



**UNIVERSITETI - UNIVERSITY - UNIVERZITET**  
**"HAXHI ZEKA"**

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**REGULATION ON THE INTERNAL ORGANISATION AND SYSTEMATIZATION OF JOBT AT THE  
UNIVERSITY "HAXHI ZEKA" IN PEJA**

Pursuant to the Statute of University "Haxhi Zeka" in Peja, No. 04 - V - 662, dated 30 May 2013, Article 23, paragraph 1.3, Law on Civil Service of the Republic of Kosovo, No.03 / L-149, Regulation No.09 / 2012 on Internal Organization Standards and Systematization of Jobs at SA, Regulation No.21 / 2012 on Career Promotion, the Steering Council of the University "Haxhi Zeka" in Peja, dated 07.02.2020, approves the following:

## **AMMENDMENT AND SUPPLEMENTATION OF THE REGULATION ON THE INTERNAL ORGANISATION AND SYSTEMATIZATION OF JOBT AT THE UNIVERSITY "HAXHI ZEKA" IN PEJA**

### **Article 1**

#### **Purpose**

The purpose of this Regulation is to define the internal organization and systematization of jobs of the University "Haxhi Zeka" in Peja ("UHZ"), including the functions and responsibilities of the Offices according to the general job descriptions

### **Article 2**

#### **Scope**

The provisions of this Regulation shall apply to all UHZ offices that consist of the overall organizational structure.

### **Article 3**

#### **Definitions**

The terms used in this Regulation shall have the same meaning as in the definitions of Statute No. 04 - V - 662, dated May 30, 2013, as well as Law no. 03 / L-149 on Civil Service of the Republic of Kosovo.

### **Article 4**

#### **Principles of internal organisation and systematisation of jobs**

1. The UHZ shall effectively fulfil the tasks set by law and shall exercise its institutional and administrative activity in a transparent and accountable, economic and professional manner, with professional impartiality and political independence.
2. The internal organisation and functioning of UHZ shall be based on the following principles:
  - 2.1. **The principle of legality and organizational independence**, which implies that UHZ performs its tasks independently, based on Statute no. 04 - V - 662, dated May 30, 2013, bylaws, specifications and goals of UHZ set forth under this Statute, national and international standards, principles and best practices.
  - 2.2. **The principle of professionalism**, which implies that the organizational units of UHZ and its officials shall exercise their duties and responsibilities in accordance with the relevant legal provisions, the code of ethics and in full respect with the principle of impartiality, independence and confidentiality.
  - 2.3. **The principle of functionality**, which implies the internal organization of the UHZ in such a way that all functions within the scope of the UHZ are grouped and subdivided into separate organizational units, with clear responsibilities and functions, in order to increase motivation, initiatives and performance at work.

- 2.4. **The rationalization principle**, which implies the organizational structure of an appropriate and rational size for efficiently and effectively performing the least costly financial works without compromising the quality of services.
- 2.5. **The principle of vertical and horizontal interconnection**, which means that the hierarchical line and line of responsibility in the vertical aspect, as well as the horizontal coordination and cooperation line in the UHZ, are clearly specified.
- 2.6. **The principle of transparency**, which implies that all offices and organizational units and workplaces are created, changed or terminated based on prior needs assessments, consultations and proposals by senior management and the SC, promoting participation in decision-making according to the overall objectives of the UHZ work as well as the performance of the officials affected by these movements.
- 2.7. **The principle of equal opportunities and protection of civil servants' rights**, which implies ensuring the provision of equal opportunities and protecting the fundamental rights arising from the legal provisions governing the employment relationship of the UHZ staff.

## Article 5

### Organisational structure of the University “Haxhi Zeka” in Peja

1. The managing organisational structure of the University “Haxhi Zeka” in Peja is the following
  - 2.1 Steering Council of the University ‘Haxhi Zeka’ in Peja
  - 2.2 Rector’s Office of the University ‘Haxhi Zeka’ in Peja
  - 2.3 Senate of the University “Haxhi Zeka’ in Peja
2. The administrative organisational structure of the University ‘Haxhi Zeka’ in Pejë is the following
  - 2.1. Office of Secretary General
  - 2.2. Internal Audit Office
  - 2.3. Administrative Offices of Academic Units
  - 2.4. Central Administration Office
3. Depending on the priorities and needs arising from the UHZ's mandate, this organizational structure may be amended at any time by the Steering Committee, by supplementing and amending it.
4. Schematic representation of the structure determines whether or not the above structures depend on each other.
5. In addition to the Directors of Offices who report directly to the Secretary-General as in the organogram, the directors of all Offices shall also report indirectly to the Vice Rectors in the fields specified in the definition as provided for under Articles 33 and 34 of the Statute of University "Haxhi Zeka" in Peja, no. 04 - V - 662, dated May 30, 2013.
6. This Regulation sets out the titles of positions in the various Organizational Offices, while the number of positions as well as the competences foreseen for the organizational structure, management and most of the staff are statutory categories. The Secretary General may propose the creation of new positions or the elimination of positions within the powers provided for under Article 226, paragraph 2 of the Statute of University "Haxhi Zeka" in Peja, no. 04 - V - 662, dated May 30, 2013, law for the purpose of maintaining the most effective work at UHZ.
7. Officials appointed or elected to UHZ offices, including organizational units within the general organizational structure of UHZ, shall be deemed to have been appointed by the Appointment Act to these organizational units.

8. Upon the approval of this regulation by the SC, the Secretary-General shall adopt the number of positions in all UHZ offices and organizational units.
9. ***The number of academic and administrative staff employed at University "Haxhi Zeka" in Peja is one hundred and sixty-two (162), changes occur depending on the number and budget allowed by the MoF, UHZ will implement it in its entirety number of staff under the Budget Law. University "Haxhi Zeka" in Peja, currently has seventy- four – 74 full time administrative staff, so this regulation also includes future planned positions.***

## **Article 6**

### **Executive Secretariat of the Steering Committee**

1. The Executive Secretariat of the SC (ESSC) shall provide the SC with all the information necessary for the exercise of its functions and the SC's meetings, and shall exercise all other functions as prescribed by its by-laws.
2. The ESSC shall be governed by the Executive Officer who is appointed by the SC, its powers and responsibilities are defined under the contract and bylaws in force.
3. The primary functions of the ESSC shall be of an advisory, professional and technical nature to the SC. The ESSC organizes the SC's meetings, writes the minutes of these meetings, compiles the decisions and instructions of the SC on the Management of UHZ ("Management"), and performs other duties as defined under the statute and other bylaws to support the SC. In exercising this primary function, the ESSC shall coordinate closely and on a regular daily basis with other UHZ organizational units, which provide the ESSC with all relevant information as instructed by the SC.
4. In addition to the tasks to support of the SC, the ESSC shall provide to the organizational units of the UHZ the information needed to carry out day-to-day activities. It shall coordinate the works between the SC and the Management to enable the transmission of information, reports, guidelines, decisions and all other documents for the purpose of maintaining the level of coordination, transparency and efficiency of UHZ. Due to the specific nature of the job and position, the ESSC exercises a high level of responsibility and confidentiality in accordance with the SC guidelines and applicable legal provisions.
5. Under the systematisation of jobs, the ESSC shall consist of the following positions:
  - 5.1. Executive Office of ESSC;
 Number of employees in this office is one (1)

## **Article 7**

### **Rector of the University**

1. The Rector of "Haxhi Zeka" University in Peja, shall be the main managerial authority of the University, who holds the primary responsibility for the achievement of UHZ's statutory and strategic objectives, ensuring a professional, ethical and efficient UHZ operation. The Rector of the University shall be appointed by the SC for a fixed term and shall report on its work to the SC once a year. Its powers and responsibilities are set forth under the Statute of UHZ, and its bylaws.
2. Rector's Office shall consist of the following positions:
  - 2.1. Rector;
  - 2.2. Vice Rectors;
  - 2.3. Supporting personnel.
3. Duties and responsibilities of the Rector shall be determined under the Statute of the University "Haxhi Zeka" whereas the duties of the vice rectors shall be determined under the Rector's decision.
4. Under the systematisation of jobs, the Rector's Office shall consist of the following positions:
  - 4.1 Advisor of the Rector;
  - 4.2 Administrative Assistant

5. The number of employees in the Rector's Office is two (2)

## **Article 8**

### **Secretary General**

1. The Secretary General shall be the highest executive and administrative officer of the University, who is the official responsible for the efficient, economic and effective management of the University. It is the chief of office directors within the central administration, the chief of the Secretaries of Academic Units, and is also Ex-officio member of the Steering Council and the Senate of the University "Haxhi Zeka" in Peja.
2. Office of Secretary General, under the systematisation of jobs, shall consist of the following positions:
  - 2.1 Executive Officer
  - 2.2 Executive Assistant
  - 2.3 Zyrtar qertifikues
3. The number of employees in the Office of Secretary General is four (4).

## **Article 9**

### **Internal Audit Office**

1. Duties and responsibilities of the Internal Audit Office shall be the following:
  - 2.1 Develops a long-term audit plan (strategy) based on the annual audit plan, and submit these plans to the SC / Rector for review and approval no later than October 31 of the relevant year;
  - 2.2 Implements the annual audit plan as approved, including and as required, any specific tasks or projects required by the NAO and / or the RC / Rector;
  - 2.3 Offers on-demand audits only if requested by the SC / Rector / or NAO, and according to the time budget for such activities in the annual plan;
  - 2.4 Works with a professional audit staff with sufficient knowledge, skills, experience and professional certifications to meet the requirements of this Statute and relevant laws;
  - 2.5 Provides advisory services, beyond the internal audit assurance services, to help the Management achieve its objectives;
  - 2.6 Issues periodic reports to the SC / Rector and Management in general, summarizing the results of the audit activities no later than January 31 of the respective year.
2. The Internal Audit Office shall be managed by the Office Director who shall report to the University's Rector, whereas for certain period of times, it shall report to the NAO.
3. Under the systematisation of jobs, the Internal Audit Office shall consist of the following positions:
  - 3.1. Director of Internal Audit;
  - 3.2. Officer of Internal Audit.
4. The number of employees in the Auditing Office is two (2).

## **Article 10**

### **Office of Administration and General Services**

1. The Administration Office shall be responsible for the effective coordination and delivery of internal administrative services, the management of all matters relating to human resources, ensuring that all organizational offices and UHZ staff have the necessary support related to services, archiving, logistics, technical support, protocol, etc., in coordination with the Management and other offices

within the UHZ's organizational structure. The duties and responsibilities of the Administration Office shall be the following:

- 2.1 Organizes the work for the fulfilment of the logistical needs and the provision of technical services to UHZ's staff;
  - 2.2 Develops general internal control policies and procedures in all operating areas of the Offices;
  - 2.3 Ensures the development, implementation and evaluation of adequate policies in all operating units;
  - 2.4 Liaises with the Secretary General on a regular basis on matters related to Administration;
  - 2.5 Liaises and coordinates with Office Directors on matters pertaining to Administration so that tasks are performed effectively and UHZ's objectives are met.
2. Administration Office shall be managed by the Office Director, who shall report to the Secretary General.
  3. Under the systematisation of jobs, the Administration Office shall consist of the following:
    - 3.1 Office Director;
    - 3.2 Officer for the supervision of Construction (two)
- The number of employees in the Administration Office is three (3).

## **Article 11**

### **Office for Public Relations**

1. Duties and responsibilities of the Office for Public Relations shall be the following:
  - 2.1 Provides full support in promoting UHZ's work, informing the public about UHZ's work, prepares press releases and daily monitoring of the printed and electronic, local and international, media of UHZ's interest ;
  - 2.2 It is the media's contact point for providing media communication regarding the UHZ's activities;
  - 2.3 Updates the UHZ's website, promotes the UHZ's work and messages on social networks, and is a focal point for the law enforcement regarding requirements related to Access to Public Documents;
  - 2.4 It is a focal point for the coordination of reporting to the Government of Kosovo-Ministry of European Integration on the implementation of the National Program for the Implementation of the Stabilization and Association Agreement.
2. Office for Public Relations shall be managed by the Office Director for Public Relations, who shall report to the Secretary General.
3. Under the systematisation of jobs, the Office for Public Relations shall consist of the following positions:
  - 3.1. Office Director for Public Relations/ UHZ's spokesperson;
  - 3.2. Office for Public Communication.
4. The number of employees in the office for Public Relations is two (2).

## **Article 12**

### **Office for Academic Affairs and Teaching Excellence**

1. Duties and responsibilities of the Office for Academic Affairs and Teaching Excellence shall be the following:
  - 1.1 Organizes and coordinates the work of the Office for Academic Affairs and Teaching Excellence;
  - 1.2 Prepares employment contracts for regular and engaged academic staff of the university;
  - 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 announcements for University academic staff;
  - 1.5 Compiles the overviews of the teaching hours based on faculty proposals for academic staff engagement;
  - 1.6 Prepares materials for meetings of the Study Committee, the Central Council of Doctoral Studies, the University Senate, which deals with academic issues and Teaching Excellence;
  - 1.7 Performs work in coordination with the UHZ's Senate, Steering Council, Academic Units, Institutes, as well as with councils, committees and working groups in the field of teaching, academic affairs and related matters;
  - 1.8 Under the direction of the Vice Rector for Teaching, Student Affairs and Research, compiles the work plan of the Office and oversees its implementation;
  - 1.9 Identifies the need for training areas for academic staff in coordination with the Vice-Rector for Academic Affairs and the Deans of Academic Units;
  - 1.10 Trainings shall be organized through the Office of Academic Affairs and Teaching Excellence to support the professional development of the UHZ academic staff. The Office monitors the implementation of contemporary teaching and assessment methods by the academic staff;
  - 1.11 In collaboration with management, academic units and academic staff shall develop plans and conducts other trainings and activities to promote contemporary teaching and assessment methods;
  - 1.12 Provides individual support to academic staff in planning their professional development, respectively in developing individual development plans for one year;
  - 1.13 On an annual basis, it shall identify the needs of the academic staff for the professional development of the academic staff, respectively for training in the function of mastering and applying contemporary teaching and assessment methods by the academic staff;
  - 1.14 The Office of Academic Affairs and Teaching Excellence in collaboration with the Vice-Rector for Teaching and the Deans of Faculties shall organize monitoring of academic staff regarding the implementation of contemporary teaching and assessment methods;
  - 1.15 In coordination with management, the Office of Academic Affairs and Teaching Excellence shall organize regular monitoring at least once a year for each professor, "ad-hoc" monitoring, and monitoring of academic staff advancement;
  - 1.16 Prepares statistics on the level of implementation of contemporary teaching and assessment methods, and supports academic staff in this area through activities to be organized by UHZ management;
2. On an operational basis, the Director of the Office of Academic Affairs and Teaching Excellence shall report to the Secretary-General, while shall report on and shall coordinate the professional matters related to its duties with the Vice Rector for Teaching, Student Affairs and Research
3. Office for Academic Affairs and Excellence in Teaching under the systematisation of jobs, shall consist of the following positions:

- 3.1 Director of the Office of Academic Affairs and Teaching Excellence (1 employee);
- 3.2 Officer for Excellence in Teaching (2 employees)
- 3.3 Officer for Academic Affairs (1 employee)
- 4. The number of employees in the Office of Academic Affairs and Teaching Excellence is four (4).

### **Article 13**

#### **Office for Scientific Research**

- 1. Duties and responsibilities of the Office for Scientific Research shall be the following:
  - 1.1. Organizes and coordinates the work of the Office of Scientific Research;
  - 1.2. Compiles various information, analysis and statistical reports for the needs of the University, related to scientific publications and papers, as well as participation in scientific conferences of academic staff;
  - 1.3. The Office of Scientific Research in cooperation with the Vice Rector for Teaching, Student Affairs and Scientific Research shall continuously monitor the publications of the university's academic staff;
  - 1.4. Compiles and updates the database of scientific publications for university's academic staff;
  - 1.5. Works in consultation with the management of UHZ, namely the Vice-Rector for Teaching, Student Affairs and Research, as well as other relevant stakeholders to support the promotion and implementation of recommendations arising from the Bologna Process at UHZ;
  - 1.6. Performs work in coordination with the UHZ Senate, Steering Council, Academic Units, Institutes, as well as with councils, committees and working groups in the field of research and related matters;
  - 1.7. Prepares materials for the Editing Council meetings;
  - 1.8. Maintains and continuously updates the database of academic staff at UHZ;
  - 1.9. Prepares the material for the meetings of the Study Committees, the Central Council of Doctoral Studies, the Editing Council and the University Senate, which deals with scientific research;
- 2. On the operational aspects, the Director of the Office for Scientific Research shall report to the Secretary General, while on professional matters related to work tasks shall report and shall coordinate the work with the Vice Rector for Teaching, Student Affairs and Scientific Research
- 3. Under the systematisation of the jobs, the Office for Scientific Research shall consist of the following positions:
  - 3.1 Director of the Office for Scientific Research;
  - 3.2 Officer for Scientific Research.
- 4. The number of employees in the Office for Scientific Research is two (2).



## **Article 14**

### **Office for Student's Affairs**

1. Duties and responsibilities of the Office for Students Affairs shall be the following:
  - 1.1. Organizes, coordinates the work with the UHZ 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 call for applications and the plan of engagement of the sector officials for student affairs and other persons in the registration of new students;
  - 1.3. Makes the necessary technical preparations and enrolment 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 call for application, 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.
2. On the operational aspect, the Director of the Office of Student Affairs shall report to the Secretary General, while on professional matters related to work tasks shall report and shall coordinate the work with the Vice Rector for Teaching, Student Affairs and Scientific Research
3. The Office for Student Affairs under the systematisation of jobs, shall consist of the following positions:
  - 3.1 Director of the Office for Students Affairs (1 employees);
  - 3.2 Officer for student services (1 employee);
  - 3.3 Officer for diploma (2 employees).
4. The number of employees in the office for student affairs is four (4).

## **Article 15**

### **University Central Library and Organisational Structure**

The Central Library is an office within the University "Haxhi Zeka" in Pejë.

1. Duties and responsibilities of the University Library are laid down under article 79 of the Statue of the University "Haxhi Zeka" in Pejë:
  - 1.1. The Central University Library shall collect, process and make available library collections of teaching materials, information and library services for the development of educational, scientific activity, and for the development of the skills and knowledge of students and their professors;
  - 1.2. The Central University Library shall provide services to students and teaching staff by borrowing library materials and providing access to electronic information sources. It provides professional services to the libraries of the respective faculties. The activity of the university libraries is based on international library standards;

- 1.3. The Central University Library is an integral part of the Unified Librarian Network of Kosovo with the aim of implementing library standards, preparing and disseminating databases and enhancing inter-library collaboration
2. On the operational aspects, the Director of the University Library shall report to the Secretary General, while on professional issues related to work tasks shall report and shall coordinate the affairs with the Vice Rector for Teaching, Student Affairs and Scientific Research
3. The organizational structure of CUL is defined in accordance with the needs of CUL according to international standards for the provision of quality services to readers;
4. The Structure of CUL shall include Sectors, Services and Offices.
5. The Regulation on the internal organization of the CUL (Organogram) shall be defined the activities of the offices, the manner of management, the manner of performing the duties and duties, as well as the rights, obligations and responsibilities of the employees in the CUL.
6. The number of staff at the Central University Library is three (3)

## **Article 16**

### **Office for Budget and Finances**

1. The Office for Budget and Finance shall be responsible for the Management and Financial Reporting of UHZ funds provided by the Kosovo Budget, audit of Revenues as defined by the Statute, and grants donated by donors. It supervises and further develops the UHZ financial processes and transactions and is responsible for the security and safeguarding of Funds. The responsibilities of the Office of Budget and Finance shall include the following:
  - 1.1. Planning and drafting the annual budget in collaboration with budget holders and UHZ Management, designing financial control modules related to payments, administrative fees and other transactions;
  - 1.2. Financial Management and Reporting for UHZ funds provided by the Budget of the Republic of Kosovo, revenues determined by the Statute, and grants donated by donors;
  - 1.3. Financial management of UHZ Funds;
  - 1.4. Proper development of the accounting system and other financial databases for the funds of the Budget of the Republic of Kosovo, the revenues determined under the Statute of UHZ, as well as donor funds;
  - 1.5. Providing financial advices to UHZ Management and employees.
2. The Director of the Office of Budget and Finance shall report to the Secretary-General, while it shall consult and coordinate the work with the Vice-Rector for Budget, Finance and Infrastructure
3. Under the systematisation of jobs, the Office for Budget and Finances shall consist of the following positions:
  - 3.1 Director of the Office for Budget and Finances;
  - 3.2 Expenditure Officer;
  - 3.3 Revenue Officer;
  - 3.4 Planning Officer;
  - 3.5 Officer for Salaries;
  - 3.6 Officer for Estate;
  - 3.7 Cashier
4. The number of employees in the Office for Budget and Finances is seven (7).

## **Article 17**

### **Procurement Office**

1. Main activity of the Procurement Office is to perform all procurement activities of UHZ, based on the final procurement planning, which is drafted based on the requirements of UHZ offices, including:
  - 1.1. Development of procurement procedures according to the Law on Public Procurement and Public Procurement Regulations;
  - 1.2. Enhancement and capacity building of UHZ, as well as the ability of other offices to conduct quality procurement in accordance with relevant regulations;
  - 1.3. Periodic UHZ procurement management and regular internal and external reporting;
  - 1.4. Maintaining the procurement register by updating it with each new tender initiation.
2. The Procurement Office shall be managed by the Director of the Procurement Office, who for its work shall report to the Secretary General whereas shall consult and coordinate the works with the Vice Rector for Budget, Finance and Infrastructure.
3. Under the systematisation of jobs, the Procurement Office shall consist of the following positions:
  - 3.1. Director of the Procurement Office;
  - 3.2. Procurement Officer (2 officer);
4. The number of employees in the Procurement Office is three (3).

## **Article 18**

### **IT's Office**

1. The IT office shall be responsible for the technical management and maintenance of the UHZ's IT network, the development of procedures for security measures for internet infrastructure, servers and their operation in accordance with the applicable policies of e-government, which include the following:
  - 1.1. Day-to-day operations of the help desk, continuous monitoring and maintenance of server room and essential infrastructure equipment;
  - 1.2. Gathering relevant facts on the needs and requirements of all organizational units including essential needs;
  - 1.3. Management of the Electronic Student Management System (SEMS);
  - 1.4. WEB Management;
  - 1.5. Prepares tenders and manages contracts for the supply of IT equipment, photocopying services and Internet and VPN network services;
  - 1.6. Management of other software packages and network management in the facility;
  - 1.7. Maintenance of requirements / submissions database
2. The IT Office shall be managed by the Director of IT, who shall report to the Secretary General while consulting and coordinating work with the Vice-Rector for Budget, Finance and Infrastructure
3. Under the systematisation of jobs, the IT Office shall consist of the following positions:
  - 3.1. Director of IT Office;
  - 3.2. Administrator of IT network;
  - 3.3. Administrator of networks and Communication;
  - 3.4. Administrator of the data base;
  - 3.5. IT Officer.

The number of employees in the IT Unit is five (5).

## **Article 19**

### **Office for Quality Assurance and Quality Assessment**

Duties of the Office for Quality Assurance and Assessment shall be the following:

1. The Office is a supporting body of the CQMA for initiating and coordinating initiatives and for the continuous improvement of quality assurance.

2. The Office shall organize a systematic monitoring of the approved quality indicators, in particular the following activities:
  - 2.1. Implements the Quality Assurance Activities Plan as approved by CQMA,
  - 2.2. Collects information about quality and assessments from all system stakeholders within the University;
  - 2.3. In cooperation with the CQAM and the Coordinators for Quality and Assessment, organizes the internal evaluation process according to the Quality Assurance Manual, through questionnaires and other instruments provided in the Manual,
  - 2.4. Distributes questionnaires, collects, processes and evaluates data from areas evaluated under section 2 of this Regulation;
  - 2.5. Provides support to the Ad Hoc Committees in the process of evaluating changes and additions to existing study programs as well as in periodic internal evaluation procedures;
  - 2.6. Provides administrative support in the internal evaluation procedures of the University's quality assurance system;
  - 2.7. Provides support to academic units through Quality Assurance and Assessment Coordinators;
  - 2.8. Gathers, processes and analyses data necessary for the compilation of the annual work report;
  - 2.9. Coordinates the work to support the academic units for the process of Institutional Re-accreditation and Re-accreditation of study programs, based on the KAA Guidelines and Standards,
  - 2.10. Maintains and reviews the documentation on re-accreditation process, prepares relevant reports and analysis.
2. The Office shall cooperate with all bodies responsible for quality assurance and improvement at the University for the fulfillment of the respective tasks.
3. On the operational aspects, the Director of the Office for Quality Assurance and Assessment shall report to the Secretary General, while on professional matters related to work duties shall report and coordinate the work with the Vice Rector for International Cooperation and Quality Improvement.
4. The Office for Quality Assurance and Assessment under the systematization of jobs shall consist of the following positions:
  - 4.1 Director of the Office for Quality Assurance and Assessment;
  - 4.2 Officer for Quality Assurance and Assessment (1 employee);
  - 4.3 Officer for Accreditation (1 employee);
5. The number of employees in the Office for Quality Assurance and Assessment is three (3).

## **Article 20**

### **Office for International Cooperation**

1. Duties and responsibilities of the Office for International Cooperation shall be the following:
  - 1.1 Support the development of international inter-university cooperation through agreements and protocols;
  - 1.2 Coordinates and supports regional and international projects of interest to UHZ;
  - 1.3 Drafts and implements projects that advance the UHZ's research and scientific work, in cooperation with the Vice Rector for International Cooperation and Quality Improvement;
  - 1.4 Assist in establishing links with foreign Universities, advises professors on establishing such links;
  - 1.5 Gathers data on national and international funds available for student and teacher mobility (eg DAAD, EU, Fulbright, British Council, etc.), and disseminates these information to Faculties;
  - 1.6 Ensures information from relevant international institutions about education and initiation of cooperation;
  - 1.7 Manages with the University's Summer School Program;

- 1.8 Participates, under the capacity of member of the committee, to plan the further strategies to successfully implement the projects;
  - 1.9 Assists the Rector and the Vice Rector for International Cooperation and Quality Improvement at all levels of International Cooperation;
  - 1.10 Performs other works as assigned by the manager;
  2. On the operational aspects, the Director of the Office for International Cooperation shall report to the Secretary General, whereas on professional matters related to work duties shall report to and shall coordinate the work with the Vice Rector for International Cooperation and Quality Improvement.
  3. The Office for International Cooperation, under the systematisation of jobs, shall consist of the following positions:
    - 3.1 Director of the Office for International Cooperation;
    - 3.2 Officer for International Cooperation (1 employee).
    - 3.3 Officer for Projects (1 employee).
- The number of employees in the Office for International Cooperation is three (3).

## **Article 21**

### **Office for Carrier Development**

Duties and responsibilities of the Office for Carrier Development shall be the following:

1. Initiates possible agreements between UHZ and various organizations - companies, with the aim of creating internships or employing UHZ students;
2. Holds meetings with the management staff, academic staff, University administrative staff, employers, foreign visitors, etc. .;
3. Coordinates various researches carried out by the OCD and develops plans for implementation of all OCD activities;
4. Participates in conferences, seminars, trainings, round tables related to youth career development, etc.
5. On the operational aspect, the Director of the Centre for Career Development shall report to the Secretary General, while on professional issues related to the job duties shall reports and coordinates the work with the Vice Rector for International Cooperation and Quality Improvement.
6. Office for Career Development under the systematization of jobs, shall consists of the following positions:
  - 6.1 Director of the Office for Carrier Development;
  - 6.2 Officer for Carrier (2 employees).

The number of employees in the Office for Carrier Development is three (3).

## **Article 22**

### **Office for Human Resources and Gender Equality**

1. This Office shall be responsible for developing and overseeing the implementation of policies and procedures relating to the management and development of human resources, which shall base its work on the legislation into force, not including internal personnel policies. This Unit's activities shall be related to the: planning, recruiting, training needs analysis and presentation of appropriate training activities, conflict resolution, staff counselling and contributing to the development of sustainable and effective administrative processes, including:
  - 2.1 Ensures that the UHZ staff recruitment and selection processes are conducted in accordance with the principles and legislation into force and oversees their implementation;

- 2.2 Proposes and develops policies and procedures related to career development for civil servants and capacity building, and manages the performance assessment process and oversees their implementation;
  - 2.3 Proposes and develops policies and procedures regarding the assessment and analysis of training needs of civil servants;
  - 2.4 Ensures the implementation of the relevant Human Resources development model at UHZ, by harmonizing the structures, resources and responsibilities related to human resources development, by defining HR policies, principles and guidelines;
  - 2.5 Assists the UHZ Management in evaluating internal processes and procedures and recommends changes / improvements, in order to increase the work efficiency;
  - 2.6 Coordinates the implementation of the law and the Kosovo Gender Equality Program;
  - 2.7 Integrates Gender and budgeting in policy making and implementation;
  - 2.8 Cooperates with the Agency for Gender Equality and other relevant actors in the field of gender equality;
  - 2.9 Adopts, formalizes and documents the HR management policies at UHZ, as well as interprets and communicates them.
2. Office for Human Resources and Gender Equality shall be managed by its Director, which shall report for its work to the Secretary General.
  3. Under the regulation for the systematisation of jobs, the Office for Human Resources and Gender Equality shall consist of the following positions:
    - 3.1. The Director for Human Resources and Gender Equality;
    - 3.2. Office for Human Resources and Gender Equality (2 employee);
- The number of employees in the Office for Human Resources and Gender Equality is three (3).

### **Article 23**

#### **Legal Office**

1. Supports the UHZ in legal matters, its policies and regulatory issues;
  2. Provides necessary advices to the senior management, the SC and any other Office regarding applicable laws and UHZ activities.
  3. Drafts regulations and other official documents on legal issues directly related to the work of UHZ
  4. Prepares drafts for all legal proceedings and for other matters required by the senior management.
  5. Prepares and reviews the entire documentation for the UHZ Senate meetings and of the UHZ's Steering Committee.
  6. Prepares all draft decisions for the UHZ's Senate and Steering Committee.
  7. The Legal Office shall be managed by the Director, who shall report for its work to the Secretary-General.
  8. The Legal Office under the regulation for the systematization of jobs, shall consists of the following positions:
    - 8.1 Director of the Legal Office;
    - 8.2 Legal Officer (2 employees).
- The number of employees in the Legal Office is three (3).

### **Article 24**

#### **Office for Protocol and Archives**

1. Duties and responsibilities of the Office for Protocol and Archives shall be the following:
  - 1.1. Manages the official documentation that is received by the UHZ, ensures the proper implementation of the provisions of the paper management system by centralizing the database process;
  - 1.2. Follows, harmonizes and registers cases by office, NA, and arranges documents electronically for all UHZ offices and ensures official access by authorized persons only, by tracking and monitoring deadlines;
  - 1.3. Makes sure to maintain the confidential nature of certain data and continuously monitors the Protocol Office's database to ensure that any incoming and outgoing files are registered.
  - 1.4. Performs the work according to the Archive Unit's policies and procedures, receives archiving documentation including prequalification, reporting, contracting, scanning and recording in the archive database, sorting and archiving in the storage;
  - 1.5. Receives the documentation produced by UHZ's Academic Offices or Units, scans and records them in the archive database, sorts and archives in the storage and updates the documentation as required by the relevant units;
  - 1.6. Cooperates with the Data Protection Agency and the Civil Registration Agency.
2. The Office for Protocol and Archive shall be managed by the Director of the Office for Protocol, who shall report to the Secretary General.
3. Under the systematisation of jobs, the Office for Protocol and Archive shall consist of the following positions:
  - 3.1. Director of the Office for Protocol;
  - 3.2. Sending Officer;
  - 3.3. Registration Officer;
  - 3.4. Archive Officer;
  - 3.5. Administrative Officer of Archives at the academic unit.
4. The number of employees in the Office for Protocol and Archive is five (5).

## **Article 25**

### **Office for General Services and Transport**

1. Duties and responsibilities of the Office for General Services and Transport shall be the following:
  - 1.1. Coordinates the works of the Office for General Services and Transport Unit;
  - 1.2. Assign the work priorities, ensures the information flow and various reports which serve for the better management of the work of these units.
2. For its work, the Director of General Services and Transport shall report to the Secretary General and shall have under its direct supervision the following employees:
  - 2.1. Director of the Office
  - 2.2. Coordinator for General Services and Transport Unit;
  - 3.3 Officer for Logistics;
  - 3.4 Driver;
  - 3.5 Nototekist
  - 2.6 Technical administrative officer

The number of employees in the Office for General Services and Transport is five (5).

## **Article 26**

### **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 Supporting personnel.

Duties and responsibilities of the Dean and of the Vice Deans shall be determined under the Statute of the University “Haxhi Zeka” as well as under the applicable law.

2. The number of the employees at the Dean’s Office is: one (1) assistant at dean's office in each of academic units.

## **Article 27**

### **Administrative Offices at Academic Units (at Faculties)**

1. Secretary Office of the Academic Unit
2. Each Academic Unit (Faculty) shall have the Administrative Office which shall have the following duties and responsibilities:
  - 2.1 The Administrative Offices of the Academic Units shall be 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 this Statute.
  - 2.2 With special authority, they shall represent the Academic Unit in judicial proceedings;
  - 2.3 The Administrative Offices shall develop regulations for the needs of the Academic Unit for approval by the Academic Unit Council, the Steering Committee, and Senate; Prepare decisions approved by the Academic Unit Council; Coordinate the preparation, implementation, reporting and evaluation of the Academic Unit's budget;
  - 2.4 Academic Unit administrative offices shall maintain consistent records and records of: Academic Unit staff; candidates applying for admission to studies at all levels; Statistics for students enrolled in all study and research programs; Student files of all levels of study; data about graduates; teaching process; Academic Unit property and infrastructure, etc. .;
  - 2.5 Administrative offices shall issue student status certificates, grade certificates and graduation certificates;
  - 2.6 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;
  - 2.7 Perform professional work to assist academic staff in the implementation of their objectives with respect to the teaching process and laboratory practices;
  - 2.8 Preserve the Academic Unit data in a standardized electronic way. This data shall be stored in the central database at the service of each Academic Unit;
  - 2.9 Provide logistics services for the needs of the Academic Unit.
3. All these duties shall be coordinate by the Secretary of the Academic or the organisational unit.
4. The Heads (Secretaries) of the Administrative Offices of Academic Units (Faculties) shall report to the Secretary General of the University, whereas they shall coordinate the works with the Deans of the Academic Units.
5. The Administrative Offices of Academic Units, shall consist of the the following work titles:
  - 5.1. Secretary of the Academic Unit – Faculty (one employee at each of the academic units);
  - 5.2. Financial Officer (one employee at each of the academic units);
  - 5.3. Officer for for teaching matters (three employee);
  - 5.4. Student service officer (two employee in each academic units);
  - 5.5. IT Officer (one employee at each of the academic units);
  - 5.6. Officer for protocol (one employee at each of the academic units);
  - 5.7. Officer for logistics;
  - 5.8. Officer of the archive
  - 5.9. Technical administrative officer(one employee at each of the academic units);
6. The number of employees at five Academic Units (Faculties) is fourty five (45).



**Article 28**  
**Working groups**

1. The UHZ may establish provisional working groups for the development of various activities that go beyond the scope of the ordinary work, to ensure the fulfilment of the mandate, the implementation of the projects and the UHZ work plan.
2. The composition of the working group, as well as the clear determination of its mandate, objectives and time limits, shall be the responsibility of the Secretary-General and shall be made in a written decision or through electronic mail.
3. Working groups shall be liable for providing advices within their competences, the Statute, the Law on Higher Education.
4. The outcome of the work of the working groups, whether by recommendation or consultation, shall not exclude the responsibility of the Secretary-General or of the other supervisory officers to whom the recommendation of the working group has been submitted for further action, in accordance with the powers and responsibilities of the respective officer.

**Article 29**  
**Ad-hoc committees and committees established according to the law**

1. UHZ shall establish permanent committees which are required under the provisions of the Law on Civil Service or under other applicable provisions and those shall be independent to issue their own decision, as following:
  - Ethics Committee
  - Study Committee
  - Editing Board
2. The UHZ may also establish other ad-hoc committees for the purpose of performing any particular function, when the performance of that function is more appropriate and more practical to be performed by a particular committee.
3. The composition of the committees, their mandate and their scope shall be regulated by a written decision and in accordance with the relevant legal provisions.
4. The assignment of staff to committees where certain knowledge of the relevant fields is required, shall be made in accordance with the professional training of members in that field, and only when the respective organizational unit wherein such a commission is required does not have the staff adequately trained to perform that specific function as described in the job description.
5. The designated ad hoc committees, for their work, shall be fully co-ordinated, monitored, and shall report to the Secretary-General or other oversight officer who has established the committee.

**Article 30**  
**Mutual relationships between organisations units**

1. Mutual working relationships between internal organizational units shall be based on the principle of mutual cooperation, unity, coordination and agreement, as well as on the rights, obligations and responsibilities set out under the legal framework.
2. In order to coordinate the processes and work activity and cooperation, regular periodic meetings or as needed, between unit leaders shall be held.

**Article 31**

## **UHZ staff and its status**

1. With the exception of the Steering Committee, the Rector, Vice Rectors, Deans of Academic Units, other UHZ administration officials shall be subject to the provisions of the Law on Civil Service, until the completion of all normative acts deriving from the UHZ Statute and shall regulate the relevant area:
  - 1.1. The appointment, mandate, remuneration and the status of the Steering Committee members shall be governed by the Law on Higher Education and the normative acts of the UHZ, as well as other applicable legal provisions;
  - 1.2. The appointment, mandate and status of the Rector, Vice-Rectors, Deans of Academic Units shall be governed by the Statute of UHZ, the Law on Labour, the UHZ bylaws, and other applicable legal provisions;
  - 1.3. Recruitment, status, rights and liabilities under the employment relationship of civil servants with the status of civil servants shall be regulated by the Law on Civil Servants, the Statute of UHZ, the bylaws of UHZ and other applicable legal provisions;
  - 1.4. The appointment and status of technical and supporting staff shall be regulated by the Law on Labour, special laws, UHZ bylaws, and other applicable legal provisions;
  - 1.5. The status of the Service Provider's staff shall be governed under the provisions of the contract for the provision of professional services and other applicable legal provisions
2. Specific conditions of employment, working hours, and remuneration shall be governed by separate UHZ acts and other applicable legal provisions.
3. Staff promotions, upgrades and mobility shall be made in accordance with the legal framework of the Law on Civil Service, Law on Labour, the Collective Contract, UHZ Statute, internal acts and procedures, and also taking into account the UHZ needs and specifications.
4. As required and in accordance with the established rules and procedures, UHZ may engage external consultants and experts to provide services for a specified period of time.

## **Article 32**

### **Determination of work titles, functional categories and of grades**

1. This regulation shall define only titles of the Organisational Structure of the work for the UHZ employees;
2. Professional categories, grades and steps, shall be determined through an internal legal act of UHZ and the applicable legal provisions.

## **Article 33**

### **Job descriptions**

1. Job descriptions for the UHZ employees, based on specific job characteristics, shall be made in accordance with the conditions set forth under the UHZ Statute, this Regulation, and other UHZ internal acts, as well as in the applicable legal framework insofar as they do not conflict with the specifics of the UHZ's work.
2. The direct supervisors of the relevant employees shall be obliged, in close cooperation with the Human Resources Unit and in accordance with the applicable legal provisions and the need presented under the Organizational Structure and the Work Plan, to develop job descriptions specific to each of the officials which shall be approved by the direct supervisor, the Secretary General, the Human Resources Manager and the Rector of the University

## **Article 34**

## **Catalogue of job description**

All updated job descriptions, with the exception of the position of Board Members, Rector, Vice Rectors, Secretary General, Deans of Academic Units and professional service providers, shall be included in a separate document entitled Job Description Catalogue of UHZ. This catalogue shall be compiled upon approval of this regulation.

### **Article 35**

#### **Mobility of staff as a consequence of restructuring process**

1. Staff promotions, upgrades and mobility shall be made in accordance with the Statute of the UHZ, its bylaws and applicable legal provisions, as appropriate for the different categories of UHZ employees, as well as by taking into account the needs, specifics of the UHZ.
2. In case of a gradual reduction of staff as a result of the reduction in the number of UHZ employees, in order to protect the fundamental rights of civil servants from employment, the provisions of the Law on Civil Service shall apply and the relevant Regulations which derive by this law.

### **Article 36**

#### **Final provisions**

1. The increase or the decrease of the employee's numbers according to the annual budget does not constitute a need to amend this Regulation, except in cases when organizational units are created or terminated.
2. For matters not provided for under this Regulation, the provisions of the Civil Service Law, the Law on Labour, the UHZ Statute and the UHZ internal acts, or other applicable legal provisions, shall apply.

### **Article 37**

#### **Entry into force**

1. This Regulation shall enter into force after approval by the Steering Council of the "Haxhi Zeka" University in Peja and Ministry of Finance.
2. With the entry into force of this regulation Regulation no. 1947, dated 03.08.2018 is repealed on the basis of which personal income compensation was made to university administration staff.

Gazmend Shabaj

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Chairman of the Steering Council