



Universiteti Publik "KADRI ZEKA" Public University			
Pranuar 2020		13.10.2020	
№	№	№	№
	02	1531	

UNIVERSITETI PUBLIK "KADRI ZEKA" UNIVERSITY

Zija Shemsiu pn., 60000, Gjilan, Republika e Kosovës www.uni-gjilan.net tel: 0280390112

REGULATION ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS

Gjilan, October 2020

Pursuant to Article 23 paragraph 1 point 1.3 of the Provisional Statute of UKZ and Article 22, paragraph 1, point 1 of the regulation on the work of Steering Committee 02/1034 dt.23.09.2018, the Steering Committee in its XIX meeting held on 09.10.2020 approved:

REGULATION ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS AT THE PUBLIC UNIVERSITY "KADRI ZEKA" GJILAN

Article 1

Purpose

This Regulation aims to determine the internal organization and systematization of jobs at the University "Kadri Zeka" in Gjilan (hereinafter UKZ).

Article 2

Scope

1. This Regulation shall apply to all organizational structures within the UKZ.
2. Duties and responsibilities of UKZ shall be determined by the Law on Higher Education and the Statute of UKZ, as well as the relevant legislation in force.
3. Pursuant to this Regulation, the organization of work enables the application of the legislation in force, internal acts of the University, as well as other activities that are within the competence of the University.

Chapter I

Article 3

Organizational structure of UKZ

1. The structure of the governing bodies of UKZ is as follows:
 - 1.1. Steering Committee
 - 1.2. Rector's Office
 - 1.3. Senate
2. The organizational structure of the administration of UKZ is as follows:
 - 2.1. Office of the Secretary General
 - 2.2. Offices of Central Administration
 - 2.3. Administrative offices of academic units.
 - 2.4. University Library

Article 4
Rector's Office

1. The Office of the Rector of UKZ consists of:
 - 1.1 Rector;
 - 1.2 Vice Rectors;
 - 1.3 Support staff

2. The support staff in the Rector's Office consists of:
 - 2.1. Media Advisor (1 clerk)
 - 2.2. Public Relations And Protocol Officer (1 clerk)
 - 2.3.Executive Assistant (1 clerk)
 - 2.4. Driver (1 clerk).

Article 5
Office of the Secretary General

1. The Office of the Secretary General consists of:
 - 1.1. Secretary General,
 - 1.2. Support staff

2. The support staff of the Office of the Secretary General consists of:
 - 2.1. Senior Legal Officer (2 clerks)
 - 2.2. Certification Officer (1 clerk)
 - 2.3. Administrative Assistant (1 clerk)

Article 6
Central Administration

1. The central administration of UKZ is responsible for professional, administrative and technical matters related to:
 - 1.1. Education, research and artistic work;
 - 1.2. Study recognition administration;
 - 1.3. Personnel administration;
 - 1.4. Legal aspects;

- 1.5. University development plan;
- 1.6. Budget and finances;
- 1.7. Maintenance and documentation of the property
- 1.8. File management;
- 1.9. Logistics;
- 1.10. Information system management;
- 1.11. Central database;
- 1.12. Other general aspects of University administration.

2. The central administration of the University is organized in the following offices:

- 2.1. Office of Human Resources;
- 2.2. Office of Information Technology;
- 2.3. Office of Budget and Finance;
- 2.4. Office of Internal Audit;
- 2.5. Office of Procurement;
- 2.6. Office of Academic Affairs;
- 2.7. Office for Science, Academic Development and Quality;
 - 2.7.1. Division for science
 - 2.7.2. Division for Academic Development and Quality;
- 2.8. Office for Student Services;
- 2.9. Office of Public Relations;
- 2.10. Office for International Cooperation and Projects;
- 2.11. Office of Logistics.

Article 7

Office of Human Resources

1. The duties and responsibilities of the Human Resources Office are:

- 1.1. Makes the general administration and management of the office for personnel and ensures the fulfillment of tasks as effectively as possible.
- 1.2. Contributes to increasing staff performance through motivation and training development;
- 1.3. Manages and maintains information on the human resources of University, assists management in internal organization, provides administrative and logistical support;
- 1.4. Ensures the implementation of procedures for recruitment and selection, discipline, handling of complaints, leave requests, job evaluation, etc.

- 1.5. Coordinates the preparation and evaluation of the budget for the recruitment of the university administrative staff;
- 1.6. Manages the protection and processing of personal data according to the legislation in force;
- 1.7. Manages the archive system and internal documents of the university;
2. The Head of the Human Resources Office reports to the Secretary General
3. The following positions are part of the Human Resources Office:
 - 3.1. The head of the office
 - 3.2. Senior Personnel Officer (1 clerk)
 - 3.3. Archive Officer (1 clerk)
 - 3.4. Protocol Officer (1 clerk)

Article 8

Office of Information Technology

1. The duties and responsibilities of the Office of Information Technology are:
 - 1.1. Develops and sets standards for regulations related to: hardware, software, academic network and data center at UKZ;
 - 1.2. Plans and proposes projects for the needs of the University (UKZ) for information technology (IT);
 - 1.3. Coordinates the implementation and maintenance of IT projects at UKZ;
 - 1.4. Plans, designs, integrates, transfers, updates, manages and supports information technology systems and requirements, including e-learning;
 - 1.5. Leads and coordinates the process of continuous updating and elaboration of the e-learning strategy, proposing and implementing applications for distance learning (E-learning);
 - 1.6. Provides applicable program according to standards and needs for easy and efficient management of databases for students, academic and non-academic staff of UKZ;
 - 1.7. Organizes the perfection of workers who work in the IT office at UKZ and in academic units (faculty);
2. The Head of the Information Technology Office shall report to the Secretary General.
3. The Information Technology Office consists of:
 - 3.1. The head of the office;
 - 3.2. Senior IT Officer (1 clerk)
 - 3.3. Network administrator (1 clerk);
 - 3.4. Database and systems administrator (1 clerk);
 - 3.5. Website and mail server administrator (1 clerk);

3.6. Information Technology Officer (1 clerk);

Article 9

Office of Budget and Finance

1. The duties and responsibilities of the Office of Budget and Finance are:

1.1. Prepares the budget proposal, compiles the necessary requests for the Public University "Kadri Zeka" Gjilan as a budgetary program;

1.2. Coordinates the work with all central administration offices and academic units of UKZ for the processing of budget matrices of UKZ;

1.3. Harmonizes UKZ budget requirements with the initial limit set by the Ministry of Finance;

1.4. Enters the initial data in the BDMS (Budget Development and Management System) system: the initial requirements of the units after harmonization at the UKZ level, the number of employees according to the forms, the expenditures of goods and services according to the categories and codes defined by the Treasury, the municipal expenditures, transfers and subsidies, capital expenditures, etc .;

1.5. Introduces capital projects proposed and calculated by UKZ organizational units in the PIP (Public Investment Program) system calculated according to the forms determined by the Ministry of Finance for capital projects;

1.6. Plans and compiles the CASH plan for UKZ after budget approval and submits it to the Ministry of Finance — Treasury; makes requests for allocation of funds from the Treasury according to quarterly periods;

1.7. Follows the funds commitments according to the budget planning and according to the CASH plan required by UKZ;

1.8. Reviews the budget and harmonizes it with the rebalance;

1.9. Prepares financial statements for the Ministry of Finance, periodic and annual reports for the Steering Committee of UKZ and the Ministry of Finance;

1.10. Makes own source revenue planning according to MOU for collection of own source revenues from academic units and planning for distribution and realization of funds according to MOU;

1.11. Develops and supervises the implementation of budgetary and financial policies and procedures in the respective service;

2. The Head of the Budget and Finance Office shall report to the Secretary General on the administrative aspect, while on the operational aspect he/she coordinates the work with the Vice Rector for Budget and Finance.

3. The Office of Budget and Finance consists of:

3.1. The head of the office;

3.2. Senior Budget and Finance Officer (1 clerk);

3.3. Expenditure Officer (1 clerk);

3.4. Officer for Commitment of Budget Funds (1 clerk);

- 3.5. Officer for Estate (1 clerk);
- 3.6. Financial Revenue Officer (1 clerk);
- 3.7. Accounting Officer (1 clerk);
- 3.8. Officer for Salaries; (1 clerk);
- 3.9. International Projects Budget and Finance Officer (1 clerk)

Article 10

Office of Internal Audit

1. Duties and responsibilities of the Internal Audit Office are:

- 1.1. Organizes and supervises the performance of all internal audit activities, as well as the submission of audit results to senior management;
 - 1.2. Ensures adequate implementation and observance of laws, rules, policies, guidelines and manuals set out in the Law on Internal Audit.
 - 1.3. Prepares and submits on time the audit strategic plan based on the risk assessment for review and approval to senior management;
 - 1.4. Prepares and submits quarterly and annual reports for all audit activities to senior management;
 - 1.5. Receives certified information from the Treasury, the Central Bank of Kosovo and any public or private organization regarding current and / or closed accounts and transactions involving entities over which the Internal Audit Office has powers under Article 10.1 of the Law on internal Audit;
 - 1.6. Informs senior management about the internal audit function, based on the model provided by the CHUIA (central harmonization unit for internal audit)
2. The Head of the Internal Audit Office shall report to the Secretary General on the administrative aspect, while to the Rector on the operational aspect.
3. The internal audit office consists of:
- 3.1. The head of the office;
 - 3.2. Internal Auditor (1 clerk).

Article 11

Office of Procurement

1. The duties and responsibilities of the Procurement Office are:

- 1.1. Is responsible for the proper organization and functioning of the procurement process, provides advice, professional suggestions regarding the implementation of procurement procedures for procurement officers within the office and, if necessary, for other officers when required;
- 1.2. Collaborates with the heads of all departments within UKZ in order to draft a strategic procurement plan for UKZ;

1.3. Coordinates and manages procurement projects and ensures that all procurement procedures and activities are conducted in accordance with the law governing procurement procedures in Kosovo;

1.4. Coordinates the work between the units and ensures that all procurement requests for goods, services, works or consulting services are in order and signed by the responsible persons and are in accordance with the procurement procedures;

1.5. Is responsible for setting procurement methods, tendering procedures and price quote;

1.6. Coordinates with the Chief Administrative Officer in the field of procurement and is the contact person between UKZ and the Procurement Regulatory Commission regarding the execution of contracts by various contractors;

1.7. Performs other tasks assigned by the supervisor.

2. The Head of the Procurement Office reports to the Secretary General on the administrative aspect, while on the operational aspect he/she coordinates the work with the Vice Rector for Budget and Finance.

3. The procurement office consists of:

3.1. The head of the office

3.2. Senior Procurement Officer (1 clerk).

Article 12

Office of Academic Affairs

1. The duties and responsibilities of the Office for Academic Affairs are:

1.1. Organizes and coordinates the work of the Office for Academic Affairs

1.2. Prepares employment contracts for full-time and part-time academic staff;

1.3. Compiles various statistical information, analysis and reports for University academic staff and for University needs, and updates staff data;

1.4. Compiles information and collaborates with the faculties regarding the publication and implementation of the vacancy for University academic staff;

1.5. Compiles the overviews of the extra rate and hourly rates teaching hours based on faculty proposals for academic staff engagement;

1.6. Prepares materials for meetings of the Study Commission, the Central Council of Doctoral Studies, Publishing Council and the University Senate, which deal with educational and scientific issues;

1.7. Prepares the material for the publication of the overview of the study plan and teaching staff.

1.8. Supports the development of international inter-university cooperation through agreements and protocols;

1.9. Coordinates and supports regional and international projects;

1.10. Coordinates and promotes all activities that develop continuous training for students graduating from UKZ, but also for a wider public professionally engaged in those areas related to the training center;

1.11. Manages continuing training activities, which are proposed by UKZ professors aiming for a certificate;

1.12. Provides necessary links between UKZ and partners in in-service training (local government, state institutions, professional organizations, enterprises, international organizations, etc.);

2. The Head of the Academic Affairs Office reports to the Secretary General on the administrative aspect, while on the operational aspect he/she coordinates the work with the Vice Rector for teaching, scientific research and student affairs.

3. The Academic Affairs Office consists of:

3.1. The head of the office;

3.2. Senior Officer for Academic Affairs (1 clerk);

3.3. Practice learning coordinator (1 clerk);

3.4. Officer for teaching (1 clerk).

Article 13

Office for Science, Academic Development and Quality

1. The duties and responsibilities of the Office for Science, Academic Development and Quality are:

1.1. Coordinates the work in support of academic units for the process of institutional accreditation and programs accreditation, including the instruction in preparing the necessary documentation, such as: self-evaluation report, plan for implementation of recommendations, progress report on implementation of recommendations etc;

1.2. Performs work in coordination of the office with the UKZ Senate, the Steering Committee, the Academic Units, the Institutions, as well as with the councils, commissions and working groups in the scientific research sector and related issues;

1.3. Works in consultation with the management of UKZ, namely with the Vice Rector for Teaching and Research, as well as with other relevant stakeholders to support the promotion and implementation of recommendations arising from the Bologna Process in UKZ;

1.4. Under the direction of the Vice Rector for Teaching and Scientific Research, compiles the work plan of the Office and supervises its implementation;

1.5. Leads the network of coordinators for academic development of the faculties;

1.6. Follows the international networks and trends of scientific research and ensures that the same are forwarded to the relevant UKZ structures;

1.7. Represents the Office for Science, Academic Development and Quality in meetings, commissions and other official organizations inside and outside the University of Gjilan.

2. The Head of the Office for Academic Development and Quality reports to the Secretary General on the administrative aspect, while on the operational aspect he/she coordinates the work with the Vice Rector for teaching and scientific research.

3. The Office for Science, Academic Development and Quality consists of:

- 3.1. The head of the office;
- 3.2. Officer for Scientific Research (1 clerk);
- 3.3. Senior Officer for Quality Assurance (1 clerk);
- 3.4. Accreditation and certification officer (1 clerk);
- 3.5. Career Development and alumni Officer (1 clerk).

Article 14

Office for Student Services

1. The duties and responsibilities of the Office for Student Services are:

1.1. Organizes, coordinates the work with the UKZ Management, the proposals of the Academic Units for the number of students to be enrolled in the following academic year, and submits them to the Senate for approval;

1.2. Organizes and prepares the dynamics of the vacancy for applications and the plan of engagement of the sector officials for student affairs and other persons in the enrollment of new students;

1.3. Makes the necessary technical preparations and enrollment of students in the first year of studies;

1.4. Informs faculties about enrolled students and those who are not enrolled;

1.5. Upon termination of the vacancy, draws up the final report -statements of students enrolled in the first year of study;

1.6. Issues certificates regarding student enrolment and student status;

1.7. Prepares and takes care of the publication of the "Student Newsletter" and its distribution in Academic Units;

1.8. Manages and prepares statistics for the total number of students at all levels of study;

1.9. Prepares the diploma, verifies and holds the diploma book for students with diplomas.

1.10. Offers data for Alumni.

2. The head of the office for student services reports to the Secretary General on the administrative aspect, while on the operational aspect he/she coordinates the work with the vice-rector for teaching and student affairs.

3. The Student Affairs Office consists of:

- 3.1. The head of the office;
- 3.2. Officer for student services (7 clerks);
- 3.3. Officer for diploma (1 clerk);
- 3.4. Officer for master studies (1 clerk);

3.5. Officer for doctoral Studies (1 clerk);

Article 15

Office for International Cooperation and Projects

2. The duties and responsibilities of the Office for International Cooperation and Projects are:

2.1. Ensures the timely preparation of the proposed work plan of the Office and supervises its implementation;

2.1. Supports the development of international inter-university cooperation through agreements and protocols; Coordinates and supports regional and international projects;

2.2. Drafts and implements projects that advance the research and scientific work in University;

2.3. Implementation of the strategic plan for internationalization and projects;

2.4. Initiation, preparation and evaluation of agreements with regional and international institutions;

2.5. The Head of the Office for International Cooperation and Projects reports to the Secretary General on the administrative aspect, while in the operational aspect he/she coordinates the work with the Vice Rector for International Relations.

3. The Office for International Cooperation and Projects consists of:

3.1. The head of the office;

3.2. Senior Officer for International Cooperation (1 clerk)

3.3. Officer for International Cooperation (1 clerk)

3.4. Mobility and ECTS Officer (1 clerk)

3.5. Officer for Projects (4 clerks)

Article 16

Office of Public Relations

1. The duties and responsibilities of the Public Relations Office are:

1.1. Ensures the timely preparation of the proposed work plan of the Office and supervises its implementation;

1.2. Provides professional support to the University in the field of public relations;

1.3. Organizes press conferences and prepares press releases, statements, reports and other media publications;

1.4. Follows and provides data for the official website of UKZ;

1.5. Coordinates requests for access to public documents and prepares reports on the implementation of the Law on Access to Public Documents;

1.6. Ensures the protection of personal data of employees in accordance with the legislation on personal data protection;

2. The Head of the Office for Public Communication reports to the Secretary General, while on the operational aspect he/she coordinates the work with the Rector of UKZ.

3. The Public Relations Office consists of:

- a. The head of the office;
- b. Marketing Officer (1 clerk);
- c. Senior Officer for Media Information and Monitoring (1 clerk);
- d. Officer for proofreading (1 clerk);
- e. Translation Officer (1 clerk);

Article 17

Office of Logistics

1. The duties and responsibilities of the Logistics Office are:

- 1.1. Plans, implements and controls in an efficient and economical manner the logistics of the circulation of consumables, tangible materials and non-financial assets in accordance with the rules in force;
- 1.2. Implements the best methods and practices for the realization of logistical requirements;
- 1.3. Takes care to provide office supplies and other consumables according to the requirements of other organizational units of UKZ;
- 1.4. Accepts requests which come from UKZ staff for supply of relevant material from the warehouse;
- 1.5. Maintains logistics documentation by registering each request for periodic expense reporting;
- 1.6. Takes care of the registration of entrances and exits of the material within the warehouse and reports regularly on a weekly and monthly basis to the Head of the Office;
- 1.7. Takes care of the warehouse supply with necessary materials and maintains the warehouse on material and administrative terms;
- 1.8. Collaborates and assists the estate officer for the registration and monitoring of non-financial assets of UKZ;
- 1.9. Performs other tasks: such as supervising and supplying the buffet, supervising and maintaining the heating system and official vehicles of UKZ, including the provision of transport for the needs of UKZ;
- 1.10. Provides technical work in the maintenance and control of the UKZ facility

2. The Head of the Logistics Office shall report to the Secretary General.

3. The logistics office consists of:

1. The head of the office;
2. Senior Officer for Infrastructure and Facilities Management (1 clerk);
3. Logistics Officer (1 clerk);
4. Warehouse Officer (1 clerk);
5. Driver (1 clerk);

6. Buffet attendant (1 clerk);
7. Control and maintenance technical officer (1 clerk).

Chapter II

Article 19

Organisational structure of academic units

1. Dean's Office of the Academic Unit

1.1. Dean of the Academic Unit;

1.2. Vice Deans

1.3. Administrative assistant.

2. Duties and responsibilities of the Dean and Vice Deans shall be determined under the Statute of the University "Kadri Zeka" as well as under the applicable law.

Article 20

Duties of the administrative offices of the academic units

1. Each Academic Unit (Faculty) has the Administrative Office which has the following duties and responsibilities:

1.1. The Administrative Offices of the Academic Units are responsible for professional, administrative and technical matters, the structure of which shall be determined by the scope of the unit itself in accordance with the provisions of the Statute of UKZ.

1.2. The Administrative Offices develop regulations for the needs of the Academic Unit for approval by the Academic Unit Council, the Steering Committee, and Senate; Coordinate the preparation, implementation, reporting and evaluation of the Academic Unit's budget;

1.3. Academic Unit administrative offices shall maintain consistent records and files of: Academic Unit staff; candidates applying for admission to studies at all levels; Statistics for students enrolled in all study programs; Student files; Academic Unit property and infrastructure, etc.;

1.4. Administrative offices shall issue student status certificates, grade certificates and graduation certificates;

1.5. Are responsible for the annual evaluation of the Academic Unit's administrative staff work and the preparation of the annual report on the achievement of objectives. The evaluation reports and the achievement of the objectives are reported to the Secretary General and the human resources manager at the UKZ level;

1.6. Preserve the Academic Unit data in a standardized way, according to the instructions and regulations of UKZ;

1.7. Provide logistics services for the needs of the Academic Unit;

1.8. All these duties shall be coordinated by the Secretary of the Academic or the organisational unit.

1.9. The Heads (Secretaries) of the Administrative Offices of Academic Units shall report to the Secretary General of the University, whereas they shall coordinate the works with the Deans of the Academic Units.

2. Within the administration of the academic units are:

2.1. Secretary of the Academic Unit (clerks);

2.2. Officer of the archive (1 clerk);

Chapter III University Library Article 21

The organizational structure of the university library is as follows:

1. The head of the library;
2. Library officer (2 clerks)
3. Senior officer of the publishing house (1 clerk);

Chapter IV Final and transitional provisions Article 22

1. The regulation on internal organization and systematization of jobs at the Public University "Kadri Zeka" in Gjilan contains the part on internal organization in the central administration, the internal organization of academic units, as well as the organizational chart.
2. The regulation is harmonized with the catalog of jobs, which has been approved by the Government of the Republic of Kosova and in accordance with it, the employees will be provided with a deed of appointment.
3. The Head of the Division with this regulation is equivalent to the head of the office, according to the internal vacancy dt. 09/13/2019.

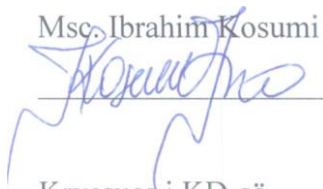
Article 23
Entry into force

With the entry into force of this regulation, Regulation on the systematization of jobs ref. No. 02/312, dated 12.04.2016 is repealed.

Article 24

Amendments and supplements to the regulation can be made in accordance with legal provisions in force.

Msc. Ibrahim Kosumi



Kosumi, I.D. 08
Chairman of the Steering Committee

Date: 13.10.2020

Gjilan