



Universiteti Publik "Kadri Zeka" University
Zija Shemsiu, 60000, Gjilan, Kosova
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Ref. no.02/1532 dt.13.10.2020

REGULATION

on personal income of administrative staff at the Public University "Kadri Zeka"
Gjilan

General provisions

Article 1

Funds for personal income are used from Kosova Budget fund, from study fees and other payments made by students, from payments on commercial services and other services, donations, gifts and other aids as well as from contracts with national, international public and private institutions. From these financial sources, personal income and other compensations for full-time nonacademic staff are paid.

Special provisions

Article 2

Administrative staff of Public University "Kadri Zeka" in Gjilan is subject to Kosovo Law on Civic Service, relevant legislation in force, the University Statute and other internal acts.

Article 3

The Finance office manages personal income and other payments determined on the basis of this regulation, laws and other bylaws in force, as well as on the basis of special decisions issued by the competent bodies of UKZ.

Article 4

Payments for UKZ administrative staff

No.	Job title	No. of employees	Uni. coefficient	Gross pay	Gross pay 4% raise
1.	Secretary General	1	16	1.428.75	1.485.90
2.	Head of the Budget and Finance Office	1	17	768.75 90.00 ¹	799.50
3.	Head of the Academic Development and Quality Office	1	17	768.75 90.00	799.50
4.	Head of the Internal Audit Office	1	17	1.126.13	1.171.18
5.	Head of the Procurement Office	1	17	768.75 90.00	799.50
6.	Head of the International Cooperation and Projects Office	1	17	768.75 90.00	799.50
7.	Head of the university library	1	17	768.75 90.00	799.50
8.	Personnel manager	1	17	768.75	799.50
9.	Head of the Academic Affairs Office	1	17	768.75	799.50
10.	Head of the Information Technology Office	1	17	768.75 200.00 ²	799.50
11.	Head of the Student Services Office	1	17	768.75	799.50
12.	Head of the Public Relations Office	1	17	768.75	799.50
13.	Head of the logistics office	1	17	768.75	799.50
14.	Public communications and protocol officer	1	30	500.00	520.00
15.	Media Advisor	1	17	768.75	799.50
16.	Certification Officer	1	Fix523.74	523.74 90.00	544.68
17.	Senior Budget and Finance Officer	1	30	500.00	520.00
18.	Expenditure Officer	1	30	500.00	520.00
19.	Officer for Commitment of Budget Funds	1	30	500.00	520.00
20.	Estate Officer	1	30	500.00	520.00

¹ Additional pay according to the internal regulation for personal income and the agreement for merging the incentive into the basic salary between the Public Universities and the Ministry of Finance Ref, 4-4261 dated 11.10.2017

² Additional pay for IT officials by Government decision

21.	Financial Revenue Officer	1	30	500.00	520.00
22.	Accounting Officer		30	500.00	520.00
23.	Officer for Salaries	1	30	500.00	520.00
24.	Senior Officer for Infrastructure and Facilities Management	1	30	500.00	520.00
25.	International Projects Budget and Finance Officer	1	30	500.00	520.00
26.	Officer for Academic Affairs	1	30	500.00 113.00 ³	520.00
27.	Practice learning coordinator	1	30	500.00	520.00
28.	Officer for teaching	1	30	500.00	520.00
29.	Senior Procurement Officer	1	30	500.00	520.00
30.	Network administrator	1	29	500.00 200.00 ⁴	520.00
31.	Database and systems administrator	1	29	500.00 200.00	520.00
32.	Website and mail server administrator	1	29	500.00 200.00	520.00
33.	Senior IT Officer	1	29	500.00 200.00	520.00
34.	Information Technology Officer	1	30	500.00 200.00	520.00
35.	Internal Auditor	1	Fix 872	872.00	906.88
36.	Secretary of the Academic Units	5	17	768.75	799.50
37.	Officer for student services	7	28	442.50	460.20
38.	Officer for diploma	1	29	471.25	490.10
39.	Officer for master studies	1	29	471.25	490.10
40.	Senior officer for doctoral studies	1	30	500.00	520.00
41.	Officer for International Cooperation	1	30	500.00	520.00
42.	Senior Officer for International Cooperation	1	30	500.00	520.00
43.	Officer for Projects	4	30	500.00	520.00
44.	Mobility and ECTS Officer	1	30	500.00	520.00
45.	Senior Legal Officer	2	30	500.00 79.00	520.00
46.	Officer for Scientific Research	1	30	500.00	520.00
47.	Senior Officer for Quality Assurance	1	30	500.00	520.00

³ Additional pay according to the internal regulation for personal income and the agreement for merging the incentive into the basic salary between the Public Universities and the Ministry of Finance Ref, 4-4261 dated 11.10.2017

⁴ Additional pay for IT officials by Government decision

48.	Accreditation and certification officer	1	30	500.00	520.00
49.	Career Development and alumni Officer	1	30	500.00	520.00
50.	Senior Officer for Media Information and Monitoring	1	30	500.00	520.00
51.	Officer for proofreading	1	30	500.00	520.00
52.	Marketing Officer		30	500.00	520.00
53.	Logistics Officer	1	30	500.00	520.00
54.	Warehouse Officer - central administration (CA)	1	28	442.50	460.20
55.	Protocol Officer	1	29	471.25	490.10
56.	Library officer	2	29	471.25	490.10
57.	Executive Assistant to the Rector's Office	1	29	471.25	490.10
58.	Senior officer of the publishing house	1	30	500.00	520.00
59.	Translation Officer	1	30	500.00	520.00
60.	Archive Officer in the CA	1	29	442.50	460.20
61.	Archive officer in academic units	1	29	442.50	460.20
62.	Senior Personnel Officer	1	30	500.00	520.00
63.	Administrative Assistant to the Secretary's Office	1	29	471.25	490.10
64.	Administrative assistant in academic units	5	29	442.50	460.20
65.	Driver	2	Fix414	414.00 51.00 ⁵	430.56
66.	Control and maintenance technical officer	1	Fix385.50	385.50	400.92
67.	Buffet attendant	1	Fix385.50	385.00	400.40

⁵ Additional pay according to the internal regulation for personal income and the agreement for merging the incentive into the basic salary between the Public Universities and the Ministry of Finance Ref, 4-4261 dated 11.10.2017

Transitional provisions

Article 5

1. The salaries for the administrative employees of UKZ, determined by this regulation will be applied until the approval of the Law on Salaries for all civil or public servants at the level of the Republic of Kosovo. Leveling and harmonization of salaries for civil (public) servants will be done on the basis of Classification of positions and ranks of pay in the civil-public service which will be determined and approved by the competent government institutions.
2. The Public University “Kadri Zeka” in Gjilan may set additional pay to the basic salary, after approval by the competent government institutions.
3. For all positions which are not included in the previous regulation, while they are foreseen in the regulation for internal organization and systematization of jobs, the amount of the salary equivalent to the positions of the same or similar category will be applied, incorporating also the stimulative additional pay.
4. Salaries set out in Article 4 of this regulation are part of the merger of the existing stimulative additional pay and the existing base pay, which was made in agreement among public universities, MEST, MPA and MoF.
5. Civil (public) servants, whose basic salary after the implementation of the law on the salaries of civil (public) servants is less than their existing basic salary before the entry into force of this law, retain their existing basic salary until the time when their basic salary is in accordance with the provisions of this law and the provisions relating to the general classification of job positions in the civil public service, as well as the standards and procedures for the classification of each position in the respective rank.

Article 6

This regulation enters into force immediately after approval by the Steering Committee of UKZ, based on the agreement among UKZ, MEST, MPA and MoF with no. Ref, 4-4261 dated 11.10.2017.

With the entry into force of this regulation, Regulation no. 01/30 dated 05.11.2013 and Regulation no.02-1824 dated 24.11.2017 are repealed.

Msc. Ibrahim Kosumi

Chairman of the Steering Committee