



**REPUBLIKA E KOSOVËS**  
REPUBLIKA KOSOVA | REPUBLIC OF KOSOVO  
**AGJENCIA PËR PARANDALIMIN E KORRUPSIONIT**  
AGENCIJA ZA SPREČAVANJE KORUPCIJE  
AGENCY FOR PREVENTION OF CORRUPTION



**REGULATION NO. 02/2025 ON INTERNAL ORGANIZATION AND  
SYSTEMATIZATION OF JOBS IN THE AGENCY FOR PREVENTION OF  
CORRUPTION**

**Prishtina, March 2025**

Pursuant to Article 142 of the Constitution of the Republic of Kosovo, Article 4, paragraph 2 of Law No. 08/L-017 of the Agency for Prevention of Corruption, Article 42, paragraph 3, of Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies, Articles 8, 9 and 10, of Regulation (QRK) No. 01/2020 on Standards for Internal Organization, Systematization of Jobs and Co-Operation in State Administration Institutions and Independent Agencies, as well as for the purposes of implementing the provisions of Law No. 08/L -108 on the Declaration, Origin and Control of Assets and Gifts, the Director of the Agency for the Prevention of Corruption, dated 21.03.2025, issues:

## **REGULATION NO. 02/2025 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE AGENCY FOR PREVENTION OF CORRUPTION**

### **Article 1 Purpose**

This Regulation aims to determine the internal organization and systematization of job positions in the Agency for Prevention of Corruption (hereinafter: the Agency).

### **Article 2 Mission and scope**

1. The mission of the Agency for Prevention of Corruption shall be the prevention of corruption, strengthening institutional integrity and transparency in the Republic of Kosovo, as well as monitoring the implementation of integrity plans and the anti-corruption state strategy.
2. This Regulation shall be enforced by the Agency for the prevention of corruption. The scope of the Agency's responsibility is defined by the Law on the Agency for Prevention of Corruption, the Law on Prevention of Conflict of Interest in Discharge of Public Function, the Law on the Declaration, Origin and Control of Assets and Gifts and the Law on Protection of Whistleblowers.

### **Article 3 Organizational Structure**

1. The organizational structure of the Agency consists as follows:
  - 1.1. Office of the Director of Agency;
  - 1.2. Departments;

- 1.3. Divisions/Units;
2. The number of employees in the Agency is sixty-eight (68).

#### **Article 4**

##### **Office of the Director of Agency**

1. The Office of the Director of Agency consists of:
  - 1.1. Director of Agency;
  - 1.2. Executive Assistant;
  - 1.3. Driver;
2. Within the Office of the Director of Agency, the divisions/units/positions shall include those that are not part of a department/division but operate as divisions/units/positions under the direct authority of the Director of the Agency, and they shall be as follows:
  - 2.1. Division for Budget and Finance;
  - 2.2. Whistleblowing Division;
  - 2.3. Representation, Standardization and International Relations Division;
  - 2.4. Human Resources Management Unit;
  - 2.5. Senior Officer for Information;
  - 2.6. Senior Officer of Procurement;
  - 2.7. Senior Officer of Certifying;
  - 2.8. Internal Auditor
3. The description of the duties of the positions under paragraph 2 of this Article shall be in accordance with the relevant legislation that regulates the classification and description of job positions of public officials.

#### **Article 5**

##### **Departments and Divisions of the Agency**

1. The Departments and Divisions of the Agency are:

1.1. Department for Evaluation, Monitoring and Analysis;

1.1.2. Integrity and Strategy Division;

1.1.3. Anti-Corruption Analysis and Evaluation Division;

1.2. Department for the Prevention of Conflict of Interest:

1.2.1. Conflict of Interest Resolution Division;

1.2.2. Counseling and Reporting Division;

1.3. Department for Control of Assets and Gifts;

1.3.1. Asset Control and Verification Division;

1.3.2. Gift Inspection and Audit Division;

1.3.3. Asset Declaration and Imposition of Fines Division;

1.4. Department of Administration and General Services;

1.4.1. E-Services and Systems Division;

1.4.2. General Services Division;

**Article 6**

**Department for Evaluation, Monitoring and Analysis**

The mission of the Department for Evaluation, Monitoring and Analysis shall be to assess that the legislation of Kosovo is in line with national and international anti-corruption principles and standards. Additionally, the department aims to ensure effective monitoring and proactive analysis of the implementation of integrity plans and the anti-corruption state strategy.

1. The duties and responsibilities of the Department for Evaluation, Monitoring and Analysis are:

1.1. Conducts a national assessment for sectoral mapping of corruption potential;

1.2. Provides professional assistance in drafting the Anti-Corruption State Strategy and Action Plan;

- 1.3. Monitors the implementation and prepares the report regarding the implementation of the Anti-Corruption State Strategy and the Action Plan;
- 1.4. Provides professional assistance in drafting integrity plans, as requested by institutions;
- 1.5. Evaluates integrity plans and provides recommendations as needed;
- 1.6. Monitors the implementation of integrity plans of public institutions and prepares a report on the implementation;
- 1.7. Provides recommendations for amending and complementing integrity plans;
- 1.8. Proposes updating the methodology and guidelines for the preparation and implementation of integrity plans;
- 1.9. Conducts anti-corruption evaluations of legal acts;
- 1.10. Gives recommendations to the Assembly and the Government of the Republic of Kosovo on the evaluation of draft laws related to corruption prevention, as requested by institutions or authorized by the Director of the Agency;
- 1.11. Gives opinions on legal acts for the purpose of aligning them with international standards against corruption;
- 1.12. In cooperation with the Counseling and Reporting Division prepares the recommendations for the Assembly of the Republic of Kosovo for the evaluation of draft laws related to the issue of conflict of interest, when requested by this institution;
- 1.13. In cooperation with the Counseling and Reporting Division prepares opinions and undertake all other legal measures in order to prevent conflicts of interest and corruption as a whole;
- 1.14. Conducts the corruption risk assessment in different areas or sectors;
- 1.15. Prepares and propose to the Director of the Agency, the publication of opinions regarding the evaluation of legal acts, when the relevant authorities do not incorporate the recommendations of the Agency;
- 1.16. Proposes updating the methodology for assessing the potential of corruption in legislation;
- 1.17. Conducts corruption risk assessment and prepares the report, especially in the areas or sectors that are considered exposed to the risks of corruption;

- 1.18. Ensures the distribution of reports to the organizations and institutions involved, and their publication, unless otherwise specified by law;
- 1.19. Proposes updating the risk assessment methodology;
- 1.20. Conducts administrative investigations following the administrative procedure and, when there is suspicion of a violation with elements of a criminal offense, prepares and propose a criminal report to the competent prosecutor, authorized by the Director of the Agency;
- 1.21. Provides training and counseling related to the department's responsibilities;
2. The Department for Evaluation, Monitoring and Analysis is headed by the Director of the Department who reports to the Director of the Agency.
3. This Department is composed of following Divisions:
  - 3.1. Integrity and Strategy Division;
  - 3.2. Anti-Corruption Analysis and Evaluation Division;
4. The number of employees in the Department for Evaluation, Monitoring and Analysis is ten (10).

## **Article 7**

### **Integrity and Strategy Division**

1. The duties and responsibilities of the Integrity and Strategy Division are:
  - 1.1. Provides professional assistance in drafting integrity plans, as requested by institutions;
  - 1.2. Evaluates integrity plans and provide recommendations as needed;
  - 1.3. Monitors the implementation of integrity plans of public institutions and prepare the report on the implementation;
  - 1.4. Provides recommendations for amending and supplementing integrity plans, as appropriate;
  - 1.5. Proposes updating the methodology and guidelines for the preparation and implementation of integrity plans;
  - 1.6. Provides professional assistance in drafting the Anti-Corruption State Strategy and Action Plan;

- 1.7. Monitors the implementation and prepares the report regarding the implementation of the Anti-Corruption State Strategy and the Action Plan;
- 1.8. Conducts administrative investigations following the administrative procedure and, when there is suspicion of a violation with elements of a criminal offense, prepare and propose a criminal report to the competent prosecutor, authorized by the Director of the Agency;
- 1.9. Provides training and counseling for institutions regarding the implementation of integrity plans, as appropriate;
2. The Integrity and Strategy Division is headed by the Head of the Division who reports to the Director of the Department.
3. The number of employees in the Integrity and Strategy Division is four (4).

## **Article 8**

### **Anti-Corruption Analysis and Evaluation Division**

1. The duties and responsibilities of the Anti-Corruption Analysis and Evaluation Division are as follows:
  - 1.1. Conducts a national assessment for sectoral mapping of corruption potential;
  - 1.2. Conducts anti-corruption evaluations of legal acts;
  - 1.3. Gives recommendations to the Assembly and the Government of the Republic of Kosovo on the evaluation of draft laws related to corruption prevention, as requested by institutions or authorized by the Director of the Agency;
  - 1.4. Gives opinions on legal acts for the purpose of aligning them with international standards against corruption;
  - 1.5. In cooperation with the Counseling and Reporting Division prepares the recommendations for the Assembly of the Republic of Kosovo for the evaluation of draft laws related to the issue of conflict of interest, when requested by this institution;
  - 1.6. In cooperation with the Counseling and Reporting Division prepares opinions and undertake all other legal measures in order to prevent conflicts of interest and corruption as a whole;
  - 1.7. Prepares and propose to the Director of the Agency, the publication of opinions regarding the evaluation of legal acts, when the relevant authorities do not incorporate the recommendations of the Agency;
  - 1.8. Proposes updating the methodology for assessing the potential of corruption in legislation;

- 1.9. Conducts corruption risk assessment and prepare the report, especially in the areas or sectors that are considered exposed to the risks of corruption;
  - 1.10. Ensures the distribution of reports to the organizations and institutions involved, and ensure their publication, unless otherwise specified by law;
  - 1.11. Proposes updating the risk assessment methodology;
  - 1.12. Conducts administrative investigations following the administrative procedure and, when there is suspicion of a violation with elements of a criminal offense, prepare and propose a criminal report to the competent prosecutor, authorized by the Director of the Agency;
2. The Anti-Corruption Analysis and Evaluation Division is headed by the Head of the Division who reports to the Director of the Department.
  3. The number of employees in the Anti-Corruption Analysis and Evaluation Division is five (5).

## **Article 9**

### **Department for the Prevention of Conflict of Interest**

The mission of the Department for Prevention of Conflict of Interest shall be to strengthen the integrity of the public sector and ensure the impartial, objective and transparent performance of public duties in the service of the public interest through the identification, prevention, management and resolution of conflicts of interests of officers.

1. The duties and responsibilities of the Department for Prevention of Conflict of Interest are:
  - 1.1. Ensures oversight and prevention of cases of conflict of interest and take measures provided for by law;
  - 1.2. Provides an opinion regarding the potential conflict of interest in cases of receiving gifts related to official duties;
  - 1.3. Initiates legal proceedings before the competent institutions, with the aim of declaring invalidity and regulating the consequences arising thereof for administrative acts and contracts issued in conflict of interest, including the annulment of the contract with the company or the return of any unjust benefit;
  - 1.4. Assists in the preparation and enhancement of policies and mechanisms for the prevention and avoidance of conflicts of interest and monitor their implementation;



- 1.5. Provides professional and technical assistance for counseling and support of legislative initiatives and bylaws to be undertaken by institutions for the prevention of conflict of interests;
- 1.6. In cooperation Anti-Corruption Analysis and Evaluation Division prepares recommendations to the Assembly of the Republic of Kosovo for the evaluation of draft laws related to the issue of conflict of interest and public procurement when requested by this institution;
- 1.7. Conducts administrative investigations following proper administrative procedures and give recommendations to strengthen capacities in handling conflicts of interest within institutions;
- 1.8. Upon concluding the administrative investigation with reasonable suspicion of a criminal offense related to conflicts of interest, prepares and propose a criminal report to the relevant prosecutor;
- 1.9. Provides guidance to high-ranking officials, management, and governing institutions, as requested, in specific instances of conflict of interest, offering tailored advice for individuals in official roles;
- 1.10. Maintains the registry for cases of conflicts of interest and the corresponding measures undertaken by the Agency, collecting information reported by institutions for the relevant registers of declaration, processing, and resolution of cases involving conflicts of interest;
- 1.11. In cooperation with the Anti-Corruption Analysis and Evaluation Division provides opinions and take all other legal measures aimed at preventing conflicts of interest;
- 1.12. May participate as an observer at any stage of public procurement activities and issues opinions;
- 1.13. Collects information from public and private legal entities for the purpose of verifying and administratively investigating conflicts of interest and other inconsistencies;
- 1.14. Upon request, analyze and evaluate the Final Financial Reports of Political Entities and take necessary actions in case of suspicions of irregularities.
- 1.15. Gives advice to avoid conflicts of interest during the conduct of public procurement procedures in accordance with the law.
- 1.16. Provides training and guidance to responsible authorities and public officials to prevent conflicts of interest;
- 1.17. Receives and consolidate reports of cases handled by the responsible authorities.

2. The Department for Prevention of Conflict of Interest is headed by the Director of the Department who reports to the Director of the Agency.
3. This Department is composed of following Divisions:
  - 3.1. Conflict of Interest Resolution Division;
  - 3.2. Counseling and Reporting Division;
4. The number of employees in the Department for Prevention of Conflict of Interest is nine (9).

## **Article 10**

### **Conflict of Interest Resolution Division**

1. The duties and responsibilities of the Conflict of Interest Resolution Division are:
  - 1.1. Oversees, identifies, proposes and takes measures to prevent cases of conflict of interest according to the relevant law;
  - 1.2. Initiates legal proceedings before the competent institutions, with the aim of declaring invalidity and regulating the consequences arising thereof for administrative acts and contracts issued in conflict of interest, including the annulment of the contract with the company or the return of any unjust benefit;
  - 1.3. Conducts administrative investigations following proper administrative procedures and give recommendations to strengthen capacities in handling conflicts of interest within institutions Public;
  - 1.4. Upon concluding the administrative investigation with reasonable suspicion of a criminal offense related to conflicts of interest, prepares and propose a criminal report to the relevant prosecutor;
  - 1.5. Gives advice to avoid conflicts of interest during the conduct of public procurement procedures in accordance with the law and recommend opinions;
  - 1.6. Prepares advice and opinions on the conflict of interest related to the performance of the official duty;
  - 1.7. Upon request, analyzes and evaluates the Final Financial Reports of Political Entities and takes necessary actions in case of suspicions of irregularities.
  - 1.8. Provides training and counseling for the prevention of conflict of interest for public officials as well as the responsible authorities, according to the request of the institutions;

2. The Conflict of Interest Resolution Division is headed by the Head of the Division who reports to the Director of the Department.

3. The number of employees in the Conflict of Interest Resolution Division is five (5).

## **Article 11**

### **Counseling and Reporting Division**

1. The duties and responsibilities of the Counseling and Reporting Division are:

- 1.1. Advises the responsible authorities in their regular activities;
- 1.2. Assists in the preparation and enhancement of policies, and mechanisms for the prevention and avoidance of conflicts of interest and monitors their implementation;
- 1.3. Provides an opinion regarding the potential conflict of interest in cases of receiving gifts related to official duties;
- 1.4. Maintains the registry for cases of conflicts, the corresponding measures undertaken by the Agency, collecting information reported by institutions for the relevant registers of declaration, processing, and resolution of cases involving conflicts of interest;
- 1.5. In cooperation with Anti-Corruption Analysis and Evaluation Division prepares recommendations to the Assembly of the Republic of Kosovo for the evaluation of draft laws related to the issue of conflict of interest, when requested by this institution;
- 1.6. Conducts administrative investigations following proper administrative procedures and gives recommendations to strengthen capacities in handling conflicts of interest within institutions, as necessary, with the authorization of the Director of the Agency;
- 1.7. Upon concluding the administrative investigation with reasonable suspicion of a criminal offense related to conflicts of interest, prepares and propose a criminal report to the relevant prosecutor;
- 1.8. In cooperation with the Anti-Corruption Analysis and Evaluation Division prepares opinions and take all other legal measures aimed at preventing conflicts of interest;

- 1.9. Receives and summarizes reports of cases handled by the responsible authorities.
- 1.10. Provides training and counseling for the prevention of conflict of interest for the responsible authorities and public officials at the request of the institutions;
2. The Counseling and Reporting Division is headed by the Head of the Division who reports to the Director of the Department.
3. The number of employees in the Counseling and Reporting Division is three (3).

## **Article 12**

### **Department for Control of Assets and Gifts**

The mission of the Department for Control of Assets and Gifts shall be to ensure an effective system of declarations and control of declared assets, as well as an effective system of declarations and inspection of gifts.

1. The duties and responsibilities of the Department for Control of Assets and Gifts are:
  - 1.1. Oversees the declaration of assets as provided by law;
  - 1.2. Oversees the receipt of gifts related to the performance of official duties and undertake measures provided for by law;
  - 1.3. Establishes and updates a list of positions requiring the declaration of assets, ensuring that the list is public and accessible;
  - 1.4. Performs annual full control of asset declarations of declaring entities and their family members;
  - 1.5. Conducts administrative investigations, with the aim of verifying, controlling and originating the assets, according to information received from various sources.
  - 1.6. Exercises full control of the declaration over the declaring entities or their family members, ex-officio or according to the information received;
  - 1.7. Provides training and advice to contact officers and reporting entities;
  - 1.8. Prepares recommendations for the Director of the Agency regarding decisions on accepting or rejecting a gift;
  - 1.9. Ensures inspection and audit of gift registers;

- 1.10. Prepares recommendations for the Director of the Agency for imposing fines on declaring entities, contact officers and Chief Administrative Officers who fail to fulfill their duties in accordance with the relevant law;
  - 1.11. Prepares and proposes, through the office of the Director of the Agency, a criminal report to the relevant prosecution office for cases provided for by the law;
  - 1.12. Represents the Agency in judicial bodies, in coordination with the relevant representation unit, as authorized by the Director of the Agency;
  - 1.13. Ensures the publication of the list of declaring entities that have not fulfilled the obligation according to the law.
  - 1.14. Notifies the Chief Administrative Officer or the equivalent position, in which institution the contact officer is assigned, for non-fulfillment of duties in accordance with the law and may request the initiation of disciplinary proceedings against him/her;
  - 1.15. Prepares recommendations for the Director of the Agency regarding the imposition of fines for the officers who fail to inform their institution of the receipt of a gift, for the officers who fail to submit the gift for public display, and for the designated contact officers who fail to update the gift registry or fail to notify the Agency of the gift registry.
2. The Department for Control of Assets and Gifts is headed by the Director of the Department who reports to the Director of the Agency.
  3. This Department is composed of following Divisions:
    - 3.1. Asset Control and Verification Division;
    - 3.2. Gift Inspection and Audit Division;
    - 3.3. Asset Declaration and Imposition of Fines Division;
  4. The number of employees in the Department for Control of Assets and Gifts is twenty (20).

### **Article 13**

#### **Asset Control and Verification Division**

1. The duties and responsibilities of the Asset Control and Verification Division are:

- 1.1. Controls and verifies the declaration of assets as provided for by law;
  - 1.2. Performs annual full control of asset declarations of declaring entities and their family members;
  - 1.3. Conducts administrative investigations, with the aim of verifying and controlling the origin of assets according to information received from various sources;
  - 1.4. As needed may exercise the full control of the declaration over the declaring entities or their family members, ex-officio or according to the information received;
  - 1.5. Prepares and proposes, through the office of the Director of the Agency, a criminal report to the relevant prosecution office for the cases provided for by law;
  - 1.6. Represents the Agency in judicial bodies, in coordination with the relevant representation unit, as authorized by the Director of the Agency;
  - 1.7. . In coordination with the Division for the Declaration of Assets and the Imposition of Fines, provides training and advice to contact officers and declaring entities.
2. The Asset Control and Verification Division is headed by the Head of the Division who reports to the Director of the Department.
3. The number of employees in the Asset Control and Verification Division is thirteen (13).

#### **Article 14**

#### **Gift Inspection and Audit Division**

1. The duties and responsibilities of the Gift Inspection and Audit Division are:
  - 1.1. Monitors the receipt of gifts related to the performance of official duties and undertake measures provided for by law;
  - 1.2. Conducts administrative investigations related to the inspection and audit of gifts;
  - 1.3. Prepares recommendations for the Director of the Agency regarding decisions on accepting or rejecting a gift;
  - 1.4. Controls the gift registries, and in case it identifies any discrepancies or violations, requests institutions to take legal measures;
  - 1.5. Inspects and audits the gift registry and maintain these data;
  - 1.6. Identifies possible violations and assess the possibility of imposing punitive measures in relation to gifts provided for by law;
2. The Gift Inspection and Audit Division is headed by the Head of the Division who reports to the Director of the Department.

3. The number of employees in the Gift Inspection and Audit Division is three (3).

### **Article 15**

#### **Asset Declaration and Imposition of Fines Division**

1. The duties and responsibilities of the Asset Declaration and Imposition of Fines Division are:
  - 1.1. Oversees the process of declaration of assets as provided by law;
  - 1.2. Collects data and perform analysis on the list of positions for which asset declaration is required and ensure that the list is public and accessible;
  - 1.3. Ensures the publication of the list of reporting entities that have not fulfilled their obligation under the law;
  - 1.4. Notifies the Chief Administrative Officer or the equivalent position, in which institution the contact officer is assigned, for non-fulfillment of duties in accordance with the law and may request the initiation of disciplinary proceedings against him/her;
  - 1.5. Prepares recommendations for the Director of the Agency related to the imposing of fines and other sanctioning measures for declaring entities, contact officers and Chief Administrative Officers who fail to fulfill their duties in accordance with the law;
  - 1.6. Prepares and propose, through the office of the Director of the Agency, a criminal report to the relevant prosecution for cases provided for by law;
  - 1.7. Provides training and advice to contact officers and declaring entities;
2. The Division for Declaration of Assets and Imposition of Fines is headed by the Head of the Division who reports to the Director of the Department.
3. The number of employees in the Division for Declaration of Assets and Imposition of Fines is three (3).

### **Article 16**

#### **Department of Administration and General Services**

The mission of the Department of Administration and General Services has to ensure the Agency's units have efficient administrative services and support, e-services and effective information technology.

1. The duties and responsibilities of the Department of Administration and General Services are:
  - 1.1. Provides professional support for the translation and proofreading of official documents in Albanian-Serbian languages and vice versa according to the needs of the Agency;
  - 1.2. Provides professional support for the translation and proofreading of official documents in Albanian-Serbian languages and vice versa according to the needs of the Agency;
  - 1.3. Manages and maintains the facility, inventory, warehouses and all assets at the disposal of the Agency;
  - 1.4. In coordination with the Responsible Units, conducts the control of the general inventory of major assets, small inventory and other assets of the Agency;
  - 1.5. Coordinates the Agency's requests and needs for goods and equipment;
  - 1.6. Manages the administrative aspect related to transportation for the needs of the Agency, ensuring the maintenance, servicing and registration of vehicles at the disposal of the Agency;
  - 1.7. Ensures compliance with protocol regulations for the Agency's activities;
  - 1.8. Provides support to the Agency's organizational units in organizing seminars, conferences and the like;
  - 1.9. Coordinates budgetary issues for the organizational units of the Department;
  - 1.10. Ensures the functionality of the electronic system for asset declaration, case management, corruption reporting platform, electronic archive, Agency website, monitoring of the state anti-corruption strategy, monitoring of integrity plans, internal communication through servers;
  - 1.11. Provides IT support to the Agency's staff, analytical reports on the functioning systems of the Agency, and ensures proper maintenance of all IT equipment;
  - 1.12. Assists in providing training on the use of electronic systems in the functioning of the Agency and ensures cooperation between the Agency and other institutions;
  - 1.13. Acts in accordance with national Information Technology standards, legislation and monitors IT service provisions;
2. The Department of Administration and General Services is headed by the Director of the Department who reports to the Director of the Agency and shall replace the Director of the Agency in case of his/her absence.



3. This Department is composed of following Divisions:
  - 3.1. Division for E-Services and Systems;
  - 3.2. Division of General Services;
4. The number of employees in the Department of Administration and General Services is eight (8).

## **Article 17**

### **E-Services and Systems Division**

1. The duties and responsibilities of the E-Services and Systems Division are:
  - 1.1. Ensures the functionality of the electronic asset declaration system;
  - 1.2. Ensures the functionality of the electronic case management system;
  - 1.3. Ensures the functionality of the corruption reporting platform;
  - 1.4. Ensures the functionality of the electronic archive;
  - 1.5. Ensures the functionality of the Agency's website;
  - 1.6. Ensures the functionality of platforms for monitoring the state anti-corruption strategy;
  - 1.7. Ensures the functionality of platforms for monitoring integrity plans;
  - 1.8. Provides internal communication functionality through servers;
  - 1.9. Supports the process of asset declaration and asset control/verification;
  - 1.10. Design and implements information technology projects in the interest of the Agency;
  - 1.11. Ensures that information technology (IT) and electronic communications services are efficient and effective;
  - 1.12. Manages, administers, maintains and redevelop the IT network infrastructure;
  - 1.13. Ensures proper maintenance of all IT equipment;
  - 1.14. Provides IT support to the Agency's staff, analytical reports on the functioning systems of the Agency, and ensures proper maintenance of all IT equipment;

- 1.15. Assists in providing training on the use of electronic systems in the functioning of the Agency and ensures cooperation between the Agency and other institutions;
  - 1.16. Provides training for the use of the Agency's systems;
  - 1.17. Ensures cooperation between the Agency and other institutions;
  - 1.18. Acts in accordance with national Information Technology standards, legislation and monitors IT service provisions;
2. The E-Services and Systems Division is headed by the Head of the Division who reports to the Director of the Department of Administration and General Services.
  3. The number of employees in the E-Services and Systems Division is three (3).

## **Article 18**

### **Division for General Services**

1. The duties and responsibilities of the Division for General Services are:
  - 1.1. Maintains and administers the Agency's document archiving system;
  - 1.2. Maintains and administers all incoming and outgoing documents of the Agency, including letters, international agreements, various memoranda of understanding, etc.
  - 1.3. Monitors the archive system, the systematization of archival materials, the scheduling and destruction of archival materials according to legal deadlines;
  - 1.4. Manages all documents classified according to the legislation in force, as well as administers office work and official documents, from initial to final recording;
  - 1.5. Ensures that archival units are marked with the signs determined according to the rules;
  - 1.6. Provides professional support for the translation and proofreading of official documents in Albanian-Serbian languages and vice versa according to the needs of the Agency;
  - 1.7. Manages all vehicles available to the Agency, their use, maintenance and servicing;
  - 1.8. Maintains vehicle registration and insurance records, as well as all other logistics issues;

- 1.9. Manages the Agency's inventory and warehouses and coordinates the Agency's requests and needs for goods and equipment;
2. The Head of the General Services Division reports to the Director of the Department of Administration and General Services.
3. The number of employees in the General Services Division is four (4).

## **Article 19**

### **Division for Budget and Finance**

The mission of the Budget and Finance Division is to develop policies, legislation, strategic documents and guidelines in the field of financial management, procedures and documents related to the budget and budget expenditures, preparation, budget management and supervision of financial expenditures for all organizational units of the Agency.

1. The duties and responsibilities of the Budget and Finance Division are:
  - 1.1. Prepares budget proposals, important documents such as the KASH document and other strategic financial documents;
  - 1.2. Coordinates budget issues for all organizational units of the Agency;
  - 1.3. Plans and implements the monthly and annual cash flow plan;
  - 1.4. Ensures that financial expenses are made in accordance with financial rules and procedures;
  - 1.5. Manages the budget and ensures that internal financial control is based on the principles of accountability;
  - 1.6. Manages the revenue process in the Agency;
  - 1.7. Ensures close cooperation with the internal and external auditor;
  - 1.8. Maintains
  - 1.9. reports with the Treasury Department and the Central Budget Department in the Ministry of Finance for all budget matters;
  - 1.10. Drafts periodic reports on budget performance in coordination with the Treasury and prepares the monthly expenditure statement;
  - 1.11. Provides support in the process of evaluating and inventorying the Agency's non-financial assets;

- 1.12. Approves payment orders for all purchases and liabilities;
- 1.13. Plan expenses and prepares financial statements of the Agency;
- 1.14. Performs other duties as requested by the Director of the Agency;
2. The Budget and Finance Division is headed by the Head of the Division who also performs the function of the Chief Financial Officer (CFO). The Head of the Division reports to the Director of the Agency..
3. The number of employees in the Division for Budget and Finance is three (3).

## **Article 20**

### **Whistleblowing Division**

The mission of the Whistleblowing Division shall be to ensure the efficient functioning of public sector whistleblowing mechanisms, administrative investigation and whistleblower protection.

1. The duties and responsibilities of the Whistleblowing Division are:

- 1.1. Conducts administrative investigations, for external whistleblowing, in accordance with the administrative procedure;
- 1.2. Upon completion of the administrative investigation, based on the findings established, prepares and propose a criminal report, or information to the competent prosecutor, as well as an application for initiation of disciplinary proceedings to the competent body;
- 1.3. Upon completion of the administrative investigation when suspected violations are found, initiates proceedings according to Law on Minor Offences against the employers and responsible officer for failure to fulfill obligations to protect whistleblowers in accordance with the law;
- 1.4. Keeps a log of whistleblowing cases;
- 1.5. Collects information from institutions and public and private legal entities for the purpose of administrative investigation;
- 1.6. Provides advice and training to the responsible officer for whistleblowing within institutions;
- 1.7. Receives and summarizes reports of cases handled by the responsible officer for whistleblowing;
- 1.8. Oversees and take necessary measures for the protection of whistleblowers according to the law;

- 1.9. Prepares and publish a general annual report related to whistleblowing in accordance with the law;
  - 1.10. Organizes awareness-raising and promotional activities in the area of whistleblowing;
  - 1.11. Performs other duties as requested by the Director of the Agency;
2. The Whistleblowing Division is headed by the Head of the Division who reports to the Director of Agency.
  3. The number of employees in the Whistleblowing Division is four (4).

## **Article 21**

### **Representation, Standardization and International Relations Division**

The mission of the Representation, Standardization and International Relations Division shall be to ensure adequate legal representation, effective implementation of professional standards and advancement of the Agency's international cooperation.

1. The duties and responsibilities of the Representation, Standardization and International Relations Division are:
  - 1.1. Represents the Agency before courts and prosecution offices as well as other law enforcement institutions, for criminal, civil and administrative matters, as authorized by the Director of the Agency;
  - 1.2. Cooperates with other organizational units of the Agency and provide legal and professional support for the needs of the Agency;
  - 1.3. Compiles communications, various legal documents (decisions, contracts, agreements, memorandums), as well as other legal acts for the needs of the Agency;
  - 1.4. Ensures compliance with the uniform standards of judgments, opinions, criminal reports and other documents;
  - 1.5. Reviews and analyzes the findings of external reports on the country, focusing on the scope of the Agency;
  - 1.6. Upon request, drafts ad-hoc reports on the Agency's activities;

- 1.7. In coordination with the Director of the Agency, draft the Strategy of the Agency;
  - 1.8. Coordinate the preparation of the Performance Plan, Risk Management Plan, Annual Work Report, and other reports;
  - 1.9. Coordinates cooperation with institutions and organizations from the area of prevention and combating corruption;
  - 1.10. Coordinates the international cooperation of the Agency in the exchange of information and experiences;
  - 1.11. Performs other duties as requested by the Director of the Agency;
2. The Representation, Standardization and International Relations Division is headed by the Head of the Division who reports to the Director of the Agency.
  3. The number of employees in the Representation, Standardization and International Relations Division is four (4).

## **Article 22**

### **Human Resource Management Unit**

The mission of the Human Resources Management Unit shall be to ensure the effective management of human resources, through the development of procedures and services that contribute to the achievement of the institution's and employees' goals.

1. The duties and responsibilities of the Human Resource Management Unit are:
  - 1.1. Advise the Director of the Agency in the area of human resources;
  - 1.2. Prepares the annual personnel plan and trainings;
  - 1.3. Coordinates the process of preparing job descriptions, classification and systematization;
  - 1.4. Manages the processes related to the recruitment, appointment, termination of the employment terms, transfer, suspension, retirement and any other process related to the employment of public officials;
  - 1.5. Supports the performance evaluation procedure, recommend transfer of the civil servant and manage public official's reporting at the workplace;
  - 1.6. Administers plans and individual files through HRMIS;

- 1.7. In cooperation with the Director of the Agency, identifies training and capacity development needs through job analysis and evaluation;
  - 1.8. Assists in the design, development and implementation of policies for training and capacity building of human resources;
  - 1.9. Participates in the drafting and development of strategies and other sub-legal acts for training and development activities;
  - 1.10. Performs other duties as requested by the Director of the Agency;
2. The Human Resources Management Unit is headed by the Head of the Human Resources Management Unit and reports to the Director of the Agency.
  3. The Human Resources Unit is equivalent to the Division.
  4. The number of employees in the Human Resource Management Unit is three (3).

### **Article 23**

#### **Final provisions**

1. Personnel mobility in accordance with the legislation on civil servants within the institution shall be allowed when deemed necessary for the smooth running of the work.
2. The increase or decrease in personnel numbers in accordance with the law on annual budget appropriations shall not necessitate the amendment and supplementation of this Regulation, except in cases where organizational structures are created and/or abolished.
3. Part of this Regulation is Annex I, which contains the classification of positions and the total number of all employees, and the specific number in each unit in the Agency for the Prevention of Corruption, as well as Annex No. 2 containing the organogram.

### **Article 24**

#### **Applicable law**

Regulation No. 07/2024 on Internal Organization and Systematization of Jobs of the Anti-Corruption Agency and all its amendments and supplementations shall be repealed upon the entry into force of this Regulation.

### **Article 25**

#### **Entry into force**

This Regulation shall enter into force on the date of its signing.

YII BULESHKAJ

Director of the Agency for Prevention of Corruption

\_\_\_/\_\_\_/2025

