drafting of final reports and declarations and preparation of invoices for the financier or where appropriate;
 - 1.7. Monitors the budget, revenues and expenditures for scientific research projects;
 - 1.8. Provides advice and support to academic staff regarding the financial aspects of academic projects;
 - 1.9. Verifies if for certain projects, the expenditures are allocated accurately;
 - 1.10. Maintains correspondence with cooperating partners to ensure that the financial requirements of the grant are respected and that timely and accurate reporting is made;
 - 1.11. At the level of the Department, it performs all financial work and reports it as needed;
 - 1.12. He also performs other works according to the orders of the executives;
 - 1.13. Reports and reports to the Director of the Department.
- 2 Qualifications and skills required (qualifications, qualifications and other skills required to be carried out):
 - 2.5. Undergraduate diploma - Faculty of Economics;
 - 2.6. At least two (2) years of professional work experience;
 - 2.7. Communication skills, work planning, eventual coordination of personnel at the administrative level;
 - 2.8. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.9. Computer skills in software applications (Word, Excel, PowerPoint, Access);

2.10. Knowledge of English is mandatory.

3 Functional category: Professional 1.

4 Number of positions: One (1).

DEPARTMENT OF ACADEMIC DEVELOPMENT, QUALITY, MONITORING AND CAREER

Article 70

1. The Department of Academic Development, Qualification, Monitoring and Career performs administrative, professional and other work, as follows:
 - 1.1. Coordinates the work on the support of academic institutions for the process of institutional accreditation and accreditation of programs, provides guidance on the preparation of necessary documentation, such as self-evaluation report, plan for implementation of recommendations, progress report for implementation of recommendations, etc.;
 - 1.2. Works in consultation with the management of the University, especially with the Vice-Rector for quality, as well as with other relevant stakeholders to support the promotion and implementation of the recommendations arising from the Bologna Process in UP;
 - 1.3. On the recommendation of the relevant Vice-Rector, prepares the work plan of the Department and supervises its implementation;
 - 1.4. Guides the network of officials in the accreditation process and the development of curricula in the faculties;
 - 1.5. Provides services for guidance and orientation in career for students;
 - 1.6. Organizes career orientation activities for the purpose of connecting students and employees;
 - 1.7. Performs other tasks assigned by the executives.
1. The Director of the Department for Academic Development, Quality, Monitoring and Career reports and responds to the General Secretary on the administrative aspect, while on the operational aspect coordinates the work with the relevant Vice-Rector.
2. Within the framework of the Department for Academic Development, Qualification, Monitoring and Careers there are the following positions:
 - 2.1. Director of the Department for Academic Development, Quality, Monitoring and Career (1 employees);

- 2.2. Director of the Division for Academic Development, Qualification, Monitoring and Career (1 employee);
- 2.3. Curriculum Development Officer and ECTS (1 employee);
- 2.4. Officer for quality assurance (1 employee);
- 2.5. Officer for the Process of Accreditation (1 employee);
- 2.6. Officer for monitoring and implementation of curricula (1 employee);
- 2.7. Career Counselor (3 employees);

- 2.8. Official for graduate students (alumni) (2 employees).

4 Number of positions in the Department for Academic Development, Qualifications, Monitoring and Careers is one (11).

Article 71

Director of the Department for Academic Development, Quality, Monitoring and Career

2. The Director of the Department has the following duties and responsibilities:
 - 2.1. Organizes and coordinates the work of the Department;
 - 2.2. Under the supervision of the Vice-Rector, encouraged and promoted the implementation of European standards for quality assurance and the implementation of the Bologna Process;
 - 2.3. Preparation of the plan for the development of quality, interdisciplinary scientific/artistic research activities and their implementation;
 - 2.4. In cooperation and coordination with the relevant Vice-Rector, directs the work of the office that has to do with the process of institutional accreditation and accreditation of study programs;
 - 2.5. Prepare a plan for the implementation of the recommendations of the evaluating experts at the institutional level of accreditation;
 - 2.6. Supervises the implementation of the recommendations of experts evaluating academic units;
 - 2.7. Organizes the work related to the implementation of the recommendation and the monitoring of study programs;
 - 2.8. It conveys the latest international trends in the security and development of quality and supports their implementation;
 - 2.9. Leads the network of officials to supervise the process of accreditation of academic units;
 - 2.10. Represents the office in commissions and other official organizations inside and outside;

- 2.11. Ensures the progress of the works for the connection of the university with the labor market;
 - 2.12. It provides support for the creation of the necessary conditions for the establishment of collaborations with organizations outside the university, to create opportunities for internships for students and to facilitate the employment of students;
 - 2.13. Under the supervision of the General Secretary and the Vice-Rector, as well as in coordination with the heads of the divisions, he/she prepares the work plan of the department and supervises its implementation;
 - 2.14. He also performs other tasks according to the needs and tasks of the General Secretary and the relevant Vice-Rector.
3. Qualifications and skills required (qualifications, experience and other skills and skills required to perform this job):
 - 3.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 3.2. At least five (5) years of professional work, of which three (3) years of managerial work;
 - 1.1. Substantial knowledge and knowledge in the field of research;
 - 1.2. Skills in management, organization, goal setting and planning;
 - 1.3. Good knowledge of effective supervision of professional work performed by subordinates;
 - 1.4. Skills at the highest level in communication and negotiation;
 - 1.5. Flexible approach to organization and supervision of work, problem-solving;
 - 1.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 1.7. Knowledge of the English language is compulsory.
 4. Functional category: Middle Manager
 5. Number of positions: One (1).

**DIVISION FOR ACADEMIC DEVELOPMENT, QUALIFICATION, MONITORING
AND CAREER**

Article 72

- 2 The Division for Academic Development, Quality Monitoring and Career, performs administrative, professional and other work, as follows:

- 2.2. Coordinates the work on the support of academic units for the process of institutional accreditation and accreditation of programs, provides guidance on the preparation of the necessary documentation, respectively, the evaluation report, the plan for the implementation of the recommendations, the progress report for the implementation of the recommendations, etc.;
- 2.3. Works in consultation with the Department, the management of the University, in particular with the Vice-Rector for Research, as well as with other relevant stakeholders to support the promotion and implementation of the recommendations arising from the Bologna Process;
- 2.4. Under the direction of the Director of the Department, compiles the work plan and supervises its implementation;
- 2.5. Leads the network of officials for the accreditation process and curriculum development in the faculties;
- 2.6. Coordinates work with relevant officials in the faculties, in order to create opportunities to connect studies with the labor market;
- 2.7. Offer extracurricular trainings for UP students;
- 2.8. Analyzes the needs of the labor market and prepares adequate reports;
- 2.9. Organizes informative days for international students;
- 2.10. Organizes orientation days for young students;
- 2.11. It organizes career fairs for students and UP;
- 2.12. Represents the Department in meetings, commissions and other official organizations inside and outside;
- 2.13. Offers services for guidance and career orientation for students;
- 2.14. Organizes career orientation activities for the purpose of connecting students and employees;
- 2.15. He also performs other tasks assigned to the leader.

Article 73

Director of the Division for Academic Development, Quality, Monitoring and Career

1. The Division Commander has the following duties and responsibilities:
 - 1.1. Provides the overall work of the division and assists the supervisor in setting objectives and drafting the work plan for the fulfilment of these objectives;
 - 1.2. Coordinates the work on the support of academic units for the process of institutional accreditation and accreditation of programs, provides guidelines for the preparation of necessary documentation, such as self-evaluation report, plan for implementation of recommendations, progress report for implementation of recommendations, etc.;

- 1.3. Works in consultation with the Department, the University management, the relevant Vice-Rector, as well as with other relevant stakeholders to support the promotion and implementation of the recommendations arising from the Bolognas Process in UP;
 - 1.4. Under the guidance of the Director of the Department, compile the work plan of the Division and supervise its implementation;
 - 1.5. Leads the network of coordinators for the development of the faculties;
 - 1.6. Coordinates the work with the officials of the faculties, in order to create the possibility of connecting studies with the labor market;
 - 1.7. Provides extracurricular training for UP students;
 - 1.8. Analyzes the needs of the labor market and prepares adequate reports;
 - 1.9. Organizes informative days for potential students;
 - 1.10. Organizes orientation days for young students;
 - 1.11. Organizes career fairs for UP students;
 - 1.12. Represents the Division in meetings, commissions and other official organizations, both inside and outside;
 - 1.13. Performs other duties assigned by the executives;
 - 1.14. Reports and responds to the Director of the Department.
1. Qualifications and skills required (qualifications, experiences and abilities and skills required to perform this job):
 - 1.1. Undergraduate Diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.2. At least four (4) years of professional work experience;
 - 1.3. Communication, negotiation and persuasive management skills;
 - 1.4. Skill in setting objectives, planning work and analysis;
 - 1.5. Skills in team leadership and organization, ability to manage a team or working group;
 - 1.6. Substantial knowledge and experience in the field of research;
 - 1.7. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 1.8. Knowledge of the English language is mandatory.
 2. Functional category: Lower Manager.
 3. Number of positions: One (1).

Article 74

Officer for Curriculum and ECTS Development

2. The Officer for Curriculum Development and ECTS has the following duties and responsibilities:
 - 2.1. Provides guidance and forms for curricular development procedures;

- 2.2. Instructs potential applicants (faculties/departments) during the application procedure with new study programs;
 - 2.3. Provides information and advice regarding curriculum development, always based on the procedures of the Bologna Process for the faculty councils and for the Study Commission at the University level;
 - 2.4. Promotes, compares and promotes international trends in curriculum development;
 - 2.5. Prepares guides and forms for the implementation of ECTS at the University;
 - 2.6. Provides reports and recommendations to the University structures regarding the accumulation and transfer of ECTS credits;
 - 2.7. He reports and reports to the Leader of the Division.
3. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.2. At least two (2) years of professional work experience;
 - 3.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 3.5. Knowledge of English is mandatory.
 4. Functional category: Professional 1 .
 5. Number of positions: One (1).

Article 75
Officer for Quality Assurance

1. The Officer for Quality Assurance has the following duties and responsibilities:
 - 1.1. Provides administrative support for quality assurance procedures and mechanisms;
 - 1.2. For the needs of the University, shares different questionnaires to all of the interested parties;
 - 1.3. Analyzes the data collected through the mechanisms for ensuring quality;
 - 1.4. It provides various reports on the quality of studies and study program;
 - 1.5. Based on the analysis of qualitative questions, it compiles reports on the academic and administrative services that UP provides;
 - 1.6. Maintains and reviews the files of the process of self-evaluation of academic units;
 - 1.7. Provides technical support to the Commission to Quality Assurance in UP;
 - 1.8. Performs other tasks assigned to him by the supervisor;

- 1.9. He reports and responds to the Leader of the Division.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of English is mandatory.
3. Functional category: Professional 1.
4. Number of positions: One (1).

Article 76
Accreditation Process Officer

1. The official in charge of the accreditation process, has the following duties and responsibilities:
 - 1.1. Provides administrative support for the institutional and program accreditation process at the University;
 - 1.2. Checks the University's applications according to the University's checklist, the Accreditation Agency and the relevant legal acts;
 - 1.3. Monitors the progress of the University's applications from the preparation of the application to the implementation of the recommendations;
 - 1.4. Maintains and reviews the files of the accreditation process and provides reports and relevant analyses;
 - 1.5. Provides administrative support for other external evaluation processes outside the University;
 - 1.6. Provides technical support during various meetings with the Accreditation Agency and other interested parties;
 - 1.7. Performs other tasks assigned to him by the supervisor;
 - 1.8. Reports and responds to the Leader of the Division.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;

- 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is mandatory.
3. Functional category: Professional 1.
 4. Number of positions: One (1).

Article 77

Officer for Monitoring and Implementation of Curricula

1. The Officer for Monitoring and Implementation of Curricula has the following duties and responsibilities:
 - 1.1. Provides administrative support for the process of monitorization and implementation of study programs at the University;
 - 1.2. Verifies and controls the implementation of the recommendations issued by the international experts of the Kosovo Accreditation Agency for the study programs of the University;
 - 1.3. Monitors the progress of the implementation of the recommendations and provides reports on their implementation;
 - 1.4. Maintains and reviews the files of the implementation process of the recommendations and prepares relevant reports and analyses;
 - 1.5. Provides administrative support for the planning processes for the process of implementation of the action plan for the implementation of the recommendations for academic units;
 - 1.6. Provides technical support during various meetings with the Accreditation Agency and other interested parties;
 - 1.7. Performs other tasks assigned to him by the supervising officer;
 - 1.8. Reports and responds to the Division Leader.
2. Qualifications and skills required (qualifications, experience and other skills and skills required to perform this job):
 - 2.1. Undergraduate degree – Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);

2.5. Knowledge of the English language is mandatory.

3. Functional category: Professional 1.

4. Number of positions: One (1).

Article 78

Officer for Career Development

1. The Officer for Career Development has the following duties and responsibilities:

- 1.1. Provides career counseling and guidance to students and graduates in determining their interests and skills using skills assessments, interviews, and planning materials;
- 1.2. Trains students to develop practical skills for careers;
- 1.3. Plans and organizes programs and events of career opportunities such as: orientation sessions for high school graduates and students, presentations, conferences and career and education fairs;
- 1.4. Collaborates with the public and private sector to connect students and graduates with the labor market through networking mechanisms;
- 1.5. Assists UP students in recruitment processes for work and internships;
- 1.6. Administrates the digital platform for career “E-Career”;
- 1.7. Research the latest developments in the field of education and career orientation by collecting them and publications in the relevant field;
- 1.8. Performs other tasks assigned by the supervisor;
- 1.9. Reports and responds to the Division executive.

1. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):

- 1.1. Undergraduate diploma — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
- 1.2. At least two (2) years of professional work experience;
- 1.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 1.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
- 1.5. Knowledge of the English language is an advantage.

2. Functional category: Professional 1.

3. Number of positions: Three (3).

Article 79

Officer for Graduate Student (alumni)

2. The Graduate Student Officer (alumni) has the following duties and responsibilities:
 - 2.1. In coordination with the department's staff, it helps the academic community to identify graduates of the relevant academic unit of UP and to create a database of alumni students;
 - 2.2. Facilitates work for academic units to establish links with the labor market;
 - 1.1. Plans and organizes programs and events that have been associated with UP graduates;
 - 1.2. Collaborates with the public and private sectors to connect UP and academic units with graduates through networking mechanisms;
 - 1.3. Administers the digital platform for alumni (e-alumni);
 - 1.4. Researches the latest developments in the field of education and alumni recruitment as well as the activities of UP and academic units;
 - 1.5. Performs other tasks assigned to him by the supervisor;
 - 1.6. He reports and responds to the Division's executives.
3. Qualifications and skills required (qualifications, experience and other skills required to perform the job):
 - 3.1. Undergraduate diploma- Faculty of Philosophy, Philology, Law, Economics, Public Administration or Education.
 - 3.2. At least two (2) years of professional work experience;
 - 3.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 3.5. Knowledge of the English language is an advantage.
4. Functional category: Professional 2.
5. Number of positions: Two (2).

DEPARTMENT FOR BUDGET AND FINANCE

Article 80

- 1 The Department of Budget and Finance, performs administrative, professional and other works related to:
 - 1.2. Taking care of the implementation of the Law on Public Finances and Accountability and other sublegal acts regulating this matter by taking all appropriate actions related to the budget and finances, for all departments of the University and academic units;
 - 1.3. Formulation, proposal and justification of the budget, as well as implementation of budget proposals;

- 1.4. Taking care of finances with supervision and monitoring of financial expenditure of the budget;
- 1.5. Preparation and monitoring analytically expenditures of the annual budget of the University according to the programs, as well as the administrative units that operate within the framework of the University;
- 1.6. Taking care that the financial resources allowed by the Government are allocated in an efficient manner and according to the priorities of the University that are in accordance with the objectives and priorities of the University;
- 1.7. Assist in the efficient planning and implementation of funds for the management of funds, donations to academic institutions and University departments;
- 1.8. Assists in the preparation of the Dynamic Plan of monthly, periodic and annual expenditures by economic categories for each academic unit and department;
- 1.9. Keeping track of the evidence and analyzing the expenditures by economic categories and ensuring that they are in harmony with the approved Budget and the Procurement Plan, informing the departments and academic units about the budget situation and the current Budget Program;
- 1.10. Drafting and implementing the monthly and annual plan for the flow of money and allocations, commitments and expenditures for all departments and academic units of the University;
- 1.11. Forwarding, maintaining and verifying the records of all payments made by the University and periodic and annual expenses, as well as assisting in the planning of the budget for the year and subsequent periods;
- 1.12. Equalization of the books of the University's expenditure records by academic units and departments with the books of MEF - Free Balance, respectively manages the relevant programs related to the budget and children;
- 1.13. Monitoring and execution of all financial transactions within the University in compliance with the legislation in force;
- 1.14. Taking appropriate actions to be correctly settled and Time all obligations to partners within the legal deadline of thirty (30) days and reporting on perfect obligations;
- 1.15. Keeping records of receivables and monitoring the realization of invoices for obligations to suppliers according to economic codes, as well as making an analysis of expenditures by destinations and economic categories;
- 1.16. Drafting and submission to the MEF — Treasury of monthly, periodic (3 monthly) and annual Financial Statements by departments and academic units separately, as well as those of the University as a whole;
- 1.17. Keeping records and reporting on the University's own revenues.

- 2 The Director of the Department for Budget and Finance reports to and responds to the General Secretary in administrative terms, while in operational terms, coordinates the work with the relevant Vice-Rector.
- 3 Within the Department for Budget and Finance, there are the following positions:
 - 3.2. Director of the Department for Budget and Finance (1 employee);
 - 3.3. Officer for Payment Archiving (1 employee);
 - 3.4. Officer for Budget and Analysis (1 employee);
 - 3.5. Officer for Pledge (1 employee);
 - 3.6. Officer for Expenditure (1 employee);
 - 3.7. Officer for Salary (1 employee);
 - 3.8. Officer for Payment (1 employee);
 - 3.9. Officer for Accounting (1 employee);
 - 3.10. Officer for Revenue (1 employee);
 - 3.11. Officer for Asset (1 employee);
 - 3.12. Officer for Cash (1 employee).
- 4 The number of positions in the Department of Budget and Finance is eleven (11).

Article 81

Director of the Department for Budget and Finance

- 1 . The Director of the Department for Budget and Finance has the following duties and responsibilities:
 - 1.1. Organizes, leads, and supervises the Department's affairs and personnel;
 - 1.2. Implements the overall budget policies of the University in accordance with the Law on Public Finance Management, regulations and relevant guidelines and decisions;
 - 1.3. Participates actively in the budget planning of the University and academic departments and units by providing them with professional assistance;
 - 1.4. Reports on a weekly basis on the level of budget expenditures of the organizational units within the University;
 - 1.5. Proposes organizational measures for any overruns or other eventual losses in the budget and finance system;
 - 1.6. It is the main point of contact of the University in terms of budget and finances with the MFPT, the Treasury, etc.,
 - 1.7. Responsible to write the budget proposal of the University in relation to the departments and academic units within the framework of the University;
 - 1.8. It is responsible for the submission of annual financial-budgetary statements as the Chief Financial Officer;

- 1.9. Ensures the registration of all transactions in the accounting register and in the Treasury;
 - 1.10. It is responsible for ensuring the fulfilment of all obligations according to the invoices prepared by the same by the legal deadline or the payment system to the Treasury;
 - 1.11. Supervise all reports of the budget organization and other duties-obligations provided for by the legislation in force;
 - 1.12. Monitors the legality of budget expenditures, as well as annual planning at the University;
 - 1.13. Is responsible for the implementation of programs and systems for the management, control and updating of payments of customers-contractors;
 - 1.14. Organizes and takes measures for the preservation of financial documentation through the archive and provides evidence for eventual contests arising from this issue;
 - 1.15. Implements the legal and sublegal acts that govern the rights and obligations of public servants;
 - 1.16. Performs other tasks according to the needs and tasks of the General Secretary and the relevant Vice-Rector;
 - 1.17. Reports to the General Secretary for his work.
1. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
- 1.1. Undergraduate diploma - Faculty of Economics, Finance Specialist (financial mathematics) or Accounting, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 1.2. At least (5) years of professional work experience, of which three (3) years of managerial work experience;
- 2.1. Knowledge and experience in the relevant field;
 - 2.2. High skills in management, organization, goal setting and planning;
 - 2.3. Good knowledge of effective supervision of professional work carried out by subordinates;
 - 2.4. High-level communication and negotiation skills;
 - 2.5. Flexible approach to the organization and supervision of the work, to solve problems;
 - 2.6. Advanced computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
2. Functional category: Middle Manager.
3. Number of positions: One (1).

Article 82
Officer for Payments Archiving

- 2 The Officer for Payment Archiving has the following duties and responsibilities:
 - 2.2. Receives, records, checks and prepares the necessary cases and documentation for the archiving of payments;
 - 2.3. They scanned the materials before they were forwarded to the central archive – for further storage and care;
 - 2.4. They prepared the necessary reports according to the periods;
 - 2.5. Is responsible for reporting the work to the competent person responsible for providing notes and reports regarding all received requests and possible disputes;
 - 2.6. Registers in the Special Protocol Book and enters the received invoices in the relevant program and keeps a copy and forwards it to the relevant entities with the accompanying act;
 - 2.7. Accepts invoices from the central archive, registers them and distributes them to the procurement department respectively to the finance department (municipalities);
 - 2.8. Implements legal and sublegal acts related to the rights and obligations of public servants;
 - 2.9. Performs other work according to the needs and request of the Director of the Department;
 - 2.10. He responds and reports on his work to the Director of the Department.
- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 3.2. Undergraduate Degree – Faculty of Philosophy — Archivist, Law, Economics, or Public Administration Program;
 - 3.3. At least two (2) years of professional work experience;
 - 3.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.5. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 3.6. Knowledge of the English language is desirable.
- 4 Functional category: Professional 2.
- 5 Number of positions: One (1).

Article 83
Officer for Budget and Analysis

1. Budget and Analysis Officer, has the following duties and responsibilities:
 - 1.1. Responsible for organizing the work related to the analysis and drafting of the budget proposal of the relevant budget departments of the University;

- 1.2. Does the registration of the requirements of the budget units in the internal system and the system of MFPT, SMZHB and PIP;
- 1.3. Responsible for analyzing and drafting budget plans and providing professional assistance to the staff of each organizational unit of the University, regardless of whether it has its own Budget Code or not;
- 1.4. To report on the budgetary situation regarding the allocations, commitments and expenditures according to the codes and economic codes in accordance with the approved budget for the University and those given as a basis for the subsequent budget planning;
- 1.5. Regularly participates in the drafting of analyses and the preparation of data in analytical methods for the drafting of the budget of the Units;
- 1.6. Prepare weekly, monthly, quarterly and periodic reports and other eventual information regarding the budgetary situation of the current budget units at the University;
- 1.7. Accepts and records in the system, budget requirements according to programs and economic categories and the degree of depreciation of basic funds and assets owned by the University;
- 1.8. Implements the legal and sublegal acts that have to do with the rights and obligations of public employees; .
- 1.9. Performs other tasks according to the needs and requests of the Director of the Department;
- 1.10. For its own work, it shall respond and report to the Director of the Department.

1. Qualifications and skills required (qualifications, experience and abilities and other skills required to be carried out):
 - 2.1. Undergraduate diploma - Faculty of Economics, Finance Specialist (financial mathematics) or Accounting;
 - 2.3. Professional work experience for at least three (3) years;
 - 2.5. In-depth knowledge of the financial legislation applicable in Kosovo;
 - Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - Knowledge of the English language is desirable.
2. Functional category: Professional 1.
3. Number of positions: One (1).

Article 84
Officer for Pledges

- 2 The Officer shall have the following duties and responsibilities:
 - 2.3. He is responsible for the organization and supervision of the financial affairs of the division;
 - 2.4. Provides for the registration of the Cash Flow Plan, commitments, invoices and expenditures in the University's data system and the MFPT system, SIMFK,
 - 2.5. Reports to the competent authorities - the authorizing officers and the Director of the Department – ZFK, on the financial situation of the University on a weekly, monthly and quarterly or annual period according to the budget codes and codes of the economic categories each and the money on the report day.
 - 2.6. Actively monitors and implements laws, regulations and instructions from the field of finance at the level of the budgetary organization and informs the budget units of the latest developments in the financial system – forwards official materials;
 - 2.7. Supervise all commitments, financial transactions-cash payments and transfer payments by adhering to the legal deadline for payments;
 - 2.8. Guides the database of data for planning commitments for the following years, as well as maintains that of previous years;
 - 2.9. Maintain constant contact with the payment office of MFPT regarding expense reports;
 - 2.10. Responsible for weekly, monthly and periodic reporting according to the programs and economic-budget codes on the state of allocated funds, commitments of each budget unit-budget code, etc.;
 - 2.11. It is responsible for forwarding payments, invoices and registration in the data system in accordance with legal procedures;
 - 2.12. Implements the legal and sublegal acts which have to do with the rights and obligations of public employees;
 - 1.1. Records all commitments in Excel or program assigned by the management of the UP and the one according to the units and projects mentioned;
 - 1.1. Performs other tasks according to the needs and requests of the Director of the Department;
 - 1.2. For their work responds and reports to the Director of the Department.
- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.3. Undergraduate diploma - Faculty of Economics (regardless of specialization), Finance Specialist (financial mathematics);
 - 3.4. Professional work experience for a period of three (3) years;
 - 3.5. Certificates of access to the pledge system;

- 3.6. In-depth knowledge of the applicable financial legislation in Kosovo;
 - 3.7. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.8. Advanced computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 3.9. Knowledge of the English language is an advantage.
- 4 Functional category: Professional 1.
 - 5 Number of positions: One (1).

Article 85
Officer for Expenditure

1. The Officer for Expenditure has the following duties and responsibilities:
 - 1.1. Accepts and checks all requests made for payment, ensures that they are in accordance with the Law and the rules in forces;
 - 1.2. Does the registration of the same requests on the Kosovo Finance Information System (SIMFK) - Free Balance;
 - 1.3. Provides concrete instructions to the budget units regarding the budget expenditures of the proposed units;
 - 1.4. According to the reports of the Ministry of Finance (SIMFK) on the implementation of payments and the equalization of expenditures in each budgetary unit of the University;
 - 1.5. Prepares and reports on the dynamic plan of expenditure for each week, month, quarterly and annual period and maintains regular contact with the officials responsible for the expenditure of the departments and academic units;
 - 1.6. Maintains contacts regarding the work and financial activities and expenditures with the certifier and the competent finance officer, as well as with the University's budget units managers;
 - 1.7. Manages the database of expenditure data, performs budget equalizations and prepares periodic and annual reports on expenditures by economic categories and subcategories and programs separately for the current year and reports on the situation;
 - 1.8. Reports to the leader of the budget unit permanently;
 - 1.9. Implements the legal and sublegal acts which have the rights and obligations of public employees;
 - 1.10. Keeps records of expenses in Excel format or even programs assigned by the management of UP, except for those in SIMFK;
 - 1.11. Performs other tasks according to the needs and tasks of the Director of the Department;
 - 1.12. For its own work it shall respond and report to the Director of the Department.

- 1 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 1.12. Undergraduate diploma - Faculty of Economics Finance Specialist (financial mathematics) or Accounting;
 - 1.13. At least three (3) years of professional work experience;
 - 1.14. Certification for access to the expenditure system;
 - 1.15. In-depth knowledge of the financial legislation applicable in Kosovo;
 - 1.16. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.17. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 1.18. Knowledge of the English language is an advantage.
- 2 Functional category: Professional 1 .
- 3 Number of positions: One (1).

Article 86
Officer for Salaries

1. The Officer for Salaries has the following duties and responsibilities:
 - 1.1. Monitors all of the salaries in UP;
 - 1.2. Introduce into the system the salaries of new workers;
 - 1.3. Monitors for each month how much is the value of salaries for all employees in UP;
 - 1.4. Informs and reports to the Director of the Department;
 - 1.5. Remove from the salary system retired and dismissed employees, or those whose contracts have expired based on the law;
 - 1.6. Payment of fees to public officials based on contracts and reports of faculties;
 - 1.7. Provides incentives and other allowances for all public officials in the UP based on faculty reports, as well as makes all payments that are provided for by the legislation and internal regulations for personal income and other compensation;
 - 1.8. Reports and responds to the Director of the Department;
 - 1.9. Performs other tasks assigned to him by the Director of the Department.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diplomas - Faculty of Economics (regardless of specialization) or financial mathematics;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Knowledge of applicable laws and regulations;

- 2.4. Skills, communication, work planning, eventual coordination of personnel or administrative level;
 - 2.5. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.6. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional 1.
 4. Number of positions: One (1).

Article 87
Officer for Payments

1. The payment officer has the following duties and responsibilities:
 - 1.1. Responsible for the management of the financial affairs of the University — budget organization;
 - 1.2. Prepare weekly, monthly, periodic and annual reports on budget expenditures;
 - 1.3. Prepares forms of payments by external and internal transfer and urgently performs the transfers allowed by the bank;
 - 1.4. Collaborates with the Office of the Ministry of Finance for all matters related to payments and fulfilment of the budget obligations of the University;
 - 1.5. It is responsible for the implementation of legal financial procedures;
 - 1.6. Implements the legal and sublegal acts that have to do with the rights and obligations of public officials;
- 1.6. Does the payments based on projects;
 - 1.7. Pays all municipal expenses of the Rectorate and Central Administration;
 - 1.8. It makes the payments of the institutes and makes the payments of PISU;
 - 1.9. Collaborates with the Department for International Cooperation, regarding payments for projects;
 - 1.10. Makes payments for all decisions of the Steering Council and payments according to the decisions of the Student Parliament;
 - 1.11. Performs other tasks according to the needs and requirements of the Director of the Department;
 - 1.12. He/she is responsible for his/her work and reports to the Director of the Department.
2. Qualifications and skills required (qualifications, experiences and abilities and skills required to perform this job):
 - 2.1. Undergraduate diploma - Faculty of Economics (regardless of specialization) or financial mathematics;

- 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Advanced computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is desirable.
3. Functional category: Professional 1.
 4. Number of positions: One (1).

Article 88
Officer for Cash

2. The officer has the following duties and responsibilities:
 - 2.1. Reviews and analyses the progress of expenditures of the cash available according to the budget lines, based on the Cash Flow Plan and the preliminary requirements approved by the competent officials;
 - 2.2. It is responsible for the urgent provision of petty cash in accordance with the requirements and plans, as well as for the maintenance and distribution of cash in accordance with the procedures;
 - 2.3. It is responsible for the withdrawal of all cash and advances for all academic institutions;
 - 2.4. It is responsible for the return of funds in the bank for the closing of the advance of the money (petty cash) and advances for all academic institutions;
 - 2.5. Supervises, advises and assists the officials of the faculties regarding the spending of petty cash, the equalization of advances until their closure;
 - 2.6. The monthly equalizations with the bank and the Treasury are paid for and advanced;
 - 2.7. Prepares, realizes and payment of telephone top-ups, as well as other payments for the needs of the Rectorate;
 - 2.8. Prepares and implements the tickets for derivatives for the needs of UP;
 - 2.9. Accepts requests for advances for official trips, estimation of expenses and closure of advances;
 - 2.10. Prepare financial reports on cash payments by budget departments;
 - 2.11. Prepares periodic and annual reports on cash expenditures and budget balance;
 - 2.12. Implements the legal and sublegal acts that have been related to the rights and obligations of public employees;
 - 2.13. Performs other tasks according to the needs and requirements of the Director of the Department;
 - 2.14. For his work, responds and reports to the Director of the Department.

3. Qualifications and skills required (qualifications, experience and abilities other skills required for the performance of the job):
 - 3.1. Undergraduate diplomas Faculty of Economics, (regardless of specialization) or financial mathematics;
 - 3.2. At least two (2) years of professional work;
 - 3.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.4. Advanced computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 3.5. Knowledge of the English language is desirable.
4. Functional category: Professional 1.
5. Number of positions: One (1).

Article 89

Officer for Revenue

1. An Officer for Revenue has the following duties and responsibilities
 - 1.1. All revenues are uploaded daily, uploaded to SEMS, equalized and recorded by SIMFK;
 - 1.2. Records, allocates and reports on project revenues at the University;
 - 1.3. All the income generated at the University;
 - 1.4. It equates all the revenues for each month with the Treasury;
 - 1.5. It equates the income with all the academic units of the University;
 - 1.6. It equates all the revenues of the institutes, as well as other revenues;
 - 1.7. Reports all revenues to the head of the office;
 - 1.8. Allocate the revenues according to the request and in accordance with the legislation and financial rules;
 - 1.9. Promotes the implementation of the instructions of the Ministry and the internal acts of the University, by the academic unit, regarding tuition fees and other fees of students;
 - 1.10. Performs other tasks according to the needs and requests of the Director of the Department;
 - 1.11. He/she is responsible for his/her work and reports to the Director of the Department.
1. Qualifications and skills required (qualifications, experience and abilities other skills required for the performance of this job):
 - 1.1. Undergraduate diploma - Faculty of Economics, Finance Specialist or Accounting or Financial Mathematics, and/or Financial Mathematical Program;
 - 1.2. At least three (3) years of professional work experience;

- 1.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.4. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 1.5. Knowledge of the English Language is desirable.
-
2. Functional Category: Professional 1.
 3. Number of positions: One (1).

Article 90
Officer for Accounting

1. The accounting officer has the following duties and responsibilities:
 - 1.1. Is responsible for receiving, recording and forwarding expenses, depreciation and various supplies according to budget lines for the goods provided or services performed;
 - 1.2. Is responsible for the recording of data and processing in the system - base data in accordance with the legal provisions in this area;
 - 1.3. Performs professional work, in accordance with the accounting plan and codes;
 - 1.4. Performs the equalization of the expenses realized from the University database with the expenses registered in the SIMFK and prepares the data for financial statements according to the legal requirements and deadlines;
 - 1.5. Performs calculations, following the expenditures according to the budget programs for the University in harmony with the legislation in force;
 - 1.6. Accepts the requests, checks the regularity and determines the accounts according to the accounting plan, registers in the University system;
 - 1.7. Compare and equalize the commitments and expenditures of the University in each budget code and report to the superior on the situation and eventual discrepancies;
 - 1.8. Based on the generated expenditure reports, provides the necessary data for the budget planning for the next year;
 - 1.9. Prepares reports according to the quarterly periods of contributions to the Pension Funds Trust and according to eventual and ad-hoc needs and requirements;
 - 1.10. Is responsible for monitoring and recording assets and liabilities, as well as the depreciation and amortization of the balances of the University's liabilities and assets as a whole.

- 1.1. Prepares monthly reports for the Ministry of Finance, such as those of obligations and equalizations required by the Treasury according to the rules in force;
- 1.12. Implements legal and sub-legal acts related to the rights and obligations of public servants;
- 1.12. Performs other work according to the needs and request of the Director of the Department;
- 1.13. Responds to and reports to the Director of the Department for his/her work.

2. Qualifications and skills required (qualifications, experiences and abilities and skills required for this job position):

- 2.1. University degree - Faculty of Economics, Finance Specialist or Accounting;
- 2.2. At least three (3) years of professional work experience;
- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 2.4. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English Language is desirable.

3. Functional category: Professional 1.

4. Number of positions: One (1).

Article 91

Officer for Assets

1. The Asset Officer has the following duties and responsibilities:

- 1.1. It follows and reports on all the assets of UP;
- 1.2. Keeps track of inventory records of all academic units;
- 1.3. It is provided for the registration and identification of all movable and immovable assets in the University;
- 1.4. Registers with SIMFK all assets with a capital value over 1000 euros within UP;
- 1.5. Organizes trainings in cooperation with relevant authorities and manages the ways of registering inventory and equipment in the E-Paruria system;
- 1.6. Accepts the reports of the faculties for the registration of inventory and property according to legal procedures;
- 1.7. Monitors the academic and organizational units related to the registration of assets and inventory according to the legal provisions in force;
- 1.8. Informs the logistics and asset officers in the faculties about the supply of inventory and equipment (forwarding the courses along with the scanned payment orders for each faculty);

- 1.9. Reports for each fiscal year the amortization of the entire inventory of UP based on the legislation in force, as well as reports on the inventory out of use;
- 1.10. Reports on non-capital assets at the University level based on the individual reports of faculties and other units, also presented in the E-Paruria system;
 - 1.11. Reports on the part of assets in the Financial Statements and prepares detailed reports specific to both categories of capital and non-capital assets, from the two registration systems (from E-Paruria and from SIMFK);
 - 1.12. Forwards the following capital investments and registers them in the accounting registers according to the rules in force;
 - 1.13. Implements legal and sub-legal acts related to the rights and obligations of public servants;
 - 1.14. Informs the management about the property registers and reports to them upon request;
 - 1.15. Performs other work according to the needs and request of the Director of the Department;
 - 1.16. Responds and reports on his work to the Director of the Department.

2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):

- 2.1. Undergraduate degree – Faculty of Economics, Law or Public Administration;
- 2.2. At least three (3) years of professional work experience;
- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 2.4. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English Language is desirable.

3. Functional Category: Professional 1.

4. Number of positions: One (1).

PROCUREMENT DEPARTMENT

Article 92

- 1 . The Procurement Department performs all administrative, professional and other work, as follows:
 - 1.1. Carrying out procurement procedures according to the requirements of all departments and administrative and organizational units of the University;
 - 1.2. Drafting and concluding contracts with a value determined by law, on behalf of the University;
 - 1.3. Planning, processing, supervision and efficient and effective implementation of contracts for the supply of goods and services in accordance with the legislation in force in the procurement sector;
 - 1.4. Close cooperation with the Public Procurement Regulatory Commission (KRPP) and the Central Public Procurement Agency (KAPA);
 - 1.5. Preparation of contracts for supplies, services and labor;
 - 1.6. Supervision of the execution of contracts by the competent officials — contract managers;
 - 1.6. Updating the list of contractors and suppliers, as well as forwarding them to all competent purchasing units;
 - 1.7. Distribution, in accordance with procedures, of goods and services based on contracts and arrangements;
 - 1.8. Monitoring and execution of contracts or other actions in function of the execution of contracts;
 - 1.9. Checking the invoices against the invoices on the goods or services received, in accordance with the contract or agreement and conducting other actions for the realization of the payment;
 - 1.10. Development of procurement activity at all stages of procurement, starting from the achievement of the contract to the fulfilment of the contract.
- 1 The Director of the Procurement Department reports to and responds to the General Secretary
- 2 Within the framework of the Procurement Department are these positions:
 - 3.1. Director of the Procurement Department (1 employee);
 - 3.2. Procurement officer (2 employees);
- 3 The number of positions in the Procurement Department is three (3).

Article 93

Director of the Procurement Department

2. The Director of the Procurement Department has the following duties and responsibilities:
 - Leads and supervises of the work and personnel of the Department;
 - It is responsible for the compiling and drafting of the Annual and Periodic Procurement Plan for all departments - organizational units of the University;
 - It is responsible for the management and coordination of works in the implementation of the legal provisions of procurement at the University;
- 1.4. To manage all works and activities and procurement procedures and it is responsible that they are carried out in accordance with the legislation and the powers of public procurement and the Republic of Kosovo;
 - 1.1. In cooperation with the heads of departments, academic units and other organizational structures in the planning and procurement strategy for the University;
 - 1.2. Coordinates and supervises the work of the Department's personnel regarding compliance with the legal procedures of public procurement;
 - 1.3. It is the authority that writes and co-writes the official documentation for the Procurement Department - as the Procurement Manager, in accordance with the authority granted by the Public Procurement Law and other legal and sublegal acts that regulate the field of activity;
 - 1.4. In close cooperation and professional consultations with the competent officials of the University, it takes decisions regarding any controversial issues that arise in the case of the execution of contracts by contractors;
 - 1.5. Prepares and compiles the work plans of the Department, takes care of the fulfilment of the professional criteria for the employees of the Department, enabling them to attend adequate training;
 - 1.6. Organizes regular meetings with staff and collaborators;
 - 1.7. It is the authority for the University to conclude contracts for the value determined by law;
 - 1.8. Is a co-writer of contracts in the name of the University for contracts with the value of certain values provided for by law, where many signatories are required;
 - 1.9. It is necessary to know for which tender procedures the procurement law of the EU or the donor countries applies;
 - 1.10. It is responsible for updating invoices and payments, as well as fulfilling obligations within the legal deadlines, or continuing the procedures for the completion of the invoices;
 - 1.11. Implements the legal and sublegal acts which have the rights and obligations of public employees;
 - 1.12. Responds to the General Secretary of the University for their work.

3. Qualifications and skills required (qualifications, experience and abilities and skills required for the performance of this job):

Undergraduate diploma - Faculty of Economics, Law and Public Administration, with at least 240 credits/ECTS or equivalent or have completed master's level studies;

To have at least (5) years of professional work experience, of which three (3) years of managerial work experience;

Professional procurement certificate-license;

- 1.5. Substantial knowledge and experience in the relevant field;
- 1.6. Skills in management, organization, goal setting and planning;
- 1.7. Good knowledge of effective supervision of professional work performed by subordinates;
- 1.8. High-level communication and negotiation skills;
- 1.9. Flexible approach to the organization and supervision of the work, including problem solving;
- 1.10. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
- 1.11. Knowledge of the English language is an advantage.

4. Functional category: Middle Manager
5. Number of positions: One (1).

Article 94
Procurement Officer

2 Procurement officer, has the following duties and responsibilities:

- 2.3. To ensure that all contracts for the procurement of goods and services are written by authorized persons;
- 2.4. Prepares standard materials, depending on the procurement method;
- 2.5. Prepares the module for invitations for offers – biddings;
- 2.6. For the distribution of invitations for bidding for competitive purchase;
- 2.7. Drafts various documents and drafts contracts based on professional procedures and submits to the Director of the Department for signing;
- 2.8. Participates in the commissions for the opening of offers;
- 2.9. Ensures that detailed data is kept of all participating bidders, actions and decisions taken during each stage of the process, and ensures that the comments of all participants are shared and that the participants write those comments;
- 2.10. After the completion of the evaluation process, prepare the necessary documentation and complete the documentation for approval;

- 2.11. Assists in the supervision and execution (realization) of contracts, if reported for their non-execution;
- 2.12. Checks invoices in accordance with the terms of the contract;
- 2.13. Keeps records of the goods received and signed by the appointed official for the receipt of the goods;
- 2.14. To prepare the documentation for payment and to submit the documentation to the Department of Budget and Finance to the Director of the Procurement Department;
- 2.15. Prepares invitations to offers-biddings and publishes invitations to tender in accordance with legal requirements, sends invitations to biddings, competitive purchases, accepts payment stubs for bidding material and registers in the list drawn up for all companies receiving bidding material, accepts all questions, and provides responds to all companies regarding bidding material;
- 2.16. Checking the invoices in accordance with the terms of the contract, with the invoices on the goods received, written by the designated agent for the receipt of the goods, providing the documentation for payment and submitting the documents to the Department of Budget and Finance;
- 2.17. Prepares a weekly, monthly, quarterly and annual report on all procurement activities with which he is entrusted;
- 2.18. Implements the legal and legal acts which govern the rights and obligations of public servants;
- 2.19. Performs other tasks according to the needs and requirements of the Director of the Department and replaces the Director of the Department for the signing of contracts and is licensed-certified by the competent institution;
- 2.20. For his own work, he responds and reports to the Director of the Department.

- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.3. Undergraduate Diploma - Faculty of Economics, Law or Public Administration;
 - 3.4. At least two (2) years of professional work experience;
 - 3.5. Professional procurement certificate-license;
 - 3.6. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.7. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 3.8. Knowledge of the English language is desirable.
- 4 Functional category: Professional 1.
- 5 Number of positions: Three (3).

DEPARTMENT OF INFORMATION TECHNOLOGY

Article 95

1. The Department of Information Technology performs professional and other related works Me:
 - 1.1. Management and maintenance of the University's infrastructure and information technology and non-fixed assets (Programs-Databases);
 - 1.2. Management of infrastructure and information technology at the University;
 - 1.3. Application of the highest standards, in order to implement the development policies and strategies of the University – respectively the policies of academic units;
 - 1.4. Close cooperation with the officials and administrators of the IT in academic units;
 - 1.5. Management of databases that are not used for the purposes of programs or for the management of activities for the management of the companies by implementing legal procedures;
 - 1.6. Taking initiatives for the development of new databases and program or supplementing and updating with new modules of existing program;
 - 1.7. Drafting of strategic plans of information technology directly based on the Strategic Plan of the University;
 - 1.8. Drafting of specifications for supply of equipment and spare parts for information technology;
 - 1.9. Professional servicing and interventions in maintaining the functionality of the equipment and use by the public officials of the University;
 - 1.10. Providing qualitative information technology solutions to enable fast, easy and convenient exchange of information inside and outside the University;

- 1.11. Creation of a standardized TL structure, which enables the electronic connection of departments, academic units, users, partners and provides a network of data only;
- 1.12. Ensuring the provision of reliable, reliable, secure and cost-effective IT services.
2. The Director of the Department of Information Technology reports and responds to the General Secretary.
3. In the framework of the Department of Information Technology, the following positions are:
 - 3.1. Director of the Department of Information Technology (1 employees);
 - 3.2. High Administrator of IT for Network (1 employee);
 - 3.3. High Administrator of IT for Systems (2 employees);
 - 3.4. Developer and High Administrator of Software Systems (2 employees);
 - 3.5. High Administrator of IT for Databases (1 employee);
 - 3.6. Expert for information/cyber security (1 employee);
 - 3.7. IT Specialist for ID Cards (1 employee);
 - 3.8. Hardware, network and internet technician (5 employees);
4. Number of positions in the Department of Information Technology is fourteen (14).

Article 96

Director of the Department of Information Technology

1. The Director of the Department of Information Technology has the following duties and responsibilities:
 - 1.1. Develops and sets standards for regulations in relation to: hardware, software, network and data center in UP;
 - 1.2. Plans and proposes projects for the University's information technology (IT) needs;
 - 1.3. Examines all requirements from the academic and administrative level for the needs of equipment and services of the Department;
 - 1.4. Coordinates the implementation and maintenance of projects in IT in UP;
 - 1.5. Plans, designs, integrates, carries, refreshes, manages and supports information technology systems and requirements, including electronic education;
 - 1.6. Guides and coordinates the process of updating and elaborating the electronic education strategy, proposing and implementing applications for distance learning (E-learning);
 - 1.7. Provides a program that can be applied according to the standards and needs for easy and effective access to the databases for students, for UP staff;
 - 1.8. Provides coverage of all UP connectivity in computer network and internet;
 - 1.9. It expands the software for the registration of students and the connection of centers in IT;

- 1.10. Organizes the perfection of the employees who work in the IT Office, the UP and the academic department;
 - 1.11. Takes care of and suggests the academic and administrative staff of UP regarding IT.
 - 1.12. It foresees the expenditures on information technology in the UP and foresees the budget plans for the projects of the IT and their implementation;
 - 1.13. He also performs other works of the University, which are necessary and indispensable, as well as those which are necessary for the higher education of the University;
 - 1.14. Responds to the General Secretary for their work.
2. Qualifications and skills required (qualifications, experience and other skills required to perform this job):
- 2.1. Undergraduate diploma — Faculty of Computer Science, Faculty of Electrical and Computer Engineering, Faculty of Electrical Engineering, with at least 240 credits/ECTS or equivalent or completed master's level studies, etc.;
 - 2.2. At least (5) years of professional work experience, of which three (3) years of managerial work experience;
 - 2.3. Ability to analyze complex situations, report and formulate policies, proposals and practical working documents;
 - 2.4. Skills in management, organization, goal setting and planning;
 - 2.5. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.6. High-level communication and negotiation skills;
 - 2.7. Flexible approach to the organization and supervision of the work, to solve problems;
 - 2.8. Advanced certification in the IT field is desirable.
 - 2.9. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.10. Knowledge of the English language is an advantage.
3. Functional category: Middle Manager / Expert.
4. Number of positions: One (1).

Article 97

High IT Administrator for Network

1. The High Administrator of IT the Network, has the following duties and responsibilities:
 - 1.1. Manages information technology systems with special importance for UP;
 - 1.2. Is responsible for administering and maintaining the IT systems of the organization, for ensuring access and availability of data 24/7;
 - 1.3. Performs the duties and responsibilities of the expert for the administration of networks;

- 1.4. Researches, plans and proposes solutions for the integration of systems based on the needs of UP for data exchange and system interaction;
- 1.5. Plans, directs and operates directly in the field of computer IT such as LAN, WAN, VPN, Intranet and Internet;
- 1.6. Make recommendations to the server administrator, provide the necessary limitations for network connections, as well as the privileges assigned to the last user;
- 1.7. Uses the most preferred operative systems for the network system;
- 1.8. Carry out the plan and implementation that is necessary for the modification of the existing local networks;
- 1.9. Coordinates with local providers (ISPs) for the coordination of the link with the best quality, as well as forwards that link;
- 1.10. Facilitates the leakage of the bandwidth specified in the contract with UP and the responsible economic operator;
- 1.11. Prevents routers from leaking during setup and installation and maintains them;
- 1.12. Install VPNs that are connected to government life and other networks, p.sh. with innovative systems, such as: Free Balance, E-procurement, Treasury (SIMFK), E-Pasuria, BDMS (Budget System), PIP etc. and KREN;
- 1.13. Performs other tasks assigned to him by the Director of the Department;
- 1.14. Reports and responds to the Director of the Department.

1. Qualifications and skills required (qualifications, experience and abilities and other skills required to perform this job):

- 1.1. Undergraduate Diploma – Faculty of Computer Science, Faculty of Electrical Engineering and Computer Engineering, Faculty of Electrotechnics, etc.;
- 1.2. At least three (3) years of professional work experience;
- 1.3. Skills to analyze complex situations, to report and to formulate policies, proposals and practical working documents;
- 1.4. Preferred Certifications in CCNA, Microsoft, Linux, etc.
- 1.5. Computer skills and software applications: Microsoft (Word, Excel, PowerPoint, Access, Project);
- 1.6. Knowledge of the English language is an advantage.

2. Functional category: Expert.

3. Number of positions: One (1).

Article 98

High IT Administrator for systems

1. The High IT Administrator for Systems has the following duties and responsibilities:

- 1.1. Administers information technology systems with a special importance for UP;
 - 1.2. Is responsible for administering and maintaining the IT systems of the organization, for ensuring access and availability of data 24/7;
 - 1.3. Performs the duties and responsibilities of an expert for the administration of systems and applications;
 - 1.4. Administers and maintains the center of the data (server room);
 - 1.5. Administers servers in UP, installs, configures and maintains servers, as well as prepares projects for servers;
 - 1.6. Installs and configures servers for computer laboratories in the academic unit of UP;
 - 1.7. Administers, installs, configures and maintains "storage" in UP;
 - 1.8. Administers and creates the domain, creates and configures Active Directory, manages and creates users (for academic and administrative personnel) in Active Directory;
 - 1.9. Installs, administers, configures and maintains applications that operate mainly in the Windows Server family;
 - 1.10. Administers as needed with DNS, DHCP, file server, Windows Server and other applications as required;
 - 1.11. Assists in the support and administration of the LAN/WAN as needed;
 - 1.12. Engages and gives concrete recommendations in the preparation of policies, standards and procedures related to the field of IT;
 - 1.13. Carries the task of installing and configuring the necessary applications for the proper functioning of the servers and is responsible for the infrastructure of the Windows server base;
 - 1.14. Makes proposals for the latest equipment and applications in the system for the best functioning of the servers based on the standards that emerge from different companies;
 - 1.15. Makes the plan and implementation which is required in changing different operating systems and applications (updating) for different servers.
 - 1.16. Performs other tasks assigned to him by the Director of the Department;
 - 1,17. Reports and responds to the Director of the Department.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 2.1. Undergraduate Degree — Faculty of Computer Science, Faculty of Engineering Electrical and Computer Engineering, Faculty of Electrotechnics, etc.;
 - 2.2. At least three (3) years of professional work experience;
 - 2.3. Certifications in Microsoft, Linux, etc., are an advantage;
 - 2.4. Certifications in the field of IT, are desirable;

- 2.5. Ability to analyze complex situations, report and formulate policies, proposals, and practical working documents;
 - 2.6. Computer skills in software applications: Microsoft (Word, Excel, PowerPoint, Access, Project, Windows Server);
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Expert.
 4. Number of positions: One (1).

Article 99
Former IT Administrator for Systems

2. The Former IT Systems Administrator has the following duties and responsibilities:
 - 2.1. Administers information technology systems of particular importance in UP;
 - 2.2. Is responsible for administering and maintaining the IT systems in the organization, ensuring access and availability to data 24/7;
 - 2.3. Performs the duties and responsibilities of the expert for the administration of systems and applications;
 - 2.4. Researches, plans and proposes solutions for system integration based on the needs of the University for data exchange and system interoperability;
 - 2.5. Administers and maintains electronic mail;
 - 2.6. Administers and maintains the Google Suite and Office 365 system in the domain of University and all the tools that this system offers;
 - 2.7. Manages and maintains uni-pr.edu domain;
 - 2.8. Administers, and develops modules within WEB Portal of UP;
 - 2.9. Creates user logs and maintains security levels in the databases of these systems;
 - 2.10. Creates and manages groups within systems;
 - 2.11. Assigns administrative roles and creates accounts with special administrative roles;
 - 2.12. Creates and tests recovery policies and procedures in case of unfortunate circumstances by maintaining documentation and providing back-up for systems;
 - 2.13. Evaluates system specifications by analyzing access, information, and security systems, designs system infrastructure;
 - 2.14. Maintains the performance of these systems by performing system monitoring and analysis;
 - 1.1. Performs other tasks assigned to him by the Director of the Department;
 - 1.2. Reports and responds to the Director of the Department.
3. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):

- 3.1. Undergraduate Diploma – Faculty of Computer Science, Faculty of Electrical Engineering and Computer Engineering, Faculty of Electrotechnics
 - 3.2. At least three (3) years of professional work experience;
 - 3.3. Certifications in web development (CWDSA) etc., are an advantage;
 - 3.4. Certifications in the IT field, are desirable
 - 3.5. Ability to analyze complex situations, to report and formulate policies, proposals and practical working documents;
 - 3.6. Computer skills and applications: Microsoft (Word, Excel, PowerPoint, Access, Project);
 - 3.7. Knowledge of the English language an advantage.
4. Functional category: Expert.
 5. Number of positions: One (1).

Article 100
High Software Systems Developer and Administrator

- 1 The developer and High administrator of software systems, has the following duties and responsibilities:
 - 1.14. Establishes work plans in agreement with the supervisor for the implementation of the tasks set out in the same objectives and gives recommendations regarding the achievement of the objectives;
 - 1.15. Administers and maintains information systems;
 - 1.16. Develops systems, applications when required, as well as develops and implements the policies of the Institution.
 - 1.17. Installs, administers and maintains software;
 - 1.18. Takes care of the confidentiality, integrity and availability of software and information systems, implementing good practices;
 - 1.19. Proposes and assists in the management and operation of systems and procedures;
 - 1.20. Advises administrative and academic staff on the use of the systems, advises other operators during the introduction of data into the system and verifies the accuracy of the data;
 - 1.21. Assesses the needs of the institution and analyses the process of internal functioning of the systems in order to design the possible new databases and their connection with the existing ones in order to complete the institution's requirements;
- I .9. Coordinates activities with database administrators, IT systems analysts, exchanges information, coordinates and performs all necessary actions related to the operation of systems;
 - 1.1. Responsible for backing up data (DB and all applications);
 - 1.2. Performs other tasks assigned to him by the Director of the Department;

- 1.3. Reports and responds to the Director of the Department.
- 2 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.14. Undergraduate Diploma – Faculty of Computer Science, Faculty of Electrical Engineering and Computer Engineering, Faculty of Electrotechnics etc.;
 - 2.15. At least three (3) years of professional work experience;
 - 2.16. Certifications and fields of IT, are desirable;
 - 2.17. Knowledge of applicable laws and regulations, communication skills, work planning, eventual coordination of personnel at the administrative level;
 - 2.18. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.19. In-depth knowledge of a specific professional field, acquired through university education and relevant training;
 - 2.20. Computer skills and applications of programs (Word, Excel, PowerPoint, Access, Linux operating system, Unix; VLAN technology; Windows, NT Server, Workstation, 2000 server, MS-DOS, TCP/IP network; Oracle and SQL server DBMS; FileNet image management system);
 - 2.21. Knowledge of the English language is an advantage.
- 3 Functional category: Expert.
- 4 Number of positions: Two (2).

Article 101

High IT Administrator for databases

- 1 The High IT Administrator has the following duties and responsibilities:
 - 1.10. Designs and manages the databases;
 - 1.11. Creates conditions and manages with confidential - essential data that can be shared with all components of personnel and students;
 - 1.12. Manages all of the databases in UP;
 - 1.13. Performs the duties and responsibilities of the expert for the administration of systems and applications;
 - 1.14. Creates and administers relational databases;
 - 1.15. Ensures the security of the databases;
 - 1.16. Continuously back — up to the databases of data and applications;
 - 1.17. As needed, also performs software and hardware work (takes care of the functionality of the operating equipment with which the Central Administration personnel have it);
 - 1.18. It contributes to the improvement of performance on databases and helps in the development of advanced systems;

- 1.19. Manages the registration of students, in terms of the preparation of online competitions for the admission of students at the Bachelor, Master and Doctoral levels based on the competition announced and approved by the Senate;
 - 1.20. For academic units, provides access to systems based on competence and authorization, always being based on normative acts in force;
 - 1.12. Performs other tasks assigned to him by the Director of the Department;
 - 1.13. Reports and responds to the Director of the Department.
- 2 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
- 2.10. Undergraduate Diploma - Faculty of Computer Science, Faculty of Electrical Engineering and Computer Engineering, Electrotechnical Faculty etc.;
 - 2.11. At least three (3) years of professional work;
 - 2.12. Certifications in the field of IT, are desirable;
 - 1.1. To analyze complex situations, to report and to formulate policies, proposals and practical working documents;
 - 1.2. Computer skills in software applications (Microsoft Word, Excel, PowerPoint, Access, Project, My SQL, etc.);
 - 1.3. Knowledge of the English language is an advantage.
- 3 Functional category: Expert.
- 4 Number of positions: One (1).

Article 102
Expert for Information/Cyber Security

1. The Expert for Information/Cyber Security, has the following duties and responsibilities:
- 1.1. Manages, implements, plans and administers all activities related to the security of the information system of the University of Prishtina;
 - 1.2. Supervision of management of vulnerability;
 - 1.3. Develops and maintains assessment of the risk of information security designed to assess the necessary control risks, and residual risks;
 - 1.4. Effective advocacy of activities for safety controls to reduce unacceptable risks;
 - 1.5. Supervision of sensitization security activities for the employees of the University;
 - 1.6. Performs the evaluation of safety controls and evaluates the results of the risk assessment;
 - 1.7. Monitors regulations and technology trends;
 - 1.8. Evaluates the reconciliation and develops plans for the reconciliation in the field of information security;

- 1.9. Educates the employees of the Central Administration and sets an example for reconciliation efforts;
 - 1.10. Monitors the aspect of reports extracted from internal screenings, also analyzes reports on the movements of users to prevent dangerous trends in the future;
 - 1.11. Ensures that it will assist the University in fulfilling security concepts such as confidentiality, integrity, availability and non-denial;
 - 1.12. Provides security solutions during the development phases of software systems, hardware, networks and data centers;
 - 1.13. Constantly monitors for attacks or intrusions into computer systems;
 - 1.14. Designs and implements protective measures and return from disaster-attacks.
 - 1.15. Installs, configures and maintains security devices (applications);
 - 1.16. In addition to the aforementioned duties and responsibilities, performs duties required by the Direct Supervisor;
 - 1.17. Reports and responds to the Director of the Department.
- 2 Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
- 2.3. Undergraduate diploma in the field of Information and Communication Technology;
 - 2.4. At least two (2) years of professional work experience, etc.;
 - 2.5. Certifications in Cyber Security, CCNA, Microsoft, Linux, etc., is an advantage;
 - 2.6. Computer skills and software applications: Microsoft (Word, Excel, PowerPoint, Access, Project, etc.);
 - 2.7. Knowledge of the English language is an advantage.
- 3 Functional category: Expert.
4. Number of positions: One (1).

Article 103
IT Specialist for ID Cards

2. IT specialist for ID cards, has the following duties and responsibilities:
- 2.1. Sets the specifications of the ID systems by analyzing the access, information and security information, designs and plans the system infrastructure for ID cards;
 - 2.2. Designs the form of the ID card, as well as takes care of its specifics
 - 2.3. Creates ID cards for academic, administrative and UP students;
 - 2.4. Creates and tests policies as well as encrypted information about the user using barcodes, magnetic stripes, RFID tags and smart chips
 - 2.5. Administers requests for reprinting damaged or lost cards;
 - 2.6. Reviews the students' data, as well as performs their transfer;

- 2.7. Keeps evidence of the various documents attached to the ID cards;
 - 2.8. Verifies and checks the code files, as well as supervises the synchronization of the files with chip;
 - 2.9. Inserts the card ID key on the occasion of creating them;
 - 2.10. Creates and tests policies and procedures for the expansion of the ID-card that are compatible with other institutions;
 - 2.11. Specifies the purchase of professional equipment for printing ID cards
 - 2.12. Performs other information technology work, which are assigned by the supervisor;
 - 2.13. Reports and responds to the Director of the Department.
3. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.1. Undergraduate diploma in the field of Information and Communication Technology;
 - 3.2. At least two (2) years of professional work, etc.;
 - 1.1. Computer skills and software applications: Microsoft (Word, Excel, PowerPoint, Access);
 - 1.2. Knowledge of the English language is an advantage.
4. Functional category: Specialist.
 5. Number of positions: One (1).

Article 104
Hardware, Network, and Internet Technician

1. The hardware, network and internet technician, has the following duties and responsibilities
 - 1.1. Identifies software and hardware problems of various devices such as computers, laptops, printers and photocopies in the rectorate, Central Administration and academic units;
 - 1.2. Does the replacement of the damaged hardware parts;
 - 1.3. Installs operating systems and completes them with all the necessary programs;
 - 1.4. Identifies and fixes problems with projectors located in the halls where conferences, lectures or exercises take place;
 - 1.5. Monitors cameras, phones, and reports on them;
 - 1.6. Performs the fixing of physical devices such as: Switches, Routers, Antennas, or parts/spaces where they are connected;
 - 1.7. Identifies and regulates technical problems with "smart boards";
 - 1.8. Provides support by solving software, hardware and network problems, as well as the establishment of a new laboratory (installation and activation) according to the requirements of the management;

- 1.9. During the organization of conferences and various activities by the Rectorate and the academic unit, provides technical assistance in the smooth running of the organization, with the sound system and alike;
 - 1.10. Reports and responds to the Director of the Department.
- 2 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.4. Undergraduate diploma in the field of Information and Communication Technology;
 - 2.5. At least two (2) years of professional work experience, etc.;
 - 2.6. Certifications or trainings, such as: CCNA, MSCA, etc.;
 - 2.7. Computer skills and software applications: Microsoft (Word, Excel, PowerPoint, Access);
 - 2.8. Knowledge of the English language is an advantage.
 - 3 Functional category: Professional 1.
 - 4 Number of positions: Five (5).

4.SCOPE OF ACTION OF SPECIAL STRUCTURES

DEPARTMENT OF INTERNAL AUDIT

Article 105

- 1 . The Department of Internal Audit has functional independence in planning audit work, conducting audits and reporting. He/she exercises his/her function independently and reports directly only to the head of the institution/Rector and notifies the Audit Committee. The Department of Internal Audit in accordance with the legal authorizations performs the internal audit work at the University, including departments, academic units and all bodies of the University and other work related to:
 - 1.1. Undertaking regular audits of the University and its subordinate bodies, including its departments and academic units in order to determine the level of compliance with the Law on Public Finance Management and Accounting, the CFFP and the Rules of the CFFP, the Law on Public Procurement, the Public Service Legislation, as well as other laws, regulations and bylaws in the fiscal and budgetary field;
 - 1.2. To assess the economy and efficiency of the management and control systems of the audited entity, as well as with the aim of increasing the value of public sector units in order to increase the services provided to users and beneficiaries, as well as to the people of Kosovo.

- 1.3. Immediate provision of written reports to all members of the relevant committee on the situation established by conducting a certain audit, identifying and describing all violations, cases of non-compliance with the relevant legal provisions, substantial deficiencies in the management and control system of the audited entity, as well as recommending the measures to be taken to improve the situation;
 - 1.4. Making other recommendations for improving the activities and/or efficiency of the audited entity, in order to increase the value of the entity as well as the services provided by that entity for the benefit of the users;
 - 1.5. To carry out other internal audit work of the University and its subordinate bodies in accordance with the law, regulations, policies, manuals, guidelines and professional standards issued by the University, receiving, reviewing and using without limitation all technical, economic and financial and other data, as well as information and documents in the possession or control of the University or the subordinate body under audit.
 - I .6. After completing each audit, it sends the audit report to the head of the University and the unit where the audit is performed.
2. The Director of the Audit Department reports and responds to the Rector and the General Secretary.
 3. Within the Audit Department, there are the following positions:
 - 3.1. Director of the Internal Audit Department (1 employee);
 - 3.2. Internal Audit Officer (3 employees).
 4. The number of positions in the Audit Department is four (4).

Article 106

Director of the Internal Audit Department

1. The Director of the Internal Audit Department has the following duties and responsibilities:
 - 1.1. Administration and management of the Internal Audit of the University;
 - 1.2. Drafting of the Strategic Plan of Internal Audit;
 - 1.3. Drafting of the Operational Plan of Internal Audit
 - 1.4. Conducting audit and control as an audit of the internal audit team;
 - 1.5. Analysis of the information collected, checked on accounting, management and performance of duties as a leader of the internal audit team;
 - 1.6. Supervision of the functions of Internal Audit, management;

1.7. Preparation of draft reports and dispatches to the department, academic or other organizational unit where the audit is carried out for the provision of comments on the recommendations of the authorities;

1.8. Preparation of the final report and submission to the High management of the University;

1.9. To compile reports on the monitoring of respecting and implementation of the recommendations done by the Department;

1.10. Contribute to the function of supervision and monitoring according to the Management requirements;

1.11. Perform administrative functions in the Department.

1.12. Prepares and submits the six-month report to the first and second quarterly reports, as well as the annual report to the leader of University, the Audit Committee and the Central Harmonization Unit within the framework of the Ministry of Finance;

1.13. Implements the legal and sublegal acts which are related to the rights and obligations of public servants;

1.14. Performs other tasks according to the needs and requirements of the Rector and the General Secretary of the University;

1.15. Responds and reports to the Rector and General Secretary of the University.

2. Qualifications and skills required (qualifications, experience and abilities and skills required to be carried out):

Undergraduate diploma - Faculty of Economics, Finance Specialist and/or Accounting, Law, Public Administration with a minimum of 240 credits/ECTS or equivalent or have completed master's level studies in the same field as bachelor's studies;

To have at least five (5) years of professional work experience, of which three (3) years of managerial work experience;

Professional audit certificate-license, issued by the competent body;

Research, analytical, evaluative skills and formulation of professional recommendations and advice;

Computer skills in software applications (Word, Excel, PowerPoint, Access);

Knowledge of the English language is an advantage.

3. Functional Category: Middle Manager/ Class W 9.

4. Number of positions: One (1).

Article 107

Internal Audit Officer

2. The Internal Audit Officer has the following duties and responsibilities:

- 2.1. Compiles the annual audit plan, which submits it to the Director of the Department for approval;
 - 2.2. Follows all laws, regulations, instructions and other provisions related to the internal audit, collects the necessary information for where the audit is to be conducted, assists in the preparation of documents for the initial meeting, preparation and compiling of the audit program;
 - 2.3. It deals with the determination of audit analysis, the determination of the list of used control, determines the audit scale, the determination of the audit method, compiles the notes of any disclosure;
 - 2.4. Performs the work or preparation of the draft report;
 - 2.5. Hold the concluding meeting and compiles the final report;
 - 2.6. To perform administrative functions in the Department;
 - 2.7. After completing the audit report, he completes the audit file and archives it;
 - 2.8. Implements the legal and sublegal acts that have to do with the rights and obligations of public officials;
 - 2.9. Performs other tasks according to the needs and requirements of the Director of the Department;
 - 2.10. For his own work, responds to the Director of the Department.
3. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 3.1. Undergraduate diploma - Faculty of Economics, Finance Specialization and/or Accounting, Law, Public Administration;
 - 3.2. At least three (3) years of professional work experience;
 - 3.3. Professional audit certificate-license, issued by the competent body;
 - 3.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.5. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 3.6. Knowledge of the English language is an advantage.
 4. Functional category: Professional 1 / Class W15.
 5. Number of positions: Three (3).

DEPARTMENT OF STUDENT SERVICES

Article 108

1. The Director of the Department for Student Services performs the administrative, professional and other work, as follows:
 - 1.1. Accepts from the academic units of the University the proposals for the number of students they will enroll in the following year and sends them to the Senate for approval;
 - 1.2. Prepares the draft competition for admission of new students according to the proposals of the faculty, for approval in the Senate;
 - 1.3. Administers the competition for the admission of new students;
 - 1.4. Organizes awareness campaigns in high schools for the orientation of high school graduates in professions offered by the university;
 - 1.5. Unifies the data of the entrance exams in the overview showing the number of foreseen, presented, accepted candidates and vacancies in the three levels of study;
 - 1.6. From the admitted students, he creates lists according to the main number and the application number and enters these data into SEMS;
 - 1.7. Drafts reports with statements of enrolled students;
 - 1.8. As needed, issues various certifications according to students' requirements;
 - 1.9. Prepares and maintains statistics on the total number of students at all levels of studies;
 - 1.10. Reports to the Information Management System in Higher Education (SMIAL), the data of students enrolled for the first time in the first year for all levels of studies;
 - 1.11. From the Information Management System in Higher Education (SMIAL), works the register book and sends it to the Ministry;
 - 1.12. Prints the diplomas and sends them for signature to the Dean of the academic unit and forwards them for signature to the Rector of the University;
 - 1.13. Keeps the mother's book for the number of graduates;
 - 1.14. Keeps accurate records and prints diplomas in harmony with the legislation in force;
 - 1.15. Updates data and keeps graduate candidates informed on the website of University;
 - 1.16. Responds to all requests related to the verification of diplomas issued by the University;
 - 1.17. Confirms the validity of the diplomas issued by the University;
 - 1.18. Performs other work according to the needs and request of the management.
1. The Director of the Department of Student Services reports to and responds to the General Secretary.
2. Within the Department of Student Services, there are the following positions:
 - 2.1. Director of the Department for Student Services (1 employee);
 - 2.2. Officer for Student Affairs (2 employee);
 - 2.3. Diploma Officer (2 employee).
3. The number of positions in the Department of Student Services is five (5).

Article 109
Director of the Department for Student Services

2. The Director of the Department for Student Services has the following duties and responsibilities:
 - 2.1. From the academic unit of Up collects the proposals for the number of students that will enroll in the following year and submits them to the Senate for approval;
 - 2.2. Prepare a draft competition for admission of new students according to the proposals of the faculties, for approval by the Senate;
 - 2.3. Administers the competition for the admission of new students;
 - 2.4. Organizes awareness campaigns in high schools for the orientation of high school graduates in professions offered by the university;
 - 2.5. Unifies the data of the entrance exams in the overview showing the number of foreseen, presented, accepted candidates and vacancies in the three levels of study;
 - 2.6. From the admitted students, creates lists according to the number of register book and the number of applications and proceeds to the SEMS;
 - 2.7. Drafts overviews with statements of enrolled students;
 - 2.8. As needed, issues various certificates according to the requirements of the students;
 - 2.9. Prepare and maintain statistics on the total number of students at all levels of studies;
 - 2.10. Reports to the Information Management System nor the Higher Education System (SMIAL), the data of students enrolled for the first time in the first year for all levels of studies;
 - 2.11. From SMIAL, works the register book and forwards it to the Ministry;
 - 2.12. Performs other tasks assigned to him by the supervisor;
 - 2.13. Reports to and responds to the General Secretary.

3. Qualifications and skills required (qualifications, experience and abilities and other skills required to perform this job):
 - 3.1. Undergraduate diploma - Faculty of Philosophy, Law, Economics or Public Administration, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 3.2. To have at least five (5) years of professional work experience, of which three (3) years of managerial work experience;
 - 3.3. High skills in management, organization, goal setting and planning;
 - 3.4. Good knowledge of effective supervision of professional work performed by employees;
 - 3.5. High-level communication and negotiation skills;

- 3.6. Flexible approach to the organization and supervision of the work, the purpose of solving problems;
 - 3.7. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 3.8. Knowledge of the English language is an advantage.
4. Functional Category: Middle Manager.
 5. Number of positions: One (1).

Article 110
Office for Student Affairs

1. The Officer for Student Affairs, has the following duties and responsibilities:
 - 1.1. Performs all registration and photography procedures for admitted, transferred and exchange students;
 - 1.2. Performs all student deregistration procedures;
 - 1.3. Performs the procedures of transfers, change of program, as well as student status according to the normative acts in force;
 - 1.4. According to the students' requirements, issues various certificates records them in the protocol book;
 - 1.5. Orders and classifies files on the basis of the level of studies;
 - 1.6. Confirms the validity of the documents issued by the Department;
 - 1.7. Administers applications for exemption fees from the semester;
 - 1.8. Performs other tasks assigned to him by the Director of the Department;
 - 1.9. Reports and responds to the Director of the Department.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diplomas - Faculty of Philosophy, Law, Economics or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.4. Knowledge of the English language is an advantage.
3. Functional category: Professional 1.
4. Number of positions: Two (2).

Article 111
Diploma Officer

The Diploma Officer has the following duties and responsibilities:

- 1.1. Prints diplomas for signature by the dean of the relevant unit, respectively the rector of the University;
- 1.2. Keeps the register book for the number of graduates;
- 1.3. Keeps accurate evidence and prints diplomas in harmony with the legislation in force;
- 1.4. Updates data and keeps graduated candidates updated with information through the web page of the University;
- 1.5. Responds to all of the requirements regarding verification of diplomas issued by UP;
- 1.6. Prepares statistics for graduates at all levels of studies, by gender, study programs and academic units;
- 1.7. Confirms the validity of the diplomas issued by the University;
- 1.8. Performs other tasks assigned by the Director to the Department;
- 1.9. Reports and responds to the Director of the Department.

1 Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):

- 1.1. Undergraduate degree — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
- 1.2. One (1) year of similar work experience;
- 1.3. Computer skills of software applications (Word, Excel, PowerPoint, Access);
- 1.4. Knowledge of the English language is a privilege.

2 Functional category: Professional 2,

3 Number of positions: Two (2).

OFFICE OF INFORMATION AND COMMUNICATION WITH THE PUBLIC

Article 112

2. The Office for Information and Communication with the Public, performs professional and other works related to:
 - 2.1. Working closely with the media, organizing press conferences and interviews, providing information and drafting summaries from the media presentation;
 - 2.2. Forwards the tools for public information;
 - 2.3. Forwards and analyzes public opinion;
 - 2.4. Realization of announcement of the public opinion with the actions and activities of the University;

- 2.5. Close cooperation with the Office of the Rector of the University, the General Secretary, the academic units, departments and offices of the University, coordinating the works and activities;
 - 2.6. Providing professional advice on the most effective ways of presenting policies and dealing with complex affairs in the field of communication;
 - 2.7. Develops and maintains communication plans for the main policies of the University and makes their presentation through communication techniques;
 - 2.8. Issues statements, announcements, reports and other publications to the public opinion;
 - 2.9. Regulating the University's website;
 - 2.10. Selection, arrangement and updating of data and information on the website.
3. The Head of the Office for Information and Communication with the Public reports and responds to the General Secretary and the Rector.
 4. Within the framework of the Office for Information and Public Communication, there are the following positions:
 - 4.1. Leader of the Office for Information and Public Communication (1 employee);
 - 4.2. Officer for Media (2 employees);
 - 4.3. Officer for Public Communication (1 employee);
 5. The number of positions in the Office for Information and Public Communication is four (4).

Article 113

Leader of the Office for Information and Communication with the Public

1. The Leader of the Office for Information and Public Communication, has the following duties and responsibilities:
 - 1.1. Serves as a professional advisor on communication issues for the University;
 - 1.2. Provides support to the Rector's Vice-Rectors and Advisors when necessary;
 - 1.3. Manages the Office, to ensure that communication functions are performed in an effective manner;
 - 1.4. Presents to the media the work, the stands on the activities of the University;
 - 1.5. It is liable for coordination with the offices of the deans of academic units and the University to contribute to the unified presentation of academic policies;
 - 1.6. Advises the offices of the deans of academic units, departments and other organizational structures to contribute to the presentation of all materials of their public activity in written form;

- 1.7. Participate in direct meetings of the University and the High delegations of relevant universities in the country and abroad, in order to ensure performance and accurate information of the public opinion;
 - 1.8. Manages the work of office workers, motivates to work and helps them in their work;
 - 1.9. In absences of the office employees, performs all the work required by the office;
 - 1.10. Performs other work by order of the Rector and General Secretary
 - 1.11. For his work, responds to the Rector and the Secretary of the Board.
2. Qualifications and skills required (qualifications, experience and abilities and skills required for the performance of the job):
 - 2.1. Undergraduate diploma — Journalism/Communication Sciences, Language and Literature, Public Relations, Marketing, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 2.2. To have at least four (4) years of work experience, of which two (2) years of managerial work experience;
 - 2.3. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.4. Knowledge of the English language is compulsory.
 3. Functional category: Lower Manager.
 4. Number of positions: One (1).

Article 114
Public Communications Officer

1. The Public Communication Officer has the following duties and responsibilities:
 - 1.1. Coordinates the activities of the University in relation to the media and internal information;
 - 1.2. Addresses public questions and official requests for information regarding the work of the University, in consultation with the relevant Vice-Rector and the General Secretary;
 - 1.3. Maintains correspondence and responds to the requests and questions of students and other persons through the website of the University;
 - 1.4. Handles issues related to the University and serves as the University's spokesperson;
 - 1.5. In cooperation with the protocol officer and other officials, manages the protocol for the reception of University guests;
 - 1.6. Prepares information for the press or other needs of the University;
 - 1.7. Performs other work at the request of the Head of the Office;
 - 1.8. Reports and responds to the Head of the Office.

1. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 1.1. Undergraduate Degree - Journalism/Communication Sciences, Language and Literature, Public Relations, Marketing;
 - 1.2. At least two (2) years of professional work experience;
 - 1.3. Computer skills of software applications (Word, Excel, PowerPoint, Access);
 - 1.4. Knowledge of the English language is mandatory.
2. Functional Category: Professional I
3. Number of Positions: One (1)

Article 115

Officer for media

1. The Media Officer has the following duties and responsibilities:
 - 1.1. To follow the activities of the University bodies and to compile various information about their work;
 - 1.2. Manages and organizes contacts with the media for the necessary preparation of conferences and various visits;
 - 1.3. Accompanies media representatives during their stay in UP;
 - 1.4. Prepares press releases, press releases and other relevant materials for publication, as well as develops and maintains the press archive, public information, other articles published in the press, which are related to the University;
 - 1.5. Drafts articles, information and other materials for the needs of the University;
 - 1.6. Monitor the media regarding the interest of the University;
 - 1.7. Performs other work at the request of the Leader of the Office;
 - 1.8. Reports and responds to the Leader of the Office.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 2.1. Undergraduate Degree - Journalism/Communication Sciences, Language and Literature, Public Relations, Marketing;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.4. Knowledge of the English language is compulsory.

3. Functional category: Professional 1 .
4. Number of positions: One (2).

OFFICE FOR HUMAN RIGHTS AND GENDER EQUALITY

Article 116

1. The Office for Human Rights and Gender Equality performs administrative, professional and other work, as follows:
 - 1.1. Drafting policies and guidelines in the sphere of human rights within the University;
 - 1.2. Cooperation with the Ombudsperson Institution;
 - 1.3. Monitors the implementation of the Ombudsman's recommendations;
 - 1.4. Evaluation of the implementation of human rights within the University;
 - 1.5. Participation in the drafting of sublegal acts;
 - 1.6. Promotion of human rights;
 - 1.7. Cooperation activities with central and municipal administrations, international organizations and NGOs in the field of protection and promotion of human rights;
 - 1.8. Active participation in the work of different working groups;
 - 1.9. Ensuring the application of human rights standards in harmony with international conventions and contemporary standards.
 - 1.10. Coverage of the spheres of human rights for equal opportunities, gender equality, rights of minorities (communities), human rights of persons with disabilities and combating negative phenomena within the University;
 - 1.11. Providing advice to the decision-making structures of the University, regarding human rights issues;
 - 1.12. Receiving complaints from the University staff and the public regarding the assumptions that the actions or decisions of the University are not in accordance with human rights and providing legal aid or support of any other nature in this aspect;
 - 1.13. Provision of information to the public, in cooperation with the Public Information Office and the archive, on the specific activities undertaken by the University related to human rights;
 - 1.14. Organizing activities for University employees aimed at raising the level of knowledge on human rights, through working groups, seminars, round tables;
 - 1.15. Performs other tasks according to the Rector of the University and the General Secretary;
2. The Office for Human Rights and Gender Equality reports and responds to the Secretary of State.
- 3.
4. Within the Office for Human Rights and Gender Equality, there are the following positions:
 - 3.1. Head of the Office for Human Rights and Gender Equality (1 employee);

Human Rights Officer (1 employee);
Gender Equality Officer (1 employee).

5. The number of positions in the Office for Human Rights and Gender Equality is three (3).

Article 117

Head of the Office for Human Rights and Gender Equality

1. The Head of the Office for Human Rights and Gender Equality, has the following duties and responsibilities:
- 1.1. Coordinates activities at the University with other relevant local and international bodies and institutions;
 - 1.2. Coordinates and supervises the fulfillment of human rights activities, in relation to all relevant groups;
 - 1.3. Assists and monitors the process of implementation of laws which are approved by the Assembly of the Republic of Kosovo, which fall within the scope of responsibilities and competencies of the University;
 - 1.4. Participates in the drafting of by-laws, in various committees and groups;
 - 1.5. Compiles the University's data regarding reporting to the relevant local and international human rights mechanisms, as well as prepares the University's responses to the recommendations of these mechanisms;
 - 1.6. Implements research projects for the analysis of the human rights situation, and data collection;
 - 1.7. Plans and drafts the Action Plan for the Office;
 - 1.8. Supervises and coordinates the work of all human rights officers working in the Human Rights Unit, and their activities in the relevant fields;
 - 1.9. Deals with the complaints of the parties (University staff and those who the University services provide to) who claim that their rights have been violated by the University;
 - 1.10. Coordinates and plans the activities of the Office for Human Rights and Gender Equality, including the assessment of the needs for capacity building of the unit's officials, the allocation of the necessary budget and the identification of the needs for external supporting councils;
 - 1.11. Supervises, advises and when necessary instructs and gives recommendations to the University, regarding the protection and respect of human rights;
 - 1.12. Undertakes initiatives for programs and projects that improve and promote human rights in all areas addressed by the University, through the network with NGOs, municipalities, media, etc.;
 - 1.13. Ensures that all decisions, policies and legal drafts issued, proposed and drafted by the University are in compliance with international human rights standards;

- 1.14. Presents to the Rector and the General Secretary on a regular basis and upon request, reports on the activities of the Office;
 - 1.15. Performs other work by order of the Rector and the General Secretary;
 - 1.16. Responds to and reports to the General Secretary for his/her work.
- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
- 3.3. University degree - Faculty of Philosophy, Law, or Public Administration, with at least 240 credits/ECTS or equivalent or has completed master's level studies;
 - 3.4. Have at least four (4) years of work experience, of which two (2) years of managerial work experience;
 - 3.5. Computer skills of software applications (Word, Excel, PowerPoint, Access);
 - 3.6. Knowledge of the English language is mandatory.
- 4 Functional category: Lower Manager.
- 5 Number of positions: One (1).

Article 118
Human rights officer

1. The Human Rights Officer has the following duties and responsibilities:
- 1.1. To coordinate activities related to human rights within the University and compliance with local laws and international human rights instruments and human rights standards;
 - 1.2. To ensure cooperation with the body responsible for the implementation of the United Nations Convention on Human Rights, in order to promote human rights in the University, to work on the fulfillment and implementation of relevant policies, strategies and action plans for the advancement of human rights;
 - 1.3. To coordinate the drafting of plans, policies and strategies for the promotion of human rights within the University and other organizational units and to report on relevant international human rights mechanisms and the implementation of the recommendations of these mechanisms;
 - 1.4. To initiate programs and projects that will improve and promote human rights in all relevant fields, through the network of NGOs, human rights organizations and service providers themselves in order to improve the quality of activities at the University;
 - 1.5. Represents the University in meetings in which human rights issues are discussed;
 - 1.6. Makes periodic visits to academic units and other organizational structures and makes reports;
 - 1.7. Responds to the submitted complaints;
 - 1.8. Prepares plans, reports and performs other tasks required by the Head of the Office.

2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 2.1. Undergraduate degree – Faculty of Philosophy, Law or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Have a thorough knowledge of governmental competences and government obligations related to applicable local and international human rights legislation, and related to academic issues;
 - 2.4. A high level of communication, coordination, cooperation and social skills with personnel and parties;
 - 2.5. Advocacy skills for promoting of rising of human rights;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional I.
4. Number of positions: One (I).

Article 119
Gender Equality Officer

- I. The Gender Equality Officer has the following duties and responsibilities:
 - 1.1. Drafts and develops work plans in accordance with the supervisor for the implementation of the tasks set out based on the objectives of the units and makes recommendations regarding the achievement of these objectives;
 - 1.2. Analyzes and evaluates internal processes and procedures and recommends changes and improvements with the aim of increasing efficiency and quality of work;
 - 1.3. Coordinates and supervises the implementation of policies and legislation in the field of gender equality, equal opportunities, anti-discrimination, and anti-trafficking;
 - 1.4. Develops projects related to gender equality, equal opportunities, and respect for the rights of people with disabilities;
 - 1.5. Coordinates program related to gender equality, ensuring of the requirements of the legislation on gender equality, the Action Plan for Gender Equality and international human rights standards applicable in Kosovo are implemented;
 - 1.6. Collaborates with other local and international organizations and institutions in the realization of other projects and activities, in the realization of gender equality;
 - 1.7. Prepare reports regarding the implementation of policies of respect for gender equality, equal opportunities, etc.;
 - 1.8. Prepare plans, reports and other tasks that are prepared by the Head of the Office.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):

- 2.1. Undergraduate diploma - Faculty of Philosophy, Law, or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Have a thorough knowledge of governmental competences and government obligations related to applicable local and international human rights legislation, and related to academic affairs;
 - 2.4. A high level of communication, coordination, cooperation and social skills with personnel and parties;
 - 2.5. Advocacy skills for promoting the rising of human rights;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional 1.
 4. Number of positions: One (1).

TRANSLATION AND PROOFREADING OFFICE

Article 120

2. The Office for Translation and Proofreading has the following duties and responsibilities:
 - 2.1. Review of documents addressed to the University, including all bilateral and international agreements;
 - 2.2. Keeping a list of certified translators who are engaged as contractors from abroad;
 - 2.3. Proofreading of all the papers of the University — respectively its administrative and organizational units;
 - 2.4. Translation in the relevant language of all documents prepared by the University to other states/institutions or parties;
 - 2.5. Simultaneous translation from meetings of official visits of delegations or representatives of institutions to and from the University;
 - 2.6. Performing other tasks related to the translating, preparation, management and training of all of the parties for the use of equipment for translation;
 - 2.7. He also performs other work from the Office's field of action.
3. The Head of the Translation and Proofreading Office shall report and respond to the General Secretary
4. In the framework of the Office for Translation and Reading, the following positions are:
 - 4.1. Head of the Office for Translation and Proofreading (1 employee);
 - 4.2. Albanian-Serbian translators and vice versa (1 employee);

- 4.3. Albanian-English translators and vice versa (2 employees);
- 3.6. Lecturer for Albanian language (1 employee);
- 5. The number of positions in the Office for Translation and Translation is five (5).

Article 121

Head of the Office for Translation and Proofreading

- 1. The Head of the Office for Translation and Proofreading, has the following duties and responsibilities:
 - 1.1. Manages the work and staff of the Office for translation and proofreading, organizes the work and distributes the tasks for competent translators and lecturers;
 - 1.2. Organizes the translation of all documents and relevant acts of the University and for the University;
 - 1.3. Provides and maintains the record of licensed translators list according to the relevant programs;
 - 1.4. Organizes the proofreading of all documents and other legal acts for the needs of the University – respectively departments and academic units;
 - 1.1. Organizes and ensures simultaneous return on the occasion of various meetings, official visits or conferences;
 - 1.2. Provides and manages the equipment for simultaneous translation;
 - 1.3. Carries out other work from the field of action of the Office for Proofreading and Translation;
 - 1.4. Implements the legal and non-legal acts that are related to the rights and obligations of public employees;
 - 1.5. He also performs other work according to the request of the supervisor;
 - I. 10. Responds General Secretary and the Rector for his work.
- 2. Qualifications and skills required (qualifications, experience and other skills required for the performance of the job):
 - 2.1. Undergraduate diploma - Faculty of Foreign Language, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 2.2. At least four (4) years of work experience, of which two (2) years of managerial work experience;
 - 2.3. Skills in management, organization, goal setting and planning;
 - 2.4. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of English is mandatory.
- 3. Functional category: Lower Manager

4. Number of positions: One (1).

Article 122

Albanian-Serbian Translator and vice versa

- 1 The Albanian-Serbian translator and vice versa has the following duties and responsibilities:
 - 1.5. Professional translation of materials from Albanian to Serbian language and vice versa, in writing and simultaneously, depending on the requirements of the University;
 - 1.6. Provides (provides) simultaneous oral interviews and written translation services of legal documents, forms, administrative instructions, guides, reports, statements and other materials from Albanian to Serbian and vice versa;
 - 1.7. Responsible for protecting document confidentiality and of written documents which are translated, by not commenting on them at work and outside of work;
 - 1.8. Performs other work, depending on the needs of the body and according to the departments of the administrative work, the University and the academic unit;
 - 1.9. Maintains the system of archiving of materials translated into correctly and confidentially;
 - 1.10. It assists compiling in the unified legal and educational terminology from official languages;
 - 1.11. It is responsible for the quality and accuracy of returns;
 - 1.12. Implements legal and sublegal acts related to the rights and obligations of public employees;
 - 1.9. Performs any other additional duties that are given/required by the direct supervisor;
 - 1.1. Performs other tasks related to the translation, preparation, management and training of all parties for the use of the equipment for translation;
 - 1.2. Responds to the Head of the Office for their work.
- 2 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.5. Undergraduate diploma-Relevant Foreign Language;
 - 2.6. At least two (2) of professional work experience;
 - 2.7. Knowledge of the Albanian language and the Serbian language is mandatory, while the knowledge of the third language for translations in one of the languages foreseen by this Regulation for the positions of translators is an advantage;
 - 2.8. Certificate of Translators for Bilingual Albanian-Serbo-Croatian and vice versa, third group;
 - 2.9. Ability to draft documents and acts in Albanian and Serbo-Croatian or certificate for the exercise of the profession as a translator in a state institution;

- 2.10. Relevant certificate or licenses for translation in one of the languages for the positions required in this Regulation will be an advantage;
- 2.11. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
- 2.12. Knowledge of the English language is an advantage.

3 Functional category: Professional 1

4 Number of positions: One (1)

Article 123

Translator Albanian—English and vice versa

- 1 The Albanian-English translator and vice versa has the following duties and responsibilities:
 - 1.10. Professional translation of materials from Albanian to English and vice versa, in writing and simultaneously, depending on the requirements of the University;
 - 1.11. Ensures (provides) simultaneous oral translations and written translation services of legal documents, forms, administrative instructions, guidelines, reports, statements and other materials from Albanian to English and vice versa;
 - 1.1. Responsible for ensuring documentation and written documentation confidentiality which are translated, by not commenting for them at the workplace or outside of it;
 - 1.2. Performs other work, depending on the needs of the body and according to the departments and academic units within the framework of administrative, academic and professional work at the University;
 - 1.3. Maintains the system of archiving materials translated correctly and confidentially;
 - 1.4. Assists in compiling an unified legal and educational terminology from official languages;
 - 1.5. It is the responsibility for the quality and accuracy of returns;
 - 1.6. Implements legal and sublegal acts related to the rights and obligations of public employees;
 - 1.9. Performs any other additional duties that are given/required by the direct supervisor;
 - 1.10. Performs other tasks related to translation, preparation, manages and trains all parties for the use of translation equipment;
 - 1.11. Responds to the Head of the Office for their work.
- 2 Qualifications and skills required (qualifications, experience and abilities and skills required to perform this job):
 - 2.10. Undergraduate Degree – Relevant Foreign Language;
 - 2.11. At least two (2) years of professional work experience;

- 2.12. Be licensed in the field of translation from Albanian to English and vice versa (mandatory);
 - 2.13. Computer skills of software applications (Word, Excel, PowerPoint, Access);
 - 2.14. Knowledge of Albanian and English language (mandatory);
- 3 Functional category: Professional 1.
 - 4 Number of positions: One (1).

Article 124 .
Lecturer for the Albanian language

- 1 The Lecturer for the Albanian language has the following duties and responsibilities:
 - 1.3. Provides independent and qualitative proofreading of original texts or texts translated from other languages into Albanian;
 - 1.4. Proofreading of legal documents, forms, administrative instructions, guidelines, reports, statements and other materials at the University;
 - 1.5. Bears full individual responsibility for misuse of the position of lecturer towards the parties, i.e. no material may be distributed in writing or verbally to incompetent officials;
 - 1.6. Helps in compiling standardized legal and educational terminology from official languages.
 - 1.7. Selects the unified terminology used in drafting laws, guidelines, official documents and other documents at the University;
 - 1.8. Editing in real-time of documents and written documents in Albanian language of University;
 - 1.9. Takes care of the syntactic structure of documents;
 - 1.10. Helps define and harmonize terminology for translated texts;
 - 1.11. Uses modern proofreading techniques;
 - 1.12. Implements legal and sub-legal acts related to the realization of rights and obligations for public employees;
 - 1.13. Carries any other task assigned by the direct supervisor;
 - 1.14. For his work, he responds to the Head of the Office.
- 2 Qualifications and skills required (qualifications, experience and abilities other skills required to perform this job):
 - 2.3. Undergraduate Diploma - Faculty of Philology - Albanian Language Program or Albanian Literature Program;
 - 2.4. At least two (2) years of professional work experience;
 - 2.5. Skills for compiling written documents and acts in the Albanian Language;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);

2.7. Knowledge of the English language is an advantage.

3 Functional category: Professional 1.

4 Number of positions: One (1).

5 PROFESSIONAL CENTERS AT UNIVERSITY LEVEL

CENTER FOR LIFELONG LEARNING

Article 125

1. The Center for Lifelong Learning performs administrative, professional and other work, as follows:
 - 1.1. Coordinates and promotes all activities that conduct continuous training for students who graduate from UP, but also for a professionally engaged public in those areas related to the trainings of the Center;
 - 1.2. Manages continuous training activities, which are proposed by UP lecturers aiming at a diploma;
 - 1.3. Provides the necessary links between UP and partners in continuing training (local government, state institutions, professional organizations, enterprises, international organizations, etc.);
 - 1.4. Do not participate in expert papers or research papers related to continuous training;
 - 1.5. Provides for the organization of scientific activities or conferences for lecturers and scientific collaborators of the UP;
 - 1.6. Provides guidance services and orientation of graduates through information;
 - 1.7. Trains students and graduates to develop the skills necessary for employment and to prepare documents for job application;
 - 1.8. Performs other tasks assigned to him by the executives.
1. The Head of the Center for Lifelong Learning reports and responds to the Rector and the General Secretary.
2. The Center for Lifelong Learning consists of:
 - 2.1. Head of the Center (1 employee);
 - 2.2. Officer for Lifelong Learning (1 employee);
 - 2.3. Officer for Language (1 employee).
3. The number of positions in the Center for Lifelong Learning is three (3).

Article 126

Head of the Centre for Lifelong Learning

2. The Head of the Center for Lifelong Learning has the following duties and responsibilities:
 - 2.1. Coordinates and promotes all activities that conduct continuous training for students graduating from UP, but also for the general public to be professionally engaged in those areas related to the trainings of the Center;
 - 2.2. Manages ongoing training activities, which are proposed by UP lecturers who aim for a diploma;
 - 2.3. Provides the necessary links between UP and partners in continuous training (local government, state institutions, professional organizations, international organizations, etc.);
 - 2.4. Participates in expert works or research papers related to continuous training;
 - 2.5. Provides for lecturers and scientific collaborators in the UP, organization of scientific activities or various conferences;
 - 2.6. Reports and responds to the Rector and the Secretary of the University.
3. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 3.2. At least three (3) years of work experience;
 - 1.1. Substantial knowledge and experience in the relevant field;
 - 1.2. High skills in management, organization, goal setting and planning;
 - 1.3. Good knowledge of effective supervision of professional work performed by subordinates;
 - 1.4. Skills of the highest level in communication and negotiation;
 - 1.5. Flexible approach to the organization and supervision of work, including problem solving;
 - 1.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 1.7. Knowledge of the English language is compulsory.
4. Functional category: Lower Manager.
5. Number of positions: One (1).

Article 127

Officer for Lifelong Learning

2. Officer for Lifelong Learning, has the following duties and responsibilities:

- 2.2. Organizes work related to projects in implementation;
 - 2.3. Carries out the planning of activities for the implementation of training courses for the staff of the University;
 - 1 .3. Assists in the coordination of work on Office's projects;
 - 1.1. He/she also performs other tasks assigned by the supervisor to the supervisor;
 - 1.2. He reports and responds to the Head of the Center.
- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
- 3.2. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.3. At least two (2) years of professional work experience;
 - 3.4. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 3.5. Knowledge of the English language is an advantage.
- 4 Functional category: Professional 1.
- 5 Number of positions: One (1).

Article 128
Officer for languages

- 1 The Language Officer has the following duties and responsibilities:
- 1.4. Organizes the work related to the activity of languages;
 - I .2. Organizes work related to projects in implementation;
 - 1.1. Implements the planning of activists for the teaching of languages for the staff of the University;
 - 1.2. Helps coordinate work on international European and regional projects in the field of language learning;
 - 1.3. Performs other tasks assigned by the supervisor;
 - 1.4. He reports and responds to the Head of the Center.
- 2 Qualifications and skills required (qualifications, experiences and other skills required to perform this job):
- 2.4. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.5. At least two (2) years of professional work experience;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is mandatory.

- 3 Functional category: Professional 1.
- 4 Number of positions: One (1).

CENTER FOR TEACHING EXCELLENCE

Article 129

- 1 The Center for Teaching Excellence performs administrative, professional and other works, as follows:
 - 1.3. Organizes and carries out activities that ensure the advancement of the skills and competencies of the UP personnel and other higher education institutions;
 - 1.4. Promotes the creation of a culture of academic excellence through the implementation of the best standards and practices in teaching;
 - 1.5. Provides services to UP and other higher education institutions in the field of teaching excellence (curriculum development, preparation of teaching materials, permanent student engagement and evaluation, application of hybrid classrooms in the teaching, learning based on electronic platforms, etc.);
 - 1.6. Supports Faculties and staff in relation to the implementation of innovative practices and promotes the teaching, mentoring and evaluation of students;
 - 1.7. Promotes and provides services for the implementation of ethical standards;
 - 1.8. He also performs other tasks that are assigned to him by the executive.
- 2 The Head of the Center for Teaching Excellence reports and responds to the Rector and General Secretary.
- 3 The Center for Teaching Excellence consists of:
 - 3.3. Head of the Center (1 employee);
 - 3.4. Administrative officer (1 employee);
- 4 The number of positions in the Center for Teaching Excellence is two (2).

Article 130

Head of the Center for Teaching Excellence

1. The Head of the Center for Teaching Excellence has the following duties and responsibilities:
 - 1.1. Plans and coordinates the work of the Center with the staff of the University, but also with other institutions of higher education in the field of teaching excellence;
 - 1.2. Hold meetings with the staff of the University of to identify their needs for trainings;
 - 1.3. Collects information from the participants in the training, evaluates the feedback and identifies strengths and weaknesses;
 - 1.4. Assists in the planning and creation of new trainings, as well as training materials;
 - 1.5. Publishes promotional materials for the Center and in cooperation with the administrative officer identifies the most effective promotional strategies;
 - 1.6. Plans the training schedule and assists in their implementation;

- 1.7. Compiles projects and applies for grants for the purpose of improvement and promotion of work in CTE;
 - 1.8. Offers innovative advice and ideas about the newest methods of teaching and learning;
 - 1.9. Performs other tasks assigned to him by the supervisor;
 - 1.10. Reports and responds to the Rector and the General Secretary.
1. Qualifications and skills required (qualifications, experience and ability and skills required to perform this job):
 - 1.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 1.2. At least three (3) years of professional work experience;
 - 2.1. Substantial knowledge and experience in the relevant field;
 - 2.2. Advanced skills in management, organization, goal setting and planning;
 - 2.3. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.4. Skills of the highest level in communication and negotiation;
 - 2.5. Flexible approach to organization and supervision of work, to solve problems;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
 2. Functional category: Lower Manager.
 3. Number of positions: One (1).

Article 131
Administrative Officer

- 2 The administrative officer has the following duties and responsibilities:
 - 2.2. Is responsible for the administrative affairs of the Center;
 - 1.1. For the need of central photocopies of materials;
 - 1.2. As needed, provides administrative assistance;
 - 1.3. Takes care of the training rooms and as needed, supplies them with the necessary materials;
 - 1.4. Proactively assists the head of the Center;
 - 1.5. Monitors and maintains the equipment and inventory of the offices and, as needed, their replacement;
 - 1.6. Shares documents, decisions, material and other material through the protocol book;
 - 1.7. Performs the work of receiving - delivery of the services by post for the needs of the Centre;

1.8. He also performs other administrative tasks assigned to him by the Head of the Center.

- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.2. Undergraduate Diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.3. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 3.4. Knowledge of the English language is an advantage.
- 4 Functional category: Professional 3.
- 5 Number of positions: One (1).

CENTER FOR ENERGY AND SUSTAINABILITY

Article 132

- 1 The Center for Energy and Sustainability, has the following competencies:
 - 1.2. It offers a pioneering model within the University of Prishtina in connection with innovative interdisciplinary curricula organized at the central level;
 - 1.3. Expands the number of faculty members and students from Kosovo engaged in higher education in mitigating the world's most urgent problems related to climate change, global warming and sustainable energy supply;
 - 1.4. Offers courses that result in certificates issued by the center in the field of energy sustainability with a certain number of ECT S credits;
 - 1.5. Provides advice to all students interested in applying for the center's certifying program, as well as advice on careers after graduation;
 - 1.6. Provides training and certification schemes for engineers and other profiles of employees in the public and private sectors and in the field of energy efficiency, renewable resources and environmental protection;
 - 1.7. Conducts professional studies and offers schemes for the implementation of projects applicable in the field of energy management;
 - 1.8. Conducts applicable and practical university research sponsored abroad with the aim of advancing energy efficiency and finding sustainable energy supply options in Kosovo and beyond;
 - 1.9. Conducts public impact actions aimed at practically addressing Kosovo's energy efficiency and energy needs in the future;
 - 1.10. He also performs other tasks assigned to him by the leader.
- 2 The Head of the Center for Energy and Sustainability reports to and responds to the Rector and General Secretary

- 3 The Center for Energy and Sustainability consists of:
 - 3.2. Head of the Center (1 employee);
 - 3.3. Administrative officer (1 employee).
- 4 The number of positions in the Energy Center and Sustainability is two (2).

Article 133

Head of the Center for Energy and Sustainability

1. The Head of the Energy Center and Sustainability has the following duties and responsibilities:
 - 1.1. Provides a pioneering model within the University of Prishtina in connection with innovative interdisciplinary curricula organized at the central level;
 - 1.2. Expands the number of faculties and students from Kosovo and higher education engaged in mitigating the world's most urgent problems related to climate change, global warming and energy supply;
 - 1.3. Offers courses that result in certificates issued by the Center for Energy Sustainability or a certain number of ECTS credits;
 - 1.4. It offers advice to all students interested in the certifying program of the center, including advice and career connections after graduation;
 - 1.5. Provides training and certification schemes for engineers and other profiles employed in the public and private sectors in the field of energy efficiency, renewable resources and environmental protection;
 - 1.6. Conducts professional studies and offers schemes for the implementation of applicable projects in the field of energy management;
 - 1.7. Conducts applied and foreign-sponsored university research with the aim of advancing energy efficiency and finding sustainable options for energy supply in Kosovo and the rest of the world;
 - 1.8. Undertakes public impact actions aimed at practically addressing Kosovo's energy shortages and energy needs in the future;
 - 1.9. He also performs other tasks assigned to him by the leader;
 - 1.10. Reports and responds to the Rector of the University and the General Secretary.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma from the Faculty of Electrical and Computer Engineering or Mathematical and Natural Sciences, with at least 240 credits/ECTS or equivalent or have completed master's level studies;
 - 2.2. At least three (3) years of work experience;
 - 2.3. Substantial knowledge and experience in the relevant field;
 - 2.4. Skills of a high level in management, organization, goal setting and planning;

- 2.5. Good knowledge for effective supervision of professional work performed by subordinates;
 - 2.6. High-level communication and negotiation skills;
 - 2.7. Flexible approach to organization and supervision of work, including problem solving;
 - 2.8. Computer skills of software applications (Word, Excel, PowerPoint, Access);
 - 2.9. Knowledge of the English language is compulsory.
- 3. Functional category: Lower Manager.
 - 4. Number of positions: One (1).

Article 134
Administrative Officer

- 1. The administrative officer has the following duties and responsibilities:
 - 1.1. Is responsible for the administrative issues of the Center;
 - 1.2. For the needs of the Center, photocopies the material;
 - 1.3. Provides administrative support as needed;
 - 1.4. Takes care of the halls and prepares and supplies them with the necessary materials as needed;
 - 1.5. Proactively assists the Leader of the Centre,
 - 1.6. Monitors and maintains the equipment and inventory of the offices and replaces them as necessary;
 - 1.7. Distributes documents, decisions, other materials through the protocol book;
 - 1.8. Performs the tasks of receipt - delivery of mail shipments for the needs of the Center;
 - 1.9. Performs other administrative tasks assigned to him by the Head of the Center.
- 1. Qualifications and skills required (qualifications, experience and other skills and skills required to perform this job):
 - 1.1. Undergraduate degree — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.2. Computer skills of software applications (Word, Excel, PowerPoint, Access);
 - 1.3. Knowledge of the English language is an advantage.
- 2. Functional category: Professional 3.
- 3. Number of positions: One (1).

CHAPTER II
STRUCTURE OF THE ORGANIZATIONAL UNIT

Article 135
CENTRAL UNIVERSITY LIBRARY

2. The Central University Library (CBU) is an organizational unit within the University of Prishtina.
3. The library has its own round and square seal, with texts written in accordance with the law on the use of official languages in the Republic of Kosovo.
4. The Central University Library (CBU) has the following functions and responsibilities:
 - 4.1. It provides collections of all types of materials, in all formats, as well as information and knowledge on national and world cultural heritage, in order for users to know the values of culture, art, science and education;
 - 4.2. It preserves and presents Kosovo's cultural heritage collections in all its diversity;
 - 4.3. Develops cultural, social and educational activities for the affirmation of the book and the promotion of lifelong learning;
 - 4.4. Collects, processes and provides for use teaching collections, materials, information and library services for the development of educational and scientific activity as well as for the development of skills and knowledge of students and their teachers;
 - 4.5. Cooperates with publishing companies, educational, scientific, cultural heritage institutions, cultural and artistic organizations in the country and abroad;
 - 4.6. Central University Library provides access to electronic libraries and platforms of international scientific publications;
 - 4.7. Processes collections according to relevant library standards;
 - 4.8. Provides services to students and teaching staff by lending library materials and providing access to electronic sources of information. Provides professional services for the libraries of the respective faculties. The activity of university libraries is based on international library standards;
 - 4.9. It is a key part of the Kosovo Library Network with the aim of implementing library standards, preparing and distributing the database and improving and coordinating interlibrary cooperation.
5. The structure of the Central University Library is overseen by the Steering Council and the Director.
6. The Steering Council of the Central University Library has five (5) members, who are appointed and dismissed by the Rector of the University.
7. Duties and responsibilities of the Steering Council:
 - 7.1. Drafts and approves the strategies and development policies of the library;
 - 7.2. Approves the Annual Work Plan and the Annual Financial Plan of the Library;

- 7.3. Approves the annual report of the work and the financial report of the library;
- 7.4. Drafts the statute of the library, which is approved by the founder;
- 7.5. Drafts and approves its own rules of procedure;
- 7.6. Elects and dismisses the chairman with an absolute majority of the votes of the members.
- 7.7. Elects and dismisses the director of the library;
- 7.8. He reports and responds for his work to the body that appoints him.

1. With the Statute of the CUL and the Regulation on the Internal Organization of the CUL (Organogram) define the activities of the offices, the manner of conduct, the manner in which they perform their tasks and duties, as well as the rights, obligations and responsibilities of the employees of CUL.

2. The Central University Library is supported by:

- 2.1. Director of CUL (1 employee);
- 2.2. Head of the book sector (1 employee);
- 2.3. Head of the enrichment sector (1 employee);
- 2.4. Librarian of library material (1 employee);
- 2.5. Head of the cataloguing sector (1 employee);
- 2.6. Official for the library (7 employees);
- 2.7. Head of the reader information sector (1 employee);
- 2.8. Librarian in the reader service (3 employees);
- 2.9. Management of the Warehouse (3 employees);
- 2.10. IT Specialist (1 employee).

3. The number of positions in the Central University Library (CUL) is eighteen (18).

Article 136

Director of the Central University Library

1. The Director of the Central University Library has the following duties and responsibilities:

- 1.1. Leads, organizes and supervises the activities and operation of the library;
- 1.2. Proposes to the Steering Council the annual plan and the financial plan;
- 1.3. Reports to and responds to the Steering Council;
- 1.4. Participates in the meetings of the Steering Council without the right to vote;
- 1.5. Represents the library inside and outside the country;
- 1.6. Exercise other duties and authorizations in accordance with the legislation or power;
- 1.7. Reports to and responds to the Steering Council of the CUL.

7. Qualifications and skills required (qualifications, experience and abilities and other skills required for the performance of the job):

- 7.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration, with a minimum of 240 credits/ECTS or equivalent or completed master's level studies;
 - 7.2. To have at least (5) years of professional work experience, of which three (3) years of managerial work experience;
 - 2.1. Substantial knowledge and experience in the relevant field;
 - 2.2. Advanced skills in management, organization, goal setting and planning;
 - 2.3. Good knowledge of effective supervision of professional work performed by subordinates;
 - 2.4. High-level communication and negotiation skills;
 - 2.5. Flexible approach to the organization and supervision of work, to solve problems;
 - 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is compulsory.
8. Functional category: High Manager 3 / Group K, Class K3.
 9. Number of positions: One (1).

Article 137

Head of the Book Sector

- 2 The Head of the Book Sector has the following duties and responsibilities:
 - 2.2. Drafts and implements policies for the development of library collections;
 - 2.3. Drafts and implements policies for the processing of library materials;
 - 2.4. Drafts and implements policies for the development and processing of special collections;
 - 2.5. Drafts and implements policies for the collection of bibliographic information;
 - 2.6. Informs and instructs providers on the conditions for borrowing books and other scientific and artistic materials;
 - 2.7. Gives use, reserves and evidences the return of books and other scientific and artistic materials that are given to us;
 - 2.8. Leads, organizes and supervises the activities and functioning of the services;
 - 2.9. Exercises other duties and authorizations in accordance with the law or powers.
- 1.9. The Head of the Book Sector reports to the Director of the CUL.
- 3 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 3.2. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.3. To have at least four (4) years of professional work experience;
 - 3.4. Communicative, negotiating and persuasive skills in management;

- 3.5. Skills in setting objectives, planning work and analyzing;
- 3.6. Skills in team leadership and organization, ability to manage a team or working group;
- 3.7. Substantial knowledge and experience in the relevant field;
- 3.8. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
- 2.9. Knowledge of the language is mandatory.

4 Functional category: Lower Manager / Group K, Class K5.

5 Number of positions: One (1).

Article 138

Head of the Enrichment Sector

1. The Head of the Enrichment Service has the following duties and responsibilities:
 - 1.1. Applies the policy of enrichment of library collections according to the priorities of UP;
 - 1.2. Controls printed and publishing activities in UP and Kosovo;
 - 1.3. Monitors the publications and reprints of university books and journals;
 - 1.4. Provides references and makes the selection of titles for purchase in consultation with the academic staff of the UP;
 - 1.5. Constructs references and makes the choice of titles for exchange between sister libraries in the country and abroad;
 - 1.6. Continuously monitors the updates in the UP syllabuses;
 - 1.7. Administers collections according to their importance which are not part of the regular fund of the CUL (exchange collection, reserves and surpluses);
 - 1.8. Accepts materials according to the forms of enrichment (compulsory copy, purchase, gift, exchange, loan);
 - 1.9. It follows the University's publications (books, magazines, etc.), incorporates them into the Library System Platform, as well as researches new publications in the field of science (publications in Albanian, English, German, French etc.) and compares them with the curricula of the Faculties of the University. Creates shopping lists;
 - 1.10. Maintains constant communication with the libraries of academic units regarding the enrichment of collections and libraries of academic units;
 - 1.11. Pre-catalogs library materials and their division according to the type of collections (general collections, collections of the learning materials (CLM), collections references such as manuals, encyclopedic dictionaries, doctoral dissertations, periodicals, newspapers, magazines, etc.).
 - 1.12. Performs other works according to the requirements of the supervisors;
 - 1.13. Reports and responds to the Director.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):

- 2.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least four (4) years of professional work experience;
 - 2.3. Communicative, negotiating and persuasive skills in management;
 - 2.4. Ability in setting objectives, work planning and analyzing;
 - 2.5. Skills in team leadership and organization, ability to manage a team or working group;
 - 2.6. Substantial knowledge and experience in the relevant field;
 - 2.7. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.8. Knowledge of the language is mandatory.
3. Functional category: Lower Manager / Group K, Class K5.
 4. Number of positions: One (1).

Article 139
Librarian of Library Material

1. The librarian of library material has the following duties and responsibilities:
 - 1.1. Accepts, stamps, invoices and arranges library material;
 - 1.2. Accepts the mandatory copy of the publications of the UP;
 - 1.3. Verifies the exchange material by comparing the list of material accepted by exchange from one side to the other material received on the other;
 - 1.4. Any gift material that was published before 1999 shall be handed over to the librarian who is responsible for the verification of the material through the files and the fund in the repository;
 - 1.5. Library material that will not be distributed to the enrichment service will be handed over to the relevant sector through the transparent lists, which are compiled in Microsoft Excel;
 - 1.6. Each title - book that is published for the purpose of processing to the enrichment service, except the seal of ownership of CUL, inside the covers is placed a sheet of paper colored according to the form of enrichment;
 - 1.7. Sends to the Cataloguing Service shall not be as exemplary as they are determined according to the rules of the Enrichment Service;
 - 1.8. He also performs other works according to the supervision of the officers;
 - 1.9. Reports and reports to the Head of the Enrichment Sector.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Skills in communication, work planning, eventual coordination of personnel or administrative level;

- 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is an advantage.
3. Functional category: Professional 2 / Group K, Class K7.
 4. Number of positions: One (1).

Article 140
Head of the Cataloguing Sector

1. The Head of the Cataloguing Service has the following duties and responsibilities:
 - 1.1. Leads the Cataloguing Office, of the Central University Library;
 - 1.2. Manages the work of the Cataloguing Services, with a focus on the promotion of professional work and the transmission of standards for bibliographic writing such as ISBD (International Standard Bibliographic Description), (Anglo-American Cataloguing Rules), ISBD(S) (International Standard Bibliographic Description for Serials), ISBD(ER) (International Standard Bibliographic Description for Electronic Resources) UDC (Universal Decimal Classification), (Subject Headings), adherence to the fields and subfields of the MARC format, etc.;
 - 1.3. Edits monographic, serial and all other library materials, in Albanian and foreign languages, based on the rules of the high standards;
 - 1.4. Promotes the publication of international journals, integrated into well-known electronic platforms, with a focus on the recognition and communication with open access journals, to be included in the website of the Central University Library;
 - 1.5. Monitors the publication of local scientific journals (in physical and electronic form), as well as dissertations;
 - 1.6. Gives opinions and proposals for projects;
 - 1.7. Reports on the activities carried out;
 - 1.8. He also performs other works according to the requirements of the supervision;
 - 1.9. He reports and responds to the Director.
2. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
 - 1.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.1. To have at least four (4) years of professional work experience;
 - 1.2. Communicative, negotiating and persuasive skills in management;
 - 1.3. Ability in setting objectives, planning work and analyzing;
 - 1.4. Skills in team leadership and organization, ability to manage a team or working group;
 - 1.5. Substantial knowledge and experience in the relevant field;

- 1.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
- 1.7. Knowledge of the English language is mandatory.
3. Functional category: Lower Manager / Group K, Class K5.
4. Number of positions: One (1).

Article 141
Official for Libraries

- 2 The Officer for Libraries, has the following duties and responsibilities:
 - 2.2. Works on the processing and editing of monographic, serial and all other library materials, in Albanian and foreign languages, based on the International Rules of Bibliographic Description;
 - 1.1. The bibliographic description of all materials is based on the cataloguing standards of the MARC21 format of the integrated library system;
 - 1.2. Does the Subject Classification and the Universal Decimal Classification, according to the international classification standards;
 - 1.3. Determines the origin of entry of materials into the library;
 - 1.4. Places the signature of all processed books in the Library System Platform, which determines the ordering of books or shelves;
 - 1.5. Performs the processing of library materials;
 - 1.6. Applies professional standards;
 - 1.7. Gives opinions and proposals for projects;
 - 1.8. Drafts reports on the activities carried out;
 - I .11. He also performs other works according to the direction of the sector;
 - 1.12. Reports and responds to the Head of the Cataloguing Sector.
- 3 Qualifications and skills required (qualifications, experience and abilities and other skills required to perform this job):
 - 3.2. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.3. Three (3) year experience of similar work;
 - 3.4. Computer skills and applications of programs: Word, Excel, PowerPoint, Access;
 - 3.5. Knowledge of the English language is mandatory.
- 4 Functional category: Professional 1 / Group K, Class K6.
- 5 Number of positions: Seven (7).

Article 142
Head of the Reader Information Sector

1. The Head of the Reader Information Sector has the following tasks and responsibilities:
 - 1.1. Organizes and coordinates all the work within the framework of the relevant service;

- 1.2. Takes care of the order in the reading rooms, records of the arrival of the employees at work and takes care of the fulfilment of the duties of the worker;
 - 1.3. Issuance of permits for the entry of the Library to the Warehouse, completion and writing of reverses for internal and special orders;
 - 1.4. Reception of delegations and visitors and provision of information to interested parties;
 - 1.5. Coordinates the work with the Warehouse in the CUL and as well as the libraries of the academic units;
 - 1.6. Takes care of the users, guides and provides professional advice to the users regarding the collections of the Central University Library as well as the academic libraries of UP;
 - 1.7. Submits weekly and periodic reports to the Director;
 - 1.8. Performs other tasks according to the requirements of the Committee;
 - 1.9. Reports and responds to the Director.
- 1 Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
- 1.3. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.4. To have at least four (4) years of professional work experience;
 - 1.5. Communicative, negotiating and persuasive ability in management;
 - 1.6. Skills in setting objectives, work planning and analyzing;
 - 1.7. Skills in the management and organization of the team, the ability to manage a team or working group;
 - 1.8. Substantial knowledge and experience in the relevant field;
 - 1.9. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 1.10. Knowledge of the English language is mandatory.
- 2 Functional category: Lower Manager / Group K, Class K5.
- 3 Number of positions: One (1).

Article 143
Librarian in Reader Service

2. The Librarian in the Reader Service has the following tasks and responsibilities:
 - 2.1. Provides information for books and authors in the electronic catalogue of the Library and Electronic System Platforms;
 - 2.2. Provides information to parties about different needs;
 - 2.3. Improves mistaken files and signatures in consultation with the Cataloguing Office;
 - 2.4. Orders magazines and newspapers and their research in the catalogue of periodicals;
 - 2.5. As needed, researches in the encyclopedia notes on different foreign authors, requested by the parties;
 - 2.6. Participates in various committees for the verification of the book and the audit;

- 2.7. Provides services for the internet center;
 - 2.8. Also performs other work according to the request of the supervisor;
 - 2.9. Reports and responds to the Head of the Reader Sector.
3. Qualifications and skills required (qualifications, experience and abilities and other skills required for the performance of the job):
- 3.1. Undergraduate diploma – Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.2. At least two (2) years of professional work experience;
 - 3.3. Skills and communication, work planning, eventual coordination of personnel or administrative level;
 - 3.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.5. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
4. Functional category: Professional 3 / Group K, Class K8.
5. Number of positions: Three (3).

Article 144
Manager of the Warehouse

1. Manager of the Warehouse, has the following duties and responsibilities:
- 1.1. Organizes the work in the warehouse and checks all warehouses;
 - 1.2. Manages and organizes library materials in storage;
 - 1.3. Welcomes parties or delegations who go to the warehouse to visit the Library's fund;
 - 1.4. Downloads and balances the material ordered by external readers and Library employees, as well as uploads and downloads books for electronic cataloguing;
 - 1.5. Submits weekly and periodic reports to the Head of the Sector;
 - 1.6. Accepts the material and divides the material according to form and content;
 - 1.7. Takes care of the arrangement of materials in the warehouse in accordance with the rules and standards of the library;
 - 1.8. Performs other tasks according to the requirements of the supervisor;
 - 1.9. Reports and responds to the Head of the Book Sector.
1. Qualifications and skills required (qualifications, experience and abilities and skills required to perform the job):
- 1.1. Undergraduate Diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.2. At least two (2) years of professional work experience;

- 1.3. Communication skills, work planning, eventual coordination of personnel or administrative level;
 - 1.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.5. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 1.6. Knowledge of the English language is an advantage.
2. Functional category: Professional 3 / Group K, Class K8
 3. Number of positions: One (1)

Article 145
IT Specialist

2. IT Specialist, has the following duties and responsibilities:
 - 2.1. Digitalization of library materials;
 - 2.2. Maintenance of network, electronic equipment, hardware and software equipment;
 - 2.3. Providing professional assistance to CUL employees in working with computers;
 - 2.4. Organization of trainings as needed for the improvement of knowledge of CUL employees in the IT field;
 - 2.5. Maintenance and provision of information to the CUL website;
 - 2.6. Regular preservation and supervision of electronic databases;
 - 2.7. Cooperates closely with the IT Department of the University for developments in the field of technology and information;
 - 2.8. He also performs other works according to the request of the supervisor;
 - 2.9. He reports and responds to the director of the CUL.
3. Qualifications and skills required (qualifications, experience and abilities and other skills required to perform this job):
 - 3.1. Undergraduate diploma in the field of Information and Communication Technology;
 - 3.2. At least two (2) years of professional work experience;
 - 2.4. Computer skills and software applications: Microsoft (Word, Excel, PowerPoint, Access);
 - 2.4. Knowledge of the English language is an advantage.
4. Functional category: Specialist.
5. Number of positions: One (1).

PART TWO

**6. THE INTERNAL ORGANISATION OF ACADEMIC UNITS IN THE
UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”**

Article 146

1. The provisions of this part of the Regulation regulate the following affairs:
 - 1.1. Internal organization and systematization of administrative offices in faculties;
 - 1.2. Classification of jobs and with a description of work duties and responsibilities;
 - 1.3. Educational qualification, skills, necessary and desired abilities, experiences, functional category, supervising officer and number of posts;
 - 1.4. Other issues of importance for the internal organization and systematization of workplaces in academic units/faculties, provided for by the legislation on public officials and regulations in force.
2. According to this Regulation, the organization of work enables the application of positive laws, general and other acts of the University and faculties, as well as the application of programs, projects and other activities that are within the competence of the academic unit.

7. SCOPE OF ACTION OF THE ACADEMIC UNITS

Article 147

Dean's Office

1. The Office of the Dean of the Faculty consists of:
 - 1.1. Dean of the Faculty;
 - 1.2. Vice-Deans;
 - 1.3. Administrative Assistant to the Dean.
1. The duties and responsibilities of the Dean of the Faculty are defined by the Statute of the University of Prishtina "Hasan Prishtina", as well as by other legislation in force.
2. The dean can be helped by the vice-deans. The Vice-Dean is a high public official, elected in the foreseen procedure, who is part of the academic staff of the respective faculty and is responsible for managing activities in the areas defined by the Dean, as well as for replacing the Dean of the Faculty, when he is absent or unable to perform his duty. The Vice-Dean, while exercising his functions, has the duty and responsibility to assist and advise the Dean regarding:
 - 2.1. Organizing the process and the progress of the process of teaching, exams and evaluation of students;
 - 2.2. Student academic progress, including the development of student academic services;
 - 2.3. Scientific achievements or artistic creativity in accordance with international standards and regulations and acts in force;
 - 2.4. Implementation of measures and requirements for ensuring quality, evaluation and reporting issues, in accordance with the instructions of the Senate of the University and the Council of the Faculty;
 - 2.5. Direct and efficient management of the funds allocated by the Steering Council;

- 3.7. Personnel matters in accordance with the provisions of the Statute of the UP.
2. The Vice-Dean also performs other duties and responsibilities that are provided by special legal, statutory provisions and other sublegal acts.
 3. The number of employees in the Dean's Office is up to five (5).

Article 148

Administrative office in the Faculty

5. For the performance of works and duties within the competences of the faculties, administrative offices are established which are responsible for professional, administrative and technical matters in accordance with the Statute of the University of Prishtina and other acts in force.
6. The administrative office of the faculty has the following duties and responsibilities:
 - Responsibilities for professional, administrative and technical matters, the structure of which will be determined by the field of action of the Faculty in accordance with the provisions of the Statute;
 - Represents the faculty and the university in judicial disputes with a special authorization from the relevant authority;
 - Compiles regulations for the needs of the Faculty, which are approved by the Faculty Council, the Steering Council and the Senate;
 - Prepare decisions adopted by the Faculty Council;
 - Coordinates the preparation, implementation, reporting and evaluation of the Faculty's budget;
 - Keeps all the data and files available for: the staff of the faculty; candidates who are presented for admission to studies at all levels; statistics for students enrolled in all study programs and scientific research; students at all levels of study; graduates; holding classes; the wealth and infrastructure of the faculty, etc.;
 - Issues certificates regarding student status, transcript of records and diploma certificates;
 - Does the verification of students' documents for their validity, by referring to the requirements of the UP, local and international institutions;
 - Responsible for the annual evaluation of the work of the administrative staff of the faculty and the preparation of the annual report on the achievement of the objectives;
 - Performs professional work to assist the academic staff in the implementation of the objectives of the practical learning process in the laboratory;

- 2.1 1. It preserves the data of the faculties in a standardized electronic manner. These data are stored in the central base of UP.
- 2.12. Provides logistical services for the needs of the faculty.
7. All these tasks are coordinated and their performance is supervised by the secretary of the faculty.
8. The Secretary manages and is the Head of the Administrative Office of the Faculty and responds to the General Secretary of UP and the Dean for his work.

Article 149

Administration employees in academic units

1. The employees of the administration of the Faculty are obliged to perform the prescribed tasks professionally, on time and responsibility, in accordance with the legislation in force, the acts of the university and the faculty, as well as based on the orders and instructions given by the leaders.
2. Within the framework of the faculties' administrative offices , are these positions;
 - 2.1. Secretary of the Faculty (14);
 - 2.2. Head of the Division for Students Service at Bachelor Level (14);
 - 2.3. Officer of Student Service at Bachelor Level (up to 5 per Academic Unit);
 - 2.4. Head of the Division for Student Service at Master and Doctoral Level (maximum 14);
 - 2.5. Officer of Student Service at Master and Doctoral Level (up to 2 per Academic Unit);
 - 2.6. High Officer for Finance and Accounting (14);
 - 2.7. Officer for Education and Quality (14);
 - 2.8. Officer for the accreditation process and development of the curricula (14);
 - 2.9. Coordinator for practice learning (1);
 - 2.10. Officer for Research, Projects and Academic Mobility (14);
 - 2.11. Officers in the Centers that are established by the Steering Council within the framework of Academic Units (14)
 - 1.1. Officer for Asset and Logistics (14);
 - 1.2. IT Administrator for systems in the faculty (14);
 - 1.3. Librarian (up to 2 (two) points per Academic Unit) or 3 (three) when in a library there are more than two (2) academic units;
 - 1.4. Administrative Officer in the Dean's Office (14);
 - 1.5. Officer for Archive and Protocol (14);
 - 1.6. Technical-administrative officer (14);
 - 1.7. Maintenance of central heating (2);
 - 1.8. Chauffeur (1);
 - 1.9. Technical Operator/Editor/Shooter/Sound Engineer and Boom Operator (1 employee);

- 1.10. Technical Operator/Production/Theatre-Film Manager (1 employee);
 - 1.11. Technical Operator/ Lighting Technician in the Theatre/Sound Technician (1 employee);
 - 1.12. Technical Operator/Stage and Costume Master (1 employee);
 - 1.13. Technical Operator/Design Demonstrator (1 employee);
 - 1.14. Technical Operator/Production Manager/Curator (1 employee);
 - 1.15. Technical operator of sculpture (1 employee);
 - 1.16. Technical/Tuning Operator and Piano Maintenance (1 employee);
 - 1.17. Technical Operator/ Sound Technician/ Sound Archivist/ Music Librarian (1 employee);
 - 1.18. Technical Operator/Graphic Master (1 employee);
 - 1.19. Model (3 employees);
 - 1.20. Chemical Warehouse Manager (1 employee);
 - 1.21. Operator of livestock machines (1 employee);
 - 1.22. Operator of agricultural machines (1 employees);
 - 1.23. Zootechnician (1 employee);
 - 1.24. Veterinary technician (1 employee);
 - 1.25. Agricultural technician in the plan nursery - orchard (1 employee);
 - 1.26. Agricultural technician in greenhouses (1 employee);
 - 1.27. Laboratory technician for learning affairs (1 employee);
 - 1.28. Veterinary doctor (1 employee);
 - 1.29. Administrator of the experimental didactic farm (1 employee);
 - 1.30. Administrator (curator) of plant genetic resources (1 employee);
- 2 Some of the specific positions, such as in paragraph 2 of this article, reflect the profile of the relevant faculty.
 - 3 The number of fixed positions in fourteen (14) administrative offices of the faculties is at most two hundred and forty-eight (248), while the number of other additional positions, conditional on the requirements and criteria set, is up to one hundred and forty (140).

Article 150
Faculty Secretary

2. The Secretary is the Head of the Administrative Office of the Faculty. It is responsible that the functions assigned to the administrative office are fulfilled effectively and efficiently.
3. The Secretary of the Faculty has the following duties and responsibilities:
Administrates and manages the administrative office of the faculty in general, while ensuring that certain functions are fulfilled effectively and efficiently;

Coordinates and supervises the work of all the services of the administrative office, as well as directs the services in relation to the work plans and their implementation;

Prepares a recommendation and suggests it to the Dean the issuance of the Regulation on the systematization of jobs within the administrative office;

Transmits and applies the legal provisions and other acts of the university and the faculty from the scope of action of the faculty;

Represents the faculty in judicial disputes with the authorization of the relevant authority;

Prepares materials for the meetings of the Faculty Council and the auxiliary bodies, drafts the meeting minutes and extracts of the meeting minutes, decisions, conclusions and recommendations from the meetings of the Council of the Faculty and other bodies of the Faculty;

Prepares the decisions issued by the Dean of the Faculty within the framework of his competences and drafts the proposed normative acts of the Faculty;

Drafts letters and other normative acts at the level of the first degree related to lawsuits, decisions, complaints and submissions, etc.;

In cooperation with the High officer for master's and doctoral studies, he directs the documentation for obtaining the academic title in the master's and doctoral studies, in the stages from the submission of the thesis to the defense of the thesis;

Records personnel files and keeps records and data of personnel in accordance with the law, as well as statistics on the work of the faculty;

In cooperation with the Vice-Dean for Teaching, the Vice-Dean for Scientific Research and the Officer for Learning and Quality he supervises and takes care of the procedure regarding the selection and advancement of the academic staff;

Participates in the implementation of the competition for the admission of new students to the faculty;

Verifies and confirms the report with the data for the issuance of diploma and diploma certificates;

Verification of students' documents for their validity, referring to the requirements of the UP relevant office, local and international institutions;

With the request of law enforcement and other public bodies, provides documentation and other data necessary for verification, respecting the principle of confidentiality and professional secrecy;

Confirm the validity of the document issued by the faculty with the request of MEST;

Performs other tasks within the competence of the secretary, according to the requirements of the supervisor;

For his work, he reports, and responds to the secretary of the general in the administrative aspect, while in the operational aspect he coordinates the work with the dean of the relevant faculty.

4. The qualifications, skills required and other requirements for the position of "Secretary of the Faculty" ,are determined by the provisions of the Statute of the University.
5. Functional category: Middle Manager
6. Number of positions: One (1) for each Academic Unit.

DIVISION OF SERVICE FOR BACHELOR'S, MASTER'S AND DOCTORAL LEVEL STUDENTS

Article 151

Head of the Division of Student Service at Bachelor Level

1. Head of the Division, has the following duties and responsibilities:
 - 1.1. Supervises the overall work of the Division and assists the supervisor in setting objectives and drafting a plan of work for the fulfilment of these objectives;
 - 1.2. It compiles various statistical reports on the needs of the faculty and the university and their exact responds;
 - 1.3. Keeps special records for all new students, according to the index number or student file, programs/directions and notes stored on a computer according to the university's unique program;
 - 1.4. Accepts, processes and sends to further procedure students' requests for: transfer of studies, change of study program, suspension of student status, continuation of studies, submission of diploma topic, deregistration from studies, etc.;
 - 1.5. Notifies students about changes in study curricula;
 - 1.6. Keeps records of the benefiting students of the "Distinguished Student" award;
 - 1.7. Verifies and closes the physical and electronic files of graduate students after completion with relevant documentation by the officials for basic studies;
 - 1.8. Fills in the data in the internal electronic system and the data report for diplomas and forwards the same to the secretary for confirmation;
 - 1.9. As needed/or in the absence of the student service officer, prepares certificates of student status ,grade transcriptions and other documents from the student service records;
 - 1.10. He also performs the work of the officer for studies, according to the request of the supervisor or if there is no need for the relevant officers in relation to the number of students;
 - 1.1. Accepts materials and compiles records for the needs of the departments with requests for approval of topics, proposals for appointment of evaluation committees, change of topic or mentor in master's topics and the like;
 - 1.2. Reports and responds to the Secretary of the faculty.

2. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
 - 2.1. Undergraduate degree – Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least four (4) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Good interpersonal habits, with the ability to interact and maintain effective and harmonious management with colleagues, subordinates and supervisors;
 - 2.5. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Knowledge of the English language is an advantage.
3. Functional category: Lower Manager
4. Number of positions: One (1) for each Academic Unit.

Article 152

Officer of the Student Service at Bachelors Level

- 1 The service officer for students at the Bachelor Level, has the following duties and responsibilities:
 - 1.11. Accepts and checks the regularity of the documentation submitted by the candidates in the competition for admission of new students in Bachelor level and for this purpose draws up lists and other necessary evidence;
 - I .2. Performs and keeps records for the registration of new students based on the established procedure;
 - 1.1. Enrolls students in winter and summer semesters in all years of study according to certain criteria and conditions;
 - 1.2. Registers the teaching subjects in the internal electronic system, as well as links them with the holders (teachers) and the respective semesters according to the academic years based on the curriculum and the overview of the engagements of the teaching staff;
 - 1.3. Keeps the student's register and other necessary records for students and stores all these notes on the computer according to the unique computer program of the University;
 - 1.4. Maintains correspondence with students directly or through the bulletin board,
 - 1.5. Accepts, records submission-admission and checks the regularity of physical submission sheets and exam minutes for students;
 - 1.6. Places in the students' file, after the evidence, the submission sheets, semester registration forms and other documentation;
 - 1.7. Participates in the compilation of reports and statistical notes for students;
 - 1.8. Prepares certificates of student status, grade certificates and other documents from the student service records;
 - 1.9. Confirms the completion of exams and fulfillment of other obligations in accordance with the curriculum for students in the graduation phase;

- 1.10. Completes the graduate student's file with relevant documentation for further proceeding for verification by the head of the division;
 - 1.11. Reports to and responds to the head of the division of student service at the elementary level.
- 2 Qualifications and skills required (qualifications, experience, skills and skills required for this job):
- 2.11. Undergraduate degree – Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.12. At least two (2) years of similar professional work experience;
 - 2.13. Computer skills in software applications (Word, Excel, PowerPoint);
 - 2.14. Knowledge of the English language is an advantage.
- 3 Functional category: Professional 2.
- 4 Number of Positions: One (1) employee up to seven hundred (700) active students.

Article 153

Head of the Division of Students' Service for Master's and Doctoral Level Students

1. The Head of Division has the following duties and responsibilities:
 - 1.1. Lead the overall work of the Division and assist the supervisor in setting objectives and drafting the work plan for the fulfillment of these objectives;
 - 1.2. Compiles various statistical reports on the needs of the faculty and the university and responds for their accuracy;
 - 1.3. Keeps special records for all new students, according to the index number, respectively student card, programs/directions and records these in the computer according to the university's unique program;
 - 1.4. Accepts, processes and submits in the further procedure the requests of students for: transfer of studies, change of the study program, suspension of student status, continuation of studies, submission of diploma topic, deregistration from studies, etc.;
 - 1.5. Notifies students about changes in study curricula;
 - 1.6. Completes the data in the internal electronic system and the report of the diploma data and forwards the same to the Secretary for approval;
 - 1.7. Keeps the register book of the graduating students, other records and responds of their regularity;
 - 1.8. According to the need/or absence of the student service official, prepares certificates on the student's status, grade transcriptions and other documents from the student service records;
 - 1.9. Also performs the duties of the officer for studies, according to the requirements of the supervisor or whether in relation to the number of students, there will be no need for the relevant officer;

- 1.10. Accepts materials and for the needs of the departments, compiles evidence with requests for the approval of topics, proposals for the appointment of evaluation committees, assignment of topics or mentors in master's topics and the like;
 - 1.11. In coordination with the Chairperson, notifies about the meetings of the Council of Doctoral Studies, compiles the agenda and distributes other necessary material;
 - 1.12. Drafts the meeting minutes and extracts of the meeting minutes from the meetings of the Council for Doctoral Studies and notifies the secretary of the faculty about the decisions taken and the conclusions or recommendations made;
 - 1.13. Performs also the work of the official for master's studies, i.e. doctorate according to the request of supervisors or whether in relation to the number of students will not be necessary for the official for students' affairs
 - 1.14. Prepares. announces the call for public protection of the doctoral thesis and drafts the meeting minutes of the defense of the doctoral thesis;
 - 1.15. Reports and responds to the Secretary of the Faculty.
- 1 Qualifications and skills needed (qualifications, experience, skills, skills and abilities needed for this job):
- 1.3. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.4. At least four (4) years of professional work experience;
 - 1.5. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.6. Good personal expressions, with the ability to interact and maintain effective and harmonious relationships with colleagues, subordinates and supervisors;
 - 1.7. Advanced computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 1.8. Knowledge of the English language is an advantage.
- 2 Functional category: Lower Manager.
- 3 Number of positions: One (1) for each Bachelor, provided that the academic unit has at least 3 accredited master's programs or one (1) doctoral program.

Article 154

Officer for Student Service at Master and Doctoral Level

2. The Officer of the Department of Students of the Master's and Doctoral Level, has the following duties and responsibilities:
 - 2.1. Accepts and checks the regularity of the documentation submitted by the candidates in the competition for the admission of new students at the master's and doctoral levels and prepares lists and other necessary evidence;

- 2.2. Performs and maintains records for the enrollment of new students based on certain procedures;
 - 2.3. Does the enrollment of students in the winter and summer semesters in all years of study according to the criteria and conditions set;
 - 2.4. Registration of teaching subjects in the internal electronic system, as well as their connection with the holders (teachers) and semesters according to the academic years covered in the curriculum and the overview of the engagement of the teaching personnel;
 - 2.5. Announces the changes in the study curricula;
 - 2.6. Keeps the register book of students and other necessary records for the students and records all the notes on the computer according to the university's unique computer program;
 - 2.7. Maintains correspondence with students directly or through the table of announcements;
 - 2.8. Accepts, records the submission-admission and checks the records of physical submission forms and the record of the exams for students
 - 2.9. Places in the students' file, after the record, the submissions, semester registration forms and other documentation;
 - 2.10. Participates in the compilation of statistical reports and statistics for students;
 - 2.11. Issues certificates on the student's status, grades transcriptions and other documents from the student's registration records;
 - 2.12. Confirms the completion of the exams and fulfilment of other obligations in accordance with the curriculum for students before the submission of the project-proposal for the master's thesis;
 - 2.13. Confirms the completion and fulfilment of obligations in accordance with the learning plan-program and the regulation for doctoral studies by candidates at the stage of submission of the doctoral project proposal;
 - 2.14. Keeps records and compiles the list of master's and doctoral topics for their publication and submission to libraries and archives;
 - 2.15. Prepares and applies the provisions of the Doctoral Studies Procedure in all phases of doctoral studies;
 - 2.16. In cooperation with the High officer, keeps records and compiles the list of doctoral theses for publication and submission to the library and archive;
 - 2.17. Complete the file of the graduate student with the necessary documentation for the further procedure for verification by the head of the division;
 - 2.18. Reports and responds to the Secretary of the Faculty
3. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
 - 3.1. Undergraduate degree – Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.2. At least one (1) year of similar professional work experience;

- 3.3. Computer skills in software applications (Word, Excel, PowerPoint);
 - 3.4. Knowledge of the English language is an advantage.
4. Functional category: Professional 2.
 5. Number of Positions: One (1) employee up to three hundred (300) active students.

Article 155

High Office for Finance and Accounting

1. High Officer of the Service for Finance and Accounting, has the following duties and responsibilities:
 - 1.1. Completes all bank, budget, cash register documentation and other material and financial documents and, according to chronology and accounting practices, places them in the appropriate folder;
 - 1.2. Notifies the Department of Budget and Finance of the University, for the introduction of salaries for new workers in the system;
 - 1.3. Notifies the Department of Budget and Finance of the University, about the removal from the system of salaries of retired workers or for other reasons provided for by the legislation in force;
 - 1.4. Reports for every month on the expenses in the faculty, to the Head of the Office for Budget and Finance in the Central Administration of UP;
 - 1.5. Takes care that all payments, fees and other allowances are processed according to the Law in force and internal acts on personal income;
 - 1.6. Prepares three-hour reports on budget expenditure and revenues for the Faculty;
 - 1.7. Checks the supporting documentation (invoices, receipt slip, delivery slip, contracts and other eventual additions);
 - 1.8. Registers and keeps small money, as well as reports on the evidence of small money expenditures;
 - 1.9. Registers the financial documentation according to the accounts and units in the relevant software;
 - 1.10. Archives financial documents according to chronology and is responsible for storing them;
 - 1.11. Completes, fills out and sends the form for opening the supplier ID;
 - 1.12. Performs all other works provided for by the financial rules of the Treasury, as well as by the Law on Public Finance Management;
 - 1.13. It is responsible for the allocation of financial accounts;
 - 1.14. He must permanently update the books of the accounts;
 - 1.15. In cooperation with the management of the academic unit, it drafts the short- and medium-term financial planning for the academic unit and ensures that the budget is spent and monitored with appropriate measures;

- 1.16. Preparing the management and implementation of the annual academic budget, ensuring that the allocated part of the budget and expenditures are in budgetary harmony;
 - 1.17. Ensure that all financial operations are regular and comply with current financial rules and laws in such a way as to minimize any possible financial consequences;
 - 1.18. According to the requirement of the relevant authority, reports on the financial performance of the academic unit and cooperates with internal auditors and external auditors;
 - 1.19. Ensures that all financial documents are prepared for audit and cooperates with audit teams;
 - 1.20. Is responsible for the management of all aspects of the academic unit's finances, budget oversight, accounting, financial planning and financial strategy;
 - 1.21. Reports and reports to the Dean and the Vice-Dean on the operational aspect, as well as the administrative aspect to the Secretary of the Faculty.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate diploma - Faculty of Economics;
 - 2.2. At least three (3) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Express good interpersonal skills, with the ability to interact and maintain effective and harmonious relations with colleagues, subordinates and supervisors;
 - 2.5. Advanced computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.6. Good skills for the compiling documents;
 - 2.7. Knowledge of the English language is an advantage.
 3. Functional category: Professional 1.
 4. Number of positions: One (1) job for each Academic Unit.

Article 156

Official for Learning and Quality

1. Officer for Learning and Quality, has the following duties and responsibilities:
 - 1.1. Accepts presentations for publication in the Bulletin of the University of Prishtina, takes care of the timely presentation of the rectorate, the libraries of the departments and the deanery;
 - 1.2. Forwards the procedure regarding appointments, reappointments, advancements of the institutions and engagement of foreign collaborators;
 - 1.3. Participates in the preparations for the meetings of the Council of the Faculty and the Committee for Studies;

- 1.4. As necessary and with the authorization of the secretary of the Faculty, keeps the meeting minutes and drafts the extract of the meeting minutes of the Faculty Council and other bodies of the Faculty;
 - 1.5. Keeps evidence of absence from the work of the scientific learning workers in the case of going to specialization or a study position;
 - 1.6. In coordination with the Vice-Dean for Learning, compiles the schedule of examinations and makes all changes in the schedule;
 - 1.7. In coordination with the Vice-Dean, shall provide premises for the holding of lectures and examinations;
 - 1.8. In cooperation with the Vice-Dean, shall take care of the formation of evaluation committees for the administration of examinations for students;
 - 1.9. Follows the realization of the schedule of lectures, exercises, examinations and other forms of teaching and for this purpose submits a report to the Council of the Faculty;
 - 1.10. Reports and responds to the Vice-Dean on the operational aspect, as well as on the administrative aspect to the Secretary of the Faculty.
1. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 1.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 1.2. At least three (3) years of professional work experience;
 - 1.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.4. Exercise good personal skills, with the ability to interact and maintain effective and harmonious manners with colleagues, subordinates and supervisors;
 - 1.5. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 1.6. Knowledge of the English language is an advantage.
 2. Functional category: Professional 1.
 3. Number of positions: One (1) employee per Academic Unit.

Article 157

Officer for Accreditation Process and Curriculum Development

1. The officer in charge of the accreditation process and curriculum development has the following duties and responsibilities:
 - 1.1. In coordination with the Department for Academic Development, Quality, Monitoring and Career and the dean of the faculty prepares the work plan and implementation;
 - 1.2. In cooperation with the management of the Academic Unit, supports the calculation of the student's load (ECTS) in the faculty;
 - 1.3. In cooperation with the management of the Academic Unit, supports the commissions for the compiling the Self-Evaluation Report (SER)

- 1.4. In cooperation with the management of the Academic Unit, supports the faculty in the process of evaluating students and teachers and the internal evaluation of quality;
 - 1.5. In cooperation with the management of the Academic Unit, supports the drafting and monitoring of the implementation of the recommendations of the evaluating experts for the Faculty;
 - 1.6. Assists the faculty in the implementation of the Bologna process in the faculty;
 - 1.7. Provides administrative support for the institutional accreditation process and faculty programs;
 - 1.8. Monitors the progress of faculty applications from application preparation to implementation of recommendations;
 - 1.9. Maintains and reviews the files of the accreditation process and prepares reports and analysis of the accreditation;
 - 1.10. Provides technical support during various meetings with the Accreditation Agency and other stakeholders;
 - 1.11. Evidences the findings for the process of evaluating the brand;
 - 1.12. Reports and responds to the Vice-Dean on the operational aspect, as well as on the administrative aspect to the Secretary of the Faculty.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):
 - 2.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least three (3) years professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.1. Express good personal skills, with the ability to act and maintain effective and harmonious relationships with colleagues, subordinates and supervisors;
 - 2.2. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.3. Knowledge of the English language is compulsory.
 3. Functional category: Professional 1.
 4. Number of positions: One (1) employee for each Academic Unit.

Article 158
Coordinator for practice learning

1. The coordinator for practical learning, has the following duties and responsibilities:
 - 1.1. Keeps records of the number of students and compiles lists for their systematization in schools and pre-school institutions;
 - 1.2. Provides permission from MESTI for the transfer of students to schools and pre-school institutions;

- 1.3. Plans the necessary number of teachers and mentors for the practical part and takes care of their professional training;
 - 1.4. Provides the necessary materials for the organization of the training of students for their duties and obligations in school practice;
 - 1.5. Coordinates activities for the professional training of teachers, for the promotion and evaluation of the practicum of students, schools and preschool institutions;
 - 1.6. Complete the student files with the evaluation lists of students for practical work of students;
 - 1.7. Reports and responds to the Vice-Dean in the operational aspect, as well as in the administrative aspect to the Secretary of the Faculty;
 - 1.8. Reports and responds to the Secretary of the Faculty.
2. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
- 2.5. Undergraduate degree – Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.6. At least three (3) years of professional work experience;
 - 2.7. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.8. Good interpersonal habits, with the ability to interact and maintain effective and harmonious relationships with colleagues, subordinates and supervisors;
 - 2.9. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.10. Knowledge of the English language is an advantage.
3. Functional category: Professional I.
4. Number of positions: One (1) in the Faculty of Education.

Article 159

Officer in Research, Projects and Academic Mobility

2. The Research, Projects and Academic Mobility Officer has the following duties and responsibilities:
 - 2.1. Distributes announcements and invitations to Faculty staff regarding scientific/artistic research activities at the University of Prishtina and abroad;
 - 2.2. Provides technical and administrative support to personnel in the application process in scientific/artistic research projects;
 - 2.3. Informs the staff and young researchers about the possibility of publishing their scientific work in national and international forums and journals;
 - 2.4. Participates in the drafting of materials and documents related to scientific research and coordinates their implementation (strategy for science, brochures, etc.);
 - 2.5. Conducts activities related to scientific research;

- 2.6. Provides appropriate advice, guidance and services to personnel in the development of research projects (p.sh. information on donor funds, legal issues, possible collaborations with the business community, etc.);
 - 2.7. Serves as a contact person in the Faculty for scientific research projects;
 - 2.8. Issues reports on scientific work in the Faculty;
 - 2.9. Designs projects based on the needs of the Faculty and assists in the selection and preparation of projects for application to various international organizations;
 - 2.10. Assists the Faculty in finding funds and partners for their projects;
 - 2.11. Serves as a contact person at the Faculty for projects offered by international institutions for UP;
 - 2.12. Guides the application procedures in scholarship programs and does the technical checking of student and staff applications during the application phase;
 - 2.13. Organizes the academic events of Faculty and assists in protocol issues;
 - 2.14. Enriches the Faculty's website with information on international projects and activities;
 - 1.15. Informs students, students, as well as University staff about the possibilities offered by Office for Foreign Relations for various international projects;
 - 1.1. Compiles decisions regarding the recognition of ECTS earned in the framework of academic mobility of students;
 - 1.2. Keeps a copy of the documentation after the realization of the academic mobility of students and staff and keeps a record of the academic mobility of students and staff;
 - 1.19. Reports and responds to the Vice-Dean on the operational aspect, as well as on the administrative aspect to the Secretary of the Faculty.
3. Qualifications and skills required (qualifications, experience and abilities and other skills required to perform the job):
 - 3.1. Undergraduate diploma - Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 3.2. Three (3) years of work professional employment;
 - 3.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.4. He expressed his good personal skills, with the ability to act and maintain effective and harmonious management with colleagues, subordinates and supervisors;
 - 3.5. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 3.6. Knowledge of the English language is compulsory.
 4. Functional category: Professional 1.
 5. Number of positions: One (1) job for each Academic Unit.

Article 160

**Officer in the Centers established by the Steering Council within the framework
of Academic Units**

- 1 An official in the Centers established by the Steering Council within the framework of the Academic Unit, has the following responsibilities:
 - 1.16. Informs the academic staff of the Faculty about the activities of the center;
 - 1.17. Provides professional support in coordinating the activities of the center;
 - 1.18. Part of the drafting of materials for the work of the center;
 - 1.19. Performs activities related to the scope of action of the center;
 - 1.20. Provides advice, instructions and services to staff and students, related to the work and field of action of the center;
 - 1.1. Various research materials for the needs of the center;
 - 1.2. Serves as the contact person of the center with the Faculty, the management of the Faculty and the donors who support the work of the center;
 - 1.3. Helps the Faculty to organize activities related to the center and its field of action;
 - 1.4. Prepare applications for the projects applied by the center;
 - 1.5. Maintains contact with relevant actors in the labor market who are related to the center;
 - 1.6. Maintains contact with students who are part of the center's activities;
 - 1.7. Sends announcements to students and Faculty regarding the activities and work of the center;
 - 1.8. Develops and maintains contacts with third parties regarding the work and field of action of the center;
 - 1.9. Organizes events and activities related to the center's field of action;
 - 1.10. Assists in protocol activities in the organization of central work;
 - 1.11. Enriches and maintains the website and other applications that are open in the name of the center;
 - 1.12. Compiles decisions, acts and other documents in the name of the Center;
 - 1.13. Performs other work assigned by the Faculty, related to the completion of the center's field of action, according to the Dean's request;
 - 1.14. Maintains and archives the documentation of the center;
 - 1.15. Reports on his/her work to the Dean of the Faculty, and on the administrative-technical aspect to the Secretary of the Faculty.

- 2 Qualifications and skills required (qualifications, experience and abilities and other skills required to perform this job):
 - 2.16. Undergraduate diploma — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.17. At least three (3) years of professional work experience;
 - 2.18. Research, analytical, evaluative skills and formulation of professional recommendations and advice;

- 2.19. Good personal habits, with the ability to interact and maintain effective and harmonious relationships with colleagues, subordinates and supervisors;
- 2.20. Advanced computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.21. Knowledge of the English language is an advantage.

- 3 Functional category: Professional 1.
- 4 Number of positions: One (1) employee per Academic Unit.

Article 161
Asset & Logistics Officer

- 1 Asset and Logistics Officer, has the following duties and responsibilities:
 - 1.5. Keeps records of the basic tools and the inventory of the faculty, digitizes them and enters them into the database;
 - 1.6. Takes care of the efficient and effective administration and management of the assets, equipment and other assets for the use of the faculty;
 - 1.7. Permanently monitors the condition of the existing basic equipment, as well as takes care of the inventory and maintenance of the working equipment;
 - 1.8. Plans the necessary logistics to support the fulfilment of the tasks in the framework of the activities of the faculty;
 - 1.9. Prepares materials for the registration of basic means and assists the commission in registering basic tools and detailed inventory of the faculty;
 - 1.10. Takes care for the removal from the records of old, damaged or unusable inventory after identification by the designated commission;
 - 1.11. In cooperation with the Head of the Service for Finance, Accounting and logistics, it prepares and takes care of the implementation of requests for equipment, inventory, supply of official administrative material and the like;
 - 1.12. Accepts the goods for the needs of the Faculty and gives the same to the personnel according to the planning or order of the supervisor;
 - 1.13. Accepts purchases and makes permitted purchases with cash patties;
 - 1.14. Supervises the implementation of logistics planning and administration, efficient and effective management of assets, equipment and other assets in the utilization of the faculty;
 - 1.11. Plans, organizes and guides the work process of services that provide administrative support for the needs of the faculty;
 - 1.12. Performs other tasks according to the requirements of the Department of Finance, Accounting and Logistics and the Secretary of the Faculty, as a direct supervisor.
- 2 Qualifications and skills required (qualifications, experiences, skills and abilities required for the job):

- 2.5. Undergraduate diploma — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
- 2.6. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
- 2.7. Knowledge of the English language, desirable.

3 Functional category: Professional 2.

4 Number of positions: One (1) employee for each Academic Unit.

Article 162

IT Administrator for systems

1. The IT administrator for systems, has the following duties and responsibilities:
 - 1.1. Administers information technology systems with the availability of the Faculty;
 - 1.2. Administers the internet network in the faculty;
 - 1.3. Administers the faculty website;
 - 1.4. Administers the Electronic Student Management System (SEMS);
 - 1.5. Decides the data for the entrance examination committees and others;
 - 1.6. Administers the video surveillance system in the faculty;
 - 1.7. Administers and places data in the info terminal;
 - 1.8. Administers and provides support in the attendance system;
 - 1.9. He administers the computer laboratories of the Faculty;
 - 1.10. Provides support to officials for student services software;
 - 1.11. Informs and guides staff and students regarding possible advancements and new modules in the system;
 - 1.12. Identifies and administers software and hardware problems of various devices such as computers, laptops, printers and photocopies in the academic units;
 - 1.13. Reports and responds to the Secretary of the Faculty in the administrative aspect, nor in the operational aspect to the director of the Department of Information Technology;
 - 1.14. He also performs other tasks according to the requests of the Secretary of the Faculty, as a direct supervisor and in coordination with the Department of Information Technology.

2. Administrators of IT systems, which work and perform in the Faculties of the University, are considered part of the Department of Information Technology, according to this regulation.

- 2 Qualifications and skills required (qualifications, experience, abilities and skills required for this job):

- 2.2. Undergraduate diploma in the fields of Information Technology and Communications;
- 2.3. At least two (2) years of professional work experience;
- 2.4. Computer skills and applications: Word, Excel, PowerPoint, Access;
- 2.5. Knowledge of the English language is desirable;
- 2.6. Preferred Certifications in CCNA, Microsoft, Linux, etc.

3 Functional category: Expert.

4 Number of positions: One (1) employee for each Academic Unit.

Article 163

Librarian

1. The librarian has the following duties and responsibilities, as follows:
 - 1.1. Organizes the work of the faculty library according to the nomenclature that is applied;
 - 1.2. Researches the basis of scientific facts;
 - 1.3. Performs the work of codification, classification and registration of books, brochures, journals and other library materials according to standards;
 - 1.4. Maintains collections and organizes library materials in such a way that they are easily accessible;
 - 1.5. Provides services to students and teaching staff by lending library materials and providing access to electronic sources of information;
 - 1.6. As needed, there is a guardian in the reading room for students;
 - 1.7. He also performs other tasks according to the request of the Secretary of the Faculty, as a direct supervisor.
2. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
 - 2.1. Undergraduate diploma — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. At least one (1) year of professional work experience;
 - 2.3. Communication skills, work planning, eventual coordination of personnel at the administrative level;
 - 2.4. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.5. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.7. Knowledge of the English language is an advantage.
3. Functional category: Professional 2 / Class K, K7
4. Number of positions: One (1) for faculties that have up to 2000 students, up to two (2) for faculties that have more than 2000 students, three (3) when in a library are more than two (2) faculties. Up to two (2) for each faculty.

Article 164

Administrative Officer at the Dean's Office

1. The Administrative Assistant in the Dean's Office has the following duties and responsibilities:
 - 1.1. Performs administrative-technical work at the Dean's Office;

- 1.2. Records the meetings of the dean, the vice-deans and the secretary;
 - 1.3. Records the correspondence, the deadlines of the obligations of the Dean, the Vice-Deans and the Secretary;
 - 1.4. Accepts the parties to the dean, the vice-dean and the secretary;
 - 1.5. Forwards the documents of the Faculty for signature to the Dean;
 - 1.6. Welcomes visitors and interlocutors on the phone, forwards messages from the Dean, Vice-Dean and Secretary of the Faculty and receives them for the Dean, the Vice-Dean and the Secretary;
 - 1.7. Accepts telephone calls from within and outside the country, as well as documents by telefax;
 - 1.8. Make calls and telephone connections through the telephone exchange, keep the addressee, telephone numbers and takes care that telephones are used only for official needs;
 - 1.9. As necessary, participates at the meetings of the Dean, the Vice-Deans and the Secretary for translation from Albanian to English and vice versa;
 - 1.10. As needed, make photocopies of the materials and arrange them;
 - 1.1. Responds and takes care to maintain official secrecy in the affairs of the Faculty;
 - 1.1. As necessary, maintains and guides the main protocol for the registration of cases who enter and leave the Faculty;
 - 1.2. Distributes documents, decisions and other materials in the internal book to all Faculty personnel;
 - 1.3. Also performs other tasks according to the instructions of the secretary of the faculty, as a direct supervisor.
2. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
 - 2.1. Undergraduate diploma — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
 - 2.2. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 2.3. Knowledge of the English language is mandatory.
 3. Functional category: Professional 2.
 4. Number of Positions: One (1) for each Academic Unit.

Article 165
Archive and Protocol Officer

1. The Archives and Protocol Officer has the following duties and responsibilities:

- 1.1. Accepts all archival material from the relevant services;
- 1.2. Archives the official documentation of the Faculty based on the nomenclatures foreseen with the rules for keeping and registering archival material and guides the archival book;
- 1.3. Scan of recorded documents and other materials and preparation of electronic files;
- 1.4. Proposes to the Dean and the Secretary of the Faculty the list of categories of materials registered for the storage periods;
- 1.5. Prepares and proposes the destruction of the recorded material and keeps records for this;
- 1.6. Transmits and applies the legal provisions regulating the management of archival cases;
- 1.7. Receives and manages the files of graduate students and those deregistered from their studies and gives them to use, according to the needs of the students;
- 1.8. With the permission of the Dean and the Secretary of the Faculty, gives for temporary use the archived cases with reverse;
- 1.9. Maintains and directs the main protocol for the registration of cases;
- 1.10. Pays the disbursement of postal duties after receiving it from the Dean or Secretary of the Faculty;
- 1.11. Distributes documents, decisions and other materials through the internal book of distribution to all faculty personnel;
- 1.12. Performs document scanning, registration, classification and archiving of data and databases according to classification schemes, storage periods, electronic communication;
- 1.13. As necessary, make photocopies of the materials and arrange them;
- 1.14. Performs also the duties defined according to the Law on Archives and the Regulation on official and archival management;
- 1.15. Performs other tasks according to the order of the secretary of the faculty, as a direct supervisor.

1 Qualifications and skills required (qualifications, experience, abilities and skills required for this job):

- 1.12. Undergraduate diploma — Faculty of Philosophy, Philology, Law, Economics, Education or Public Administration;
- 1.13. Skills or communication, work planning, eventual coordination of personnel or administrative level;
- 1.14. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 1.15. Computer skills and software applications (Word, Excel, PowerPoint, Access);
- 1.16. Knowledge of the English language is desirable.

- 2 Functional category: Professional 2.
- 3 Number of positions: One (1) for each Academic Unit.

Article 166
Officer for Technical-Administrative

2. Administrative officer, has the following duties and responsibilities:
 - 2.1. From the technical-administrative and logistical aspects, it assists the administrative offices of the Faculty, with the aim of fulfilling their duties and services in an effective and efficient manner;
 - 2.2. Photocopying of various materials for the needs of the faculty;
 - 2.3. Takes care as needed for the halls of the faculty and prepares them for the organization of various activities;
 - 2.4. Publishes documents, decisions and other materials in the protocol book;
 - 2.5. Performs the tasks of receiving and handing over the services of the post,
 - 2.6. Makes the disbursement of the post after receiving it from the dean or secretary of the faculty;
 - 2.7. He also performs other tasks according to the instructions of the Department of Finance, Accounting and Logistics and the Secretary of the Faculty, as supervisor of the director.
3. Qualifications and skills required (qualifications, experiences, abilities and skills required for this job):
 - 3.1. Undergraduate diplomas;
 - 3.2. Computer skills of applications and programs (Word, Excel, PowerPoint, Access);
 - 3.3. Knowledge of the English language is desirable.
4. Functional Category: Technical and Supporting Employee 2.
5. Number of positions: One (1) head for each Academic Unit.

Article 167
Central heating appliances

1. The maintenance of central heating has the following duties and responsibilities:
 - 1.1. Work with the central heating system and the maintenance of the central heating system of the faculty.
 - 1.2. Takes care of the supply and safety of fuel for central heating boilers, rational consumption, and keeps records of consumption.

- 1.3. Obligated during the season when the heating in the faculty is not used, to take care of the repair of the heating system;
 - 1.4. Obligated to comply with the instructions given by the competent individual of the court;
 - 1.5. Takes care of the regularity of the boilers and installation, their cleaning, the chimneys and the maintenance of hygiene, within the environment, where the equipment for central heating is located;
 - 1.6. Takes care of the work tools that are functional;
 - 1.7. Makes repairs of small dimensions in the object;
 - 1.8. Takes care of doors, windows, electricity, water supply, sewage, hydrants and fire extinguisher equipment;
 - 1.9. For any breakdown, the company shall notify the person from whom the means of repair of the condition may be permitted;
 - 1.10. He also performs other tasks according to the request of the secretary of the faculty, as a direct supervisor.
2. Qualifications and skills required (qualifications, experience, abilities and skills required for this job):
 - 2.1. To complete the third degree of professional preparation, you must be a qualified worker for central heating lighting.
3. Functional Category: Technical Employees and Employees 2.
 4. Number of positions: Up to two (2) graduates in the Faculty of Agriculture and Veterinary.

Article 168
Chauffeur

1. The Chauffeur, the following duties and responsibilities:
 - 1.1. Drives the agricultural vehicles and agricultural machinery at the disposal of the Faculty, according to the written and oral order of the Dean and the Secretary of the Faculty;
 - 1.2. He/she is in charge of the Faculty's vehicles and takes care of the maintenance, maintenance and maintenance of the technical condition of the vehicles;
 - 1.3. Performs minor technical interventions on vehicles;
 - 1.4. Everyday keep records of the mileage spent and the expenses of petrol, diesel and other means of expenditure on vehicles;
 - 1.5. Keeps the book of travel orders and performs equalizations in the relevant service;
 - 1.6. Together with the relevant officer takes care of the time of registration of the vehicles;
 - 1.7. Also performs the tasks of receipt and delivery of post deliveries;

- 1.8. Performs other tasks according to the secretary of the faculty, as a direct supervisor.
2. Qualifications and skills required (qualifications, experience, abilities, and skills required by the employer):
 - 2.1. At least High School education;
 - 2.2. Driver's License for the "B" Category, obligated.
3. Functional category: Technical and Supporting Employee
4. Number of positions: One (1) employee from the Faculty of Agriculture and Veterinary.

8. SPECIFIC AND ADMINISTRATIVE-TECHNICAL SERVICES

Article 169

Technical Operator/ Editor/ Shooter/ Sound Engineer and Boom Operator

2. The technical operator/ editor/ shooter/ sound engineer and boom operator, has the following duties and responsibilities:
 - 4.1. Maintain computers and software for picture and sound editing;
 - 4.2. To maintain the cameras and accompanying technique of the Faculty of Arts, specifically of DAD;
 - 4.3. Mark the schedules and times for each student in the editing process;
 - 4.4. To ensure that the schedule is respected and that the technique is being maintained;
 - 4.5. Be present at all times in the editing cabinet while students are editing;
 - 4.6. To organize the schedules and time for each student in the process of shooting student films;
 - 4.7. To technically assist students and professors in the editing cabinet, as well as in other cabinets where there are editing technologies;
 - 4.8. To organize the schedules and time for each student in the process of shooting student films;
 - 4.9. To ensure compliance with the film/television schedule and technique;
 - 4.10. To shoot student films at the request of DAD professors;
 - 4.11. To edit student films at the request of DAD Professors;
 - 4.12. Graphically correct graphics and special effects;
 - 4.13. To technically correct the audio;
 - 4.14. To create an archive with all the films produced by the Faculty of Arts;
 - 4.15. In case of need, perform editing/filming services for the rectorate as well;
 - 4.16. It is responsible for the use of equipment which is used for sound recording (analogue and digital);

- 1.16. Responsible for the film production process and work in other departments such as camera, costumes, production, etc.;
- 1.17. Other tasks according to the requirements of the program;
3. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Degree — Faculty of Arts, Major, Camera and Photography Program. In their absence, related majors in the Department of Dramatic Arts, such as Film and Television Directing;
 - 2.2. Knowledge of applications: Final Cut; Color Da Vinci; Adobe Pack, with a special emphasis on Adobe Premiere and Adobe After Effects and other post-production programs with picture and audio;
 - 2.3. Have at least two (2) years of work experience in filming/editing artistic and television films;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint);
 - 2.5. Knowledge of the English language, desirable.
4. Functional category: Professional 1.
5. Number of positions: One (1) in the Faculty of Arts.

Article 170

Technical Operator/ Production/ Theatre-Film Manager

- 1 . The Technical Operator/Production/Theatre-Film Manager has the following duties and responsibilities:
 - 1.1. Assists in the preparation of the scene (film and theater) with lights, props and equipment;
 - 1.2. Assists costume designers, directors, camera staff and other staff members;
 - 1.3. Prints and prepares daily documents (scenarios, rehearsal schedule on stage, shooting schedule on the film set);
 - 1.4. Escorts the actors to the set and coordinates the statistics;
 - 1.5. Takes care of equipment offices and filming locations;
 - 1.6. Works in organizing short films and serves as a constant contact with security institutions for obtaining permits, etc.;
 - 1.7. Performs administrative work for the needs of the Faculty Festival;
 - 1.8. Organizes trips to student festivals, reception of guests for the Festival of the Faculty of Arts and serves as a contact for international parties;
 - 1.9. Other according to the requirements of the program.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. Undergraduate Diploma – Faculty of Arts, Dramatic Arts Major;
 - 2.2. At least two (2) years in the production of films and theatrical performances and information on film and theatre technology and terminology;
 - 2.3. Computer skills in software applications (Word, Excel, PowerPoint);
 - 2.4. Knowledge of the English language is an advantage.
3. Functional category: Professional 2.
 4. Number of positions: One (1) in the Faculty of Arts.

Article 171

Technical Operator/ Lighting Technician in the Theatre/ Sound Technician

1. The Technical Operator/Lighting Technician in the Theatre/Sound Technician has the following duties and responsibilities:
 - 1.1. Assists academic staff and students in the preparation of student exams by means of lighting;
 - 1.2. Monitors the rehearsal of students and professors of the Department of Dramatic Arts;
 - 1.3. Takes care of the lighting equipment in the theater;
 - 1.4. Performs administrative work for the needs of the Faculty Festival;
 - 1.5. Deals with the organization of lighting works, in the tours of student performances and international student festivals;
 - 1.6. Others according to the requirements of the program.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the workplace):
 - 2.1. At least two (2) years of professional experience in lighting design or theatre production and theatre production;
 - 2.2. Driver's license for category "B", obligated;
 - 2.3. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.4. Knowledge of the English language is an advantage
 3. Functional category: Professional 2.
 4. Number of positions: One (1) in the Faculty of Arts.

Article 172

Technician Operator/ Stage and Costume Master

- 1 The stage and costume technician operator, one employee, has the following duties and responsibilities:
 - 1.1. Assists academic staff and students in the preparation of student exams with work on the stage (scenography work, stage setting) in film and theatre;
 - 1.2. Monitors the rehearsal of students and professors of the Department of Dramatic Arts;
 - 1.3. Takes care of the theatre spaces and filming sets;
 - 1.4. Performs administrative work for the needs of the Faculty Festival;
 - 1.5. Deals with the organization of works such as scenography / costume design or travel of student plays or international student festivals;
 - 1.6. Other according to the requirements of the program.
- 2 Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 1.12. Undergraduate Diploma – Faculty of Arts, Dramatic Arts Department;
 - 1.13. At least two (2) years of professional experience in scenography/costume design, production of theatrical performances and screenplays (Scenography and Costume Designer);
 - 1.14. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 1.15. Knowledge of the English language, is an advantage.
- 3 Functional category: Professional 2.
- 4 Number of positions: One (1) in the Faculty of Arts.

Article 173

Technical Operator/ Design Demonstrator

1. The Technical Operator/ Design Demonstrator has the following tasks and responsibilities:
 - 1.1. Maintain computers and software in the design laboratory;
 - 1.2. Schedule and time for each student in the process of realizing the design;
 - 1.3. Ensure that the schedule is respected and that the technique is maintained;
 - 1.4. Is always present in the design lab while the students are working;
 - 1.5. To technically assist students and professors in the design laboratory as well as in other cabinets where there are design technologies;
 - 1.6. To technically assist in student projects at the request of DAB professors;
 - 1.7. To graphically correct graphics and special effects;
 - 1.8. To technically correct the audio;
 - 1.9. To create an archive with all the projects carried out by the Faculty of Arts;

1.10. When needed, to perform design services also for the Rectorate;

1.11. Other according to the requirements of the program.

1. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

2.1. Undergraduate Degree – Faculty of Arts, Design Major;

2.2. Have at least two (2) years of prior experience in the field of design and information on the technology and terminology of exposure and curation;

2.3. Knowledge of applications: Adobe Pack, with special emphasis on Photoshop, Illustrator, and InDesign, 3D studio max and Maya as well as other programs from the field of design);

2.4. Computer skills in software applications (Word, Excel, PowerPoint);

2.5. Knowledge of the English language is an advantage.

2 Functional category: Professional 2.

3 Number of positions: One (1) in the Faculty of Arts.

Article 174

Technical Operator/ Production Manager/ Curator

- 1.1. The Technical Operator/ Production Manager/ Curator, has the following duties and responsibilities:
 - 1.1. Helps prepare the gallery with lights, props, and equipment;
 - 1.2. Assists artists, quartets, and other staff members;
 - 1.3. Prints and prepares daily documents (exhibition schedules, workshop schedules, etc.);
 - 1.4. Curates artists during the realization of exhibitions and coordinates works;
 - 1.5. Takes care of equipment offices and exhibition locations;
 - 1.6. Works in organization of exhibitions and serves as a permanent contact with security institutions for obtaining permits, etc.;
 - 1.7. Performs administrative works for the needs of the Faculty Exhibitions;
 - 1.8. Organizes trips to student exhibitions, reception of guests for exhibitions of the Faculty of Arts and serves as a contact for international parties;
 - 1.9. Other according to the requirements of the program.
2. Qualifications and skills required (qualifications, experience, skills and skills required for this job):
 - 2.1. Undergraduate Degree – Faculty of Arts;
 - 2.2. Have at least two (2) years of experience in organizing exhibitions;
 - 2.3. Information on exposure and curation technology and terminology;
 - 2.4. Computer skills in application programs (Word, Excel, PowerPoint);
 - 2.5. Knowledge of the English Language is an advantage.
3. Functional category: Professional 2.
4. Number of positions: One (1) in the Faculty of Arts

Article 175

Technical Operator of Sculpture

1. The Technical Operator of Sculpture has the following duties and responsibilities:
 - 1.1. Assists academic staff and students in the preparation of student exams by working on the design through modeling and preparation of materials;
 - 1.2. Supervises the work of students and professors of the Sculpture profile;
 - 1.3. Takes care of the maintenance of the spaces of the Sculpture profile;

- 1.4. Performs administrative work for the needs of the Sculpture profile;
 - 1.5. Deals with the organization of works in the field of sculpture, during the travel of student exhibitions in international student biennials;
 - 1.6. Other according to the requirements of the program.
2. Qualifications and skills required (qualifications, experience, skills and abilities required by the employer):
 - 1.1. Undergraduate Diploma – Faculty of Arts;
 - 1.2. To have at least (2) years of experience in the field of sculpture and have a good knowledge of modeling and adjustment;
 - 1.3. Information for technology and terminology of sculpture;
 - 1.4. Computer skills in software applications (Word, Excel, PowerPoint);
 - 1.5. Knowledge of the English language is an advantage.
 3. Functional category: Professional 2.
 4. Number of positions: One (1) in the Faculty of Arts.

Article 176

Technical Operator/ Tuning Operator and Piano Maintenance

1. The Technical Operator/ Tuning Operator and Piano Maintenance, has the following duties and responsibilities:
 - 2.1. Tunes and repairs the pianos and pianos of the faculty;
 - 2.2. Exercises continuous control over the supervision of pianos and any damage that may be done to them;
 - 2.3. Responds to the professors' request for piano tuning;
 - 2.4. Reports on the condition of the pianos and the needs for possible repairs thereof.
3. Qualifications and skills required (qualifications, experience, skills and abilities required by the employer):
 - 3.1. Undergraduate Diploma – Faculty of Arts, Musical Art Major;
 - 3.2. To have at least two (2) years spent tuning and repairing pianos;
 - 3.3. To have sufficient knowledge regarding methods of work;
 - 3.4. Computer skills in application program (Word, Excel, PowerPoint);
 - 3.5. Knowledge of the English Language is an advantage.
4. Functional category: Professional 2.
5. Number of positions: On (1) in the Faculty of Arts.

Article 177

Technical Operator/ Sound Technician/ Sound Archivist/ Music Librarian

1. Technical Operator/ Sound Technician/ Sound Archivist/ Music Librarian, has the following duties and responsibilities:
 - 1.1. To record student concerts and similar faculty activities;
 - 1.2. To maintain the relevant equipment for recording;
 - 1.3. To provide students with orchestral parts and recordings necessary for studying
2. Qualifications and skills needed (qualifications, experience, skills and abilities needed for the job):
 - 2.1. Undergraduate Diploma – Faculty of Arts, Musical Art Major;
 - 2.2. To have at least two (2) years' experience for professional methods of recording instruments, chamber ensembles, choirs and orchestras;
 - 2.3. To have experience related to midi-audio programs;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Professional 2.
4. Number of positions: One (1) in the Faculty of Arts.

Article 178

Technical Operator/ Master of Graphics

1. Technical Operator/ Master of Graphics, has the following duties and responsibilities:
 - 1.1. Assists academic staff and students in the preparation of student exams with working in the studio through realizing press in graphics press.
 - 1.2. Monitors students and professors of the Graphics profile work;
 - 1.3. Takes care to maintain the spaces of the Graphics profile;
 - 1.4. Performs administrative work for the needs of the Graphics profile;
 - 1.5. Takes care of the organization of the work Graphics profile, the travel of student exhibitions and international student biennials.
 - 1.6. Other items according to the requirements of the program.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. Undergraduate Diploma – Faculty of Arts, Graphic Arts Major;
- 2.2. To have at least two (2) years of experience in the field of Graphics;
- 2.3. Information on technology and graphics terminology;
- 2.4. A good knowledge of the press and its techniques;

2.5. Computer skills in application program (Word, Excel, PowerPoint);

2.6. Knowledge of the English Language is an advantage;

3. Functional Category: Professional.

4. Number of positions: One (1) in the Faculty of Arts.

Article 179

Model

1. The model has the following tasks and responsibilities:

- 1.1. Poses in studio – learning class during the class, according to the needs in the sitting position, standing or laying down, based on the learning unit which is realized in the relevant subject;
- 1.2. According to the need for a single model, the model is obliged to pose even in free positions (except for nude posing, for which puppets are used for demonstration);
- 1.3. Performs other work according to the request of the secretary of the faculty, as a supervisor of the faculty and according to the needs of the teaching process.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 1.1. High School Diploma;
- 1.2. Computer skills in program applications (Word, Excel);
- 1.3. Knowledge of the English language is an advantage.

3. Functional category: Technical and Support Employee 2.

4. Number of positions: Three (3) in the Faculty of Arts.

Article 180
Chemical Warehouse Manager

1. The Chemical Warehouse Manager has the following duties and responsibilities:
 - 1.1. Organizes the work of the chemical warehouse for the needs of the relevant department;
 - 1.2. Grants laboratory technicians and teaching personnel chemicals based on reverse and permission of the subject teachers, head of departments;
 - 1.3. Give laboratory assistants and teachers button-gas covers and laboratory tools;
 - 1.4. Takes care of the timely provision of the material and chemicals necessary for the needs of the department;
 - 1.5. Keeps records of chemicals, basic means and small inventory and makes the six-monthly and one-year accounting;
 - 1.6. Discharges students, laboratory assistants and teachers from laboratory equipment;
 - 1.7. Performs other tasks according to the request of the secretary of the faculty, as a direct supervisor and in coordination with the department.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma – Faculty of Mathematics and Natural Sciences, Department of Chemistry;
 - 2.2. At least one (1) year of professional work experience;
 - 2.3. Computer skills in program applications (Word, Excel, PowerPoint, Access);
 - 2.4. Knowledge of the English Language is an advantage.

3. Functional Category: Professional 1.
4. Number of positions: Three (3) employees – One (1) in the Faculty of Mathematics and Natural Sciences, one (1) in the Faculty of Agriculture and Veterinary and one (1) in the Faculty of Education.

Article 181.
Operator of livestock machines

1. The Operator of Livestock Machines has the following duties and responsibilities:
 - 1.1. Takes care of and is responsible for all mechanization used in livestock farming and keeps them in regular working condition;

- 1.2. Shears sheep and helps in the storage of voluminous and concentrated feed, as well as participates in the transportation of all goods produced on the Farm and the Farm supplies;
- 1.3. Keeps records of all machinery and helping tools in the livestock sector, prepares spare parts for livestock sector machinery;
- 1.4. Milks the animals, maintains the hygiene of the equipment (apparatus, dishes, refrigerator, milk cooling tank etc.) and sends the milk to the Dairy every working day;
- 1.5. Prepares concentrated feed for different categories of animals, applies the ration table of animal feed according to the recommendation of nutritionists;
- 1.6. Repairs work tools and takes care of their regularity; takes care of all work like other colleagues employed on the Farm;
- 1.7. Cleans the stable, animals and work tools, takes care of the night shift on the days set by schedule;

- 1.8. Takes care of the maintenance of yield in the plots planted with ancient crops, respects the priority of works and the growth of crops, and performs work according to extended hours in certain seasons;
- 1.9. After work, he/she cleans the machinery and work tools, accepts and forwards all orders that are in the interest of the Farm and, according to the importance, immediately notifies the superior;
- 1.10. Performs other work at the request of the secretary of the faculty, as a direct supervisor and in coordination with the administrator of the experimental didactic farm.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. High school diploma in the relevant major;
- 2.2. At least one (1) year of professional work experience;
- 2.3. Computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.4. Knowledge of the English language is an advantage.

2. Functional category: Technical and Supporting Employee 2.

Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 182

Operator of agricultural machines

- 1 The operator of agricultural machines has the following duties and responsibilities:
 - 2.1. Is responsible for all the mechanization that is used in the crop production that the farm has, keeps in regular technical condition for work, transport, etc.;
 - 2.2. Prepares the areas of the farm: sows, fertilizes, sprays, seeds, harvests, carries out the storage of voluminous and concentrated food, as well as other operations;
 - 2.3. Parks cars in a designated place and keeps records of all cars and sticky tools;
 - 2.4. Takes care of fuel, oils, car repair keys, etc.;
 - 2.5. Prepares spare parts for cars, does car conservation, and sends broken cars to the service for repair;
 - 2.6. Maintains agricultural machinery, ensures that it is in regular and functional condition;
 - 2.7. Takes care of their registration, repairs work tools;
 - 2.8. Answers for the elimination of faults in electricity, agricultural machinery and facilities;
 - 2.9. Takes care of all the work like other colleagues employed on the Farm;
 - 2.10. Cleans stable, animals and work tools; caretaker at night on days set by schedule;

2.11. It takes care of increasing the yield of crops with crops; respects the priority of works and the growth of cultures;

2.12. In certain seasons, he performs work according to extended hours; after work, he cleans cars and work tools;

2.13. He also performs other work at the request of the secretary of the faculty, as a direct supervisor and in coordination with the administrator of the experimental didactic field.

2 Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

1.1. High school diploma in the relevant major;

1.2. At least one (1) year of professional work experience;

1.3. Computer skills in program applications (Word, Excel, PowerPoint, Access);

1.4. Knowledge of the English language is desirable.

3 Functional category: Technical and Support Employee 2.

4 Number of positions: One (1) in the Faculty of Agriculture and Veterinary Medicine.

Article 183

Zootechnician

1. The zootechnician has the following duties and responsibilities:

1.1. Grazes the cattle in the field and feeds the animals (cows, sheep, goats, chickens, etc.) in the stable;

1.2. Takes care of and bears responsibility for animals in pastures, paddocks and stables;

1.3. Detects sick animals and presents them to the executive for taking the necessary measures for their treatment;

1.4. Assists and helps experts in the treatment of animals, while sending corpses to the Institute for analysis;

1.5. Takes care of the general hygiene of the stable and paddock;

1.6. Helps in shearing sheep;

1.7. Implements the technology of milking animals, respects the time of giving the initial ration of newborns;

1.8. Helps the animal during parturition, if necessary, seeks help from veterinary experts;

1.9. Teaches newborns to drink milk from their mother, bucket, etc., helps with field work, crops and harvest, and takes care of them during the night or on days set by schedule;

1.10. Performs other work according to the request of the secretary of the faculty, as a direct supervisor and in coordination with the administrator of the didactic experimental farm.

3. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 3.1. High School Diploma in the relevant field;
- 3.2. Computer skills and program applications (Word, Excel, PowerPoint, Access);
- 3.3. Knowledge of the English language is an advantage.

4. Functional category: Technical and Support Employee 2.
5. Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 184
Veterinary technician

1. The veterinary technician has these duties and responsibilities:

- 1.1. Milks animals, maintains the hygiene of appliances (dishes, refrigerator, milk cooling tank etc.)
- 1.2. Applies the food ration table according to the recommendation of the nutritionists and the head of the Farm, checks the milking cows, and monitors the health of the animals;
- 1.3. Works in the breeding of animals: cows, sheep, goats, etc.; follows the instructions for the necessary slaughter of animals (according to the instructions of the veterinarian);
- 1.4. Applies the orders received from veterinary doctors related to animal health, implementation of therapy, etc.; is responsible for the use of fixed-term medications;
- 1.5. Is responsible for the hygiene of milk, during milking and transportation;
- 1.6. Is responsible for the provision of medicines, work tools (controls their expenditure);
- 1.7. Disinfects facilities, participates during vaccination (or vaccination action);
- 1.8. Does guarding at the night shift on the days set on the schedule;
- 1.9. Takes care of the birth certificate, the health condition of the newborn and the nutrition of the newborn;
- 1.10. Performs other tasks according to the request of the secretary of the faculty, as a direct supervisor and in coordination with the administrator of the experimental didactic farm.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. High School Diploma in veterinary medicine;

- 2.2. At least two (2) years of professional work experience;
- 2.3. Computer skills and program applications (Word, Excel, PowerPoint, Access);
- 2.4. Knowledge of the English language is an advantage.

Functional category: Technical and Support Employee 2.

Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 185

Agricultural technician in the plant nursery - orchard

1. Agricultural technician in plant nursery - orchard, has these duties and responsibilities:
 - 1.7. Responses to the foreseen works in the nursery - orchards according to the foreseen programs and techniques;
 - 1.8. Applies agrotechnical, fruit processing technologies in the maintenance of the nursery, orchard, physical labor, and the roasting of weeds, pruning, removal of woody mass, transplantation, etc.;
 - 1.9. Works on the preparation of the base material for the protection of seedlings from grafts and super grafts according to standards;
 - 1.10. Prevents damage from the causes of diseases and deterrents, be treated according to the protection program.
 - 1.11. It helps in the deposition of bulky and concentrated food;
 - 1.12. It participates in the transport of all goods produced in the Farm and supplies of the Farm;
 - 1.13. Prepares the spare parts for the machinery of the plant nursery – orchard sector;
 - 1.14. Milks animals, maintains the hygiene of equipment (equipment, dishes, refrigerator, milk cooling tank etc.);
 - 1.15. Apply the ration table of animal feed according to the recommendation of nutritionists;
 - 1.16. Repairs the tools of work, and takes care of their regularity;
 - 1.17. Takes care of all the work like other colleagues who are employed in Farm;
 - 1.18. Cleans stables, animals and tools;
 - 1.19. Guards during nights and days with a fixed schedule;
 - 1.20. It takes care of the yield of the plots planted with ancient wines;
 - 1.21. Respects the priority of jobs and the growth of crops;
 - 1.22. In certain seasons, performs work according to extended hours;
 - 1.23. After work, cleans cars and work tools;
 - 1.24. Receives and forwards all orders that are in the interest of the Farm and immediately notifies the superior according to their importance;

1.25. Performs other work at the request of the secretary of the faculty, as a direct supervisor and in coordination with the Administrator of the experimental didactic farm.

2 Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.7. Secondary school diploma in the relevant major;
- 2.8. At least one (1) year of work experience;
- 2.9. Computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.10. Knowledge of the English language is an advantage.

3 Functional category: Technical and Support Employee.

4 Number of positions: One (1) in the Faculty of Agriculture and Veterinary Medicine.

Article 186

Agricultural Technician in Greenhouse

1. Agricultural technician in the Greenhouse has the following duties and responsibilities:

- 1.25. They organized, activated and maintained the greenhouses;
- 1.26. Creates conditions — environment for student internships;
- 1.27. Sets up experiments according to departments' development program;
- 1.28. Takes care of and is responsible for all the mechanism used in greenhouses, keeps you in regular working condition;
- 1.29. Helps in the deposition of voluminous and concentrated food;
- 1.30. Involved in the transportation of all goods produced on the Farm and the Farm supplies;
- 1.31. Keeps records of all machines and auxiliary tools in the field of greenhouses;
- 1.32. Prepares spare parts for greenhouse sector machines;
- 1.33. Milks the animals, maintain the hygiene of the equipment (apparatus, dishes, refrigerator, milk cooling tank etc.);
- 1.34. Apply the ration table of animal feed according to the recommendation of nutritionists;
- 1.35. Repairs work tools, and takes care of their regularity;
- 1.36. Takes care of all the work like other colleagues employed at the Farm;
- 1.37. Cleans the stable, animals and work tools;
- 1.38. Guards at night on scheduled days;
- 1.39. Takes care of increasing the yield of plots planted with crops;
- 1.40. Respects the priority of works and the growth of crops;
- 1.41. In certain seasons, he performs work according to extended hours;

- 1.42. After work cleans the machinery and work tools;
- 1.43. Receives and forwards all orders that are in the interest of the Farm and as after the importance immediately notifies the superior,
- 1.44. Also performs other tasks according to the secretary of the faculty, as a direct supervisor and in coordination with the administrator of the experimental didactic farm.

2 Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.25. High School Diploma in the relevant field;
- 2.26. At least one (1) year of professional work experience;
- 2.27. Computer skills in the program applications (Word, Excel, PowerPoint, Access);
- 2.28. Knowledge of the English Language is an advantage.

3 Functional category: Technical and Support Employee 2.

4 Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

9. LABORATORY SERVICE AND OTHER SIMILAR PROFESSIONAL SERVICES

Article 187

Laboratory Technician for Learning Affairs

1. The Laboratory Technician for Learning Affairs, has the following duties and responsibilities:
 - 1.1. Prepares materials for teaching;
 - 1.2. Performs technical tasks related to the organization of written, practical and other examinations;
 - 1.3. Supervises laboratory work, prepares experiments and organizes laboratory exercises;
 - 1.4. Takes care of laboratory equipment and calibration of various instruments;
 - 1.5. Takes care of protecting the employees at work;
 - 1.6. Assists students, collaborators and provides technical assistance for laboratory work to students who are working on the practical experimental part for the diploma thesis;
 - 1.7. Keeps all of the laboratory data;
 - 1.8. Responds for regular storing and hygiene in the laboratories;
 - 1.9. Respects the working hours and use it only for the performance of the duties of the workplace;

- 1.10. Not to perform laboratory work that represents a conflict of interest with his/her duties or hinders the performance of his/her duties;
- 1.11. To be informed about contemporary laboratory techniques and practices;
- 1.12. Documents all activities, results and reports to management;
- 1.13. Cleans and sterilizes equipment and work areas;
- 1.14. Classifies and labels samples;
- 1.15. Performs administrative tasks such as recording and shortages of substances, reagents and materials necessary for the work in the laboratory;
- 1.16. Payment of expenses and damages incurred at the end of the semester,
- 1.17. Laboratory technician for teaching issues, reports and responds to the secretary of the faculty, in the administrative aspect, while in the operational aspect he coordinates the work with the head of the relevant department.

Article 188

Laboratory Technician for Learning Affairs in Education and STEM Sciences

1. The Laboratory Assistant for Learning Affairs in Education and STEM Sciences has the following duties and responsibilities:
 - 1.1. Performs all the work related to the organization of practical laboratory work in the master's and bachelor's programs;
 - 1.2. Presents and provides technical assistance during the realization of practical laboratory work according to the syllabus of the subjects;
 - 1.3. Provides support to academic staff during the use of equipment in the laboratories of the Department of Natural Sciences for the purpose of carrying out practical laboratory work and scientific research;
 - 1.4. Engages students in work tools, provides technical assistance during laboratory exercises and prepares experiments for demonstration in lectures;
 - 1.5. Prepares the final technical works related to the holding of a practical exam;
 - 1.6. Prepare the instructions/manuals for the use of laboratory equipment that include how the equipment operates, the realization of the measurement process and the recording of data in the computer programs of the relevant equipment in science and engineering research, including experiments with chemicals, electromagnetic fields and various technologies;
 - 1.7. Calculates, analyzes and discusses the results obtained from experimental measurements and prepares the necessary analytical and graphical documentation to complete the reports;

- 1.8. Helps develop students' knowledge in the fields of science, technology, engineering, art, and mathematics through STEM lab activities;
 - 1.9. Provides technical assistance for laboratory work to students who work on practical – experimental parts for the diploma thesis of bachelor's and master's degrees;
 - 1.10. Supervises partial or final practical exams in the laboratory;
 - 1.11. Makes distilling and redistilling water for learning needs;
 - 1.12. Forwards the literature related to the elaboration of the work technique in the students' internships;
 - 1.13. Coordinates, collaborates with academic staff in organizing scientific teaching visits outside the faculty;
 - 1.14. Takes care of the timely provision of material and chemicals necessary for the needs of Chemistry, Biology and Physics and STEM laboratories;
 - 1.15. Identifies chemicals, basic tools and small inventory and makes the six-month and one-year accounting in the laboratories of Chemistry, Biology and Physics and STEM;
 - 1.16. Takes care of laboratory equipment, its maintenance and servicing in case of defects and damages;
 - 1.17. Performs activities in the smooth running of the lesson, including exercises;
 - 1.18. Performs activities in research work;
 - 1.19. Performs other professional work required by the department and the head of department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate diploma – relevant Faculty;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage;
 3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: Two (2) in the Faculty of Education.

Article 189
Laboratory Technician of Electronics

1. The Electronics Laboratory Technician has the following tasks and responsibilities:

- 1.1. Prepares and participates in the conduct and organization of laboratory exercises with students, which include measurements and simulations of different parameters with equipment used to record the characteristics of electronic components, modules of electronic systems, digital circuits, etc.;
 - 1.2. Preparation of instructions/manuals for the use of current equipment for the purpose of operating the equipment, the realization of the measurement process and the recording of data and computer programs of the equipment;
 - 1.3. Calculates, analyzes and discusses the results obtained from the measurements and prepares the necessary analytical and graphical documentation to complete the elaboration;
 - 1.4. Performs experimental part of measurement during the compilation of diploma thesis at Bachelor and Master levels;
 - 1.5. Is responsible for the maintenance, calibration and creation of safe conditions during the working process of the equipment;
 - 1.6. Takes care of laboratory equipment, its maintenance and servicing in case of defects and damages;
 - 1.7. Provides assistance to academic staff during the use of equipment and laboratories of the Department of Electronics for scientific research purposes; 1 .. Participates in measurements, analyses and expertise that are developed within the framework of the Faculty of Electrical and Computer Engineering Institute;
 - 1.1. Provides weekly, monthly and annual maintenance plans for laboratory equipment and chemicals;
 - 1.2. Performs other professional tasks that are carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma - Faculty of Electronics;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.1. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 1.2. Knowledge of the English language is an advantage.
 3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Electrical and Computer Engineering.

Article 190
Laboratory Technician of Telecommunications

1. The Telecommunications Laboratory Technician has the following duties and responsibilities:
 - 1.1. Prepares and participates in the conduct and organization of laboratory exercises with students, which include measurements and simulations of various parameters with equipment and modules of telecommunication systems, optical equipment, network equipment and communication circuits, etc.;
 - 1.2. Preparation of instructions/manuals for the use of current equipment for the operation of the equipment, the realization of the measurement process and the recording of data and computer programs of the equipment;
 - 1.3. Provides assistance to students during the realization of the experimental part of the measurement during the preparation of the diploma thesis at the Bachelor and Master levels;
 - 1.4. Provides support to academic staff during the use of equipment and laboratories of the Department of Telecommunications for scientific research purposes;
 - 1.5. Takes care of laboratory equipment, its maintenance and servicing in case of defects and defects;
 - 1.6. Performs other professional tasks that are performed by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate Diploma – relevant Faculty, Department of Telecommunications;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Electrical and Computer Engineering.

Article 191

Laboratory Technician of Computerized Automation with Robotics

1. The Laboratory Technician of Computerized Automation with Robotics has the following duties and responsibilities:
 - 1.1. Prepares and participates in the holding and organization of laboratory exercises with students, which include measurements and simulations in automatic regulation systems, spectral analysis and stability of regulatory systems, regulatory design for robot joints in use, etc.;

- 1.2. Preparation of instructions/manuals for the use of current equipment for the operation of the equipment, the realization of the measurement process and the recording of data in the computer programs of the current equipment;
 - 1.3. Calculates, analyzes and discusses the results obtained from the measurements and prepares the necessary analytical and graphical documentation to complete the paper;
 - 1.4. Performs experimental part of measurement during the preparation of diploma thesis at Bachelor and Master levels;
 - 1.5. Provides support to academic staff during the use of equipment in the laboratories of the Department of Automatic and Computerized Robotics for scientific research purposes;
 - 1.6. Participates in the measurements and analyses of the expertise that are developed within the framework of the Institute of the Faculty of Electrical and Computer Engineering.
 - 1.7. Publishes weekly, monthly and annual plans for the maintenance of laboratory equipment and chemicals in the production of PCBs;
 - 1.8. Performs other professional work that is carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Undergraduate degree – relevant Faculty, Department of Automatic with Robotics;
 - 2.2. At least (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
 3. Functional category: Laboratory assistant at the University.
 4. Number of positions: One (1) in the Faculty of Electrical and Computer Engineering.

Article 192

Laboratory Technician of Electrical Engineering

1. The Laboratory Technician of Electrical Engineering has the following duties and responsibilities:
 - 1.1. Prepares and participates in the holding and organization of laboratory exercises with students, which include measurements and simulations of various parameters with

equipment that is used for testing motors, testing transformers in high voltage systems, testing oils, measuring electricity, etc.;

- 1.2. Calculates, analyzes and discusses the results obtained from the measurements and prepares the necessary analytical and graphical documentation to complete the paper;
 - 1.3. Performs the experimental part of the measurement during the completion of the diploma thesis at the Bachelor's and Master's levels;
 - 1.4. Preparation of instructions/manuals for the use of current equipment such as the operation of the equipment, the realization of the measurement process and the recording of data and computer programs of the equipment provided;
 - 1.5. It is responsible for the maintenance, calibration and creation of safe conditions during the working process of the equipment;
 - 1.6. Takes care of laboratory equipment, its maintenance and servicing in case of defects and damages;
 - 1.7. He participates in the commissions of expertise or the staff of the University;
 - 1.8. He participates in commissions for calculations in the experimental field within the framework of the University;
 - 1.9. Participates in measurements and analyses and expertise developed within the framework of the Institute of Faculty of Electrical and Computer Engineering;
 - 1.10. Provides weekly, monthly and annual plans for the maintenance of laboratory equipment;
 - 1.11. Performs other professional work that is carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma – Faculty of Electrical Engineering, Department of Electrical Engineering;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
 3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Electrical and Computer Engineering.

Article 193

Laboratory Technician of Computer Science and Engineering

1. The Computer Science and Engineering Laboratory Technician has the following duties and responsibilities:
 - 1.1. Preparation and participation in the conduct and organization of laboratory exercises with students, which include computer IT equipment, cyber security equipment, computer simulations, databases, installation of programming software and languages, installation of hardware in the field of IT and their continuous maintenance, etc.;
 - 1.2. Provides support to academic staff during the use of equipment and laboratories of the Department of Computer Engineering for scientific research purposes;
 - 1.3. Takes care of IT equipment, its maintenance and servicing in case of faults and defects;
 - 1.4. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate Diploma – relevant Faculty , Department of Computer Engineering;
 - 2.2. At last two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Electrical and Computer Engineering.

Article 194

Laboratory Technician in the Department of Agroecconomics

1. The Laboratory Technician in the Department of Agroecconomics, has the following duties and responsibilities:
 - 1.1. It offers students training for increasing capacities for scientific research in the field of Agroecconomics;
 - 1.2. Assists students in setting up experiments in scientific research in the field of Agroecconomics;
 - 1.3. Assists students in organizing and collecting data;
 - 1.4. Assists students in cleaning, processing, analyzing, interpreting and preparing the scientific research report;

- 1.5. Provides support to the academic staff of the Department of Agroeconomics, in research projects, related to the organization of work in the field, field measurements, coding and cleaning of data;
 - 1.6. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required for the job (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma — Faculty of Agriculture and Veterinary, Department of Agroeconomics;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.1. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.2. Knowledge of English is an advantage;
 - 3 Functional Category: Laboratory Technician in the University.
 - 4 Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 195

Laboratory Technician at the Department of Biotechnology or Zoological Science Technology

1. The Laboratory Technician in the Department of Biotechnology or Zoological Science Technology has the following duties and responsibilities:
 - 1.1. Performs preparations and technical operations related to the conduct of laboratory operational tutorials in the field of Animal Production;
 - 1.2. It performs the final technical operations related to the conduct of observational laboratory exercises on preserved material;
 - 1.3. Performs preparatory work and technical operations related to the conduct of tutorials (experiments on living material that requires the application of physicochemical methods and continuous monitoring during the day);
 - 1.4. Preparation for departure and return from the field and technical operations related to the conduct of field tutorials;
 - 1.5. Prepares the final technical operations related to the conduct of tutorials in the field and methods of plant protection and tutorials in which experiments/research are simulated;
 - 1.6. Introduces and provides technical assistance during observational laboratory tutorials on ready-made microscopic preparations and laboratory tutorials with living material;

- 1.7. Introduces and provides technical assistance during the conduct of experimental laboratory tutorials (experiments that are constantly being carried out for one day and many days);
 - 1.8. Works on the collection of samples and living material in the field for the needs of the realization of one exercise and provides technical assistance for the realization of the learning in the field;
 - 1.9. Takes care of the storage of samples and other materials collected in the field;
 - 1.10. Takes care of the safety and progress of the work in the laboratory;
 - 1.11. Takes care of the storage and maintenance of laboratory tools and equipment;
 - 1.12. Performs final technical operations related to the holding of the practical part of the exams, prepares the tests and provides the collection of live material for the need to hold the practical exam on the living material, provides technical and laboratory assistance during the work of the laboratory and experimental part of the diploma in bachelor's and master's studies;
 - 1.13. The laboratory technician is responsible and must perform all tasks related to the completion of the work in the laboratory and the successful implementation of practical, laboratory and field exercises;
 - 1.14. Performs other professional work that is required by the head of the department.
2. Qualifications and skills required (qualifications, experiments, skills and abilities required for the job):
- 2.1. University Diploma – relevant Faculty, Department of Biotechnology or Zoological Science Technology
 - 2.2. At least (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Laboratory assistant at the University.
4. Number of positions: One (I) in the Faculty of Agriculture and Veterinary.

Article 196

Laboratory Technician at the Department of Agriculture - Pomology

1. The Laboratory Technician at the Department of Agriculture - Pomology has the following duties and responsibilities:
- 1.1. Performs technical preparation for conducting laboratory exercises;
 - 1.2. Prepares the materials needed for tutorials both in laboratories and on the didactic farm;

- 1.3. Provides technical assistance for conducting practical learning in the Experimental Didactic Forum of the Faculty of Agriculture and Veterinary;
 - 1.4. Samples plant materials in the field;
 - 1.5. Provides technical assistance in plant crosses in experimental parcels;
 - 1.6. Performs various seed tests (germination capacity and energy), absolute weight, hectoliter, humidity, etc.;
 - 1.7. Performs the technical preparation of experimental fields for testing of different genotypes;
 - 1.8. Performs the preparation of final technical operations related to the conduct of laboratory exercises of preserved materials;
 - 1.9. Performs preparatory work and final technical operations related to the conduct of tutorials (experiments with living materials that require the application of physico-chemical methods and continuous monitoring during the day);
 - 1.10. Prepares field visits and other technical operations, related to conducting field tutorials;
 - 1.11. For assistance in the collection, testing, evaluation and conservation of plant genetic resources;
 - 1.12. Provides technical assistance while conducting experimental laboratory tutorials (experiments that require continuous one-day and multi-day follow-up);
 - 1.13 Takes care of the maintenance of work tools and the organization of their repairs;
 - 1.14. Provides technical assistance for work in laboratories, especially for students working on practical -experimental parts for the diploma thesis of Bachelor's or Master's level degrees;
 - 1.15. Performs other professional work required by the head of the department.
1. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 1.1. University Diploma - relevant Faculty, Department of Agriculture – Pomology;
 - 1.2. At least two (2) years of professional work experience;
 - 1.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 1.5. Knowledge of the English language is an advantage.
 2. Functional category: Laboratory Technician at the University.
 3. Number of positions: One (1) in the Faculty of Agriculture and Veterinary Medicine.

Article 197
Laboratory Assistant at the Department of Plant Protection

1. The Laboratory Technician in the Department of Plant Protection has the following duties and responsibilities:

- 1.1. Performs preparations and technical operations related to the conduct of laboratory operational tutorials in the field of plant protection;
- 1.2. It performs the final technical operations related to the conduct of observational laboratory tutorials on preserved material;
- 1.3. Performs preparatory work and technical operations related to the conduct of tutorials (experiments on living material that requires the application of physicochemical methods and continuous training during the day);
- 1.4. Performs preparations for going to and returning from the field and technical operations related to conducting field tutorials;
- 1.5. Performs the preparations of technical operations related to the conduct of tutorials by plant protection methods and tutorials in which experiments are simulated;
- 1.6. Introduces and provides technical assistance during observational laboratory tutorials on ready-made microscopic preparations and laboratory exercises with living material;
- 1.7. Introduces and provides technical assistance during the conduct of experimental laboratory tutorials (experiments that require continuous and multi-day and multi-day conduct);
- 1.8. Works on the collection of living material in the field for the needs of the realization of one tutorial and provides technical assistance for the training in the field;
- 1.9. Takes care of the maintenance of the materials collected in the soil (plant materials with pathogens, insectariums, herbariums, etc.);
- 1.10. Takes care of the laboratory, maintenance of the preserved material for the needs of cultivation, takes care of the preparation of new operations for the needs of cultivation in the field of plant protection;
- 1.11. Takes care of the maintenance of tools and equipment for work and the organization of their adjustment;
- 1.12. Performs final technical operations related to the holding of the practical exam, the preparation of evidence and the collection of living material for the need to hold a practical exam on living material, provides technical and laboratory assistance during the laboratory and experimental part of the diploma thesis in bachelor's and master's studies;
- 1.13. Performs other tasks according to the supervisors and supervisors, i.e. the head of the department;
- 1.14. Performs other professional work that is carried out by the head of the department.

2. Qualifications and skills needed (qualifications, experience and skills and abilities needed for the job):

- 2.1. Undergraduate degree – relevant Faculty;

- 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Laboratory assistant at the University.
 4. Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 198

Laboratory Assistant at the Department of Veterinary Medicine

- 1 The Laboratory Assistant in the Department of Veterinary Medicine has the following duties and responsibilities:
 - 1.1. Performs technical preparations for conducting laboratory tutorials;
 - 1.2. It provides the materials needed for tutorials both in the laboratory and in the didactic farm;
 - 1.3. For technical help of holding practical learning in the farm of the Faculty of Agriculture and Veterinary;
 - 1.4. Takes samples and animal materials in the field for the needs of the realization of one exercise, and provides technical assistance for field training;
 - 1.5. Prepares the final technical operations, related to the conduct of laboratory tutorials on preserved materials;
 - 1.6. Performs preparatory work and technical operations related to the conduct of tutorials (experiments with living materials that require the application of physics-chemical methods and continuous training during the day);
 - 1.7. Field visits and other technical operations, related to the conduct of on field tutorials;
 - 1.8. Provides technical assistance during experimental laboratory tutorials (experiments that have been conducted continuously for one day and many days);
 - 1.9. He takes care to prepare the laboratory materials before the experiment and after the experiment to clean them and return them to the most suitable place;
 - 1.10. Provides technical assistance, for laboratory work, especially for students who are working on the practical—experimental part for diploma thesis of the Bachelor's or Master level;
 - 1.11. Performs other technical work related to teaching, according to the requirements of the academic staff;
 - 1.12. Takes care to timely prepare the needed reagents for work in the laboratories;

- 1.13. Takes care of crops (cells, organization of one laboratory), maintenance of stables (vivarium) or aquariums with animals for the needs of training, maintenance of preserved material for the needs of the laboratory, maintains collections of plants of the highest quality, takes care of the maintenance of new operations for the needs of the cultivation in accordance with the methods of the one laboratory, performs all the work around the money of the small material expenditures;
 - 2.1. Takes care of the maintenance of the tools for work and organizes their repairs;
 - 2.2. Performs other professional work that is required by the head of the department.
- 3 Qualifications and skills required (qualifications, experiments, skills and abilities required for the job):
- 3.1. University Diploma - Faculty of Veterinary Medicine;
 - 3.2. At least two (2) years of professional work experience;
 - 3.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 3.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 3.5. Knowledge of the English language is an advantage.
- 4 Functional category: Laboratory Technician at the University.
- 5 Number of positions: One (1) in the Faculty of Agriculture and Veterinary Medicine.

Article 199

Laboratory Technician in the Department of Pomology-Viticulture

1. The Laboratory Technician in the Orchard-Viticulture Department has the following duties and responsibilities:
- 1.1. Performs technical preparation for holding tutorials with students;
 - 1.2. Prepare materials and equipment before holding laboratory tutorials as well as cleaning and arranging them after the end of laboratory tutorials;
 - 1.3. Prepare materials and equipment before holding practical tutorials in the didactic orchard of Faculty of Agriculture and Veterinary as well as cleaning and arranging them after completion;
 - 1.4. Participates and supports the practical demonstration of some activities in the didactic orchard of the Faculty of Agriculture and Veterinary as (pruning, harvesting, etc.);
 - 1.5. Provides technical support to students in the realization of diploma thesis (BSc. and MSc.) in laboratory and field measurements;

- 1.6. Supervise the technical activities in the didactic orchard of the Faculty of Agriculture and Veterinary as farm;
 - 1.7. Provides technical support in organizing and participating in practical visits of orchards and vineyards inside and outside Kosovo;
 - 1.8. Engages in joint professional work within the academic unit;
 - 1.9. Participates in various institutional organizations with the aim of raising professional skills;
 - 1.10. Provides support to the academic and administrative staff of the Department and Faculty in performing other technical works as needed;
 - 1.11. Performs other professional jobs that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
- 2.1. University Diploma - Relevant Faculty, Pomology-Viticulture Department;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Laboratory Technician at the University.
4. Number of positions: One (1) in the Faculty of Agriculture and Veterinary Medicine.

Article 200

Laboratory Technician at the Department of Food Technology with Biotechnology

- 1 The Laboratory Technician in the Department of Food Technology with Biotechnology, has the following duties and responsibilities:
 - 1.1. Remains responsible for the health and safety insurance of the laboratory and the processing departments within the FTB;
 - 1.2. Organizes the reception, treatment, preservation and storage of goods and food products of plant and animal origin;
 - 1.3. Performs the control of food products of plant and animal origin;

- 1.4. Works in the production of milk and its products, in the processing of meat and fish, fruits and vegetables, in the milling and processing of flour, in the production of sweets, sugar and starch, oils and fats, wine and other beverages, yeast and vinegar, etc.;
- 1.5. Teaches and supervises individual technological processes, such as cleaning, washing, drying, preserving (cooling, heating, smoking, sterilization, drying, irradiation), fermentation, distillation, extraction. Finally, take care of the packaging of ready-made food products in the appropriate packaging;
- 1.6. Keeps records and reports on the flow of production, and the quality of the products produced;
- 1.7. Controls the correct functioning of laboratory equipment and production equipment and cooperates in the development of new products and technologies;
- 1.8. Performs the control of finished products from the raw material of plant and animal origin;
- 1.9. Works on the correct technology of wastewater management and treatment processes;
- 1.10. Maintains professional documentation and information about laboratory work and processing facilities within the Department;
- 1.11. Participates in the development of a plan for sampling for physics-chemical, microbiological and sensory analyses;
- 1.12. Maintains and performs chemical, physical, microbiological and organoleptic analyses according to the plan;
- 1.13. Bares responsibility for the accuracy of results. Confirms the report of the laboratory test by evaluating the reciprocal compliance of the data taken, verifies the report with its signature;
- 1.14. Bares responsibility for sending samples of raw materials and their products to an external laboratory;
- 1.15. Keeps records of analyses, participates in the resolution of incident situations related to the analysis of quality of production, produces and submits reports to the work;
- 1.16. Works with chemicals, sometimes with hazardous reagents and must strictly adhere to safety procedures and rules at work, often requiring the use of protective equipment;
- 1.17. Supervises and controls reagents and preparations for the proper regulation and handling of equipment used in the testing procedure;
- 1.18. Prepares reagents and other solutions necessary for work;
- 1.19. Performs control and calibration of laboratory equipment;
- 1.20. Prepares standard curves and standard solutions;
- 1.21. Performs technical preparations for conducting laboratory tutorials;
- 1.22. Prepare the materials needed for both laboratory and didactic tutorials;
- 1.23. Provides technical assistance for conducting practical training at the FAV farm;
- 1.24. Provides technical assistance for laboratory work, especially for students who work in practical - experimental part for the diploma thesis of Bachelor's, Master's level etc.;

- 1.25. Also performs other technical work related to teaching, according to the requirements of the academic staff.
 - 1.26. Performs other professional work that is required by the head of department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma – relevant Faculty, Department of Food Technology with Biotechnology;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
 3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 201

Laboratory Technician of Food hygiene and Microbiology in the Department of Veterinary Medicine

1. The Laboratory Technician of Food Hygiene and Microbiology in the Department of Veterinary Medicine has the following duties and responsibilities:
 - 1.1. Performs laboratory work in the preparation of tutorials for students;
 - 1.2. Performs laboratory work in various national and international scientific-professional projects and activities;
 - 1.3. Works neither in the laboratory nor in the preparation of tutorials for students;
 - 1.4. Performs other professional tasks that are carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Diploma – relevant Faculty; Department of Microbiology;
 - 2.2. At least (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.

4. Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 202

Laboratory Technician for Learning Affairs in Physics

1 . Laboratory Technician for Learning Affairs in Physics, has the following duties and responsibilities:

- 1.1. Preparations and final technical operations related to the conduct of tutorials based on basic physical practice;
- 1.2. Preparation of final technical operations related to electrical engineering tutorials and practice;
- 1.3. Preparation of final technical operations related to the conduct of tutorials and higher physical practice;
- 1.4. Performs all work related to conducting an experiment or physical measurements, all works related to conducting an experiment or general and methodological physics;
- 1.5. Takes care of the maintenance of the tools of work and the organization of corrections of practical, basic, physical and methodological tools;
- 1.6. To provide technical literature related to the technical work and internship of students;
- 1.7. Prepares final technical work related to the holding of a practical exam from the laboratory practice in relation to the holding of a practical exam from the methodology of general physics;
- 1.8. Works and takes care of the maintenance of machines for the production of nitrogen for the needs of the forest;
- 1.9. Performs other professional work that is required by the head of the department.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. University Diploma - Faculty of Mathematical and Natural Sciences, Physics Major;
- 2.2. At two (2) years of professional work experience;
- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English Language is an advantage.

3. Functional Category: Laboratory Technician in the University.

4. Number of positions: One (1) in the Faculty of Mathematics and Natural Sciences

Article 203

Laboratory Assistant for Learning Affairs in Chemistry

1. The Laboratory Assistant for Learning Affairs in Chemistry has the following duties and responsibilities:
 - 1.1. Performs the preparations for the final operations related to the holding of tutorials in the basic practices (analytical chemistry, organic chemistry, biochemistry, inorganic chemistry, physical chemistry, chemistry methodology);
 - 1.2. Prepares the final operations related to the conduct of laboratory tutorials from advanced and special practices, instrumental methods, analysis and demonstrative practice;
 - 1.3. Engages students in work tools, provides technical assistance during laboratory tutorials and prepares experiments for demonstration in lectures;
 - 1.4. Prepares the final technical works related to the holding of a practical exam;
 - 1.5. Supervises partial or final practical exams in the laboratory;
 - 1.6. Makes distillation and redistillation of water for learning needs;
 - 1.7. Performs microchemical analysis of the population for learning needs;
 - 1.8. Performs IK analysis of the model (for learning needs);
 - 1.9. Performs RNM analysis of the model (for learning needs);
 - 1.10. Performs model analyses with the gaseous chromatography method (for learning needs);
 - 1.11. Conveys the literature related to the elaboration of the work technique in the students' internships;
 - 1.12. Provides Accounting of expenses and damages caused at the end of the semester, provides technical assistance for laboratory work to students who work on practical _ experimental parts for the diploma thesis of the bachelor's or master's degree;
 - 1.13. Performs other professional jobs that are required by the head of the department.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate Degree - Faculty of Mathematics and Natural Sciences, Chemistry Major;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.

3. Functional category: Laboratory Technician at the University.
4. Number of positions: One (1) in the Faculty of Mathematics and Natural Sciences.

Article 204

Laboratory Technician for Learning Affairs in Biology

1 . The Laboratory Assistant for Learning Affairs in Biology has the following duties and responsibilities:

- 1.1. Performs technical preparations and operations related to the conduct of laboratory operating exercises in ready-made microscopic apparatus;
- 1.2. Prepares the final technical operations related to the conduct of observational laboratory exercises on preserved material;
- 1.3. Performs the preparatory works and final technical operations related to the conduct of the exercises (experiments on live material requiring the application of physicochemical methods and continuous monitoring during the day);
- 1.4. Makes preparations for going and returning from the field and technical operations related to holding field exercises;
- 1.5. Prepares the final technical operations related to the conduct of the exercises by the methods of biology and the exercises in which the experiments are simulated;
- 1.6. Introduces and provides technical assistance during the conduct of observational laboratory exercises on ready-made microscopic preparations and laboratory tutorials with live and non-living material;
- 1.7. Introduces and provides technical assistance during the conduct of experimental laboratory tutorials (experiments that require continuous one-day and multi-day follow-up);
- 1.8. Works on the collection of live material in the field for the needs of the realization of an tutorial and provides technical assistance for the teaching in the classroom which is carried out by students together with the teachers;
- 1.9. Takes care of crops (cells, organization of a laboratory), maintenance of preserved material for learning needs, maintenance of plant collections, takes care of the acquisition of new operations for learning needs within the methods of a laboratory, performs all work regarding the priority of small spent material;
- 1.10. Takes care of the preservation of crops: plant and animal cells and tissues which are used for experiment demonstration, diploma thesis and scientific research;
- 1.11. Takes care of the selection and storage (from damage) of ready-made microscopic preparations used for laboratory exercises;

- 1.12. Takes care of the multiplication (irrigation and soil change) of the plants used for the demonstration of the experiment;
- 1.13. Maintains and records herbarized plants that are in the herbarium laboratory;
- 1.14. Takes care to prepare the necessary chemical and microbiological reagents in time for work in the laboratory;
- 1.15. He/she takes care to prepare the laboratory dishes before the experiment, and after the experiment to clean them and return them to the previous place;
- 1.16. Takes care of the (sterilization) of the apparatus and nutrients used for Microbiology subjects;
- 1.17. Takes care of the disposal and elimination in a safe place of potentially hazardous material containing bacteria, viruses and fungi after completion of the demonstration and experimental part with students;
- 1.18. Takes care of the maintenance of the tools for work and the organization of their repairs, such as: calibration of the equipment used in the experiment;
- 1.19. Performs final technical operations related to the holding of a partial technical examination, the final practical examination, the preparation of tests and the collection of live material for the needs of holding a practical examination in live material and not in alive, provides technical assistance to students during the work in the laboratory and during the work of the practical (laboratory - experimental) part of the Bachelor's, Master's and Doctoral diploma thesis;
- 1.20. Performs other professional tasks required by the head of the department.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. University Diploma — Faculty of Mathematical and Natural Sciences, Department of Biology;
- 2.2. At least two (2) years of professional work;
- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English language is an advantage.

3. Functional Category: Laboratory Technician in the University.

4. Number of positions: One (1) in the Faculty of Mathematics and Natural Science.

Article 205
Laboratory Technician in Biological and Veterinary Sciences

1. Veterinary laboratory technician in biological and veterinary sciences has the following duties and responsibilities:

- 1.1. Takes care of providing sufficient funds for laboratory animals (laboratory mice, rabbits, frogs, turtles, carp, squirrels, etc.) for cattle (cows, sheep, goats, etc.), as well as for birds (chickens, geese, ducks, etc.);
- 1.2. Takes care that resources are constantly developed, maintaining the existing ones;
- 1.3. Feeds the living things, cleans the stable where they stay, as well as transports the exhibits to the laboratory where they are experimented with and after the experiment is carried out, returns them to the stable;
- 1.4. Prepares the experimental exhibit and other materials necessary for conducting the experimentation;
- 1.5. Takes care of the maintenance of stables (vivarium) or aquariums with animal feeding needs,
- 1.6. Takes care of the maintenance of compilations (compilations of the invertebrates, of the vertebrae);
- 1.7. According to the needs of the Zoology and Botany Department, it carries out official visits to the coast to provide experimental animals that live in the seas such as: sea urchin, octopus, cuttlefish, starfish, sea cucumber, jellyfish, as well as coastal plants *Agave americana*;
- 1.8. According to the needs of the students and with the permission of the teachers, helps them with the students, introduces them to the habitat where animals and plants live, demonstrates the method of collecting, sacrificing and preserving the animals that the students then use for the preparation of the practical part of the exam;
- 1.9. Demonstrates and provides technical assistance to students working on graduate research topics on the sacrifice and narcotization of experimental animals;
- 1.10. Prepares dishes and chemical substances (alcohol, formalin) according to concentrations for the preservation (preservation) of laboratory animals, tissues and organs;
- 1.11. For the selection (if experimental animals can be used for experimentation) and the registration of laboratory animals (live and preserved) found in the vivarium;
- 1.12. Repairs and cleans the equipment used for the construction of the terrain (such as: nets, thermal nets containing glass and plastics);
- 1.13. Care is taken to ensure that dead and sacrificed animals during the experiment are taken to safe places;
- 1.14. Takes care of the cleaning of laboratory equipment and research laboratories;
- 1.15. Performs other professional work that is carried out by the head of the department.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. University Diploma – relevant Faculty, Department of Biology or Veterinary Medicine;
 - 2.2. At least two (2) years of professional work;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Mathematics and Natural Sciences.

Article 206

Laboratory Technician for herbarium

1. Laboratory Technician for Herbarium in biological and veterinary sciences has the following duties and responsibilities:
 - 1.1. Takes care to provide a sufficient fund of plants that are stored in the laboratory;
 - 1.2. Takes care that resources are constantly being pursued, maintaining the existing ones;
 - 1.3. Nourishes and maintains plants according to professional protocols and procedures;
 - 1.4. Cultivates and maintains the collection of plants mounted on sheets;
 - 1.5. It takes care of the maintenance of plants and the laboratory;
 - 1.6. Take care of the collection of plants and nature;
 - 1.7. Takes care of the increase of the collection of plants and the procedure of their identification by experts;
 - 1.8. He takes care of the printing and assembly of plants and archival literature;
 - 1.9. Take care that the plants have the main morphological characteristics, after assembly and archival paper;
 - 1.10. Labels plants with their scientific names, collector's name and other information as needed;
 - 1.11. Maintains the plant collection in the laboratory;
 - 1.12. Deposits plants by families and genders;
 - 1.13. Takes care of the cleaning of laboratory equipment and research laboratories;
 - 1.14. Performs other professional work that is carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. University Diploma – relevant Faculty, Department of Biology, relevant program;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Mathematics and Natural Sciences.

Article 207

Laboratory Technician for Learning Affairs for Communication and Transport Program

1. The Laboratory Technician for Learning Affairs for Communication and Transport Program the following duties and responsibilities:
 - 1.1. Performs preparations and final technical operations related to the conduct of tutorials based on technical practice;
 - 1.2. Preparation of final technical operations related to tutorials and practices according to different technical fields;
 - 1.3. Prepare the final technical operations related to the conduct of tutorials and internships in the fields of training;
 - 1.4. Performs all the work related to the holding of the One experiment and organizes all the work related to its holding in various technical fields;
 - 1.5. Takes care of the maintenance of work equipment and organizes corrections of equipment damaged during the internship;
 - 1.6. To provide technical literature related to the development of technical work and the traineeship of students;
 - 1.7. Final technical work related to the holding of a practical examination from laboratory practice in technical fields;
 - 1.8. Takes care of the maintenance of cars and appliances with spare parts;
 - 1.9. Performs other professional tasks that are assigned by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Diploma – relevant Faculty, Department of Communication and Transport;
 - 2.2. At least (2) Years of professional work experience;

- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in program applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage;
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Mechanical Engineering.

Article 208

Laboratory Technician for Learning Affairs for Mechatronics Program

1. The Laboratory Technician for Educational Affairs for the Mechatronics Program has the following duties and responsibilities:
 - 1.1. Performs preparations and final technical operations related to the conduct of tutorials on the basis of technical practice;
 - 1.2. Prepares the final technical operations related to tutorials and practices according to different technical fields;
 - 1.3. Prepares the final technical operations related to the holding of tutorials neither practical nor relevant fields;
 - 1.4. Performs all the work related to the holding of the one experiment and organizes all the work related to its holding in various technical fields;
 - 1.5. Takes care of the maintenance of work equipment and organizes repairs of damaged equipment during the internship;
 - 1.6. Provides technical literature related to the development of technical work and internship of students;
 - 1.7. Provide final technical work related to the holding of a practical exam from laboratory practice in technical fields;
 - 1.8. Takes care of the maintenance of cars and appliances with spare parts;
 - 1.9. Performs other professional work that is carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Diploma — Faculty of Mechanical Engineering, Mechanical Engineering;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.

2. Functional Category: Laboratory Technician in the University.
3. Number of positions: One (1) in the Faculty of Mechanical Engineering.

Article 209

Laboratory Assistant for Learning Affairs for the Thermoenergetic and Renewable Energy Program

1. The Laboratory Technician for the Thermoenergetic and Renewable Energy Program has the following duties and responsibilities:
 - 1.1. Performs the final technical preparations and operations related to the conduct of tutorials based on technical training;
 - 1.2. Prepare the final technical operations related to tutorials and practices according to different technical fields;
 - 1.3. Prepares the final technical operations related to the holding of exercises in practicums in all of the relevant fields;
 - 1.4. Performs all the work related to the holding of a experiment and organizes all the work related to its holding in various technical fields;
 - 1.5. Takes care of the maintenance of work equipment and organizes corrections of damaged equipment during the internship;
 - 1.6. Provides technical literature with the development of technical work and internship of students;
 - 1.7. Final technical work related to the holding of a practical examination from the laboratory practice in the technical fields;
 - 1.8. Takes care of the maintenance of cars and appliances with spare parts;
 - 1.9. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Diploma – relevant Faculty, Department of Thermoenergetics and Renewable Energy;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
Computer skills and software applications (Word, Excel, PowerPoint, Access);
Knowledge of the English language is an advantage.
2. Functional Category: Laboratory Technician in the University.
3. Number of positions: One (1) in the Faculty of Mechanical Engineering.

Article 210

Laboratory Assistant for Learning Affairs for the Program of Industrial Engineering and Management

1. The Laboratory Assistant for the Production and Industrial Engineering and Management, has the following duties and responsibilities:
 - 1.1. Performs preparations and final technical operations related to the tutorials based on relevant technical practicum;
 - 1.2. Preparation of final technical operations related to tutorials in practicums according to different technical fields;
 - 1.3. Preparation of the final technical operations related to the holding of tutorials in the practicums of the relevant fields;
 - 1.4. Performs all the work related to the conduct of an experiment and organizes all the work related to its conduct in various technical fields;
 - 1.5. Takes care of the maintenance of work tools and organizes repairs of damaged tools during the practicum;
 - 1.6. Follows technical literature related to the processing of the work technique in students; practicum;
 - 1.7. Provide final technical work related to the holding of a practical exam from laboratory practice in technical fields;
 - 1.8. Takes care of the maintenance of machines and appliances with spare parts
 - 1.9. Performs other professional work that is required by the head of the department.

2. Qualifications and skills needed (qualifications, experience, skills, and abilities needed for the job):
 - 2.1. University Diploma – relevant Faculty, Department of Industrial Engineering with Management;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.

3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Mechanical Engineering.

Article 211

Laboratory Technician for Learning Affairs for Department of Engineering Design and Automation

1. The Laboratory Assistant for Teaching for the Engineering Design and Automation Program, has the following duties and responsibilities:
 - 1.1. Performs preparations and final technical operations related to the conduct of tutorials in the basis of technical training;
 - 1.2. Prepare the final technical operations related to tutorials and practices according to different technical fields;
 - 1.3. Prepare the final technical operations related to the conduct of tutorials in the fields of practice;
 - 1.4. Performs all the work related to the holding of a experiment and organizes all the work related to its holding in various technical fields;
 - 1.5. Takes care of the maintenance of the work equipment and the organization of corrections of the equipment damaged during the internship;
 - 1.6. Provides technical literature related to the development of technical work and students practicum;
 - 1.7. Provide final technical work related to the holding of a practical exam from laboratory practice in technical fields;
 - 1.8. Takes care of the maintenance of cars and appliances with spare parts;
 - 1.9. Performs other professional tasks required by the Head of Department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Diploma – relevant Faculty, Department of Design Engineering and Automation;
 - 2.2. At least (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Laboratory assistant at the University.
4. Number of positions: One (1) in the Faculty of Mechanical Engineering.

Article 212

Laboratory Technician in the sciences of Biology

1. The Laboratory Technician in the sciences of Biology has the following duties and responsibilities:

- 1.1. Performs preparations and technical operations related to the conduct of laboratory operating exercises in ready-made microscopic apparatus;
- 1.2. Prepares the final technical operations related to the conduct of observational laboratory tutorials on preserved material;
- 1.3. Performs preparatory work and final technical operations related to the conduct of tutorials (experiments in living material that requires the application of physicochemical methods and continuous training during one day);
- 1.4. Makes preparations for departure and return from the field and technical operations related to the holding of field exercises;
- 1.5. Prepares the final technical operations related to the conduct of exercises by biological methods and tutorials in which experiments are simulated;
- 1.6. Introduces and provides technical assistance during the conduct of observational laboratory exercises on ready-made microscopic preparations and laboratory tutorials with living material;
- 1.7. Introduces and provides technical assistance during the conduct of experimental laboratory tutorials (experiments that are continuous and multi-day and multi-day experiments);
- 1.8. Works neither in the collection of living material nor in the field for the needs of the realization of an tutorials and provides technical assistance for the training in the field;
- 1.9. Takes care of the maintenance of the collections (collections of invertebrate, vertebrae the herbariums);
- 1.10. Takes care of crops (cells, organization of a laboratory), maintenance of stables (vivarium) or aquariums with animals for the needs of the study, maintenance of the preserved material for the needs of the study, for the maintenance of collections of the plants of the highest level, takes care of the preparation of new operations for the needs of the measurement and the framework of the methods of the laboratory, performs all work on the preparation of the material spent;
- 1.11. Takes care of the maintenance of the work equipment and the organization of their repairs;
- 1.12. Performs the final technical operations related to the holding of the partial technical examination, the final practical examination, the preparation of tests and the collection of living material for the need to pass a practical examination, provides technical assistance during the laboratory work of the diploma, magistrate;
- 1.13. Provides technical assistance for work in the laboratory to students who are working on practical experimental work for the thesis, bachelor's or master's degree;
- 1.14. Performs other professional work that is carried out by the head of the department.

1. Qualifications and skills required (qualifications, experience, skills, abilities and required for the job):
 - 1.1. Undergraduate Diploma - Faculty of Mathematical and Natural Sciences, Department of Biology;
 - 1.2. At least (2) years of professional work experience;
 - 1.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 1.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 1.5. Knowledge of the English language is an advantage.
2. Functional category: Laboratory Technician at the University.
3. Number of positions: Two (2) in the Faculty of Medicine.

Article 213

Laboratory Technician for Physics sciences

1. The Laboratory Technician in the sciences of Physics has the following duties and responsibilities:
 - 1.1. To carry out preparations and final technical operations related to the conduct of tutorials based on basic physical practice;
 - 1.2. Prepare the final technical operations related to the tutorials in the field of electrotechnics;
 - 1.3. Prepare the final technical operations related to the conduct of tutorials in the higher physical practice;
 - 1.4. Carry out all work related to the conduct of a experiment in physical measurement, all work related to the conduct of a experiment in general physics and methodology;
 - 1.5. Take care of the maintenance of the tools of work and the organization of corrections of the practical, basic, physical and methodological tools;
 - 1.6. To provide technical literature related to the processing of the works techniques in the students practicum;
 - 1.7. Prepares final, technical works related to the holding of a practical exam from the laboratory practice related to the holding of a practical exam from the methodology of the general physics;
 - 1.8. Work and take care of the maintenance of machinery for the production of nitrogen for the needs of the forest;
 - 1.9. Performs other professional work that is performed by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma - Faculty of Mathematical and Natural Sciences, Physics Major;

- 2.2. At least (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional category: Laboratory Technician at the University.
 4. Number of positions: Two (2) in the Faculty of Medicine.

Article 214

Laboratory Technician for Chemistry sciences

1 . The Laboratory Technician in the sciences of Chemistry has the following duties and responsibilities:

- 1.1. Carry out preparations for the final operations related to the holding of tutorials in basic practices (analytical chemistry, organic chemistry, biochemistry, inorganic chemistry, physical chemistry, chemistry methodology);
- 1.2. Prepare the final operations related to the conduct of laboratory tutorials from higher and special practices, instrumental methods, analysis and demonstrative practice;
- 1.3. Engage students in work tools and provide technical assistance during laboratory exercises as well as prepare experiments for demonstration in lectures;
- 1.4. Prepare the final technical works related to the holding of a practical exam;
- 1.5. Supervise partial or final practical exams in the laboratory;
- 1.6. They distill and redistill water for the needs of the lesson;
- 1.7. Perform microchemical analysis of the population for learning needs;
- 1.8. Perform IK analysis of the model (for learning needs);
- 1.9. Perform RNM analysis of the model (for learning needs);
- 1.10. Perform model analyses with the gas chromatography method (for the needs of the lesson);
- 1.11. Monitor the literature related to the elaboration of the work technique in the students' internships;
- 1.12. Make an Estimate of expenses and damages caused at the end of the semester;
- 1.13. Provide technical assistance for laboratory work to students who work on practical experimental parts for the diploma thesis of the bachelor's or master's degree;
- 1.14. Performs other professional work required by the head of the department.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. Undergraduate Degree - Faculty of Mathematics and Natural Sciences, Department of Chemistry;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is a priority.
3. Functional category: Laboratory Technician at the University.
 4. Number of positions: Two (2) in the Faculty of Medicine.

Article 215

Laboratory Technician for Learning Affairs in Physiotherapist

1. Laboratory technician for Learning Affairs in Physiotherapist, has the following duties and responsibilities:
 - 1.1. Maintains and provides equipment for the realization of physiotherapeutic exercises;
 - 1.2. Record and responds the classification of the apparatus i.e. in the laboratory;
 - 1.3. Functional preparation of equipment for follow-up exercises with students;
 - 1.4. Prepares the final technical operations related to the holding of tutorials in practicums in relevant fields;
 - 1.5. Preparation of final technical works related to the holding of a practical examination from the laboratory practice in the relevant field;
 - 1.6. Performs other professional work that is carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma – relevant Faculty, Department of Physiotherapy;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an experience.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Medicine.

Article 216

Laboratory Technician or Learning Affairs in Dentistry

1. The Laboratory Technician for Learning Affairs in Dentistry, has the following duties and responsibilities:
 - 1.1. Checks various orthodontic appliances;
 - 1.2. Takes care of the working tools and the technical laboratory;
 - 1.3. Takes care of the hygienic-technical conditions and protective measures in the laboratory;
 - 1.4. Answers about the quality and timeline of prosthetic works;
 - 1.5. Assists and coordinates effective cooperation between the services of the technical laboratory;
 - 1.6. Performs fixed and mobile prosthetic works;
 - 1.7. Performs other professional tasks that are carried out by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate Diploma – relevant Faculty, Department of Dentistry;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Medicine.

Article 217

Dental Technical Laboratory Technician - Preclinical Dentistry

1. The Dental Technician - Preclinical Dentistry, has the following duties and responsibilities:
 - 1.1. Performs fixed and mobile prosthetic works with students;
 - 1.2. Performs the works of various orthodontic appliances for the realization of tutorials with students;
 - 1.3. Takes care of the work equipment or the technical laboratory;
 - 1.4. Takes care of the hygienic-technical conditions and protective measures in the laboratory;
 - 1.5. Answers on the quality and timeline of prosthetic works;
 - 1.6. Assists and coordinates the cooperation of the academic staff and effective management between the services of the technical laboratory;
 - 1.7. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):

- 2.1. University Diploma – relevant Faculty
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: Two (2) at the Faculty of Medicine.

Article 218

Laboratory Technician for Learning Affairs in Physiology with Immunology

1. Laboratory Technician for Learning Affairs in Physiology with Immunology has the following duties and responsibilities:
 - 1.1. Performs preparations and technical operations related to conducting laboratory tutorials under a microscope;
 - 1.2. Prepares all tutorials with a curriculum and supports students during the implementation of the tutorials;
 - 1.3. Takes care of the work equipment before and after the laboratory tutorials;
 - 1.4. Helps students in the technical aspect in preparation for exams;
 - 1.5. As needed, also participates during the practical exam;
 - 1.6. Introduces and assists during laboratory exercises with a microscope, with living and non-living material;
 - 1.7. Compiles requests for the consumable material and non consumable for tutorials;
 - 1.8. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experiences, skills and abilities required for this job):
 - 2.1. University Diploma – relevant Faculty;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is a priority.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Medicine.

Article 219

Laboratory Technician for Learning Affairs in Anatomy

1. The Laboratory Technician for Teaching and Anatomy has the following duties and responsibilities:
 - 1.1. Takes care of the work equipment before and after the laboratory exercises;
 - 1.2. Performs preparations and technical operations related to the conduct of laboratory tutorials;
 - 1.3. As needed, he also participates during the practical exam;
 - 1.4. Compiles requests for the consumable material and not consumable for tutorials;
 - 1.5. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. University Diploma – relevant Faculty
 - 2.2. At least (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Medicine.

Article 220

Laboratory Technician for Learning Affairs in Biochemistry

1. The Laboratory Technician for Learning Affairs in Biochemistry has the following duties and responsibilities:
 - 1.1. Performs preparations and technical operations related to the conducting of laboratory tutorials;
 - 1.2. Prepares the reagents for conducting laboratory tutorials;
 - 1.3. Cleaning and sterilization of utensils and other equipment after performing the tutorials;
 - 1.4. Supplies the laboratory with adequate reagents and tools according to the groups;
 - 1.5. Monitors the situation and compiles the requests for the supply of reagents;
 - 1.6. Performs the process of salinization or distillation of water;
 - 1.7. Performs other professional work that is required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. Undergraduate Diploma - Faculty of Mathematical and Natural Sciences, Department of Biochemistry ;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in program applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage;
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) in the Faculty of Medicine.

Article 221

Laboratory Technician for Learning Affairs in Pharmacy

1. The Laboratory Technician for Learning Affairs in Pharmacy has the following duties and responsibilities:
 - 1.1. Performs preparations and technical operations related to the conduct of laboratory tutorials;
 - 1.2. Prepares the reagents for conducting laboratory tutorials;
 - 1.3. Cleans and sterilizes clothes and other equipment after performing tutorials;
 - 1.4. Supplies the laboratory with adequate reagents and tools according to groups;
 - 1.5. Prepares the situation and prepares the requirements for the supply of reagents;
 - 1.6. Performs the process of salinization or distillation of water;
 - 1.7. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. Undergraduate Diploma – relevant Faculty, Department of Pharmacy;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in program applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.

4. Number of positions: One (1) in the Faculty of Medicine.

Article 222

Laboratory Technician for Pathology

1. The laboratory technician for pathology, has the following duties and responsibilities:
 - 1.1. The technical work of the laboratory technician is the technical processing of tissue samples and the preparation of microscopic preparations with routine histopathological techniques with HE staining and other special dyes (fixation, pre-finishing, cutting, staining, covering);
 - 1.2. Prepares the list of preparations depending on the weekly exercises;
 - 1.3. Is responsible for the regular storage and cleanliness of the exercise rooms;
 - 1.4. Takes care of microscopic preparations, archives and stores the inventory that is loaded;
 - 1.5. Respect the working hours and use them only for the performance of the duties of the workplace;
 - 1.6. Communicate with executives and colleagues in accordance with ethical rules;
 - 1.7. Required to not perform work in the laboratory that represents a conflict of interest with his/her duties or hinders the performance of his/her duties;
 - 1.8. Performs other professional work that is required by the head of the department.
2. Qualifications and skills needed (qualifications, experiences, skills and abilities needed for the job):
 - 2.1. University Diploma – relevant Faculty;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills and software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is a priority.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: Two (2) in the Faculty of Medicine.

Article 223

Laboratory Technician — veterinarian for veterinary biological sciences

1. Laboratory Technician — veterinarian for biological sciences and veterinary sciences, has the following duties and responsibilities:

- 1.1. Take care of providing sufficient funds for laboratory animals (laboratory animals, rabbits, frogs, turtles, snails) etc., livestock (cows, sheep, goats) etc. as well as for birds (chicken, geese, ducks) etc.;
 - 1.2. Take care that resources are constantly updated and that existing ones are maintained;
 - 1.3. To feed the living things, to clean the stable where they live, as well as to carry the exhibits to the laboratory where they are experimented with and after the experiment is carried out to return them to the stable;
 - 1.4. Preparation of the experimental exhibit and other materials necessary for the conduct of the experimentation;
 - 1.5. Take care of the timely preparation of the reagents necessary for work or laboratory;
 - 1.6. Takes care to prepare the laboratory materials before the experiment and after the experiment to clean them and return them to the previous place;
 - 1.7. Performs other professional tasks that are required by the head of the department.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma – relevant Faculty;
 - 2.2. At least (2) years of professional experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
 3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: Two (2) in the Faculty of Medicine.

Article 224
Veterinary Doctor

1. The veterinary doctor has the following duties and responsibilities:
 - 1.1. Performs professional work with patients (dogs and cats) at the University Clinic of Small Animals;
 - 1.2. To train students to professional practical work;
 - 1.3. Performs interventions according to the needs of the animals of the Experimental Didactic Farm;
 - 1.4. Reports and answers to the secretary of the faculty neither in the administrative aspect, whereas in the operational aspect, coordinates the work with the relevant vice dean
 - 1.5. Also performs other works according to the requirements of the supervisors.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma - Faculty of Veterinary Medicine;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) in the Faculty of Agriculture and Veterinary.

Article 225

Laboratory Technician for administering analyzes

1. The laboratory technician for the delivery of analyzes has the following duties and responsibilities, as follows:
 - 1.1. Prepare samples for the analytical groups of cations each;
 - 1.2. Prepares samples of rare and general anions;
 - 1.3. Prepares samples for various ores and alloys;
 - 1.4. Prepares the necessary standards for the analysis of the test (from qualitative and quantitative analysis);
 - 1.5. Prepares and standardizes samples for gravimetric and extraction analysis;
 - 1.6. Prepares and standardizes samples for atomic absorption spectroscopy, chromatography, optical, electroanalytical methods;
 - 1.7. Ensures the implementation of quality management procedures and validated standard methods;
 - 1.8. Prepares the materials for the work of chemical analyses according to the syllabus of the subjects and submits them to the students;
 - 1.9. Prepares according to standard procedures the solutions (standards) based on the syllabus of subjects for performing quantitative chemical analyses: with the method of neutralization, precipitation, complexometric, oxide reduction, by the students;
 - 1.10. Prepares samples for analysis according to the methodology set by the teachers for instrumental analysis and submits them to the students according to the procedure for performing the analyzes set in the syllabus of the subject;
 - 1.11. Performs the calculations and verifies the accuracy of the results obtained by the students and signs them or returns them for repetition of the analysis;

- 1.12. Creates a database for maintaining the list of students who have successfully completed the analysis by academic year (no student is entitled to take the exam without conducting the exam analysis);
- 1.13. Prepare various standards for conducting analyses with instrumental analytical methods for research laboratories upon request of personnel;
- 1.14. Collaborates with the teachers of the relevant subjects on the preparation of the analysis syllabus;
- 1.15. Submits to the professors of the relevant subject the register with the names of the students who have successfully completed the analysis of the exam and have earned the right to enter the exam;
- 1.16. Identifies and records chemical reagents and consumables in the laboratory for the preparation of analyses and takes care of their timely provision;
- 1.17. Keeps records of the provision of analyses, as well as final analyses by subjects and students;
- 1.18. Collaborates with teachers of relevant subjects on the preparation of analyses;
- 1.19. Takes care of the timely provision of material for analysis;
- 1.20. Performs testing of samples prepared according to standard procedures and methods to verify their accuracy;
- 1.21. Organizes the work and takes care of the confidentiality of the storage of the results in the laboratory for the preparation of analyses;
- 1.22. Maintains the laboratory inventory in a professional manner to ensure a safe and qualitative environment in the laboratory for the preparation of analyses;
- 1.23. For his/her work, he/she reports and reports to the secretary of the faculty in the administrative aspect, while in the operational aspect he/she coordinates the work with the heads of the relevant departments;
- 1.24. Performs other tasks according to the requirements of the supervisors, and as required by the staff of the Faculty.

2. Qualifications and skills required (qualifications, qualifications, skills and skills required for this job):

2.1. Undergraduate Diploma – Faculty of Natural Mathematical Sciences, Chemistry Major;

2.2. At least (2) years of professional work;

2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;

2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);

2.5 Knowledge of the English language is a priority.

3. Functional category: Laboratory Technician at the University.

4. Number of positions: Two (2) employees in the Faculty of Mathematical and Natural Sciences.

Article 226

Laboratory Technician for asphalt and stone as building materials

1. The Laboratory Technician for asphalt and stone as building materials the following duties and responsibilities:
 - 1.1. Performs final technical preparations and actions to support the conducting of tutorials on the basis of standards as well as curriculums from study program;
 - 1.2. Preparation of the necessary equipment and other additional equipment necessary for the performance of experimental tutorials;
 - 1.3. Takes care of the maintenance of equipment and equipment as well as the organization of adjustments, concentrations of tools;
 - 1.4. Performs all the preliminary work related to the holding of the a experiment and organizes all the work related to the holding of the exercise in the fields of concrete materials and concrete products;
 - 1.5. Provides technical literature related to the processing of technical work in the tutorials-review or experiment for the students;
 - 1.6. It is responsible for the equipment, apparatus, laboratory premises that they are functional at any given time;
 - 1.7. Organizes and disposes of residual waste during the conduct of experiments to the waste landfill;
 - 1.8. Reports in the preliminary periods for the supply of materials necessary for the conduct of experiments and for the supply of spare parts of equipment or new equipment necessary;
 - 1.10. For his/her work, he/she reports and reports to the secretary of the faculty in the administrative aspect, while in the operational aspect he/she coordinates the work with the head of the department of the department;
 - 1.1 1. He also performs other work according to the requirements of the supervisors, as well as the teaching staff of the faculty as needed.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma - Faculty of Civil Engineering, relevant Department;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);

- 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
4. Number of positions: One (1) employee in the Faculty of Civil Engineering.

Article 227

Laboratory for Building Materials — Concrete and Concrete Products

1. The Laboratory for Building Materials — Concrete and Concrete Products, has the following duties and responsibilities:
 - 1.1. Performs preparations and final technical actions to support the organization of tutorials on the basis of standards as well as curricula from study programs for asphalt materials and its products, as well as stone and stone products;
 - 1.2. Preparation of training equipment as well as other training equipment necessary for the implementation of experimental tutorials;
 - 1.3. Takes care of the maintenance of equipment and equipment, as well as the organization of adjustments, centering of tools;
 - 1.4. Performs all the preliminary work related to the conduct of an experiment and organizes all the work related to the conduct of the tutorials in the fields of the preparation of asphalt materials and its constituents, as well as stone and stone products;
 - 1.5. Provides technical literature on the fields of asphalt and stone materials related to technical work or exercise-examination or experiment for students;
 - 1.6. It is responsible for the equipment, equipment, laboratory premises that they are functional and that they are not available at the time they are needed;
 - 1.7. Organizes and removes residual waste during the implementation of experiments to waste landfills;
 - 1.8. Performs duties and work of a laboratory technician in the field with the approval of the Secretary or Dean of the Faculty;
 - 1.9. Reports on the preliminary periods for the supply of materials necessary for the conduct of experiments as well as for the supply of spare parts of equipment or new necessary equipment;
 - 1.10. The services of the laboratory technician are unlimited for all students of the Faculty including the work of diplomas.
 - 1.11. Reports and responds to the secretary of the faculty in the administrative aspect, while in the operational aspect coordinates the work with the head of the department;
 - 1.12. Performs other work according to the requirements of the supervisors, and according to the needs of the faculty's teaching staff.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. Undergraduate Diploma - Faculty of Civil Engineering, relevant Department ;
 - 2.2. At least two (2) years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is advantage.
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) employee in the Faculty of Civil Engineering.

Article 228

Laboratory Technician for experimental mechanics and structures

1. The Laboratory Technician for experimental mechanics and structures, has the following tasks and responsibilities:
 - 1.1. Performs preparations and technical actions for the organization of special experiments, experimental studies of structural elements or structures derived from structural elements;
 - 1.2. Preparation of the equipment and other equipment necessary for the realization of experimental exercises, assembly-disassembly of equipment, centering of equipment, connection of it to hydraulic or combined electrical supplies;
 - 1.3. Supervises and assists in the implementation of experimental models according to projects for examination, their connection, centering and other technical or even logistical work;
 - 1.4. Carries responsibility for the safety of equipment against damage, breakdown or even damage;
 - 1.5. Helps the process during the implementation of experiments at all times;
 - 1.6. Takes care of the maintenance of equipment and apparatus as well as the organization of negotiations, concentrations of means of supply and equipment;
 - 1.7. Reports on the preliminary periods for the supply of materials necessary for the conduct of experiments as well as for the supply of spare parts of equipment or even new equipment necessary;
 - 1.8. Provides technical literature as well as standards for structures related to the exploration and examination of structural structures-elements;
 - 1.9. It is important for the equipment, apparatus, laboratory premises that they are functional or at whatever time they are required;
 - 1.10. Organizes the removal of waste left during the implementation of experiments;
 - 1.11. Performs duties and work of a laboratory technician in the field with the approval of the secretary or dean of the Faculty;

- 1.12. For his/her work, he/she reports and reports to the secretary of the faculty in the administrative aspect, and in the operational aspect, he/she coordinates the work with the head of the department;
 - 1.13. Performs other tasks according to the requirements of the Faculty's teaching staff, as well as the teaching staff of the faculty.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):
 - 2.1. University Diploma - Faculty of Civil Engineering, relevant Department;
 - 2.2. At least (2) Years of professional work experience;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
 3. Functional category: Laboratory assistant at the University.
 4. Number of positions: One (1) employee in the Faculty Of Civil Engineering.

Article 229

Laboratory Technician for Geomechanics

1. The Laboratory Technician for Geomechanics has the following duties and responsibilities:
 - 1.1. Performs final technical preparations and actions to support the organization of exercises based on standards as well as curriculum study programs in the fields of soil mechanics and foundations;
 - 1.2. Preparation of the necessary equipment and other equipment necessary for the implementation of experimental exercises up to the level of organization of the unhindered learning.
 - 1.3. It takes care of the maintenance of equipment and apparatus as well as the organization of negotiations, centering of funds.
 - 1.4. Performs all the preliminary work related to the conduct of an experiment and organizes all the work related to the holding of the exercise in the fields of soil mechanics and foundations, as well as the standard of the experiment EN 1997, related to the elaboration of the technical technique or the exercise-examination or experiment for students.
 - 1.5. It is important for the equipment, apparatus, laboratory premises that they are functional at the moment they are being purchased.
 - 1.6. Organizes and removes residual waste during experiments to waste disposal.

Performs duties and work of a laboratory technician in the field with the approval of the Secretary or the Dean of the Faculty.

- 1.7. Reports in advance periods for the supply of materials necessary for the conduct of experiments as well as for the supply of spare parts of equipment or even necessary equipment.
 - 1.8. Performs duties and work of the nature of a laboratory technician in the field with the approval of the secretary or dean of the Faculty;
 - 1.9. For his work, he reports and answers to the secretary of the faculty in the administrative aspect, while in the operational aspect he coordinates the work with the head of the department;
 - 1.10. He also performs other work according to the request of the supervisors, while the teaching staff of the faculty also needs it.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 - 2.1. Undergraduate Diploma - Faculty of Civil Engineering, relevant Department;
 - 2.2. At least two (2) years of professional work;
 - 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 - 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 - 2.5. Knowledge of the English language is an advantage.
3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) job at the Faculty of Civil Engineering.

Article 230

Laboratory Technician for Hydrotechnics and Environment

1. The Laboratory Technician for Hydrotechnics and Environment, has the following duties and responsibilities:
 - 1.1. Performs the final technical preparations and actions in support of the organization of tutorials on the basis of standards, as well as curricula from study programs in the fields of hydrotechnics and environment;
 - 1.2. Preparation of relevant equipment as well as other necessary equipment for the realization of experimental tutorials up to the level of organization of unhindered learning;
 - 1.3. Takes care of the maintenance of equipment and equipment, as well as the organization of adjustments, concentrations of tools;
 - 1.4. Performs all the preliminary work related to the conduct of an experiment and organizes all the work related to the conduct of the tutorials in the relevant fields of Hydrotechnics and Environment;

- 1.5. Provides the necessary literature in the fields of Hydrotechnics and Environment, related to the elaboration of the working technique or the tutorial-review or experiment for students;
 - 1.6. It is the responsibility for the equipment, apparatus, laboratory premises that they are functional or whatever moment they are required;
 - 1.7. Organizes and removes residual waste during the implementation of experiments to waste disposal;
 - 1.8. Performs duties and work of the nature of the laboratory technician in the field with the approval of the secretary or the Dean of the Faculty;
 - 1.9. Reports in advance on the supply of materials necessary for the conduct of experiments, as well as on the supply of spare parts of equipment or equipment that is necessary;
 - 1.10. Reports and answers to the secretary of the faculty in the administrative aspect, and in the operational aspect he coordinates the work with the head of the relevant department;
 - 1.11. Also performs other work according to the requests of the supervisors as needed and the most important staff of the faculty.
2. Qualifications and skills required (qualifications, experience, skills and abilities required for this job):
 1. University Diploma - Faculty of Civil Engineering, relevant Department;
 2. At least (2) years of professional work experience;
 3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
 4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
 5. Knowledge of the English language is an advantage.
 3. Functional Category: Laboratory Technician in the University.
 4. Number of positions: One (1) employee in the Faculty of Civil Engineering

Article 231

Laboratory Technician for Geodesy and Geoinformatics

1. The Laboratory Technician for Geodesy and Geoinformatics, has the following duties and responsibilities:
 - 1.1. Performs preparations and final technical actions to support the organization of tutorials on the basis of standards and curricula from the study programs in the fields of Geodesy and Geoinformatics;
 - 1.2. Keeping records of the apparatus and equipment used by the academic staff for conducting field tutorial on a daily basis. During the return of the equipment, the technical condition of the equipment shall be evidenced;

- 1.3. Approves the use (upon notification of the Dean) of apparatus and equipment, when those cases when they are used by the academic staff in remote areas for more than one working day;
- 1.4. Takes care of and maintains equipment and apparatus, small technical indicators, equipment centers;
- 1.5. It is important for the equipment, apparatus, and premises of the laboratory to be functional or to be required at any time;
- 1.6. Performs duties and work of a laboratory technician in the field with the approval of the secretary or dean of the Faculty;
- 1.7. Reports in advance periods for the supply of necessary materials for the conduct of experiments and for the supply of spare parts of equipment or even new necessary equipment;
- 1.8. He/she reports to and answers to the secretary of the faculty on his/her work in the administrative aspect, as well as in the operational aspect, he/she coordinates the work with the head of the department;
- 1.9. Performs other tasks according to the supervision of the department, as well as the teaching staff of the Faculty as needed.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. Undergraduate Diploma - Faculty of Civil Engineering, relevant Department;
- 2.2. At least two (2) years of professional work experience;
- 2.3. Research, analytical, evaluative skills and f0l compilation of professional recommendations and advice;
- 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English language is an advantage.

3. Functional Category: Laboratory Technician in the University.

4. Number of positions: One (1) job in the Faculty of Civil Engineering

Article 232

Administrator of the Experimental Didactic Farm

1. The Administrator of the Experimental Didactic Farm, has the following duties and responsibilities:

- 1.1. Organizes and coordinates the overall work of the experimental didactic farm and supervises the work of all employees on the farm;
- 1.2. In cooperation with the Dean's Office and the heads of departments, the annual planting plan is carried out;
- 1.3. Coordinates the work on quality production and monitors the health condition of animals and plants, parts of the feed ration of animals and controls the quality of feed for animals;
- 1.4. Plans to provide the necessary food for animals during the calendar year and participates in the selection of animals (repair) and preservation of breeds;
- 1.5. Coordinates the detection, diagnosis, treatment and detection of any eventual animal disease (livestock);
- 1.6. Coordinates the work for performing artificial insemination of cows and the drying period;
- 1.7. Organizes the disinfection, disinsectization and deratization of Farm facilities and supervises the application of modern technologies;
- 1.8. Provides rules for the safety of animals, crops, mechanization and facilities;
- 1.9. Provides hygiene tools, protection at work and fire prevention measures; takes care of the quality of milk and other products on the farm;
- 1.10. Engages in the realization of products at a certain time and with quality, takes care of milking regularly and at a certain time, records daily production, as well as supervises the hygiene of milking equipment;
- 1.11. Prepares the schedule of the employees on the farm at all times and annual holidays, provides adequate seed for artificial insemination, checks the container for storing the seed;
- 1.12. For his work, he reports and responds to the secretary of the faculty in the administrative aspect, while in the operational aspect he coordinates the work with the heads of the departments;
- 1.13. It also performs other tasks according to the request of the Dean, Vice-Deans, Secretary and Heads of Departments.

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. University Diploma – relevant Department;
- 2.2. At least two (2) years of professional work experience;
- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access)
- 2.5. Knowledge of the English language is an advantage.

3. Functional Category: Professional 2.

4. Number of positions: One (1) in the Faculty of Agriculture and Veterinary

Article 233

Administrator (curator) of plant genetic resources

1. Administrator (curator) of plant genetic resources has the following duties and responsibilities:
 - 1.1. Coordinates activities for the identification, collection and effective conservation of collections (auctions) of plant genetic resources (herbarized plants, seeds and other reproductive parts of plants) in the territory of Kosovo and in the existing form in-situ and farm;
 - 1.2. Organizes and assists collecting expeditions for professional scientific groups, related to plant genetic resources;
 - 1.3. Tests the surfactant, regenerative and curative effects of the accumulated material of plant genetic resources according to the appropriate methods for this purpose;
 - 1.4. Performs the regeneration and characterization of plant resources for practical, scientific-research purposes, according to the specific descriptors of the "IBPGR¹";
 - 1.5. Provide characterization and evaluation data for all collected, standardized and documented collections in the database;
 - 1.6. Management of the activities of the personnel to facilitate the normal functioning of the banking system and the implementation of the activities;
 - 1.7. Assists in the development of a national plan and strategy for the protection and conservation of plant genetic resources;

¹ International Board on Plant Genetic Resources (IBPGR) is an international scientific organization under the auspices of the Consultative Group on International Agricultural Research (CGIAR) and founded by them in 1974. The basic function of IBPGR is to advance the conservation and utilization of plant genetic resources for the benefit of present and future generations. In many countries, IBPGR has encouraged the creation of programs of genetic resources that did not exist before.

- 1.8. Cooperates with national, local, regional and international institutions in the field of plant genetic resources, implements the measures and activities of the National Committee for Plant Genetic Resources (NCRG) and advances the work of one unit;
- 1.9. Provide biosecurity documentation that is relevant to the transfer of genetic material (germplasm);
- 1.10. Obtain information on plant genetic resources in the country, region, Europe and more;
- 1.11. Prepares and maintains documentation related to plant genetic resources according to "EURISCO"² standards, inventories plant genetic resources for the purpose of preserving the existing biodiversity fund for plant resources of Kosovo, manages and maintains the equipment of the Plant Genetic Bank of Kosovo;
- 1.12. Administrates and documents all the deal for deposit, access and duplication;

- 1.13. Prepare work plans for all genetic banking personnel and monitoring mechanisms established to evaluate the performance of the institution;
- 1.14. Ensure proper and safe laboratory facilities in compliance with the standards of treatment for the disposal of debris and in compliance with the safety and safety regulations;
- 1.15. Prepares annual information and periodicals for the plant genetic resources fund;
- 1.16. Manages and performs financial services related to the activities and programs of Plant Genetic Bank of Kosovo;
- 1.17. Submits information and periodical and annual reports on the work and activities on plant genetic resources to the National Committee of Plant Genetic Resources;
- 1.18. For his/her work, he/she reports and responds to the secretary of the faculty in the administrative aspect, while in the operational aspect he/she coordinates the work with the head of the department;
- 1.19. Performs other work according to the request of supervisor;

2. Qualifications and skills required (qualifications, experience, skills and abilities required for the job):

- 2.1. University Diploma - Faculty of Mathematics and Natural Sciences, Department of Biology or Faculty of Agriculture and Veterinary, with at least 240 credits/ECTS or equivalent or completed master's level studies;
- 2.2. At least four (4) years of professional work experience;
- 2.3. Research, analytical, evaluative skills and formulation of professional recommendations and advice;
- 2.4. Computer skills in software applications (Word, Excel, PowerPoint, Access);
- 2.5. Knowledge of the English language is advantage.

3. Functional category: Specialist.

4. Number of positions: One (1) employee in the Faculty of Agriculture and Veterinary.

².. European Search Catalogue for Plant Genetic Resources (EURISCO) - The European Search Catalogue for Plant Genetic Resources provides information on more than 2 million auctions of plant crops and their crops, stored ex situ by around 400 institutes. It is based on the One Network of National Inventories of 43 countries and provides information on the great genetic diversity maintained by the cooperating institutions.

10. SYSTEMATISATION OF EMPLOYEES IN THE WORKPLACE, TRANSFER, RECRUITMENT PROCESSES AND RECONSTRUCTION

Article 234

Appointment of the employee in the workplace

1. The employee is appointed to the workplace for which he/she has concluded an Employment Contract.
2. In case of the need for restructuring or new organization of work, the employee in accordance with the Employment Contract may be placed in another job that corresponds to his professional preparation, ability and the same level of salary, in accordance with the Employment Contract.
3. The employee, if necessary, can be placed at work from one place to another, at the same employer in accordance with the Employment Contract, the Employer's Internal Act and the Collective Agreement.
4. The employee during pregnancy, maternity leave, employed with children up to the age of three (3) years, single parent with children under the age of five (5) years, employed parent with children with severe developmental disabilities, employees under the age of eighteen (18) as well as employees with disabilities, cannot be systemized outside their place of residence, without their consent.

Article 235

Temporary systematization

1. The employee may be temporarily systemized in work and other duties, without prior consent, the performance of which requires lower professional preparation than the preparation he/she possesses, in the following cases:
 - 1.1. When a state of emergency has been created as a result of an earthquake, fire, floods or other natural disasters;
 - 1.2. When there is a need to replace an employee who is absent from work
 - 1.3. When there is an immediate increase in the volume of work, but not longer than thirty (30) days of work;
 - 1.4. In other cases determined by Collective Agreement.
- 1.
2. The employee is obliged to perform the work from paragraph 1, sub-paragraph 1.1. , of this article until these circumstances exist, while according to sub-paragraph 1.2. and 1.3. maximum up to thirty (30) business days.

3. An employee who has been systematized within the meaning of paragraph 1 of this article shall have the right to a difference in salary which he had in his previous workplace, if it is more convenient for the employees who have been systematized.

4.

Article 236

Permanent and temporary transfer

1. The employee may be transferred temporarily to one other position within the University in the following cases:
 - 1.1. When it is in the interest of the institution, from six (6) to twelve (12) months, within two (2) years.
 - 1.2. With the aim of improving the results of the work;
 - 1.3. For reasons of temporary health, based on the decisions of the competent institutions.
2. The transfer shall be made according to the decision of the executive head of the academic institution or the University, according to the assessment or fulfilment of the circumstances specified in this Article.
3. The transfer of employees within the University is done in the following cases:
 - 3.1. Health incapability to perform the duty in the designated place of work;
 - 3.2. Avoiding continuation conflict of interest that may be created;
 - 3.3. The pronouncement of the transfer as a disciplinary measure and an insufficient professional measure.
4. Temporary transfer may also be made in the interest of the institution, according to the assessment of the higher education of the academic unit or the University.
5. Temporary transfer in the interest of the institution, in the same position, for the performance of the duties of the same subject.
6. Temporary transfer for the needs of the institution within the University can be done at the request of the academic unit and the University, as well as with the agreement of the supervisor of the director of the transferred employee.
7. Permanent transfer may be refused by the employee in the following cases:
 - 7.1. When his/her health condition affects the performance of the work duties or the task of the transferee and is testified by the competent authorities;
 - 7.2. If the place of work to which the transfer is located One hundred (100) kilometers from the place of residence of the employee;
 - 7.3. Any other objective and justified reason makes the transfer impossible.

8. The assessment of the needs of the institution and the meaning of the transfer of employees within the University is carried out by the academic students as well as the higher leaders of the University.

Article 237

Recruitment Procedure

1. The recruitment procedure for the positions determined according to this Regulation generally follow the rules established by the Law of Public Officials in force, taking into account the specifics of the internal organization of the University.
2. The assessment of the knowledge, skills and professional qualities of the candidates presented in the competition procedure is carried out by the selection committee, through a written test or electronic form where the anonymity of the candidates is ensured or other equivalent and suitable techniques for the assessment of knowledge, skills and professional qualities, as well as oral interviews.
3. The preliminary verification of the candidates presented in the competition is carried out by the responsible unit.
4. Recruitment commissions for the announced positions are established for each announced group or position, taking into account the classification of the job position, and are appointed by the highest administrative official. The constitution of the committees shall follow the principle of prevention of conflict of interest, in accordance with the legislation in force.
5. The Recruitment Commission for Professional Positions has five (5) members, as follows:
 - 5.1. Three (3) members of the middle or lower management level, from an academic unit or University, are appointed for the field of the position being announced;
 - 5.2. One representative from the responsible unit, provided that he or she is not involved in the preliminary verification phase;
 - 5.3. A member of the professional level, from academic units or University.
6. The recruitment committee for middle and lower management positions has the following responsibilities:
 - 6.1. Three (3) members of the an equal position or the higher position, from an academic unit or the Central Administration;
 - 6.2. One (1) member of one of the responsible relevant unit, provided that they are not in the process of prior verification;
 - 6.3. One (1) member with knowledge of the field of the position and the purpose of recruitment.

7. Members of the Election Commission should be members of public service, from professional level to High management level, and should belong to at least functional categories of the position of recruitment. Exceptionally, the members of the evaluation committee cannot be:
 - 7.1. The Rector, the members of the Steering Council and the Secretary General;
 - 7.2. A managerial level worker, who is or has been the direct supervisor of any of the candidates;
 - 7.3. An employee of any level, who is a candidate or a recruitment procedure, regardless of position;
 - 7.4. An employee in the case when his appointment is due to the reasons for exemption from the administrative procedure according to the relevant legislation.
8. In the case that it is found or suspected that it is one of the situations such as paragraphs 7.1 to 7.4. an employee or member of the Election Commission shall, immediately upon acknowledging the cause, be removed from participating in the administrative procedure and shall notify the authority that has appointed him or her for his or her replacement.
9. The appointment of the commission for the position of High management and specialist shall strictly apply the rules laid down by the Law for the Public Officials in force, including the member of the position in the position of the academic unit or the University.
10. In case of impossibility for the establishment of recruitment committees, in the supervision of the recruitment committees, the University shall have the authority to include members from other public universities or public institutions, acting based on the scope of the Law for the Public Officials, provided that the chief administrative officer of the institution concerned is consulted.
11. In the event that there is no other responsible person, the Election Commission may appoint the officer of the other institution that performs public service tasks, after receiving the approval of the chief administrative officer of the institution concerned.
12. The recruitment procedure is carried out by applying the deadlines set out in the Law for Public Officials in force and other applicable laws, but it cannot last more than ninety (90) days in a row. In case of exceeding this deadline, the University is obliged to cancel the announced vacancy for the relevant positions.
13. At all stages of recruitment, such as professional evaluation and pre-verification, a complaint can be lodged with the Commission for Complaints at the University level.

Article 238

Restructuring in the event of the extinction of the positive or the creation of new positions

1. For the purpose of evaluating the new positions created or the extinguishment of the current positions in accordance with this regulation, the University shall, no later than one (1) month after the entry into force of this regulation, establish the restructuring commission.
2. The Restructuring Commission has the task of evaluating the filling of the new positions created and the extinguishment of the current positions, with the aim of reorganizing the employees. The Commission submits a report on these positions to the Steering Council and the Rector.
3. The Restructuring Commission shall be appointed by the Rector and shall be chaired by five (5) members.
4. The Restructuring Commission shall have the duty to fill vacant positions, in accordance with this Regulation, to propose the transfer of employees to new positions created, to propose the transfer of employees or equivalent positions, in the event of the termination of such positions.
5. The filling of the new positions created under this regulation is done taking into account: the needs of the University, the budget possibilities, the priorities of the University, the functionality of the University as well as the development of the University.
6. The filling of the new positions created under this Regulation shall be done taking into account the officials who are first taking into account the internal capacities and shall be carried out within a reasonable period of time, taking into account the budgetary possibilities and the principles set out in paragraph 5 of this Article.
7. For all positions that are announced according to this regulation, the approval of the Steering Council of the University of Prishtina must be obtained in advance, based on the budgetary possibilities and the assessment of the real needs presented for the positions that are required to be announced.

11. LAST AND TRANSITIONAL PROVISIONS

Article 239 Final Provisions

1. The Human Resources Department, in accordance with the legal negotiating of the employment relationship and the classification established under this Regulation, shall

update the contracts of the employees, no later than three (3) months from its entry into force.

2. All other professional centers that will be established in the future by the University should have the same structure and number of employees as the vocational centers, according to this regulation. In exceptional cases when the Steering Council considers the establishment of a center of special importance, it may increase the number of employees in the centers, taking into account the needs of the University, the programs and the development of the University.

Article 240

Transitional provisions for current employees

1. An employee who is currently located in a class and does not possess the level and type of education determined for that class, according to this Regulation, continues to hold the position until the termination or termination of the employment relationship.
2. A civil servant referred to in paragraph 1 may be recruited to a position of the same or another category only when he meets the criterion for the required qualifications and skills as defined by this Regulation.
3. The support staff of the Rector of the University are employees of the public service and their employment relationship is concluded indefinitely. The duration of their service in the respective function is related to the mandate of the holder of the function. After the end of the holder's term of office (including early termination), the civil servant is placed in another job of the same category, which corresponds to his professional preparation, ability and level of the same payment. The arrangement shall be carried out by the Department of Human Resources in consultation with the staff and with the approval of the General Secretary
4. Exception to paragraph 3 shall apply in cases where there is no need for the resettlement of the employee by the head of the office in which the employee is systematized.
5. The current titles of the positions of the employees shall be equivalent, i.e. replaced, with the titles in force in accordance with the Regulation.

Article 241

Repealing provisions

With the entry into force of this Regulation, the Regulation with no. prot. 3/66, dated 4.12.2017, Decision no. prot. 2/771, dated 7.11.2023, for the amendment and supplementation of the Regulation with no. prot. 3/66, dated 4.12.2017, as well as any other internal act that is contrary to the Regulation are repealed.

Article 242
Entry into force

The Regulation entries into force on the day of its approval by the Steering Council.

Steering Council

Chairperson, Altin Sahiti