



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government

**REGULATION (OPM) NO. 17/2024 ON THE INTERNAL
ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE
MINISTRY OF LOCAL GOVERNMENT ADMINISTRATION¹**

¹ Regulation (OPM) No. 17/2024 on Internal Organization and Systematization of Jobs in the Ministry of Local Government Administration, has been approved by the Prime Minister, with Decision No. 152/2024, dated 30.08.2024.

Prime Minister of the Republic of Kosovo,

In support of Article 94 (10) of the Constitution of the Republic of Kosovo, based on Article 28 (paragraph 3) of Law no. 06/L-113 on the organization and functioning of the State Administration and Independent Agencies of the Republic of Kosovo, in accordance with Article 9 (paragraph 1, sub-paragraph 1.11) of Law no. 08/L-117 for the Government of the Republic of Kosovo, as well as in accordance with Article 9 (paragraph 7) of Regulation QRK-No. 01/2020 for internal organization standards, systematization of workplaces and cooperation in State Administration institutions and Independent Agencies,

Approves:

REGULATION (OPM) NO. 17/2024 ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE MINISTRY OF LOCAL GOVERNMENT ADMINISTRATION

**Article 1
Purpose**

This regulation aims to regulate the organizational structure of the Ministry of Local Government Administration.

**Article 2
Scope**

1. This regulation shall apply to the Ministry of Local Government Administration.
2. The duties and responsibilities of the Ministry of Local Government Administration are determined by the respective Government Regulation on the areas of administrative responsibility of the Prime Minister's Office and Ministries and applicable respective legislation.

**Article 3
Mission of the Ministry of Local Government Administration**

The mission of the Ministry is to increase local autonomy and strengthen the capacity of Municipalities, so that through active participation of citizens and democratic representation, cost-effective services can be provided to increase the quality of life, security and local economy.

**Article 4
Organizational Structure of the Ministry of Local Government Administration**

1. The Ministry of Local Government Administration shall have the following organizational structure:
 - 1.1. Cabinet of the Minister;

- 1.2. Office of the Secretary General;
 - 1.3. Departments;
 - 1.4. Divisions.
2. The number of staff in the Ministry of Local Government Administration (MLGA) is one hundred and forty-five (145).

Article 5
Cabinet of the Minister

1. The Cabinet of the Minister of MLGA shall consist of:
 - 1.1. Minister;
 - 1.2. Deputy Ministers;
 - 1.3. Political Advisors;
 - 1.4. Support staff.
2. The duties and responsibilities of the Minister, Deputy Ministers, Political Advisors and Support Personnel are specified by Government Regulation No. 02/2021 on the areas of administrative responsibility of the Prime Minister's Office and Ministries and the relevant applicable legislation.
3. The number of employees in the Minister's Cabinet is eighteen (18).

Article 6
Office of the Secretary General

1. The Office of the Secretary General of MLGA consists of:
 - 1.1. Secretary General;
 - 1.2. Professional and support staff.
2. Duties and responsibilities of the Secretary General of MLGA are specified by Article 18 of Law No. 06/L -113 on the organization and functioning of the state administration and independent agencies and the relevant applicable legislation.
3. Duties and responsibilities of the support staff of the Office of the Secretary General of the MLGA are specified by the applicable legislation on public officials.
4. The number of employees in the Office of the Secretary General of MLGA is five (5).

Article 7
Departments and Divisions of MLGA

1. The Departments and Divisions of the Ministry of Local Government Administration are:

1.1. Department for local economic development:

1.1.1 Division for Local Economic Development;

1.1.2 Division for Project Implementation Supervision at the Local Level.

1.2. Department for local democracy and inter-municipal cooperation:

1.2.1 Division for inter-municipal cooperation;

1.2.2 Division for the promotion of human rights.

1.3. Department for good governance at local level:

1.3.1 Division for building institutional capacities at the Local Level;

1.3.2 Division for transparency at the local level;

1.3.3 Division for research and analysis.

1.4. Department for Digitization of Municipal Services:

1.4.1 Division for E-MUNICIPALITIES and Smart Cities;

1.4.2 Division for Open Government Partnership – OGP.

1.5. Department for supervision and local performance:

1.5.1. Division for measurement of municipal performance;

1.5.2. Division for monitoring local legislation;

1.6. Department for European Integration and Policy Coordination:

1.6.1 Division for European Integrations;

1.6.2 Division for Policy Coordination.

1.7. Department for international cross-border and municipal cooperation

1.7.1 Division for cross-border cooperation;

1.7.2 Division for Control of Cross-Border Cooperation Programs;

1.7.3 Division for international municipal cooperation

1.8. Legal Department:

1.8.1 Division for examining the legality of acts of the municipal assembly and the Mayor;

1.8.2 Division for implementation of legislation;

1.8.3 Division for Drafting and Harmonization of Legislation.

1.9. Department for General Services:

1.9.1 Division for logistics services and document management;

1.9.2 Information Technology Division;

1.10. Translation and Proofreading Division;

1.10.1 Division for Budget and Finance;

1.10.2 Internal Audit Unit;

1.10.3 Unit for the Management of Human Resources;

1.10.4 Division for Procurement;

1.10.5 Division for Public Communication.

Article 8 **Department for local economic development**

1. The mission of the Department for local economic development is improving and creating conditions for increasing the capacity of municipalities for efficient planning and supervision of the implementation of plans and projects as a condition for improving economic and social well-being with a focus on local economic development.

2. Department shall have the following duties and responsibilities:

2.1. Support the Ministry in drafting plans, projects and strategies in support of local economic development;

2.2. Contribute to the coordination of activities in support of sustainable municipal development;

2.3. Provide support to municipalities in the area of local economic development;

2.4. Support public institutions in drafting and implementing their projects at municipal level;

- 2.5. Prepare, plan and implement the Annual Plan for the Project management at the local level;
 - 2.6. Coordinate activities with donors and interested stakeholders in sustainable municipal development.
3. The Director of the Department for local economic development reports to the Secretary General of MLGA.
 - 3.1. This Department shall have the following Divisions:
 - 3.2. Division for Local Economic Development;
 - 3.3. Division for Project Implementation Supervision at the Local Level.
 4. The number of employees in the Department for local economic development is ten (10).

Article 9
Division for Local Economic Development

1. Duties and responsibilities of the Division for Local Economic Development are:
 - 1.1. Support the municipalities in capacity building of local economic development;
 - 1.2. Propose projects for local economic development;
 - 1.3. Coordinate activities with donors and stakeholders with interest in local economic development;
 - 1.4. Support municipalities in drafting strategies, monitors and reports on local economic development;
 - 1.5. Drafts annual reports for the implementation of municipal budgets;
 - 1.6. Research and identify the needs of municipalities and prepare recommendations for improving municipal budget processes;
 - 1.7. Supports municipalities in the process of project planning;
 - 1.8. Draft guidelines for the process of planning and management of projects in the field of local self-government;
 - 1.9. Draws up project financing criteria and publishes/promotes them;
 - 1.10. Ensures that all draft proposals are prepared in accordance with legal rules and procedures;
 - 1.11. Prepares public investment projects (PIP) for financing from support programs for municipalities in the process of budget planning of the Ministry;

- 1.12. Coordinates activities with donors and actors interested in supporting municipal projects.
2. The Head of the Division for local economic development reports to the Director of the Department.
3. The number of employees in the Division for local economic development is four (4).

Article 10
Division for Project Implementation Supervision at the Local Level

1. Duties and responsibilities of the Division for Project Implementation Supervision at the Local Level are:
 - 1.1. Prepare, plan and implement the Annual Plan for project management at the local level;
 - 1.2. Support municipalities in the process of project management and the budget for their implementation;
 - 1.3. Ensure that all projects are carried out in accordance with legal rules and procedures;
 - 1.4. Monitor the implementation of projects and reports on a regular and annual basis;
 - 1.5. Coordinate, monitor and report on the implementation of the Ministry's public investment projects;
 - 1.6. Coordinates activities with donors and actors interested in managing municipal projects.
2. The Head of the Division for Project Implementation Supervision at the Local Level reports to the Director of the Department.
3. The number of employees in the Division for Project Implementation Supervision at the Local Level is five (5).

Article 11
Department for local democracy and inter-municipal cooperation

1. The mission of the Department for local democracy and inter-municipal cooperation is encouraging and stimulating inter-municipal cooperation with the aim of increasing the economic power of municipalities, raising the quality of life and increasing local democracy through the exchange of experiences.
2. The Department for local democracy and inter-municipal cooperation shall have the following duties and responsibilities:
 - 2.1. Prepare, coordinate, implement and monitor the implementation of projects for the implementation of Inter-Municipal Cooperation Programs;
 - 2.2. Support public institutions in the drafting and implementing inter-municipal projects;

- 2.3. Contribute to the development and facilitation of cooperation between municipalities aiming to enhance capacities and utilization of resources for common interests;
3. The Director of the Department for local democracy and inter-municipal cooperation reports to the Secretary General of MLGA.
4. This Department shall have the following Divisions:
 - 4.1. Division for inter-municipal cooperation;
 - 4.2. Division for the promotion of human rights.
5. The number of employees in the Department for local democracy and inter-municipal cooperation is seven (7).

Article 12
Division for inter-municipal cooperation

1. The Division for inter-municipal cooperation shall have the following duties and responsibilities:
 - 1.1. Provide support to municipalities in concluding cooperation agreements of common interest;
 - 1.2. Plan and organize activities for promotion and monitoring of inter-municipal cooperation;
 - 1.3. Provide support in drafting of joint projects for strengthening inter-municipal cooperation;
 - 1.4. Support municipalities in implementing the Law on inter-municipal cooperation and other relevant laws.
2. The Head of the Division for inter-municipal cooperation reports to the Director of the Department.
3. The number of employees in the Division for inter-municipal cooperation is three (3).

Article 13
Division for the promotion of human rights

1. The Division for the promotion of human rights shall have the following duties and responsibilities:
 - 1.1. Monitor the observation and protection of human rights and provide support to municipalities in relation to the observation of human rights;
 - 1.2. Support the Ministry in drafting and implementing policies for the promotion of human rights;

- 1.3. Monitor the mechanisms for the participation of communities at the municipal level, and provide support to the municipalities for these mechanisms to exercise their mandate;
 - 1.4. Monitor gender representation and promote equal opportunities for employment in municipalities;
 - 1.5. Coordinate cooperation with civil society and other partners on human rights issues;
 - 1.6. Monitor the use of official languages in municipalities;
 - 1.7. Ensure close cooperation with the MIA in preventing human trafficking in municipalities.
2. The Head of the Division for the promotion of Human Rights reports to the Director of the Department. For matters related to the Law on protection from discrimination and the Law on gender equality, the division reports directly to the Secretary General.
 3. The number of employees in the Division for Monitoring of Human Rights is three (3).

Article 14
Department for Good Governance at Local Level

1. The mission of the Department for Good Governance at Local Level is advancing and increasing transparency, accountability and public services at the municipal level. Through research and analysis in the field of local governance, it derives, weighs, and measures indicators in order to build capacities, increase accountability and transparency with a focus on improving public services at the local level.
2. The Department for Good Governance at Local Level shall have the following duties and responsibilities:
 - 2.1. Provide and supervise the training process for municipal level employees;
 - 2.2. Create mechanisms that enable transparency and accountability in the field of local government;
 - 2.3. Responsible for research and analysis in the field of local government;
 - 2.4. Create a sustainable system for capacity building in the field of planning and implementation of officials at the local level;
 - 2.5. Through the built mechanisms, ensure the increase of quality of public services at the local level;
 - 2.6. Coordinate and support all training processes offered by donors, in the field of transparency, accountability and system integrity;
 - 2.7. Periodically produce evaluation reports in the field of good governance;

3. The Director of Good Governance at the local level reports to the Secretary General of MLGA.

4. This Department shall consist of the following Divisions and units:

4.1. Division for building institutional capacities at the local level;

4.2. Division for transparency at the local level;

4.3. Division for research and analysis at the local level.

5. The number of employees in the Department for Good Governance at the local level is eleven (11).

Article 15

Division for building institutional capacities at the local level

1. The duties and responsibilities of the Division for building institutional capacities at the local level are:

1.1. Identifies and develops programs for raising the institutional capacities of local self-government bodies (for municipal councilors, municipal officials, municipal directors, etc.);

1.2. Responsible for providing capacity building training in the field of local government for local level;

1.3. Lead and coordinate the training process provided with other inter-institutional stakeholders, donors and other interested parties;

1.4. Responsible for identifying needs, and preparing training programs;

1.5. Maintains the data system on the training process offered to the municipalities;

1.6. Draft periodic reports related to the training provided;

1.7. Perform other tasks depending on the dynamics and trends in the field of local government.

2. The Head of the Division for building institutional capacities at the local level reports to the Director of the Department for Good Governance.

3. The number of employees in the Division for building institutional capacities at the local level is four (4).

Article 16

Division for Transparency at the Local Level

1. The Division for Transparency at the Local Level shall have the following duties and responsibilities:

- 1.1. Continuously monitor the transparency of the local governance process;
 - 1.2. Draft and define measuring transparency indicators in the decision-making processes of local government;
 - 1.3. Responsible for the periodic evaluation of transparency indicators and the evaluation of the fulfillment of such indicators by the municipalities;
 - 1.4. Ensure that the local administration fulfills the principles of transparency, accountability and integrity;
 - 1.5. Support the process of amendment and supplementation to the legal framework in the field of transparency and local open administration.
2. The Head of the Division for Transparency at the Local Level reports to the Director of the Department for good governance.
 3. The number of employees in the Division for Transparency at the Local Level is three (3).

Article 17
Division for Research and Analysis at local level

1. The duties and responsibilities of the Division for Research and Analysis at local level are:
 - 1.1. Research trends and dynamics in the field of local governance based on the needs and work of the divisions of the Department for good governance at the local level;
 - 1.2. Responsible for the analyzes derived from research in the field of local government;
 - 1.3. Follow and provide recommendations in line with the specified duties and responsibilities, in cooperation with other departments and divisions;
 - 1.4. Responsible for the production of research and analysis in the field of local governance, transparency at the local level and open administration, but not limited to these fields;
 - 1.5. Research and analyze the reports of international and local organizations, which evaluate indicators in the field of good governance, and other evaluations related to the field of local governance;
2. The Head of the Division for Research and Analysis at local level reports to the Director of the Department.
3. The number of employees in the Division for Research and Analysis at local level is three (3).

Article 18
Department for Digitization of Services in Municipalities

1. The mission of the Department for Digitization of Services in Municipalities is to increase and advance open governance and digitalize all municipal services.

2. The Department for Digitization of Services in Municipalities shall have the following duties and responsibilities:

- 2.1. Digitization of all municipal services through the E-MUNICIPALITIES platform;
- 2.2. Increasing transparency, accountability and improving services at the local level through the E-MUNICIPALITIES platform;
- 2.3. Upgrading legal mechanisms for digitalization of municipal services;
- 2.4. Upgrading the intranet system and web pages by integrating it into the E-MUNICIPALITIES platform whereby all municipal services as well as the addressing of citizens' requests are done in real time;
- 2.5. Mapping of all positions required by sector legislation and by the municipality, the assignment of certain positions, within the E-MUNICIPALITIES platform;
- 2.6. Build human and professional capacity, mandatory training, the establishment of the framework system for the use of the E-MUNICIPALITIES platform;
- 2.7. Increasing citizen participation in decision-making at the local level.
- 2.8. Revision of the legal framework for allocation for use of municipal property by simplifying processes, avoiding bureaucracies and increasing transparency, through integration in the E-MUNICIPALITIES platform;
- 2.9. Creating an integrated planning system at the municipality level to be monitored and linked with national plans and priorities through MLGA;
- 2.10 Draft the 2026-2030 strategy for smart cities;
- 2.11. Monitor the implementation of this strategy;
- 2.12. Exercises duties as a point of contact between the Government of the Republic of Kosovo and the Open Government Partnership;
- 2.13. Coordinates external evaluations for the level of implementation of National Action Plans;
- 2.14. Drafts regular reports on the implementation of plans;
- 2.15. Drafts the 2026-2030 strategy for smart cities;
- 2.16. Monitor the implementation of this strategy.

3. The Director of the Department for Digitization of Municipal Services reports to the Secretary General.

4. This Department shall have the following Divisions and units:

4.1. Division for E-MUNICIPALITIES and smart cities;

4.2. Division for Open Government Partnership – OGP

5. The number of employees in the Department for Digitization of Municipal Services is eight (8)

Article 19

Division for E-MUNICIPALITIES and Smart Cities

1. The Division for E-MUNICIPALITIES and smart cities shall have the following duties and responsibilities:

1.1. Draft the terms of reference for the development and updating of the E-MUNICIPALITIES platform;

1.2. Develop and update the E-MUNICIPALITY platform;

1.3. Supervise the implementation of the functioning of the E-MUNICIPALITIES platform;

1.4. Responsible for drafting the legal basis for the functioning of the E-MUNICIPALITIES platform;

1.5. Responsible for providing support to municipalities for the use and functioning of the E-MUNICIPALITIES platform;

1.6. Responsible for monitoring and implementing the services of the E-MUNICIPALITIES platform;

1.7. Draft the Strategy for smart cities 2026-2030 by 2025;

1.8. Draft municipal plans for smart cities;

1.9. Monitor and implement the Strategy for smart cities 2026-2030.

2. The Head of the Division for E-MUNICIPALITIES and smart cities reports to the Director of the Department.

3. The number of employees in the Division for E-MUNICIPALITIES and smart cities is four (4).

Article 20

Division for Open Governance Partnership

1. The duties and responsibilities of the Open Government Partnership Division are:

1.1. To coordinate the implementation of the National Action Plan of the Republic of Kosovo;

1.2. To coordinate the institutions and organizations related to this purpose;

- 1.3. To provide the Government of the Republic of Kosovo with regular three-monthly reports on the progress of the implementation of the National Action Plan;
 - 1.4. To plan and implement awareness campaigns about the commitments contained in the plan;
 - 1.5. To participate and represent the Republic of Kosovo in events related to the OGP;
 - 1.6. To coordinate the evaluation process by the Independent Oversight Mechanism of the OGP;
 - 1.7. To draw up analysis on the results of this assessment and what measures should be taken in the future;
 - 1.8. To prepare the environment for the drafting of the next National Action Plan for the central and local level.
2. The Head of the Open Government Partnership Division reports to the Director of Department.
 3. The number of employees in the Open Government Partnership Division is three (3).

Article 21
Department for Monitoring and Local Performance

1. The mission of the Department for Supervision and Local Performance is to monitor municipal bodies and increase the performance of municipalities in providing services and improving governance through policy development, performance measurement and evaluation, distribution of grants according to merit criteria and program implementation for the development of municipalities' capacities
2. The Department for supervision and local performance shall have the following duties and responsibilities:
 - 2.1. Develop, review and monitor the implementation of the Municipal Performance Management System;
 - 2.2. Define criteria and standard for measuring municipal performance based on the level of quality of services provided to the public;
 - 2.3. Manage the municipal performance grant scheme;
 - 2.4. Evaluates the performance of municipalities in relation to the provision of public services, supervises the quality of municipal services;
 - 2.5. Monitors the work of municipal bodies, including the legislative and executive authorities;
 - 2.6. Ensures the implementation of the recommendations addressed to the municipalities by the supervisory bodies;

- 2.7. Monitors and supervises the municipalities during the implementation of their responsibilities and powers in coordination with the relevant ministries;
- 2.8. Researches, identifies and analyzes the requirements and needs of municipalities in relation to the review of the legality of municipal acts;
3. The Director of the Department of supervision and local performance reports to the Secretary General.
4. This Department shall consist of the following Divisions:
 - 4.1. Division for measurement of performance;
 - 4.2. Division for Monitoring Local Legislation;
5. The number of employees in the Department for municipal performance and transparency is twelve (12).

Article 22
Division for measurement of performance

1. The Division for measurement of performance shall have the following duties and responsibilities:
 - 1.1. Define performance evaluation criteria according to the Municipal Performance Management System (PMS);
 - 1.2. Coordinate the Ministry's commitments regarding the performance of municipalities, develop and implement systems which enhance the performance of municipalities;
 - 1.3. Manage the municipal performance grant scheme;
 - 1.4. Evaluate the performance of municipalities in relation to the provision of public services, supervise the quality of municipal services;
 - 1.5. Ensure that the performance improvement is in accordance with the legislation in force;
 - 1.6. Coordinate the process of cooperation with donors in the field of municipal performance.
2. The Head of the Division for measurement of performance reports to the Director of the Department for performance.
3. The number of employees in the Division for the measurement of municipal performance is five (5).

Article 23
Division for Monitoring Local Legislation

1. Duties and responsibilities of the Division for Monitoring Local Legislation shall have the following:

1.1. Monitors the work of municipal bodies, including the legislative and executive authorities;

1.2. Ensures the implementation of the recommendations addressed to the municipalities by the supervisory bodies;

1.3. Monitors and supervises the municipalities during the implementation of their responsibilities and powers in coordination with the relevant ministries;

1.4. Monitors the implementation of local self-government legislation and municipal acts after the request for reconsideration;

1.5. Researches, identifies and analyzes the requirements and needs of municipalities in relation to the review of the legality of municipal acts;

1.6. Cooperates with municipalities in the preliminary consultation process regarding the legality of municipal acts.

2. The Head of the Division for Monitoring Local Legislation reports to the Director of the Department.

3. The number of employees in the Division for Monitoring Local Legislation is six (6).

Article 24
Department for European Integration and Policy Coordination

1. The mission of the Department for European Integration and Policy Coordination is to support the municipalities and the ministry in fulfilling the obligations arising from the European agenda, as well as creating policies and conditions for an open and efficient local administration, coordinating and strengthening the partnership with donors and other institutions.

2. The duties and responsibilities of the Department for European Integration and Policy Coordination are:

2.1. Assists and advises in defining and establishing the Ministry's priorities, taking into account the obligations arising from the European integration process;

2.2. Coordinates the work in the development of the main strategic documents which are drawn up by the structures of the ministry, ensuring that these documents are in accordance with the Government's policies, as well as ensuring consistency between them;

2.3. Coordinates and supports the structures of the ministry and municipalities in the application of projects in TAIEX funds;

- 2.4. Assists in monitoring and reporting on the implementation of the Ministry's institutional development plan, as well as other activities for institutional reform of the Ministry;
 - 2.5. Ensures the compliance of policies, plans and strategies with EU standards;
 - 2.6. Take care in creating an interactive system so that there is coordination between the process of developing policies and plans with the process of budget planning of the ministry, especially through the development of strategic budget statements;
 - 2.7. Coordinates the work in providing contributions for the development of the European Partnership Action Plan (EPPA), the Annual Work Plan and ensures their harmonization with the Medium-Term Expenditure Framework and other strategic documents;
 - 2.8. Monitors the implementation of the PVPE and the Annual Work Plan and reports to the relevant institutions, with special emphasis on the OPM and MIE;
 - 2.9. Leads the coordination of IPA assistance, and bilateral and multilateral external assistance;
 - 2.10. It ensures that the external aid is connected and contributes to the implementation of the priorities and plans of the Government and the Ministry, as well as it is connected with the budgetary planning process of the Ministry;
 - 2.11. Provides assistance to departments and other structures of the ministry in terms of methodological support for preparation procedures and project management;
 - 2.12. Provides support to the Legal Departments regarding the inclusion of EU policies in local legislation during harmonization with the Acquis, as well as ensures that the legislation required by the PVPE is included in the Government's Legislative Strategy;
 - 2.13. Collaborates and assists the human resources office in the ministry to increase staff capacities in matters related to European integration;
 - 2.14. Cooperates and assists the communication office in the ministry on communication and information issues related to European integration;
 - 2.15. The Department is responsible for organizing, leading and/or participating in regular meetings of the Stabilization Association process, inter-ministerial meetings and meetings with donor organizations and other relevant actors;
 - 2.16. Undertakes all other actions requested by the Secretary General related to the duties and responsibilities of the Department.
3. The Director of the Department for European Integration and Policy Coordination reports to the Secretary General of MLGA.
 4. The following Divisions are part of this Department:
 - 4.1. Division for European Integrations;

4.1. Division for Policy Coordination.

5. The number of employees in the Department for European Integration and Policy Coordination is seven (7).

Article 25
Division for European Integrations

1. The duties and responsibilities of the Division for European Integration are:

1.1. Provides support in the drafting of strategies and plans from the scope of the ministry;

1.2. Provides information for the drafting of the Action Plan for the Stabilization and Association Agreement (PVMSA) and ensures its harmonization with the Medium-Term Expenditure Framework and other strategic documents;

1.3. Monitors the implementation of PVMSA and reports to the relevant institutions;

1.4. Coordinates IPA assistance and external bilateral and multilateral assistance for the activities of the ministry and ensures that it is connected with the priorities of the ministry and the Government;

1.5. Coordinates and supports the structures of the ministry and municipalities in the application of projects in TAIEX funds;

1.6. Provides support to the organizational structures of the ministry during the preparation and management of projects;

1.7. Provides support to the organizational structure responsible for legal issues at the ministry regarding the inclusion of EU policies in the local legislation during the alignment with the *acquis communautaire*, as well as ensures that the legislation provided for by PVMSA is integrated into the Legislative Program of the Government;

1.8. Provides support in organizing and running regular meetings for the Stabilization Association process, for issues related to the scope of the ministry.

2. The Head of the Division for European Integration reports to the Director of the Department.

3. The number of employees in the Division for European Integration is three (3).

Article 26
Policy Coordination Division

1. The duties and responsibilities of the Policy Coordination Division are:

1.1. Provides support in the drafting of strategic documents of the ministry, ensuring compatibility between them and with other government documents;

- 1.2. Provides assistance to the organizational structures of the ministry in the preparation of concept documents for legislation;
 - 1.3. Ensures the coordination of the development process of the ministry's strategic documents with the budget planning process;
 - 1.4. Provides data/information for the drafting of the annual work plan, ensuring their harmonization with the Medium-Term Expenditure Framework and other strategic documents, as well as reports on its implementation to the relevant institutions;
 - 1.5. Provides support for monitoring and reporting on the implementation of the Ministry's Strategic Development Plan.
2. The Head of the Policy Coordination Division reports to the Director of the Department.
 3. The number of employees in the Policy Coordination Division is three (3).

Article 27

Department for Cross-Border and International Municipal Cooperation

1. The mission of the Department for Cross-Border and International Municipal Cooperation is to encourage and stimulate cross-border municipal cooperation with the aim of increasing the economic power of the municipalities, raising the quality of life, as well as improving the integration of the border area. The DBNN department operates based on the Law on Intermunicipal Cooperation and the international agreement signed between Kosovo and the EU for the management of IPA funds.
2. The duties and responsibilities of the department are:
 - 2.1. Coordinates and monitors the implementation of projects for the implementation of Cross-Border Cooperation Programs financed by IPA;
 - 2.2. Contributes to the development and facilitation of cooperation between municipalities inside and outside the country with the aim of advancing capacities and using resources for common interests;
 - 2.3. Provides assistance to departments and other structures of the ministry in terms of methodological support for preparation procedures and management of cross-border projects;
 - 2.4. Manages the administrative, technical and financial aspects of IPA funds for cross-border cooperation;
 - 2.5. Contributes to the development and facilitation of cooperation between municipalities inside and outside the country with the aim of advancing capacities and using resources for common interests;
3. He Director of the Department reports to the Secretary General of MLGA.
4. The following Divisions are part of this Department:

- 4.1. Division for Cross-Border Cooperation;
 - 4.2. Division for Control of Cross-Border Cooperation Programs;
 - 4.3. Division for International Municipal Cooperation.
5. The number of employees in the Department for Cross-Border Cooperation is twelve (12).

Article 28
Division for Cross-border Cooperation

1. Perform all tasks related to programming, including any program changes, as well as implementation at the program level;
2. Monitors the implementation process of cross-border projects;
3. Prepares, coordinates and implements technical assistance for the implementation of Cross-Border Cooperation Programs;
4. Assists in the development of partnerships between potential applicants for project proposals;
5. Ensures increased visibility of cross-border programs in the municipalities of the program areas;
6. Establishes and coordinates bond committees for the implementation of cross-border programs in accordance with relevant International Agreements;
7. Ensures effective and efficient communication with the representatives of the Management Structures of the partner countries;
8. The Head of the Division for Cross-Border Cooperation reports to the Director of the Department;
9. The number of employees in the Cross-Border Cooperation Division is four (4).

Article 29
Division for Financial Control of Cross-Border Cooperation Programs

1. The duties and responsibilities of the Division for Control of Cross-Border Cooperation Programs are:
 - 1.1. Checks the expenses incurred by the beneficiaries of cross-border grants, especially with regard to legitimacy and accuracy and in accordance with the rules and procedures in force;
 - 1.2. Performs administrative and financial verifications of the expenses of cross-border grant beneficiaries;

- 1.3. Designs and maintains the database for reporting deadlines for each grant beneficiary contract;
 - 1.4. Conducts field visits to verify expenses;
 - 1.5. Verifies requests for payment from beneficiaries in accordance with the legislation in force;
 - 1.6. Prepares and issues confirmations of verified expenses as acceptable or unacceptable;
 - 1.7. Proposes and supports the drafting of the necessary guidelines to ensure the operation of the Control Body for cross-border cooperation;
 - 1.8. Ensures regular communication between the Ministry and other parties regarding the financial aspect of control and monitoring.
2. The Head of the Division for Control of Cross-Border Cooperation Programs reports to the Director of the Department.
 3. The number of employees in the Division for Control of Cross-Border Cooperation Programs is four (4).

Article 30
Division for International Municipal Cooperation

1. The Division for International Municipal Cooperation shall have the following duties and responsibilities:
 - 1.1. Provide support to municipalities related to cooperation agreements of common interest;
 - 1.2. Monitor and support municipalities in the implementation of international municipal cooperation agreements;
 - 1.3. Propose initiatives for international municipal cooperation;
 - 1.4. Plan and organize activities for promotion and monitoring of international municipal cooperation;
 - 1.5. Provide support to municipalities in drafting of joint projects within the framework of international municipal cooperation agreements;
 - 1.6. Provide professional support to municipalities in drafting of and application in various projects and programs inside and outside the country that focus on inter-municipal cooperation;
 - 1.7. Prepare and maintains the database of all International Municipal Cooperation Agreements between Kosovo Municipalities and other countries;
 - 1.8. Support municipalities in implementing the Law on Intermunicipal Cooperation and other relevant laws;

2. The Head of the Division for Inter-Municipal Cooperation reports to the Head of the Department.

3. Number of employees in the Division for Inter-Municipal Cooperation is three (3).

Article 31 Legal Department

1. The mission of the Legal Department is the supervision of the implementation of legislation in force by municipalities, development of legislation from the field of local self-government. Answers for the provision of assistance and legal opinion in function of the activity of the Ministry. It is also responsible for support in any matter related to guaranteeing compliance with the legal framework, policies followed by the Ministry in the areas where the latter exercises its functions and activity.

2. Legal Department shall have the following duties and responsibilities:

2.1. Provide legal support in drafting of strategic and legislative documents from the scope of the ministry;

2.2. Provide assistance in drafting of primary and secondary legislation from the scope of the ministry;

2.3. Ensure compliance with the techniques and standards of drafting legislation from the scope of the ministry;

2.4. Ensure the alignment of the legislation of the ministry with the legislation of the European Union (acquis communautaire) as well as with the laws applicable in Kosovo;

2.5. Provide legal advice and recommendations from the ministry's scope upon request;

2.6. Cooperate with the Ministry of Justice for the representation of the ministry in court disputes;

2.7. Oversee the implementation of local self-government legislation and municipal acts after a request for reconsideration;

2.8. Provide recommendations for resolving of requests and problems that are presented in administrative ways, for matters of a legal and juridical nature;

3. Director of the Legal Department reports to the Secretary General.

4. The following Divisions are part of this Department:

4.1. Division for reviewing the legality of acts of the municipal assembly and the Mayor;

4.2. Division for implementation of legislation;

4.3. Division for Drafting and Harmonization of Legislation

5. Number of employees in the Legal Department is seventeen (17).

Article 32

Division for reviewing the legality of acts of the municipal assembly and the Mayor

1. Division for reviewing the legality of acts of the municipal assembly and the Mayor shall have the following duties and responsibilities:

1.1. Review the legality of acts of municipal assemblies in accordance with the legislation in force;

1.2. Coordinate the process of reviewing the legality of acts of municipal assemblies with other Ministries;

1.3. Ensure the implementation of the recommendations addressed to the municipalities by the oversight bodies;

1.4. Oversee the work of municipal assembly bodies, including executive and legislative bodies;

1.5. Oversee the implementation of local self-government legislation and acts of municipal assemblies after a request for review;

1.6. Research, identify and analyze the requirements and needs of municipalities regarding the review of the legality of municipal acts;

1.7. Cooperate with municipalities in the process of preliminary consultation regarding the legality of municipal acts;

1.8. Review the legality of the decisions of the mayors in accordance with the legislation in force;

1.9. Coordinate the process of examination of legality of the acts and decisions of the mayors with other Ministries;

1.10. Oversee the work of municipal assembly bodies, including executive and legislative bodies;

1.11. Research, identify and analyze the requests and needs of the municipalities regarding the review of the legality of the decisions of the mayors;

2. Head of the Division for reviewing the legality of acts of the municipal assembly and the Mayor reports to the Director of the Department.

3. Number of employees in the Division for reviewing the legality of acts of the municipal assembly and the Mayor is ten (10).

Article 33
Division for the Implementation of the Legislation

1. Division for Implementation of the Legislation shall have the following duties and responsibilities:

1.1. Direct and give recommendations for solving requests and problems for matters of a legal and juridical nature;

1.2. Coordinate the work for the assistance, support and provision of the necessary legal consultancy on the issues that are required to be handled by the Ministry;

1.3. Provide legal advice on disputes that may arise from the implementation of contracts or agreements;

1.4. Manage the process of drafting memoranda and keeping minutes in relation to requests and problems of a legal and juridical nature;

1.5. Monitor participation in all judicial conflicts in which the Ministry is a litigant, cooperating closely with the State Advocacy;

1.6. Prepare memoranda that ensure the realization of objections, final conclusions, intermediate requests, appeal requests and recourses in defense of the interests of the Ministry.

2. The Head of the Division for the Implementation of the Legislation reports to the Director of the Department.

3. Number of employees in the Division for the Implementation of the Legislation is three (3).

Article 34
Division of Drafting and Harmonization of the Legislation

1. Division of Drafting and Harmonization of the Legislation shall have the following duties and responsibilities:

1.1. Provide assistance on drafting the legislation and ensures compliance with applicable laws in Kosovo;

1.2. Provide assistance for the ministry organizational structures on identification of the issues to be standardized;

1.3. Provide required legal advice and recommendations in the scope of ministry;

1.4. It ensures the alignment of the ministry's legislation with the *acquis communautaire* and with applicable laws in Kosovo;

1.5. Reviews and handles all subjects related to the drafting and implementation of legislation for the ministry;

2. Head of the Division of Drafting and Harmonization of the Legislation reports to the Head of the Department.

3. Number of employees in the Division of Drafting and Harmonization of the Legislation is three (3).

Article 35 **Department for General Services**

1. The Department for General Services has as its mission that the administrative units of the Ministry have efficient administrative services and support.

2. The duties and responsibilities of the General Services Department are:

2.1. Manages the provision of general services for the entire ministerial system, in accordance with the legislation in force;

2.2. Drafts and implements the main documents for the development of information technology (IT) in the Ministry, in coordination with AIS;

2.3. Maintains equipment, provides IT services and supports end users;

2.4. Provides support in the administration and interoperability of the Ministry's databases;

2.5. Manages and maintains information on assets, inventories and warehouses, as well as provides logistics services for them;

2.6. Manages the transportation of Ministry officials, including vehicle maintenance;

2.7. Manages the archive system and internal documents of the Ministry, including the electronic system;

2.8. Provides general services of translation, proofreading and distribution of documents for the structures of the Ministry.

3. The Director of the Department for General Services reports to the Secretary General.

4. The Department for General Services consists of the following divisions:

4.1. Information Technology Division;

4.2. Division for Logistic Services and Document Administration;

4.3. Division for Translations and Lectures;

5. The number of employees in the Department for General Services is twenty (20).

Article 36
Division for Logistics Services and Document Management

1. The duties and responsibilities of the Division for Logistic Services and Document Administration are:

- 1.1. Ensures working and accommodation conditions for the staff of the Ministry;
- 1.2. Manages the inventory and warehouses of the Ministry;
- 1.3. Accepts, checks assets, manages stocks and prepares relevant reports;
- 1.4. Provides services for the needs of the Ministry for inventory, goods and other office equipment for work;
- 1.5. Provides logistical support for the organization of staff meetings Ministry;
- 1.6. Provides transport service and manages the vehicles of the Ministry and those that are in its use;
- 1.7. Maintains the evidence of vehicle registration and insurance as well as all other logistics issues related to transport;
- 1.8. Implements procedures for the management and administration of documents;
- 1.9. Manages the archival system of the Ministry and cooperates with the State Archives Agency;
- 1.10. Takes care of the storage, professional maintenance and securing of archival material from damage, disposal and disappearance;
- 1.11. Accepts, checks, classifies and records documents;
- 1.12. Sends acts and documents, for further processing;
- 1.13. Accepts mail, opens and checks it, and takes care of sending mail, distributing mail (letters) and subjects, including electronic mail;
- 1.14. Takes care of the filing deadlines of the subjects, as well as prepares the subjects with deadlines permanent for submission to the Archives of the Republic of Kosovo, according to legal provisions.

2. The Head of the Logistics Services and Document Management Division reports to the Director of the General Services Department.

3. The number of employees in the Division for Logistic Services and Document Administration is ten (10).

Article 37
Information Technology Division

1. The duties and responsibilities of the Information Technology Division are:
 - 1.1. Administers the IT system and other applications within the Ministry;
 - 1.2. Drafts the main documents for the operation of IT in the Ministry and the development of digitalization of the Ministry's services;
 - 1.3. Coordinates issues for the harmonization of IT-related standards;
 - 1.4. Researches development trends in the field of IT and determines the deployment of new systems;
 - 1.5. Installs and operates the Ministry's IT equipment, provides IT services and supports end users;
 - 1.6. Administers the databases of the Ministry and the interoperability between them, or with databases of the Government or other institutions, including those of municipalities;
 - 1.7. Supports officials in the use of IT equipment, applications and databases and performs other activities in order to provide easier access to the IT system.
2. The Head of the Information Technology Division reports to the Director of the Department for General Services.
3. The number of employees in the Information Technology Division is three (3).

Article 38
Translation and Proofreading Division

1. The duties and responsibilities of the Translation and Proofreading Division are:
 - 1.1. Ensures the provision of professional translation services in official languages, from official languages to other languages and vice versa, of official documents and other documents necessary for the Ministry;
 - 1.2. Provides simultaneous translation in official languages, from official languages to other languages and vice versa, for the needs of the Ministry;
 - 1.3. Ensures quality corrections of translations and manages the database of all translated materials;
 - 1.4. Provides proofreading services for official drafted or translated documents of the Ministry;
 - 1.5. It is responsible for the unification of all writings and inscriptions in all presentations of logos or documents of the Ministry, adapting them to the standards of official languages;

- 1.6. Provides other services related to translation management and language support.
2. The Head of the Translation and Lecture Division reports to the Director of the Department for General Services.
3. The number of employees in the Translation and Lecture Division is six (6).

Article 39
Division for Budget and Finances

1. The mission of the Division for Budget and Finances is to support and coordinate planning and preparation of the budget in accordance with the objectives of the ministry as well as ensures the expenditure of financial resources in accordance with the budget rules and that procedures and the internal financial control are based on the accountability principles.
2. Division for Budget and Finances shall have the following duties and responsibilities:
 - 2.1. Ensure and coordinate planning and preparation of the budget in accordance with the objectives of the ministry;
 - 2.2. Manage monetary reserves and ensure that financial internal control is based on accountability principles;
 - 2.3. Ensure that financial expenditures are in accordance with budget planning, rules and procedures and prepares periodic reports on budget expenditures based on the LPFMA;
 - 2.4. Ensure cooperation and coordination with internal and external auditor in conducting audits and in preparing financial budget statements;
3. The head of Division for Budget and Finances reports to the Secretary General.
4. Number of employees in the Division for Budget and Finance is five (5).

Article 40
Internal Audit Unit

1. The mission of the Internal audit unit performs independent and objective advisory activities in the provision of reasonable assurance, aimed at adding value and improving the operation of the Ministry, that helps to fulfill the objectives, providing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
2. The duties and responsibilities of the Internal Audit Unit are:
 - 2.1. Ensures adequate implementation and compliance with laws, rules, policies, instructions and manuals defined by the legislation in force;
 - 2.2. Ensures the timely preparation of the strategic plan proposal and the annual audit plan based on the risk assessment;

- 2.3. Organizes, performs and supervises all internal audit activities for the ministry and submits the audit results, in accordance with the legislation in force;
 - 2.4. Prepares and submits six-monthly and annual reports for all audit activities;
 - 2.5. Prepares and implements the quality assurance program for internal and external evaluation of the internal audit function;
 - 2.6. Immediately reports to senior management and the Audit Committee, for any indicator of fraud or corruption activity, offers proposals for improving the situation, and if senior management does not take appropriate actions, notifies other competent authorities;
 - 2.7. Collaborates, coordinates and develops objectives and activities with all institutional organizational structures;
3. The head of the Internal Audit Unit reports to the Minister, while in the administrative aspect he reports to the Secretary General.
 4. The number of employees in the Internal Audit Unit is three (3).

Article 41
Human Resources Management Unit

1. The mission of the Human Resources Management Unit is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the achievement of the goals of the institution and the employees, making the appropriate balance of the needs of the employees and the needs of the institution, as well as exercising the functions and competencies in accordance with the laws and by-laws in force in the field of human resources.
2. The duties and responsibilities of the Human Resources Management Unit are:
 - 2.1. Supports and offers advice to the highest administrative leader of the institution and/or the head of the institution in the field of human resources management;
 - 2.2. Leads, plans, supervises and coordinates the work of organizational units in all activities of the human resources unit and ensures efficient operation;
 - 2.3. Ensures and exercises powers in accordance with the authorizations and responsibilities in function of the implementation of legislation, documents, requirements, procedures, standards for the institution in the field of human resources;
 - 2.4. Prepares the annual plan and the mid-term personnel plan, in accordance with the budget planning process of the institution;
 - 2.5. Assists the relevant units for the preparation of job descriptions, their classification and systematization;

2.6. Develops the procedures for admission to the civil service according to the legislation in force;

2.7. Ensures the implementation of procedures for evaluating results at work, vacations, training, continuity at work, disciplinary procedures, suspension of employment, termination of employment-dismissal from civil service, early retirement, certifications, employee statistics based on legal acts in force;

2.8. Administration of personnel files (individual files) of the institution and the placement of all data, processes and procedures in the electronic system (SIMBNJ).

3. The Head of the Human Resources Management Unit reports to the Secretary General.

4. The Human Resources Management Unit is an organizational unit equivalent to the division.

5. The number of employees in the Human Resources Management Unit is four (4).

Article 42 Procurement Division

1. The mission of the Procurement Division is to ensure the most efficient, transparent, and fair way of using public funds, public resources as well as all other funds and resources of the contracting authorities in the Republic of Kosovo and aims to promote the creation of a professionalized institutional culture unaffected by material, impartial, ethical interests among the official persons who perform or are involved in a procurement activity.

2. Procurement Division shall have the following duties and responsibilities:

2.1. Prepare, coordinate and implement the annual Ministry plan in the field of public procurement in accordance with the legislation in force;

2.2. Ensure that all procurement requests are prepared in accordance with procurement regulations and procedures;

2.3. Determines the procurement methodology for the tender and the price evaluation procedures;

2.4. Provide advices and assist the management in taking decisions about conflict issues that might come in cases of implementation of contracts.

3. The Head of the Procurement Division reports to the Secretary General.

4. Number of employees in Procurement Division is three (3).

Article 43 Division of Public Communication

1. The mission of the Division of Public Communication is open communication with the public, objective and impartial, clear, responsive and timely, inclusive, active and coherent.

2. Division of Public Communication shall have the following duties and responsibilities:

2.1. Provide professional support to the minister, the ministry, the spokesperson of the ministry, offering advice on the effectiveness of policy presentation;

2.2. Make the preparation, maintenance and implementation of the communication plan based on the work plan of the ministry, by applying effective communication techniques;

2.3. Provide the weekly calendar of communication activities of the minister and the ministry to OPC-OPM;

2.4. Cooperate with the spokesperson of the ministry for the organization of press conferences and interviews;

2.5. Prepare and distributes press releases, statements, reports and other publications to the public;

2.6. Prepare, distribute and archive photographs and audio-visual materials of the main activities of the ministry;

2.7. Participate in the process of drafting policies and legislation, through the development and presentation of communication plans, as well as the communication of public meetings and online consultations with the public;

2.8. Coordinate with OPC-OPM the development of information and awareness campaigns for the ministry's priority policies;

2.9. Report to the OPC-OPM on the implementation of the annual communication plan every three months;

2.10. Update, ensure access and credibility of information on the official website of the ministry and manages the official electronic account for communication with the public;

2.11. Manage the ministry's communication on institution's official account on the social networks;

2.12. Assist in updating the state portal;

2.13. Accept and reviews initial requests for access to public documents as well as for open data and prepares reports on the implementation of the Law on Access to Public Documents;

2.14. Perform all the responsibilities determined by the legislation in force.

3. The Head of Division for Public Communication reports to the Secretary General.

4. Number of employees in the Division of Public Communication is three (3).

Article 44
Final provisions

1. Personnel mobility is done in accordance with the legislation for public officials within the institution if it is considered necessary for the smooth flow of the work.
2. The increase or decrease in the number of staff in accordance with the annual budget law does not create a need to supplement - amend this Regulation, except in cases where organizational structures are created and/or are being cut.

Article 45
Repeal

Upon entry into force, this Regulation shall repeal the Regulation No.04/2019 on Internal Organization and Systematization of Jobs of the Ministry of Local Government Administration.

Article 46
Entry into force

This regulation shall enter into force seven (7) days after its promulgation in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo
30 August 2024

Organogram of the Ministry of Local Government Administration

Position/Structure	Classes of job positions	Groups (general or particular)	Number
1. Cabinet of the Minister - Minister - Deputy Minister/s - Political Advisors - Support Personnel			Total: 18
2. Office of the General Secretary			Total:5
General Secretary	Senior Manager		1
Senior Executive Officer	Professional 1	Gr.63 General Administration Group	1
Executive Officer	Professional 2	Gr.2 Budget and Finance Group	1
Administrative Assistant	Professional 3	Gr.64 General Administration Group	1
Senior Certifying Officer	Professional 1	Gr.2 Budget and Finance Group	1
3. Department for Planning and Local Economic			Total:10
Director of the Department	Middle Manager		1
3.1. Division for Local Economic Development			Total:4
Head of the Division	Lower Manager		1
Senior Officer for Local Economic Development	Professional 1	Gr.12 Social Science Group	1
Local Economic Development Support Officer	Professional 2	Gr.12 Social Science Group	1
Administrative Assistant	Professional 3	Gr.64 General Administration Group	1
3.2 Project Implementation Supervision Division			Total:5
Head of the Division	Lower Manager		1
Senior Officer for Supervision of Project Implementation	Specialist	Gr.34 Construction Engineering Group	4
4. Department for Local Democracy and Inter-			Total:7
Director of the Department	Middle Manager		1
4.1 Division for Inter-Municipal Cooperation			Total:3
Head of the Division	Lower Manager		1
Senior Official for Inter-Municipal Cooperation	Professional 1	Gr.12 Social Science Group	1
Official for Inter-Municipal Cooperation	Professional 2	Gr.12 Social Science Group	1

4.2 Division for the Promotion of Human Rights			Total:3
Head of the Division	Lower Manager		1
Senior Officer for the Promotion of Human Rights	Professional 1	Gr.12 Social Science Group	1
Communities and Language Officer	Professional 2	Gr.12 Social Science Group	1
5. Department for Good Governance at Local Level			Total:11
Director of the Department	Middle Manager		1
5.1 Division for Institutional Capacity Building at			Total:4
Head of the Division	Lower Manager		1
Senior Officer for Capacity Development at Local Level	Professional 1	Gr.63 General Administration Group	1
Officer for Capacity Development at Local Level	Professional 2	Gr.63 General Administration Group	1
Administrative Assistant	Professional 3	Gr.64 General Administration Group	1
5.2 Division for Transparency at the Local Level			Total:3
Head of the Division	Lower Manager		1
Senior Transparency Officer at Local Level	Professional 1	Gr.12 Social Science Group	1
Officer for Measuring Transparency Indicators	Professional 2	Gr.12 Social Science Group	1
5.3 Division for Research and Analysis at the Local			Total:3
Head of the Division	Lower Manager		1
Senior Research and Analysis Officer	Professional 1	Gr.12 Social Science Group	2
6. Department for Digitization of Services in			Total:8
Director of the Department	Middle Manager		1
6.1 Division for E-MUNICIPALITIES and Intelligent			Total:4
Head of the Division	Lower Manager		1
Senior Digital Platforms Officer	Professional 1	Gr.49 Information Technology Group	1
Officer for E-Municipality	Professional 2	Gr.63 General Administration Group	1
Smart Cities Officer	Professional 2	Gr.63 General Administration Group	1
6.2 Open Government Partnership Division			Total:3
Head of the Division	Lower Manager		1
Senior Officer for the Open Government Partnership	Professional 1	Gr.12 Social Science Group	1
Officer for the Open Government Partnership	Professional 2	Gr.63 General Administration Group	1
7. Department for Supervision and Local Performance			Total:12
Director of the Department	Middle Manager		1

7.1 Performance Measurement Division			Total:5
Head of the Division	Lower Manager		1
Senior Performance Measurement and Evaluation Officer	Professional 1	Gr.12 Social Science Group	1
Performance Measurement and Evaluation Officer	Professional 2	Gr.12 Social Science Group	1
Senior Performance Development Officer	Professional 1	Gr.12 Social Science Group	1
Performance Development Officer	Professional 2	Gr.12 Social Science Group	1
7.2 Local Legislation Monitoring Division			Total: 6
Head of the Division	Lower Manager		1
Senior Officer for Monitoring Local Legislation	Professional 1	Gr.1 Legal Group	4
Administrative Assistant	Professional 3	Gr.64 General Administration Group	1
8. Department for European Integration and Policy			Total: 7
Director of the Department	Middle Manager		1
8.1 Division for European Integrations			Total: 3
Head of the Division	Lower Manager		1
Senior Officer for European Integration	Professional 1	Gr.12 Social Science Group	1
Officer for Monitoring the Reporting Process	Professional 2	Gr.12 Social Science Group	1
8.2 Policy Coordination Division			Total: 3
Head of the Division	Lower Manager		1
Senior Officer for the Development of Strategic	Professional 1	Gr.12 Social Science Group	1
Policy Coordination Officer	Professional 2	Gr.12 Social Science Group	1
9. Department for Cross-Border and International			Total: 12
Director of the Department	Middle Manager		1
9.1 Division for Cross-Border Cooperation			Total:4
Head of the Division	Lower Manager		1
Senior Officer for Cross-Border Cooperation	Professional 1	Gr.12 Social Science Group	3
9.2 Division for Control of Cross-Border Cooperation			Total:4
Head of the Division	Lower Manager		1
Senior Project Control and Monitoring Officer	Professional 1	Gr.3 Economics Group	2
Risk Management Officer	Professional 2	Gr.12 Social Science Group	1
9.3 Division for International Municipal Cooperation			Total:3
Head of the Division	Lower Manager		1

Senior Officer for International Municipal Cooperation	Professional 1	Gr.12 Social Science Group	1
Officer for International Municipal Cooperation	Professional 2	Gr.12 Social Science Group	1
10. Legal Department			Total:17
Director of the Department	Middle Manager		1
10.1. Division for Reviewing the Legality of Acts of the			Total: 10
Head of the Division	Lower Manager		1
Senior Officer for the Review of Legality of Municipal	Professional 1	Gr.1 Legal Group	8
Administrative Assistant	Professional 3	Gr.64 General Administration Group	1
10.2 Law Enforcement Division			Total: 3
Head of the Division	Lower Manager		1
Senior Legal Officer	Professional 1	Gr.1 Legal Group	2
10.3 Division for Drafting and Harmonization of			Total: 3
Head of the Division	Lower Manager		1
Senior Legal Officer	Professional 1	Gr.1 Legal Group	2
11. Department for General Services			Total: 20
Director of the Department	Middle Manager		1
11.1 Division for Logistics Services and Document			Total: 10
Head of the Division	Lower Manager		1
Logistics Officer	Professional 2	Gr.63 General Administration Group	2
Document Administration Officer	Professional 2	Gr.7 Archive/Documentation Group	1
Archives Officer	Professional 2	Gr.7 Archive/Documentation Group	1
Receptionist	Professional 3	Gr.64 General Administration Group	1
Transport Officer	Professional 2	Gr.64 General Administration Group	1
Driver	Technical	Technical Support Clerk	3
11.2 Information Technology Division			Total:3
Head of the Division	Lower Manager		1
Senior Information Technology Officer	Professional 1	Gr.49 Information Technology Group	1
Information Technology Officer	Professional 2	Gr.49 Information Technology Group	1
11.3 Translation and Proofreading Division			Total: 6
Head of the Division	Lower Manager		1
Senior Translation Officer	Professional 1	Gr.59 Translation and Interpretation Group	4

Senior Proofreader Officer	Professional 1	Gr.8 Public Relations and Information Group	1
12 Division for Budget and Finance			Total: 5
Head of the Division	Lower Manager		1
Senior Budget and Finance Officer	Professional 1	Gr.2 Budget and Finance Group	1
Assets Officer	Professional 2	Gr.3 Economics Group	1
Pledging Officer	Professional 2	Gr.2 Budget and Finance Group	1
Expenditure Officer	Professional 2	Gr.2 Budget and Finance Group	1
13. Internal Audit Unit			Total:3
Head of Unit	Lower Manager		1
Internal auditor	Professional 1	Gr.5 Internal Audit Group	2
14. Human Resources Management Unit			Total:4
Head of Unit	Lower Manager		1
Senior Human Resources Officer	Professional 1	Gr.6 Human Resources Group	2
Human Resources Officer	Professional 2	Gr.6 Human Resources Group	1
15. Procurement Division			Total:3
Head of the Division	Lower Manager		1
Senior Procurement Officer	Professional 1	Gr.4 Public Procurement Group	1
Procurement Officer	Professional 2	Gr.4 Public Procurement Group	1
16. Division for Public Communication			Total:3
Head of the Division	Lower Manager		1
Senior Public Communication Officer	Professional 1	Gr.8 Public Relations and Information Group	1
Information and Website Management Officer	Professional 2	Gr.8 Public Relations and Information Group	1
General Number of the Staff			145

MINISTRY OF LOCAL GOVERNMENT ADMINISTRATION

Organizational Structure

