



Republika e Kosovës
Republika Kosova - Republic of Kosovo

Agjencia e Kosovës për Akreditim
Agencija Kosova za Akreditaciju
Kosovo Accreditation Agency



The General Director of the Agency,

Pursuant to Article 28 paragraph 4 of Law No. 06/L-113 on Organization and Functioning of the State Administration and Independent Agencies, Article 9 paragraph 8 of Regulation (GRK) No. 01/2020 on Standards of Internal Organization, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies, dated 23.01.2024,

Adopts:

REGULATION

(KAA) NO. 02/2024

ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS

IN THE KOSOVO ACCREDITATION AGENCY

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

This Regulation aims to define the internal organization of the Kosovo Accreditation Agency (hereinafter, the Agency).

Article 2 Scope

1. This Regulation shall apply to the Kosovo Accreditation Agency as the regulatory agency for ensuring quality in higher education in the Republic of Kosovo.
2. The duties and responsibilities of the Agency are defined by the relevant Law on the Kosovo Accreditation Agency and other legislation in force.

CHAPTER II INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE KOSOVO ACCREDITATION AGENCY

Article 3 Mission of the Agency

In line with the Law on the Kosovo Accreditation Agency and the relevant Law on Higher Education, the mission of the Agency as a regulatory agency is internal and external quality assurance, including accreditation, reaccreditation, monitoring, validation and all other quality assurance processes in higher education institutions and their study programmes in the Republic of Kosovo, according to the best international practices, including in particular the relevant European standards in the field of quality assurance in higher education.

Article 4 Organizational structure of the Agency

1. The organizational structure is as follows:
 - 1.1. Office of the General Director;
 - 1.2. Departments, and
 - 1.3. Divisions.
2. The number of employees in the Agency is thirty-two (32).

Article 5
Office of the General Director

1. The Office of the General Director consists of:
 - 1.1. General Director;
 - 1.2. Certifying official;
 - 1.3. Senior human resources official.

2. The duties and responsibilities of the General Director are defined by the relevant Law on Organization and Functioning of the State Administration and Independent Agencies, the relevant Law on Kosovo Accreditation Agency and other legislation in force.

3. The duties and responsibilities of the staff of the Office of the General Director are defined according to the relevant legislation on public officials.

4. The number of employees in the Office of the General Director is three (3).

Article 6
Departments and Divisions within the Agency

1. Departments and Divisions within the Agency are as follows:
 - 1.1. Department of Evaluation and Accreditation:
 - 1.1.1. Division of Evaluation and Accreditation;
 - 1.1.2. Division of Legal Affairs, Analyses, International Cooperation and Projects.

 - 1.2. Department of Monitoring and Post-Accreditation Procedures:
 - 1.2.1. Division of Monitoring;
 - 1.2.2. Division of Post-Accreditation Procedures;

 - 1.3. Division of Budget and Finance;
 - 1.4. Division of General Services.

Article 7
Department of Evaluation and Accreditation

1. The mission of the Department for Evaluation and Accreditation is the development of policies, strategic documents, procedures and standards related to quality assurance in higher education, the drafting of legislation, as well as the provision of analyses, advice and expertise for evaluation and accreditation of institutions and higher education programmes.
2. Department of Evaluation and Accreditation has the following duties and responsibilities:
 - 2.1. Develop policies in the field of quality assurance in higher education, evaluation and accreditation and provide recommendations within the responsibilities of the Department;
 - 2.2. Provide advice, legal opinions and clarifications on legal issues in the scope of the agency;
 - 2.3. Attend in drafting of legislation related to the work of the Agency;
 - 2.4. Legal evaluation of documents developed by the organizational units of the Agency, prior to approval from the Director;
 - 2.5. Advice, instruct and support stakeholders on policies in the field of quality assurance in higher education, evaluation and accreditation, and ensure inclusion in the policy-making processes;
 - 2.6. Review, compare and harmonize local policies with the policies, standards and procedures applicable in the European Higher Education Area (EHEA);
 - 2.7. Contribute to the decision-making process of the State Council of Quality (SCQ) by providing detailed data and analyses to support the process;
 - 2.8. Plan statistics and data as well as thematic analyses on evaluation and accreditation of higher education institutions (HEI);
 - 2.9. Ensure international cooperation for the purpose of internationalization and networking with counterpart organizations and agencies;
 - 2.10. Support and monitor the development and workflow of projects, including activities, outcomes and their financial costs;
 - 2.11. Verify and propose study programmes and their providers to SCQ according to evaluation and accreditation criteria and standards;
 - 2.12. Identify needs and plan the training of international experts;
 - 2.13. Plan all actions and processes of external evaluation for the accreditation of higher education institutions and their study programmes, including accreditation visit, reports, etc.;
 - 2.14. Represent the Agency in legal proceedings against external parties;
 - 2.15. Ensure inter-institutional communication with all the relevant parties.
3. The Director of the Department of Evaluation and Accreditation reports to the General Director of the Agency.
4. The number of employees in the Department of Evaluation and Accreditation is thirteen (13).

Article 8
Division of Evaluation and Accreditation

1. The Division of Evaluation and Accreditation has the following duties and responsibilities:
 - 2.1. Implement policies in the field of quality assurance in higher education, evaluation and accreditation and produce recommendations within the responsibilities of the Division;
 - 2.2. Provide instructions to stakeholders in the field of quality assurance in higher education, evaluation and accreditation;
 - 2.3. Contribute to the decision-making process by ensuring data that support the process;
 - 2.4. Support the relevant department in developing policies related to the process of evaluation and accreditation;
 - 2.5. Support the process to facilitate the development and implementation of evaluation plans and relevant reports, communicate with experts and other involved parties;
 - 2.6. Verify the study programmes and their providers according to the criteria and standards of evaluation and accreditation;
 - 2.7. Organise and coordinate the external evaluation activities and processes for the accreditation of higher education institutions and their study programmes, including accreditation visits, reports, etc.
 - 2.8. Ensure compliance in the development of all expert reports, including changes, comments on drafts, and final reports;
 - 2.9. Organize capacity building trainings;
 - 2.10. Organize trainings for the international team experts involved in evaluation and accreditation processes;
 - 2.11. Ensure communication with all relevant parties.

2. The Head of the Division of Evaluation and Accreditation reports to the Director of the Department of Evaluation and Accreditation.

3. The number of employees in the Division of Evaluation and Accreditation is eight (8).

Article 9

Division of Legal Affairs, Analyses, International Cooperation and Projects

1. Division of Legal Affairs, International Cooperation and Projects has the following duties and responsibilities:
 - 1.1. Provide advice, legal opinions and clarifications to the Director, State Council of Quality and the Appeals Commission of the Agency on legal issues in the scope of the agency;
 - 1.2. Evaluations from the legal perspective of documents developed by other units of the Agency prior to approval by the Director;
 - 1.3. Represent the Agency in legal proceedings against external parties;
 - 1.4. Monitor legal amendments affecting the functioning of the Agency;
 - 1.5. Participate in the drafting of legislation related to the work of the Agency;
 - 1.6. Identify and address legal gaps during the implementation of legislation;
 - 1.7. Implement policies in the field of quality assurance in higher education related to research, analyses and statistical data;
 - 1.8. Implement policies in the field of quality assurance in higher education related to internationalization, networking and international cooperation;
 - 1.9. Implement policies in the field of quality assurance in higher education related to application, implementation and monitoring of projects;
 - 1.10. Provide instructions to stakeholders in the field of quality assurance in higher education relate to analyses and data, reports, internationalization and projects;
 - 1.11. Propose policies related to analyses, internationalization and projects;
 - 1.12. Identify needs and conduct analyses, research and statistics on higher education as well as recommend development priorities of the agency;
 - 1.13. Develop and supervise development projects related to the objectives of the agency;
 - 1.14. Develop activities for the purpose of internationalization and networking with counterpart organizations and agencies;
 - 1.15. Draft reports and publications on the quality of higher education in Kosovo.
2. The Head of the Division of Legal Affairs, International Cooperation and Projects reports to the Director of the Department of Evaluation and Accreditation.
3. The number of employees in the Division of Legal Affairs, International Cooperation and Projects is four (4).

Article 10
Department of Monitoring and Post-Accreditation Procedures

1. The mission of the Department of Monitoring and Post-Accreditation Procedures is to develop policies, strategic documents, procedures and standards related to quality assurance in higher education, as well as provide analyses, advice and expertise for monitoring and Post-Accreditation procedures in higher education institutions and study programmes.
2. Department of Monitoring and Post-Accreditation Procedures has the following duties and responsibilities:
 - 2.1. Develop policies in the field of quality assurance in higher education, monitoring and post-accreditation procedures and provides recommendations within the responsibilities of the Department;
 - 2.2. Advice, instruct and support stakeholders on policies in the field of quality assurance in higher education, monitoring and post-accreditation procedures, and ensure inclusion in policymaking processes;
 - 2.3. Analyse, compare and harmonize local policies with the policies, standards and procedures applicable in the European Higher Education Area (EHEA) regarding monitoring and post-accreditation procedures;
 - 2.4. Contribute to the decision-making process in the State Council of Quality by ensuring detailed data and analyses that support the process;
 - 2.5. Summarize and propose reports to the SCQ with recommendations from the monitoring process and post-accreditation procedures;
 - 2.6. Identify needs and plan the training of international experts on post-accreditation procedures;
 - 2.7. Plan all actions and processes for monitoring and post-accreditation procedures in higher education institutions and their study programmes, including visits to HEI, reports, etc.;
 - 2.8. Ensure inter-institutional cooperation with all the relevant parties.
3. The Director of the Department of Monitoring and Post-Accreditation Procedures reports to the General Director of the Agency.
4. The number of employees in the Department of Monitoring and Post-Accreditation Procedures is ten (10).

Article 11

Monitoring Division

1. The Monitoring Division has the following duties and responsibilities:
 - 1.1. Implement policies in the field of quality monitoring in higher education institutions and study programmes and provide recommendations within the responsibility of the Division;
 - 1.2. Provide instructions to stakeholders in the field of quality assurance and monitoring in higher education;
 - 1.3. Plan, develop and supervise the activities of the Division and ensure its efficient functioning;
 - 1.4. Contribute to the decision-making process by providing data that support the process;
 - 1.5. Support the relevant department on policy design related to the quality monitoring process in HEI and study programmes;
 - 1.6. Plan, draft, monitor and analyse the budget and other activities of the Division;
 - 1.7. Support the process to facilitate the development and implementation of monitoring plans and relevant reports, and maintain communication with the parties involved;
 - 1.8. Organize and coordinate the monitoring activities and processes in higher education institutions and their study programmes;
 - 1.9. Ensure compliance in the development of all monitoring reports, including changes, comments on drafts and final reports;
 - 1.10. Organize capacity development trainings;
 - 1.11. Ensure communication with all relevant parties.
2. The Head of the Monitoring Division reports to the Director of the Department of Monitoring and Post-Accreditation Procedures.
3. The number of employees in the monitoring division is six (6).

Article 12

Division of Post-Accreditation Procedures

1. The Division of Post-Accreditation Procedures has the following duties and responsibilities:
 - 2.1. Implement policies in the field of post-accreditation procedures in higher education institutions and their study programmes and provide recommendations within the responsibility of the Division;

- 2.2. Provide instructions to stakeholders in the field of post-accreditation procedures and quality assurance in higher education;
 - 2.3. Contribute to the decision-making process by providing data that support the process;
 - 2.4. Propose policies related to post-accreditation procedures in HEI and study programmes;
 - 2.5. Support the process to facilitate the development and implementation of post-accreditation procedures plans and relevant reports, communication with experts and involved parties;
 - 2.6. Organize and coordinate activities and processes related to post-accreditation procedures, including international expert visits, report drafting, etc.;
 - 2.7. Ensure compliance in the development of all reports and post-accreditation procedures, including changes, comments on drafts and final reports;
 - 2.8. Organize capacity building trainings for the staff;
 - 2.9. Organize trainings for the international expert team involved in post-accreditation processes;
 - 2.10. Ensure communication with all the relevant parties.
2. The Head of the Division of Post-Accreditation Procedures reports to the Director of the Department of Monitoring and Post-Accreditation Procedures.
 3. The number of employees in the Division of Post-Accreditation procedures is three (3).

Article 13

Division of Budget and Finance

1. Division of Budget and Finance is an organizational unit whose mission is to deal with issues of planning, management, and expenditures of the budget allocated to the Kosovo Accreditation Agency in accordance with the legislation in force.
2. The Division of Budget and Finance has the following duties and responsibilities:
 - 2.1. Manage the budget of the Agency in line with the Mid-Term Expenditure Framework, the Law on Public Financial Management and Accountabilities, the Budget Law for the relevant year approved by the Kosovo Assembly and other procedures and regulations applicable in Kosovo for budget administration;
 - 2.2. Draft the annual budget of the Agency and requests for budget allocations;

- 2.3. Respect the budget circulars and administrative instructions of the Ministry of Finance on drafting, review and execution of the agency's budget, and approves salaries, deductions and other necessary budgetary actions;
 - 2.4. Coordinate budgetary issues for all organizational structures of the agency;
 - 2.5. Monitor budget expenditures for all economic categories and comment, evaluate and approve on the financial aspect;
 - 2.6. Forward and report on budget execution;
 - 2.7. Ensure that financial expenditures are made in line with the budgetary regulations and procedures;
 - 2.8. Manage cash reserves and ensure that internal financial control is based on principles of accountability and transparency;
 - 2.9. Ensure close cooperation with the internal and external auditor in drafting the budgetary and financial statements for audits.
3. The Head of the Division of Budget and Finance reports to the General Director.
 4. The Head of the Division of Budget and Finance is at the same time the Chief Financial Officer who manages public finance in the accordance with the legislation in force.
 5. The number of employees in the Division of Budget and Finance is three (3).

Article 14

Division of General Services

1. Division of General Services is organizational unit within the Agency, whose mission is to provide general services to ensure that duties and responsibilities of the Agency are exercised in line with the legislation in force during their planning and implementation.
2. Division of General Services has the following duties and responsibilities:
 - 2.1. Manage and maintain assets and other material in the warehouse, and provide administrative and logistic support;
 - 2.2. Ensure the implementation of procedures for the management of all vehicles available to the agency, their maintenance and servicing, in line with the legislation in force;
 - 2.3. Identify, plan and make requests to the relevant institution for information technology for active maintenance of all information technology programmes in the agency;
 - 2.4. Ensure the organization of administrative work of the physical and electronic archive of internal documents of the agency;

- 2.5. Instruct the staff in implementing daily activities of the division and ensure that this activity is in line with the legislation, institutional policies and relevant standards;
 - 2.6. Support and provide advice to the General Director in the division's scope of responsibilities.
 - 2.7. Perform other tasks according to the request of the General Director related to the work of the division.
3. The Head of the Division of General Services reports to the General Director of the Agency.
 4. The number of employees in the Division of General Services is three (3).

Article 15 Certifying Officer

1. The mission of the Certifying Officer is to undertake actions to ensure that the expenditure of public funds is done in accordance with the legislation in force on public finance.
2. The Certifying Officer has the following duties and responsibilities:
 - 2.1. In accordance with the supervisor, draft the work plans for the implementation of tasks defined according to the objectives of the division/sector, and provide recommendations related to the objectives of the unit;
 - 2.2. In cooperation with the supervisor, analyse and evaluate the achievement of objectives and work plan, and draft reports on the progress achieved and recommend improvements if requested;
 - 2.3. Certify the execution of all budget expenditures of the Agency;
 - 2.4. Ensure that the implementation conditions of a public contract are met before executing or authorizing payments according to the contract;
 - 2.5. Ensure that the spending of public funds according to a public contract is done in line with the FCM Regulations, and that procurement is in line with the Law on Public Procurement;
 - 2.6. Ensure that the conditions of the contract have been met before the payment is made, and that the request for payment is coded in the right expense item;
 - 2.7. Ensure that the FCM rules and other legal provisions are respected when initiating and implementing procurement activities and processing expenditures.
3. The Certifying Officer in the Agency acts outside the structures of the Agency and reports directly to the General Director of the Agency.
4. The number of employees in the Certifying Officer position is one (1).

Article 16
Senior Human Resources Officer

1. The mission of the Senior Human Resources Officer is to ensure the effective management of human resources through the development of procedures, programmes and services that contribute to the distribution of tasks and responsibilities in a balanced way for the institution's employees.

2. The duties and responsibilities of the Senior Human Resources Officer are as follows:
 - 2.1. Provide support and advice to the General Director on human resources management;
 - 2.2. Ensure and exercise competences in line with the authorizations and responsibilities for the purpose of implementing the legislation, documents, requests, procedures and standards for the institution in the field of human resources;
 - 2.3. Administer files of civil servants of the Agency;
 - 2.4. Develop the annual plan of the staff, in line with the budgetary planning process of the institution;
 - 2.5. Provide assistance to the relevant units in drafting job descriptions, classification and systematization of jobs;
 - 2.6. Develop recruitment procedures for civil servants until the vacancies are filled based on the legislation in force;
 - 2.7. In coordination with heads of units, periodically identify and evaluate training needs of civil servants of the institution as well as professional capacity development through trainings for career development and promotion;
 - 2.8. Monitor the training implementation plan for Agency's staff;
 - 2.9. Manage process related to appointments, discharges, transfers, suspensions, retirements, confirmations of civil servants in the Agency and other categories according to the relevant law on public officials;
 - 2.10. Ensure the implementation of performance assessment procedures and work attendance;
 - 2.11. Manage disciplinary procedures and procedures of complaints and disputes for civil servants and public officials;
 - 2.12. Draft the annual report and work plan on human resources management.

3. The Senior Human Resources Officer reports to the General Director of the Agency.

3. The number of employees in the position of Senior Human Resources Officer is one (1).

**CHAPTER III
FINAL PROVISIONS**

**Article 17
Final provisions**

Annex I which details the total number of all employees in the Agency and the specific number for each unit, as well as Annex II which covers the visual organogram are constituent parts of this Regulation.

**Article 18
Division of responsibilities within the department in case of overload**

Regardless of the division of work according to job descriptions, in case of overload of one department or division, the General Director of the Agency may divide the tasks to other departments or divisions.

**Article 19
Entry into force**

This Regulation shall enter into force on the date of its approval by the General Director of the Agency.

Naim Gashi

General Director
Kosovo Accreditation Agency

23.01.2024

Annex No. 1: TOTAL NUMBER OF EMPLOYEES IN THE AGENCY AND SPECIFIC NUMBER FOR EACH UNIT

Position/Structure	Class	General or specific group	Number/Total
1. General Director	Senior Manager 1	N/A	1
1.1. Certifying Officer	Professional 1	3.Gr. Budget Specialist	1
1.2. Senior Human Resources Officer	Professional 1	Gr.7. Human Resources Specialist	1
2. Department of Evaluation and Accreditation - Director of Department	Middle Manager	N/A	1
2.1. Division of Evaluation and Accreditation - Head of Division - Senior Evaluation and Accreditation Officer	Lower Manager Professional 1	N/A Gr.58. General Administration Specialist	1 7
2.2. Division of Legal Affairs, Analyses, International Cooperation and Projects - Head of Division - Senior Analyses and Projects Officer - Senior International Cooperation Officer - Senior Legal Officer	Lower Manager Professional 1 Professional 1 Professional 1	N/A Gr.58. General Administration Specialist Gr.58. General Administration Specialist Gr. 1. Legal Specialist	1 1 1 1
3. Department of Monitoring and Post-Accreditation Procedures - Director of Department	Middle Manager	N/A	1

3.1. Monitoring Department - Head of Division - Senior Monitoring Officer	Lower Manager Professional 1	N/A Gr.58. General Administration Specialist	1 5
3.2. Division of Post-Accreditation Procedures - Head of Division - Senior Post-Accreditation Procedures Officer	Lower Manager Professional 1	N/A Gr.58. General Administration Specialist	1 2
4. Division of Budget and Finance - Head of Office - Senior Budget and Finance Officer - Senior Commitments Officer	Lower Manager Professional 1 Professional 1	N/A Gr.4. Economy Specialist Gr.4. Economy Specialist	1 1 1
5. Division of General Services - Head of Division - Senior Software and Database Administrator - Administration and Logistics Officer	Lower Manager Professional 1 Professional 2	N/A Gr. 51. Database Specialist Gr. 58. General Administration Specialist	1 1 1
Total number of employees in the Kosovo Accreditation Agency			TOTAL: 32

**Annex No. 2:
ORGANOGRAM OF THE KOSOVO ACCREDITATION AGENCY**

