



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

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Steering Council

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**Regulation for job descriptions in the administration of "Haxhi Zeka" university in Peja**

**Peja, February 2020**

In support of the Statute of "Haxhi Zeka" University in Peja, Nr. 04 – V – 662, of date May 30, 2013, article 23, paragraph 1.3, Law on Civil Service of the Republic of Kosovo, Nr.03/L-149, Regulation No. 09/2012 on Standards of Internal Organization and Systematization of Jobs in the state administration, Regulation on Internal Organization and Systematization of Jobs at Haxhi Zeka University - Peja no. 247/2020, Regulation No.21 / 2012 on Career Promotion, The Governing Board of Haxhi Zeka University in Peja, on 21.02.2020, approves:

## **Regulation for job descriptions in the administration of "Haxhi Zeka" university in Peja**

### **First Part :**

#### **Article 1**

##### **Purpose**

This Regulation aims at defining the internal organization and systematization of jobs of the "Haxhi Zeka" University in Peja ("UHZ"), including functions and responsibilities of offices and organizational units according to general job descriptions.

#### **Article 2**

##### **Scope**

1. This Regulation applies for Haxhi Zeka University in Peja, Central Administration and Administration of Academic Units.
2. Duties and responsibilities of "Haxhi Zeka" University in Peja and other state administration bodies under its supervision are set out in Annex 18 of Regulation no. 02/2011 on Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as relevant legislation in force.

### **Chapter I**

According to this Regulation, the organization of work enables the application of legislation in force, bylaws and internal acts of the University, as well as other activities that are within the competence of the University.

#### **Article 3**

##### **Organizational Structure of "Haxhi Zeka" University in Peja**

##### **1. The structure of "Haxhi Zeka" University in Peja is as follows:**

- I. Office of the Rector
- II. Office of the Secretary General
- III. Offices in Central Administration
- IV. Administrative Office in Academic Units

**1. The number of employees in the administration of "Haxhi Zeka" University in Peja is foreseen to be (152).**

#### **Article 4**

##### **Office of the Rector**

1. The Rector's Offices of "Haxhi Zeka" University in Peja, consist of:
  - 1.1 Rector;
  - 1.2 Vice Rectors;
  - 1.3 Advisor to the Rector
  
2. Duties and responsibilities of the Rector and Vice-Rectors are defined by the Statute of the University "Haxhi Zeka" in Peja, as well as other legislation in force.

#### **Article 5**

##### **Office of Secretary General**

1. The Office of the Secretary General of "Haxhi Zeka" University in Peja is composed of
  - 1.1 Secretary General;
  - 1.2 Executive Officer;
  - 1.3 Executive Assistant;
  - 1.4 Certification Officer
  
2. Duties and Responsibilities of the Secretary General of "Haxhi Zeka" University in Peja are defined by the Statute of the University.

#### **Article 6**

##### **Offices in Central Administration**

These offices operate within the Central Administration:

- Office of Internal Audit
- Office of Administration and General Services
- Office of Public Relations
- Office for Academic Affairs and Teaching Excellence
- Office for Scientific Research
- Office of Student Affairs
- Central University Library
- Office of Budget and Finances
- Office of Procurement
- Office of Information Technology
- Office for Quality Assurance and Evaluation
- Office for International Cooperation
- Office for Career Development
- Office for Human Resources and Gender Equality
- Law Office
- Office of Protocol and Archives
- Office for General Services and Transport

## **Article 7**

In Functional categories are include these levels:

- Civil servant of high level management(DL)
- Civil servant of Management level (D)
- Civil servant of professional level(P)
- Civil servant of technical administrative level(A)

## **II. Office of Secretary General**

### **1. Secretary General**

#### **I. Duties - responsibilities:**

- Is the highest administration official;
- Is the head of the Central Administration;
- Is supervisor of department directors, units and Faculty Secretaries;
- Is responsible officer for efficient leadership, economic and effective of University;
- Is responsible officer for the technical preparation of the budget process

**Number of posts: One (1)**

#### **II. Supervising Officer:**

Rector of UHZ.

#### **III. Qualification and skills:**

The qualifications and skills of the Secretary-General are provided by the UHZ Statute:

Must be from the professional field of law, appropriate qualifications and experience , proven organizational and management skills, sufficient knowledge of the processes of education, art and research, desirable knowledge of English and knowledge of working with computers.

#### **IV. Overall experience:**

Five years of similar work experience.

#### **V. Functional category: DL**

### **1.1 Executive Officer**

#### **I. Duties - responsibilities:**

- Drafts regulations, guidelines and recommendations for University bodies;
- Provides clarifications on legal provisions, the Statute and other normative applicable acts in the Republic of Kosovo;
- Prepares forms of decisions and contracts related to University staff and other entities with which "Haxhi Zeka" University in Peja has contractual relations;
- Prepares lawsuits against persons and other entities which cause damage to the University;
- Represents the University in all proceedings conducted in Kosovo courts and administrative bodies, as authorized by the Secretary General and the Rector;
- Responds through requests from the Secretary-General to requests addressed to the Governing Council and the Senate, and provides legal clarifications to University bodies;
- Prepares materials for meetings of University bodies and attends meetings, writes minutes, decisions, conclusions, recommendations and extracts of minutes from meetings of University bodies;
- Performs other duties assigned by the office manager

**Number of posts: One (1)**

#### **II. Supervising Officer:**

Secretary General

#### **III. Qualification and skills:**

Superior school preparation – Four-year law or master's degree in law, computer skills required, English language skills desirable.

**IV.Overall experience:**

Three years of work experience in related fields

**V.Functional Category: P**

**1.2 Executive Assistant**

**I. Duties - responsibilities:**

- Coordinates the work of the Secretary General's office in preparing the necessary documentation for meetings, business trips, etc.;
- Records appointments, phone calls, from home and abroad, maintains the address of telephone numbers;
- Ensures that calls to the Secretary's office are used for official purposes only;
- Welcomes visitors and interlocutors on the phone, forwards messages from the secretary and receives them for the secretary;
- Attends secretary meetings with foreign delegations for translation from Albanian into English and vice versa;
- Participates in the preparation of meetings, conferences, including hotel bookings;
- Informs faculty secretaries, heads of UHZ administration offices and other administrative staff about meetings organized by the secretary and other meetings organized by the University;
- Informs committee members for organization of meetings at the university level;
- Takes care and is responsible to keep official secrecy in university affairs;
- Processes on the personal computer or prints letters, reports, memoranda, telephones and all other University documents and forms related to University operating matters;
- Organize and archive documents in ecelctronic copy and hard copy of all documents issued by the Secretary, respecting the general rules of archiving,
- Performs other duties assigned by the office manager

**Number of posts: One (1)**

**II.Supervising Officer:**

Secretary General of UHZ

**III.Qualifications and skills:**

Superior school preparation, computer skills and English language skills required.

**IV.Overall experience:**

Two years of work experience in related fields.

**V.Functional Category: A**

**1.3 Certification Officer**

**I.Duties - responsibilities:**

- It is responsible for ensuring that the applicable terms of a public contract are fulfilled prior to making or authorizing payments under the contract;
- It is responsible for ensuring that the expenditure of public money under a public contract is made in accordance with the FMC Rules (Financial Control and Management Rules);
- Responsible for reviewing documentation related to budget spending;

- Identifies and immediately reports in writing to leaders on all cases of non-compliance with the Law on Public Financial Management, while on cases of non-compliance with the Law on Public Procurement reports to the Auditor General;
- Maintains comprehensive written records of all cases of non-compliance with the law for at least seven (7) years.
- Performs all the tasks assigned to it by the FMC Rules.
- Performs other duties assigned by the office leader

**Number of posts: One (1)**

**II. Supervising Officer:**

Secretary General

**III. Qualifications and skills:**

Superior school preparation - Faculty of Economics, certified by MOF - Treasury Department, computer skills required, English language skills desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**1.4 Executive Assistant to the Rector's Office**

**I. Duties- responsibility:**

- Coordinates the work of the Rector's Office and prepares the necessary documentation for meetings, business trips, etc.;
- Registers meetings, telephone calls from home and abroad, and maintains the telephone (address) of rector, vice-rectors and staff at the University; ensures that phones are used for official purposes only;
- Welcomes visitors and telephone interlocutors, forwards messages to the Rector, Vice-Rectors and other University leaders and receives them for the Rector, Vice-Rectors and other UHZ leaders;
- Attends Rector's meetings for translation from Albanian to English as required.
- Participates in the preparation of meetings and conferences, including hotel bookings;
- Informs faculties of Senate, Board and other University meetings;
- Takes care and is responsible for keeping official confidentiality in University matters;
- Prepares reports, memoranda, and all other University documents and forms related to University and Rector operating matters; forward the University documents for signature and keep them;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising officer:**

Rector and Office Director

**III. Qualifications and skills**

University Degree in Business, Management, Engineering, Public Administration, Law or in any relevant field;

**IV.Overall experience:**

Two years of work experience in related fields.

**V.Functional Category: A****1.4 Executive Assistant to the Governing Council****I.Duties - responsibility:**

- Prepares materials for Governing Council meetings;
- Maintains the minutes and writes the extract of minutes of the Governing Council meetings;
- Receives from the protocol officer the documents and other acts addressed to the GC and forwards them to the President, Vice-President and Secretary General of the University;
- Drafts decisions, conclusions and recommendations approved by the Steering Committee;
- Participates in the preparation of meetings and compiles letters sent by the Governing Council;
- • Performs all administrative and professional duties related to the scope of the Steering Council;
- Prepares the documentation of the applicants for scholarships of “Haxhi Zeka” University in Peja and for exemption from the payment of semesters for consideration by the relevant committees;
- Performs other duties assigned by the office manager

**Number of posts: Një (1)****II.Supervising Officer:**

Chairman of the GC and the Director of the office

**III.Qualifications and skills:**

Superior school preparation - Faculty of social sciences, knowledge of computer work required, desirable knowledge of English.

**IV.Overall experience:**

Three years of work experience in related fields.

**V.Functional Category: P****III. Offices of Central Administration****1. Office of Internal Audit****1.1. Director of the office****I.Duties- responsibilities:**

- Responsible for organizing, conducting, supervising and conducting all internal audit activities, and for delivering audit results to senior management;
- It is responsible for selecting internal auditors on a competitive basis, after consulting from the list of internal auditors provided by the **NJQH** and in accordance with other applicable laws in Kosovo, civil service legislation;

- Is responsible for ensuring the proper implementation and adherence to the laws, rules, policies, guidelines and manuals set forth in the Law on Internal Audit;
- Is responsible for ensuring the timely preparation and submission of strategic audit plan based on risk assessment for review and approval to senior management.;
- Is responsible for preparing and submitting quarterly and annual reports on all audit activities to senior management;
- Obtain information certified by the Treasury, the Central Bank of Kosovo and any public or private organization regarding current or closed accounts and / or transactions involving entities over which the Internal Audit Office has competence under section 10.1 of the Audit Law Interior;
- Maintains all audit report files, comprehensive notes written on all matters, evidence relating to those reports and all recommendations given to senior management, which must be kept at least 7 (seven) ) years;
- Is responsible for prompt reporting to senior management on any indicators of fraud or corruption activity and making proposals for systems improvements, and notifying the competent authorities if senior management fails to take appropriate action;
- Is responsible for preparing a plan to ensure sufficient professional development of all members of the Internal Audit Office, including the Head of Office;
- Is responsible for submitting to senior management the statute for the Internal Audit function, based on the model provided by the NJQHAB-ja;
- The head of the office should also be an internal auditor;
- Is responsible and performs other duties provided for in Articles 12 and 14 of the Law on Internal Audit.
- Performs other duties assigned by the leader

**Number of posts: One(1)**

**II.Supervising officer:**

Rector and Secretary General of UHZ

**III.Qualifications and skills:**

Superior school preparation - graduated economist or jurist, valid license or certificate for internal audit issued by competent body, knowledge of computer work required, knowledge of English language desirable.

**IV.Overall Experience:**

Four years of work experience in related fields.

**V.Functional Category: D**

**1.1.1 Internal Audit Officer**

**I.Duties- Responsibilities:**

- Performs internal audits at UHZ, in accordance with rules, policies, manuals, guidelines, internal audit statute, code of ethics and professional standards approved by the ministry, pursuant to section 7.4 of the Law on Internal Audit;
- Collects, reviews and uses without limitation all technical, economic, financial, and UHZ information and documents audited;

- Requires any UHZ official, employee, advisor or contractor to provide physical evidence, records and oral evidence or other information on matters relating to the audit or activities under audit;
- Verify and evaluate the monetary value of the UHZ property in accordance with the rules and legislation;
- Report to senior management on all material matters related to the performance of internal audit and its results;
- Obtain information certified by the Treasury, the Central Bank of Kosovo and any public or private organization regarding current or closed accounts and / or transactions involving entities for which the Internal Audit Office has competence under section 10.1 of the Audit Law Interior;
- Is responsible for reporting promptly to senior management on any indicators of fraud or corruption activity and making suggestions for improving systems, and notifying competent authorities if senior management fails to take appropriate action;
- Maintains audit report files, comprehensive written records of all matters, evidence relating to those reports and all recommendations given to senior management, which must be kept for at least 7 (seven) years
- Is responsible for and performs other duties provided for in Articles 12 and 14 of the Law on Internal Audit.
- Performs other duties assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualifications and skills:**

Superior school preparation - graduated economist or jurist, valid license or certificate for internal audit issued by competent body, knowledge of computer work required, knowledge of English language desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**2. Office of General Services Administration**

**2.1. Director of the Office**

**I. Duties- Responsibilities:**

- Makes general administration and office management of personnel and administration, ensuring that assigned functions are effectively and efficiently performed
- Oversees and ensures that administrative matters at UHZ are implemented in a timely and efficient manner;
- Prepares recommendations for changes to transfer or development of the organizational structure of administrative offices in UHZ;
- Examines applications proposed and submitted by administrative offices;

- Actively collaborates with senior officials of all sectors and with administrative offices of academic units
- Performs the function of personnel manager according to the Civil Servants legal acts;
- Manages the maintenance and updating of personnel files under the Civil Service Law and bylaws, and maintains the civil register book of personnel staff;
- Advise the employing authority and management staff on recruitment, evaluation, job description procedures and all other procedures provided by the LSHC;
- Drafts - prepares employment contracts for the administrative, professional and technical staff of the University;
- Advise and act on disciplinary matters in accordance with established rules and procedures, and issue certifications and other documents related to the status of personnel;
- Performs other duties in the field of activity of the Office of Administration and at the request of the Secretary General.

**Number of posts: One (1)**

**II. Supervising officer:**

Secretary General of UHZ

**III. Qualifications and skills:**

Superior School Preparation - Faculty or Masters in Law or Public Administration, computer skills required, English language skills desirable

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**2.1.1 Officer for Construction**

**I. Duties - responsibilities:**

- Draft and develops work plans in accordance with the supervisor for the implementation of tasks assigned to the unit objectives and makes recommendations regarding the achievement of those objectives;
- Analyzes and evaluates internal processes and procedures and recommends changes and improvements in order to increase efficiency and quality of work;
- Drafts procedures and assists officials in issuing construction permits and determining urban conditions for implementation of urban plan, regulation plan, parcel plan, regulation line and construction;
- Oversees implementation of legislation, procedures and standards related to construction and ensures implementation of the program for regulation of construction land;
- Organizes and participates in the commission for technical acceptance of construction sites and other related services;
- Advises on providing the necessary documentation for the completion of construction and housing;
- Ensures regular maintenance of building protocols and in certain cases comes out to view and record factual situation;

- Performs other duties in accordance with laws and regulations which may reasonably be required from time to time by the supervisor;
- Performs other duties as assigned by the office manager

**Number of posts: Two (2)**

**II. Supervising officer:**

Secretary-General and Director of the Office of Administration and General Services

**III. Qualifications and skills:**

University Degree - Faculty of Civil Engineering and Architecture; knowledge of computer skills and English language skills required

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**3. Office for Public Relations**

**3.1 Director of the Office**

**I. Duties - responsibilities:**

- Coordinates University activities in relation to media and internal information;
- Addresses public inquiries and formal requests for information on the University's work, in consultation with the Vice-Rector for International Cooperation and the Secretary-General;
- Maintains correspondence and answers to requests and questions from students and other persons through the University website;
- Addresses questions related to the University and serves as the University's spokesman;
- Manages and organizes contacts with the media for the necessary preparation of various conferences and visits;
- Prepares press releases, press releases and other material relevant for publication, and develops and maintains a press archive by date, public information, other articles published in the press, relating to the University;
- In collaboration with assistants and other officials leads the protocol for the reception of University guests;
- Prepares press information or other needs of the University;
- Performs other professional duties as requested by the Secretary-General.

**Number of posts: One (1)**

**II. Supervising Officer:**

Rector of UHZ, Secretary General

**III. Qualification and skills:**

Superior School Preparation - Faculty, computer literacy and English language skills required.

**IV. Overall experience**

Four years of work experience in related fields.

**V. Functional Category: D**

### **3.1.1 Officer for Public Relations**

#### **I. Duties- responsibilities:**

- Coordinates University activities in relation to media and internal information;
- Addresses public inquiries and formal requests for information on the University's work, in consultation with the Vice-Rector for International Cooperation and the Secretary-General;
- Maintains correspondence and answers to requests and questions from students and other persons through the University website;
- Addresses questions related to the University and serves as the University's spokesman;
- Manages and organizes contacts with the media for the necessary preparation of various conferences and visits;
- Prepares press releases, press releases and other material relevant for publication, and develops and maintains a press archive by date, public information, other articles published in the press, relating to the University;
- In collaboration with assistants and other officials leads the protocol for the reception of University guests;
- Prepares press information or other needs of the University;
- Performs other professional duties as requested by the Secretary-General..

**Number of posts: One (1)**

#### **II. Supervising Officer:**

Director of office

#### **III. Qualifications and skills:**

Superior school preparation - Faculty, computer literacy and English language skills required

#### **IV. Overall experience:**

Three years of work experience in related fields.

#### **V. Functional Category: P**

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

### **4.1 Director of the Office**

#### **I. Duties - responsibilities:**

- Organizes and coordinates the work of the Office for Academic Affairs and Teaching Excellence;
- Prepares employment contracts for regular and engaged academic staff of the university;
- Compiles various statistical information, analysis and reports for University academic staff and University needs, and updates staff data;
- Compiles information and collaborates with the faculties regarding the publication and realization of the competition for the academic staff of the University;
- Compiles overviews of rate and honorary hours calculations based on faculty proposals for academic staff recruitment;

- Prepares material for meetings of the Study Committee, Central Council of Doctoral Studies, University Senate, which deals with academic issues and Excellence in Teaching;
- Performs work in coordination with the UHZ Senate, Governing Council, Academic Units, Institutes, as well as with councils, committees, and working groups in the teaching, academic, and related sectors;
- Under the direction of the Vice-Rector for Teaching, Student Affairs and Research, compiles the work plan of the Office and oversees its implementation;
- Identifies the need for training areas for academic staff in coordination with the Vice Chancellor for Academic Affairs and the Deans of Academic Units;
- The Office for Academic Affairs and Teaching Excellence organizes trainings that will help the professional development of the UHZ academic staff. It monitors the implementation of contemporary teaching and assessment methods by academic staff;
- In collaboration with management, academic units and academic staff will develop plans and conduct other training and activities to promote contemporary teaching and assessment methods.;
- Provides individual support to the academic staff in planning their professional development respectively in the development of individual development plans for one year;
- On an annual basis, I will identify the needs of the academic staff for professional development of the academic staff, respectively for training in the function of mastering and applying contemporary teaching and assessment methods by the academic staff;
- The Office for Academic Affairs and Teaching Excellence in cooperation with the Vice-Rector for Teaching and Deans of Faculties will organize a monitoring of the academic staff regarding the implementation of contemporary teaching and assessment methods;
- In coordination with the manager, the Office for Academic Affairs and Teaching Excellence organizes regular monitoring at least once a year for each teacher, ad-hoc monitoring of grievances, and monitoring of academic staff advancement.;
- Prepares statistics on the level of implementation of contemporary teaching and assessment methods and will support academic staff in this area through activities to be organized by UHZ management;

**Number of posts: One (1)**

**II. Supervising Officer:**

General Secretary and Vice-Rector for Teaching, Research and Student Affairs

**III. Qualification and skills:**

Superior school preparation - master or graduated at the Faculty of Law, Economics, Philosophy or Philology, computer skills required and English language skills desirable.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

#### **4.1.1 Teaching Excellence Officer**

##### **I. Duties - responsibilities:**

- In cooperation with the Director of the office, they will develop plans and carry out other trainings and activities to promote contemporary teaching and assessment methods.;
- Provides individual support to the academic staff in planning their professional development respectively in the development of individual development plans for one year;
- On an annual basis, I will identify the needs of the academic staff for professional development of the academic staff, respectively for training in the function of mastering and applying contemporary teaching and assessment methods by the academic staff;
- The Office for Academic Affairs and Teaching Excellence organizes trainings that will help the professional development of the UHZ academic staff. It monitors the implementation of contemporary teaching and assessment methods by academic staff;
- The Office for Academic Affairs and Teaching Excellence in cooperation with the Vice-Rector for Teaching and Deans of Faculties will organize a monitoring of the academic staff regarding the implementation of contemporary teaching and assessment methods.;
- In coordination with the manager, the Office for Academic Affairs and Teaching Excellence organizes regular monitoring at least once a year for each teacher, ad-hoc monitoring of grievances, and monitoring of academic staff advancement;
- Performs other duties assigned by the leader.

**Number of posts: Two (2)**

##### **II. Supervising Officer:**

Office Director

##### **III. Qualification and skills:**

Superior school preparation, computer skills required, English language skills desirable.

##### **IV. Overall experience:**

Three years of work experience in related fields.

##### **V. Functional Category: P**

#### **4.1.2 Academic Affairs Officer**

##### **I. Duties - Responsibilities:**

- It monitors and takes care of the University's publishing plan and activity, prepares materials for the meetings of the UHZ Publishing Council, keeps minutes of meetings, compiles decisions, documents and notices to parties according to UN decisions;
- Prepares the materials for the meetings of the Central Council for Doctoral Studies at UHZ, keeps minutes of the meetings, compiles decisions, letters and notices to the parties according to the decisions of the CCDS;
- Verifies the documentation and prepares for the Senate statements of candidates for the topic's approval or dissertation ratification by the Senate, compiles decisions on the topics for the candidates for the topic's approval or dissertation ratification, follows the doctoral studies and maintains documentation for each candidate, prepares statements with relevant notes, outputs statistics by age, faculty and gender;

- Maintains relevant records in the Register of Doctoral Degrees, prepares papers and notices for deans and candidates, verifies and prepares diploma notes, prepares promotion ceremony;
- Maintains relevant official records in the UHZ Doctor Honoris Causa registry book and assists in the preparation of the UHZ DHC Title Award Ceremony. He also takes care of the academic dresses of the rector and deans, as well as the necklaces;
- Prepares, according to faculties and year of birth, statements of academic staff who closely meet retirement requirements, monitors changes in statements.
- Performs other duties as assigned by the office manager

**Number of posts: one (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior school preparation, computer skills required, English language skills desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**5. Office for Scientific Research**

**5.1 Director of the Office**

**I. Duties - responsibilities:**

- Organizes and coordinates the work of the Office of Scientific Research;
- Compiles various information, analysis and statistical reports for the needs of the University, related to publications and scientific works, as well as participation in scientific conferences of the academic staff;
- The Office of Scientific Research in cooperation with the Vice-Rector for Teaching, Student Affairs and Scientific Research will follow up the publications of the university's academic staff.;
- Maintains and updates the database of scientific publications for university academic staff;
- Works in consultation with the management of UHZ, respectively the Vice-Rector for Teaching, Student Affairs and Research, and other relevant stakeholders to support the promotion and implementation of the recommendations arising from the Bologna Process at UHZ;
- Performs work in coordination with the UHZ Senate, Governing Council, Academic Units, Institutes, as well as councils, committees and working groups in the field of research and related issues;
- Prepare material for Publications Council meetings;
- Maintains and continuously updates the UHZ Academic Staff Publication Database;
- Prepares the material for the meetings of the Study Committee, the Central Council of Doctoral Studies, the Publishing Council and the University Senate, which deals with scientific research;

**Number of posts: One (1)**

**II. Supervising Officer:**

General Secretary and Vice-Rector for Teaching, Research and Student Affairs

**III. Qualification and skills:**

Superior school preparation - master or graduated at the Faculty of Law, Economics, Philosophy or Philology, knowledge of computer skills and English language skills required.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**5.1.1 Scientific Research Officer**

**I. Duties - responsibilities:**

- Prepares materials for meetings of councils, committees and working groups in the field of research and related issues;
- Maintains minutes of meetings, compiles decisions, letters and notices to parties according to relevant decisions;
- Post to UHZ official website of information materials and necessary documents related to scientific / artistic research activities;
- Under the supervision of the Head of Office, distributes notices and invitations to academic units regarding research / artistic activities in and outside UHZ.
- Record data related to scientific / artistic research projects for academic units in the UHZ database for scientific / artistic research activities.
- Provides technical and administrative support to academic staff in the process of applying to scientific / artistic research projects.
- Informs new staff and researchers of the possibility of publishing their scientific work in forums and journals of national and international character;
- Participates in the development of materials and documents related to scientific research and coordinates their implementation (strategy for science, brochures, etc.);
- Performs activities related to scientific research;
- Provides advice, guidance, and services appropriate to academic staff in developing research projects (eg, information on donor funds, legal issues, possible collaborations with the business community, etc.);
- Serves as a contact person at UHZ for scientific research projects such as FP7, IPA, "MarieCurie", etc.;
- Issues reports on scientific work at the University;
- Performs other duties assigned by the supervising officer.

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior school preparation, computer skills, English language skills required.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P****6. Office of Student Affairs****6.1 Director of the Office****I. Duties - responsibilities:**

- Organizes, coordinates work with the UHZ Management, the Academic Unit proposals for the number of students to enroll in the following academic year, and submits them to the Senate for approval;
- Organizes and prepares the dynamics of the competition and the plan of engagement of sector officials for student affairs and other persons in the registration of new students;
- Makes the necessary technical preparations and student enrollment in the first year of studies;
- It informs faculties of enrolled students and of non-enrolled students;
- Upon completion of the competition, draw up the final report - statements of students enrolled in the first year of study;
- Issues certificates regarding student enrollment and student status;
- Prepares and takes care of the publication of the "Student Newsletter" and its distribution through Academic Units;
- Manages and prepares statistics for the total number of students at all levels of study.
- Prepares the diploma, verifies and holds the diploma book for students with diplomas.

**Number of posts: One (1)****II. Supervising Officer:**

General Secretary and Vice-Rector for Teaching, Research and Student Affairs

**III. Qualification and skills:**

Superior school preparation, computer skills required and English language skills desirable.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D****6.1.1 Student Services Officer****I. Duties - Responsibilities:**

- Makes the registration of students admitted according to the faculty registers, specifies the student's registration number, on the basis of which the lists of students are prepared according to the faculties, departments - branches and directions;
- Arranges the documentation of admitted students according to the number of indexes and forms their files;
- It records the data of UHZ students in the respective software;

- Participates in the preparation of the competition for the registration of new students, in the design of dynamics and preparations for the registration of new students;
- After registering students, for each term of the competition, prepares the statements of registered students and non-registered students;
- Issues certificates regarding student enrollment and student status;
- Performs other duties assigned by the supervising officer.

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior school preparation, computer skills required, English language skills desirable.

**IV. Overall experience:**

One year of work experience in related fields.

**V. Functional Category: P**

**6.1.2 Diploma Officer**

**I. Duties - Responsibilities:**

- Makes the entry of notes in the computer for graduate candidates in the University;
- Maintains the civil register for the number of graduates;
- Completes through the computer the diploma forms for graduate candidates in basic bachelor and master studies, and distributes them;
- Maintains accurate records and prints diplomas in accordance with the legislation in force;
- Reports to the Office of Budget and Finance to reconcile the monthly income generated by the printing of diplomas on a monthly basis;
- Performs other duties as assigned by the office manager

**Number of posts: Two (2)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior school preparation, computer skills required, English language skills desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

**7. Central University Library and Organizational Structure**

**7.1 Director of the Office**

**I. Duties - Responsibilities:**

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

The duties and responsibilities of the University Library are set out in Article 79 of the Statute of "Haxhi Zeka" University in Peja:

- The Central University Library collects, processes, and makes available library collections of materials, materials, information and library services for the development of educational, scientific activity, and for the development of the skills and knowledge of students and their teachers;
- Central University Library provides services to students and teaching staff by borrowing library materials and providing access to electronic information sources. Provides professional services to the libraries of the respective faculties. The activity of university libraries is based on international library standards;
- Central University Library is an integral part of the Unified Librarian Network of Kosovo with the aim of implementing library standards, preparing and disseminating databases and enhancing inter-library collaboration;
- The Director of the University Library reports on the operational aspect to the General Secretary, while on professional issues related to work tasks reports and coordinates the work with the Vice-Rector for Teaching, Student Affairs and Scientific Research;
- The organizational structure of CUL is defined in accordance with the requirements of CUL according to international standards for providing the highest quality services to readers;
- Structure of CUL includes Sectors, Services and Offices;
- The Regulation on the internal organization of the CUL (Organogram) defines the activity of offices, the manner of management, the manner of performing the duties and duties, as well as the rights, obligations and responsibilities of the employees in the CUL.

**Number of posts: One (1)**

**II. Supervising Officer:**

General Secretary and Vice-Rector for Teaching, Research and Student Affairs

**III. Qualification and skills:**

Superior school preparation, computer skills required and English language skills desirable.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**7.1.1 Librarian**

**I. Duties - Responsibilities:**

- Organizes the work in the Faculty Library according to the nomenclature applied;
- It researches the technological scientific database;
- Performs other similar duties as directed by the Dean and the Secretary of the Faculty;
- Performs all the work of registering books, brochures and magazines in the Library;
- Adjusts the Library according to the nomenclature applied;
- Provides books for use by students, teachers, and collaborators;
- As needed, does tutoring in the student reading room;
- Performs other similar duties as directed by the Dean and the Secretary of the Faculty.

**Number of posts: Two (2)**

**II. Supervising Officer:**

Director of the Library and Secretary of the Faculty.

**III. Qualification and skills:**

Superior school preparation - Faculty of social sciences, knowledge of computer work required, desirable knowledge of English.

**IV. Overall experience:**

One year of similar work experience.

**V. Functional Category: A**

**8. Office of Budget and Finance**

**8.1. Director of the Office**

**I. Duties - Responsibilities:**

- Prepares the budget proposal, compiles the requirements for Haxhi Zeka University as a budget organization and submits these for appropriations to the MoF;
- Coordinates work with all UHZ Academic Unit Offices for UHZ budget matrix processing; aligns the requirements of the UHZ academic units with the initial threshold set by the MoF;
- Inserts initial data into BDMS system: initial unit requirements after UHZ harmonization, number of employees according to forms, expenditures of goods and services by categories and codes defined by Treasury, utilities, transfers and subsidies, capital expenditures, etc.;
- Introduces capital projects proposed and calculated by UHZ organizational units into the PIP system, calculated according to the forms defined by the MoF for capital projects;
- Plans and compiles CASH plan for UHZ after budget approval and submits it to MoF-Treasury; makes requests for allocation of funds from the Treasury on a quarterly basis;
- It follows funds commitments according to budget planning and CASH plan required by UHZ, respectively by UHZ academic units;
- It reviews the budget and reconciles it with the rebalance;
- Prepares financial statements for MoF, prepares periodic and annual reports for UHZ Steering Council and MoF;
- Performs own source revenue planning according to ACM for collection of own source revenues from academic units and planning for distribution and realization of funds according to ACM;
- Develops and oversees the implementation of budget and financial policies and procedures in the relevant service;
- Performs other duties required by the UHZ management.

**Number of posts: One (1)**

**II. Supervising Officer:**

UHZ General Secretary and Vice-Rector for Budget, Finance and Infrastructure

**III. Qualification and skills:**

Superior school preparation – master or Faculty of Economics, computer skills required, English language skills desirable.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D****8.1.1 Expense Officer****I. Duties - Responsibilities:**

- Performs the verification of the commitment and payment order form and ensures that the commitment is recorded in the financial management information system in kosovo;
- Checks the deposition of signatures by the relevant authorized officials;
- It checks the economic nature of expenditures based on supporting documentation;
- Checks the name of the beneficiary and the bank account in the system, or the SWIFT code in case of international payments based on supporting documentation;
- Makes the expense voucher registration in financial management information system in kosovo;
- Delivers complete financial documentation to the Certified Certification and Approval Officer at;
- Performs other duties as assigned by the office manager of financial management information system in kosovo

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior School Preparation - Faculty of Economics, computer skills required, English language skills desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P****8.1.2 Revenue Officer****I. Duties - Responsibilities:**

- It tracks all revenue generated by UHZ, i.e. in all academic units;
- It reconciles the monthly revenue with the CBK and the Treasury;
- It equates revenues with all UHZ academic units;
- It reconciles institute revenues as well as other revenues;
- Reports all revenue to the office manager;
- Allocates revenues as requested by senior officer, as well as by law and financial regulations in cooperation with budget officer, senior officer and salary officer;
- Follows the faculty on how they are implementing the guidelines and the UHZ Statute, which specify the student fees as foreseen;

Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics, computer skills required, English language skills desirable

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P****8.1.3 Commitment and Budget Officer****I. Duties - Responsibilities:**

- Accepts and commits funds based on faculty planning and requirements;
- Commits all funds at UHZ level based on budget planning;
- Reports to the Commitment Office Manager and provides information on financial management information system in kosovo daily workflow on budget utilization;
- It monitors the faculties when spending the budget, and compares whether the budget is being spent based on planning and applicable laws;
- It tracks capital projects according to dynamics;
- Assists the head of the office in harmonizing budgetary requirements;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)****II Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior School Preparation - Faculty of Economics, computer skills required, English language skills desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional category: P****8.1.4 Salary Officer****I. Duties and Responsibilities:**

- Tracks all salaries at UHZ;
- Introduces new employees' salaries into the system;
- It monitors each month the value of salaries in UHZ, informs the budget officer and reports to the senior official;
- Removes retired and departed workers or those whose contracts have expired under the law;
- Communicates with the Salary Department at MPA for the calculation of UHZ salaries;
- Makes academic staff royalties based on faculty contracts and reports;
- Calculates incentives for UHZ administrative staff under the Personal Income Regulation;
- Calculates UHZ academic staff allowances based on faculty reports, as well as personal income regulations, ie. makes all payments provided for in the UHZ Personal Income Regulation;

- Performs other duties assigned by the supervising officer.

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the Office

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics, computer skills required, English language desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**8.1.5 Asset Officer**

**I. Duties and Responsibilities:**

- Tracks all UHZ assets and records inventory in Rectorate and CA;
- Maintains inventory records of all academic units;
- It records in the KFMIS all assets with a capital value of over € 1,000 under UHZ;
- Makes and discharges officials according to office moves and management requirements;
- Report to the faculties on the inventory and asset registration according to legal procedures;
- Monitors academic units regarding asset and inventory registration in accordance with applicable legal provisions;
- Depreciates all UHZ inventory under the Law for each fiscal year and reports on inventory that is out of use;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the Office

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics, computer skills required, English language desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**8.1.6 Treasurer**

**I. Duties and Responsibilities:**

- Holds the petty cash in the Rectorate;
- Provides all business travel advances to UHZ management;
- It attracts petty cash and advancements for all faculties;
- Tracks whether all advances and petty cash have been spent under the Treasury and UHZ Financial Regulations;
- Reports monthly on petty cash and advance expenses, and their management under the law;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the Office

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics, computer skills required, English language desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**9 . Procurement Department**

**9 .1. Director of the office**

**I. Duties and Responsibilities:**

- Is responsible for the proper organization and functioning of the procurement process, provides advice, professional suggestions regarding the application of procurement procedures to in-office procurement officers and, where appropriate, to other officials as required;
- Collaborates with the heads of all UHZ offices to develop a strategic procurement plan for UHZ;
- Coordinates and manages procurement projects and ensures that all procurement procedures and activities are conducted in accordance with the law governing procurement procedures in Kosovo;
- Coordinates work between units and ensures that all procurement requirements for goods, services, works or consulting services are in place and signed by the responsible persons and are in line with procurement procedures;
- Is responsible for setting procurement methods, for tender procedures and for price quotations;
- Coordinates with the Chief Administrative Officer in the field of procurement and is the contact person between UHZ and the Procurement Regulatory Commission regarding the performance of contracts by different contractors;
- Performs other duties assigned by the supervising officer.

**Number of posts: One (1)**

**II. Supervising Officer:**

UHZ Secretary General and Vice-Rector for Budget, Finance and Infrastructure

**III. Qualification and skills:**

Superior school preparation - economist, law graduate or master's degree in Economics or Law and certified by PPRC and MEF - Treasury Department with procurement module purchase, knowledge of computer work required, desirable knowledge of English.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

### **9.1.1 Procurement Officer**

#### **I. Duties and Responsibilities:**

- Prepares standard materials, depending on the procurement method;
- Makes the invitation to tender-bid, sends them for advertisement in the media and distributes the invitations to tender for the competitive purchase;
- Ensures that all procurement requests for goods and services are signed by authorized persons;
- Makes the tender material listed and registers all companies that receive the tender material designed for this purpose;
- Receives all inquiries and answers to all companies regarding the tender material, as well as receives offers from companies at the time specified in the tender;
- At the end of the evaluation process, prepare the necessary documentation and complete the documentation for approval;
- Assist in monitoring and executing the contract (execution) and reporting on non-performance of contracts;
- Conducts invoices in accordance with the terms of the contract, with notes on goods received signed by the goods receiving officer, prepares documentation for payment in Finance;
- Performs other duties as assigned by the office manager

**Number of posts: Two (2)**

#### **II. Supervising Officer:**

Office Director

#### **III. Qualification and skills:**

Superior school preparation - Faculty of Economics or Law and certified by PPRC and MEF - Treasury Department with procurement module purchase, knowledge of computer work required, desirable knowledge of English.

#### **IV. Overall experience:**

Three years of work experience in related fields.

#### **V. Functional Category: P**

## **10. Office of Information Technology**

### **10. 1 Director of the Office**

#### **I. Duties and Responsibilities:**

- Develops and sets standards for regulations regarding: hardware, software, academic network and data center at UHZ;
- Plans and proposes projects for the needs of “Haxhi Zeka” University in Peja (UHZ) for information technology (IT);
- Examines all requests from academic and administrative units for IT equipment needs and services;
- Coordinates implementation and maintenance of UHZ IT projects;

- Plans, designs, integrates, transfers, updates, manages, and supports information technology systems and applications, including e-education;
- Leads and coordinates the process of continuous updating and elaboration of the e-learning strategy, proposing and implementing E-learning applications;
- Provides applicable curriculum according to standards and needs for easy and effective database management for students, academic and non-academic staff of UHZ;
- Provides inclusion of all UHZ units in the computer network and internet;
- Extends software for student enrollment and networking of centers;
- Organizes the training of staff working in the IT Office at UHZ and in academic units (faculty);
- Continuously cares for and suggests the academic and administrative staff of UHZ in relation to IT;
- It foresees spending on information technology at UHZ and foresees budget plans for IT projects and their implementation;
- Performs other IT tasks that are necessary and necessary for UHZ, as well as those required by senior UHZ leaders;

**Number of posts: One (1)**

**II. Supervising Officer:**

UHZ Secretary General and Vice-Rector for Budget, Finance and Infrastructure

**III. Qualification and skills:**

Undergraduate degree in Information Technology (IT), Computer Science or relevant levels; knowledge of computer skills and English language skills required.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**10 . 1. 1 Network Administrator**

**I. Duties and Responsibilities:**

- Plans, manages and operates directly at Haxhi Zeka University in Peja in the field of computer networks such as LAN, WAN, VPN Intranet and Internet;
- Administer the computer network of "Haxhi Zeka" University in Peja;
- Makes recommendations to the server administrator, including necessary restrictions on network connection, as well as privileges assigned to the end user;
- Regulates the flow of administrative installations of operating systems for the UHZ network;
- Uses preferable operating systems for the network system;
- Deals with problems that occur in hardware (physical hardware) and software (operating system);
- Makes the plan and implementation required to change existing local networks;
- Coordinates with local ISPs for better quality link coordination and redirects that link;
- It follows the flow of bandwidth mentioned in the contract with UHZ and the responsible economic operator; tracks the flow of routers in configuration and installation and maintains them.
- Cables, configures and installs networking equipment for computers and operating systems owned by "Haxhi Zeka" University in Peja;

- Performs software and hardware as needed (takes care of the functionality of operating equipment available to CA staff)
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior School Preparation - FECE Faculty - Computer Science - Telecommunication or CMS - Computer Science or relevant fields, knowledge of computer skills and English language skills required.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

### **10 . 1. 2 Communications Network Administrator**

**I. Duties and Responsibilities:**

- Administer the website of the Rectorate of "Haxhi Zeka" University in Peja;
- Creates subdomains for all UHZ administrative and academic units;
- Provides support to sub (sub) administrators who administer the websites of the Faculties (Academic Units) and assigns rights to the CMS;
- Is responsible for opening and administering the official e-mails of the academic and administrative staff of UHZ;
- Plays, changes and deletes notes on the UHZ website;
- Performs software and hardware work as needed (taking care of the functionality of operating equipment available to CA staff)
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior School Preparation - FIEK Faculty - Computer Science - Telecommunication or FMNC - Computer Science or related fields, knowledge of computer work required, desirable knowledge of English.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

### **10 . 1. 3 Data Center Administrator**

**I. Duties and Responsibilities:**

- Creates databases as needed;
- Manages all UHZ databases;
- Creates and manages relational databases;

- Makes the security of databases;
- Constantly back up - UHZ of databases;
- Performs software and hardware work as needed (taking care of the functionality of operating equipment available to CA staff)
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior School Preparation - FIEK Faculty - Computer Science - or FMNC - Computer Science or relevant fields, desirable knowledge of English.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

#### **10 . 1. 4 IT Officer**

**I. Duties and Responsibilities:**

- Administer the website of the respective Faculty;
- Acts in full compliance with the legal norms adopted by the responsible authorities;
- Provides support to student services software officers;
- Provides software support to the Faculty;
- Provides hardware support to the Faculty;
- Provides support for the Faculty's network and internet;
- Performs other duties as assigned by the office manager

**Number of posts: One (1),**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Superior School Preparation - FIEK - Computer-Telecommunication, CFFE- Computer Science or relevant field, desirable knowledge of English.

**IV. Overall experience:**

Three years of similar work experience.

**V. Functional Category: P**

#### **11. Office of Quality Assurance and Evaluation**

##### **11. 1 Director of the Office**

**I. Duties and Responsibilities:**

- The office is a supporter of KMCV in initiating and coordinating initiatives and in continuous implementation for quality assurance and improvement.

- The Office shall organize a systematic monitoring of approved quality indicators, in particular the following activities:
- Implements the Quality Assurance Activities Plan approved by KMCV,
- Collect quality and evaluation information from all system stakeholders within the University,
- In cooperation with KMCV and the Coordinators for Quality Assurance and Evaluation, organizes the internal evaluation process according to the Quality Assurance Manual, through questionnaires and other instruments provided in the Manual,
- Distributes questionnaires, collects, processes and evaluates data from evaluated fields,
- Provides support to the Ad Hoc Committees in the process of evaluating changes and additions to existing study programs as well as in periodic internal evaluation procedures.
- Provides administrative support to the University's internal quality assurance system evaluation procedures.
- Provides support to academic units through quality and evaluation coordinators
- Collects, processes and analyzes data necessary for the compilation of the annual work report
- Coordinates the work in support of academic units for the process of New / Institutional Accreditation and New / Accreditation of study programs , based on the KAA guidelines and standards,
- Maintains and of examining the documentation process new / accreditation, prepare reports and relevant analyzes.
- The Office cooperates with all bodies responsible for quality assurance and improvement at the University to fulfill these tasks.

**Number of posts: One (1)**

**II. Supervising Officer:**

Secretary General of UHZ and Pro-Rector for International Cooperation and Quality Improvement

**III. Qualification and skills:**

Superior master 's degree preparation , knowledge of computer skills required and desirable knowledge of English.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**11.1.1 Quality Assurance Officer**

**I. Duties and Responsibilities:**

- Provides administrative support for UHZ quality assurance procedures and mechanisms;
- Distributes questionnaires for the various quality assessments provided for under the UHZ Quality Assurance and Assessment System Regulation;
- Collects elaborates and analyzes data collected by Quality Assurance Coordinators in Academic Units;
- Based on the analysis of quality questionnaires, compiles reports on academic and administrative services provided by UHZ;

- I maintain and is examining the files of the process of evaluation of units academic ;
- Offers support units for academia through Coordinators for quality and evaluation
- I can support Technical Committee for Management and Assessment of quality in UHZ;
- Perform the work the other of which he appoints head of Office

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior school preparation - faculty, knowledge of computer work required, knowledge of English and knowledge of the trend of European higher education.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

### **11.1.2 Accreditation Officer**

**I. Duties and Responsibilities:**

- Provides administrative support for the institutional accreditation process and programs at the University;
- Examines University applications in accordance with applicable legal acts, the Accreditation Agency and other relevant documents;
- It monitors the progress of University applications from preparation to application to implementation of recommendations;
- Maintains and reviews accreditation process files and prepares relevant reports and analysis;
- Provides administrative support for other University external evaluation processes;
- Provides technical support during various meetings with the Accreditation Agency and other stakeholders;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office.

**III. Qualification and skills:**

Superior school preparation - faculty, knowledge of computer work required, knowledge of English and knowledge of the trend of European higher education.

**IV. Overall experience:**

Three years of experience in related fields.

**V. Functional Category: P**

## **12. Office for International Cooperation**

### **12. 1 Director of the office**

### **I. Duties and Responsibilities:**

- Supports the development of international inter-university cooperation through agreements and protocols;
- Coordinates and supports regional and international projects of interest to UHZ;
- Designs and implements projects that advance research and scientific work at UHZ, in cooperation with the Pro-Rector for International Cooperation and Quality Improvement;
- Assists in establishing links with foreign Universities, advises professors on establishing such links;
- Gather data on national and international funds available for student and teacher mobility (eg DAAD, EU, Fulbright, British Council, etc.), and disseminate information to faculties;
- Provides information from relevant international institutions for education and initiation of cooperation;
- Lead the University Summer Program;
- Participates as a committee member in order to plan further Strategies for successful project implementation;
- Assist the Rector and Pro-Rector for International Cooperation and Promotion of Quality at all levels of International Cooperation;
- Performs other duties assigned by the leader;

**Number of posts: One (1)**

### **II. Supervising Officer:**

UHZ Secretary General and Vice-Rector for International Cooperation and Quality Improvement

### **III. Qualification and skills:**

Superior School Preparation - Doctor or Master, computer skills and English language skills required.

### **IV. Overall experience:**

Four years of work experience in related fields.

### **V. Functional Category: D**

#### **12.1.1 Officer for International Cooperation**

### **I. Duties and Responsibilities:**

- Prepares draft agreements and protocols for international inter-university cooperation in Albanian and English language;
- Prepares international correspondence in foreign languages for the Rector, Vice-Rector for Foreign Relations and other University leaders;
- Brings and disseminates information related to international inter-university relations;
- Assists in establishing links with foreign universities, advises professors on establishing such links;
- Gather data on national and international funding available for student and teacher movements, such as DAAD, EU, Fulbright, British Council, and disseminate information across faculties;
- Translates information orally or in writing;

- As directed by the senior official, it transmits information and reports from relevant international education institutions, contacts universities to initiate cooperation;
- Prepares materials of the Office of Foreign Relations for publication on the web-site;
- It collects data on international student and professor scholarship funds.
- Performs other duties as assigned by the office manager

**I. Number of Posts: One (1)**

**II. Supervising Officer:**

Director of the office.

**III. Qualification and skills:**

Superior school preparation, computer skills required, English language skills required.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**12.1.2 International Projects' Officer**

**I. Duties and Responsibilities:**

- Designs projects based on the needs of the faculties and assists in the selection and preparation of projects for application in various international organizations;
- Assists faculties in finding funding and partners for their projects;
- It deals explicitly with the organization, monitoring and coordination of the implementation of European Commission programs: "ErasmusMundusAction 2" (Basileus and JoinEU SEE);
- Serves as a contact person at UHZ for Tempus projects and other projects offered by international institutions for UHZ;
- Manages application procedures in the "JOINEUSEE" and "BASILEUS" programs and conducts technical checking of student and academic staff applications during the application phase;
- Promotes European grants as well as assistance in applying for them, organizes information days on international projects providing scholarships for students and academic staff, as well as education fairs;
- Assist in the financial procedures of the "Basileus" and "Join EU See" programs, "Erasmus Mundus Action 2";
- Assists in the organization of the International Summer University of Peja and actively participates in organized events;
- Organizes UHZ academic events and assists in protocol matters;
- It enriches the UHZ website with information on international higher education projects and activities;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office.

**III. Qualification and skills:**

Superior school preparation, computer skills required, English language skills required.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

### **13. Career Development Office**

#### **13.1 Director of the office**

The duties and responsibilities of the Career Development Office are:

- Initiates possible agreements between UHZ and various organizations - companies, with the aim of creating internships or even employment of UHZ students;
- Holds meetings with managerial staff, academic staff, University administrative staff, employers, foreign visitors, etc .;
- Coordinates various researches carried out by the MDC and develops plans for the implementation of all MDG activities;
- Attends conferences, seminars, trainings, roundtables related to youth career development, etc .;

**Number of posts: One (1)**

#### **II. Supervising Officer:**

UHZ Secretary General and Vice-Rector for International Cooperation and Quality Improvement

#### **III. Qualification and skills:**

Superior School Preparation - Faculty, computer literacy and English language skills required.

#### **IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

#### **13.1.1 Career Center Officer**

##### **I. Duties and Responsibilities:**

- Registers students visiting the MDC offices, informs them about the services provided by the MDC, organizes and presents workshops for career counseling;
- Prepares the necessary documentation for internship programs, including gathering student data, company profiles, prepares understanding agreements, application and registration forms for internships, updates the employer database;
- Researches the needs of the labor market and students, compiles questionnaires;
- Performs other duties as assigned by the office manager

**Number of posts: Two (2)**

#### **II. Supervising Officer:**

The director of the office

#### **III. Qualification and skills:**

Superior school preparation - faculty, computer literacy and English language skills required.

#### **IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

## **14. Office of Human Resources and Gender Equality**

### **14.1 Director of the Office**

#### **I. Duties and Responsibilities:**

- Independently performs certain specialized, less specialized administrative and technical tasks in compliance with legal deadlines;
- Works on repair of files and file documentation, takes care of their completion according to valid legal procedures,
- Cooperates with officials to successfully perform contract work by respecting legal deadlines;
- Takes care of the personal files of the designated administrative offices and their updates
- Prepare work reports (weekly, monthly and annual) in collaboration with the office manager;
- Ensures accurate record keeping, application of forms and preparation of various official documents always in cooperation with the office manager;
- Takes care of contract renewal deadlines and performs other tasks as requested by the office manager;
- Keeps records for UHZ administrative office;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

#### **II. Supervising Officer:**

Secretary General

#### **III. Qualification and skills:**

Superior school preparation - Faculty of Economics, Law or Philosophy, computer skills required, English language skills desirable.

#### **IV. Overall experience:**

Four years of work experience in related fields.

#### **V. Functional Category: D**

### **14.1.1 Human Resources Officer**

#### **I. Duties and Responsibilities:**

- Independently performs certain less specialized administrative tasks - technical compliance with legal deadlines;
- Works on repair of files and file documentation, takes care of their completion according to valid legal procedures,
- Cooperates with officials to successfully perform contract work by respecting legal deadlines;
- Takes care of the personal files of the designated administrative offices and their updates
- Prepare work reports (weekly, monthly and annual) in collaboration with the office manager;
- Ensures accurate record keeping, application of forms and preparation of various official documents always in cooperation with the office manager;
- Takes care of contract renewal deadlines and performs other tasks as requested by the office manager;
- Keeps records for UHZ administrative office;
- Performs other duties as assigned by the office manager

**Number of posts: Two (2)**

**II. Supervising Officer:**

The director of the office.

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics, Law or Philosophy, computer skills required, English language skills desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**15. Law Office**

**15. 1 Office Director**

**I. Duties and Responsibilities:**

1. UHZ supports legal, policy and regulatory issues
2. Provides necessary advice to senior management, the SC and any other Office regarding applicable laws and UHZ activities.
3. Drafts regulations and other official documents on legal issues directly related to the work of UHZ
4. Prepares drafts for all litigation and litigation as well as other matters required by senior management.
5. Do all the preparations and review of documents for the meetings of the UHZ Senate and Governing Board.
6. Prepares all draft decisions for the UHZ Senate and Board of Directors.
7. Performs other duties assigned by the leader.

**Number of posts: One (1)**

**II. Supervising Officer:**

Secretary General

**III. Qualification and skills:**

Superior School Preparation - Law Faculty required computer skills, desirable knowledge of English.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**15.1.1 Legal Officer**

**I. Duties and Responsibilities:**

- Drafts regulations, guidelines and recommendations for University bodies;
- Provides clarifications on legal provisions, Statute and other normative acts applicable in the Republic of Kosovo;

- Prepares forms of decisions and contracts relating to University staff and other entities with which UHZ has contractual relations;
- Prepares lawsuits against persons and other entities that cause damage to the University;
- Represents the University in all proceedings conducted in Kosovo courts and administrative bodies, as authorized by the Secretary-General and the Rector;
- Provides answers to requests addressed to the Governing Council and the Senate through the Secretary-General and provides legal clarifications to University bodies;
- Upon request of the director of the office prepares materials for the meetings of University bodies and attends meetings, writes minutes, decisions, conclusions, recommendations and extracts of minutes from meetings of University bodies;
- Performs other duties assigned by the leader.

**Number of posts: Two (2)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior School Preparation - Four-year law or master's degree in law, knowledge of computer skills required, knowledge of English language desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**16. Office of Protocol and Archives**

**16.1 Director of the office**

**I. Duties and Responsibilities:**

- Manages work organization and assigns staff to the Protocol Office;
- Organizes the work of the Office of Protocol (Writer), ensures proper implementation of the provisions of the paper management system;
- Follows up the harmonization and registration of cases by Departments, looks at the maintenance of UHZ Department statistics;
- It monitors the filing of documents electronically for all UHZ Departments and ensures that all data is available for official access by authorized persons;
- Ensures that documentation in the manual archive is stored according to procedures, so that it is available at all times for use;
- Ensures that documentation received is used;
- Serves as a contact person for the functional unit with requests and other matters pertaining to the Office of Protocol (Writer);
- Develops plans to improve Protocol Office (Writer) techniques based on new technology.
- Ensures that work at the Office of Protocol (Writer) is guided by working deadlines.
- Manage, supervise and guide the staff of the Protocol Office (direct subordinates) and manage and evaluate their performance;
- In collaboration with HRU and UHZ Management, take care of the development and professional development of the Protocol Office staff;

**Number of posts: One (1)**

**II. Supervising Officer:**

Secretary General

**III. Qualification and skills:**

University Degree in Law / Social Sciences; knowledge of computer skills and English language skills required.

**IV. Overall experience:**

Four years of work experience in related fields.

**V. Functional Category: D**

**16.1.1 Delivery Officer**

**I. Duties and Responsibilities:**

- Archives the official documentation of the University according to the nomenclature foreseen by the rules for keeping and registering archive material, manages the archive book and receives archive material from the relevant services;
- Prepares and submits proposal for destruction of the recorded material, as well as keeps record of it;
- It follows and applies the legal provisions that regulate the manner of archive management;
- With the permission of the Rector and the Secretary-General, makes temporary use of the archive material with reverses;
- Maintains and manages the main protocol for case registration, distributes mail after receiving it from the Rector or the Permanent Secretary;
- Distributes paperwork, decisions and other materials through the internal distribution book to all Rectorate staff; makes photocopies of materials and arranges them;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior school preparation, computer skills required, knowledge of English desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

**16.1.2 Registration Officer**

**I. Duties and Responsibilities:**

- Archives the official documentation of the University according to the nomenclature foreseen by the rules for keeping and registering archive material, manages the archive book and receives archive material from the relevant services;
- Prepares and submits proposal for destruction of the recorded material, as well as keeps record of it;

- It follows and applies the legal provisions that regulate the manner of archive management;
- With the permission of the Rector and the Secretary-General, makes temporary use of the archive material with reverses;
- Maintains and manages the main protocol for case registration, distributes mail after receiving it from the Rector or the Permanent Secretary;
- Distributes paperwork, decisions and other materials through the internal distribution book to all Rectorate staff; makes photocopies of materials and arranges them;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior school preparation, computer skills required, knowledge of English desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

### **16.1.3 Archive Officer**

**I. Duties and Responsibilities:**

- Archives the official documentation of the University according to the nomenclature foreseen by the rules for keeping and registering archive material, manages the archive book and receives archive material from the relevant services;
- Prepares and submits proposal for destruction of the recorded material, as well as keeps record of it;
- It follows and applies the legal provisions that regulate the manner of archive management;
- With the permission of the Rector and the Secretary-General, makes temporary use of the archive material with reverses;
- Maintains and manages the main protocol for case registration, distributes mail after receiving it from the Rector or the Permanent Secretary;
- Distributes paperwork, decisions and other materials through the internal distribution book to all Rectorate staff; makes photocopies of materials and arranges them;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior school preparation, computer skills required, knowledge of English desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

### **16.1.4 Archive Officer in Academic Unit**

### **I. Duties and Responsibilities:**

- Archives the official documentation of the University according to the nomenclature foreseen by the rules for keeping and registering archive material, manages the archive book and receives archive material from the relevant services;
- Prepares and submits proposal for destruction of the recorded material, as well as keeps record of it;
- It follows and applies the legal provisions that regulate the manner of archive management;
- With the permission of the Rector and the Secretary-General, makes temporary use of the archive material with reverses;
- Maintains and manages the main protocol for case registration, distributes mail after receiving it from the Rector or the Permanent Secretary;
- Distributes paperwork, decisions and other materials through the internal distribution book to all Rectorate staff; makes photocopies of materials and arranges them;
- Performs other duties as assigned by the office manager

### **Number of posts: One (1)**

### **II. Supervising Officer:**

Director of the office

### **III. Qualification and skills:**

Superior school preparation, computer skills required, knowledge of English desirable.

### **IV. Overall experience:**

Two years of work experience in related fields.

### **V. Functional Category: A**

## **17. Office for Transport General Services**

### **17.1 Director of the office**

### **I. Duties and Responsibilities:**

- Ensures optimum utilization in order to meet the operational needs of UHZ;
- Supervise and determine transportation needs;
- Ensures availability and adaptability of the transport service with technical support to enable all components to perform their task effectively and on time.
- Oversees office and space allocation, including liaison with relevant parties;
- Supervises and manages University Facilities:
- Provides efficient supply / support with needed items and ensures timely delivery;
- Manages the receipt, storage and sale of UHZ depreciated property items as recommended by Senior Management;
- Ensures proper registration of all consumables (consumables and non-consumables) in accordance with PAK rules and regulations.
- Oversees Inventory and Property Control to ensure regular and timely inspection of all assets under UHZ rules and regulations;
- Prepare and submit special and interim reports, as requested by UHZ Management and External Auditor.
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Secretary General

**III. Qualification and skills:**

University Degree in Business, Management, Engineering, Public Administration, Law or in any relevant field;

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: D**

**17. 1. 1 Coordinator of general services and transport office**

**I. Duties and Responsibilities:**

- Provides efficient supply / support with needed items and ensures timely delivery;
- Manages the receipt, storage and sale of UHZ depreciated property items as recommended by Senior Management;
- Oversees Inventory and Property Control to ensure regular and timely inspection of all assets under UHZ rules and regulations;
- Develops official material requirements for all UHZ staff;
- Compiles requirements for UHZ level electronic equipment repair;
- Book tickets for official trips of local staff and visiting professors of UHZ;
- Performs necessary logistics work with contracting firms or companies;
- Calculates the costs of the derivatives of UHZ authorized persons;
- Takes care of official material in the Rectorate's warehouse (envelopes, pens, sheets, folders, toners, etc.) ;
- Maintains records of commitments made by the Commitment Officer;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics or Law and certified by MEF - Department of the Treasury with admission module, knowledge of computer skills required, knowledge of English language desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: P**

**17.1.2 Logistics Officer**

**I. Duties and Responsibilities:**

- Develops official material requirements for all UHZ staff;
- Compiles requirements for UHZ level electronic equipment repair;

- Book tickets for official trips of local staff and visiting professors of UHZ;
- Performs necessary logistics work with contracting firms or companies;
- Calculates the costs of the derivatives of UHZ authorized persons;
- Takes care of official material in the Rectorate's warehouse (envelopes, pens, sheets, folders, toners, etc.) ;
- Maintains records of commitments made by the Commitment Officer;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Director of the office

**III. Qualification and skills:**

Superior school preparation - Faculty of Economics or Law and certified by MEF - Department of the Treasury with admission module, knowledge of computer skills required, knowledge of English language desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

**17.1.3 Drivers**

**I. Duties and Responsibilities:**

- Operates the vehicles available to the University upon the written and oral orders of the Rector, Vice-Rector and Secretary-General;
- He is in charge of the vehicles of the Rectorate of "Haxhi Zeka" University in Peja and takes care of their maintenance, cleanliness and regular technical condition;
- It is a driver for the Rector, for other University leaders and, where appropriate, for University staff;
- Perform minor technical interventions in cars;
- Maintains records of past mileage and fuel expenses and other vehicles expenditures it drives under the Vehicle Expenditure Regulation;
- Together with the relevant official, take care of the time of vehicle registration;
- Performs the delivery and acceptance of mail deliveries, if necessary, performs the duties of concierge and courier;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)**

**II. Supervising Officer:**

Office Director

**III. Qualification and skills:**

Secondary school education, driver's license, computer skills and English language skills.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

#### **17.1.4 PhD candidate in the Faculty of Arts**

##### **I. Duties and Responsibilities:**

- Performs archiving of audio files as well as music scores;
- Keeps track of borrowing books, music scores and CDs (as well as other digital forms, such as dates, audio, midi, etc.);
- Makes the breakdown of musical material based on musical styles, orchestral formations, musical forms and related instruments;
- Prepares sonic materials based on current curriculum and student and teacher requirements for relevant music subjects;
- Makes systematization of parts attached to the orchestral score for the needs of the choir, orchestra;
- Describes music parts in digital formats (Sibelius, Finale, etc.), as well as reproduces and converts audio formats to other digital formats.

**Number of posts: One (1)**

##### **II. Supervising Officer:**

Dean and Secretary of the Faculty.

##### **III. Qualification and skills:**

Superior School Preparation - Faculty of Arts, Department of Music Art, preferred: Instrumental, Composition or Conducting, computer skills required, professional knowledge in music programs, such as note-taking programs (Sibelius, Finale, etc.), as well as MIDI and audio programs (Cubase, Logic, Pro Tools etc.), desirable knowledge of English.

##### **IV. Overall experience:**

One year of similar work experience.

##### **V. Functional Category A**

## **PART II**

### **MOBILE MODEL FOR ADMINISTRATION IN FACULTIES**

rule

on the systematization of jobs and job descriptions in the Administrative Office of the Faculty

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#### **I. General Provisions**

##### **Article 1**

The Regulation on the Systematization of Jobs and Job Descriptions in the Administrative Office of \_\_\_\_\_ (hereinafter referred to as the Regulation) provides for the following matters to be regulated:

- Internal organization of the Administrative Office of \_\_\_\_\_;
- Systematization of jobs with job descriptions;
- Required and desired qualification, skills and abilities, experiences, functional category, supervisory officer and number of posts;
- Other issues of importance for the internal organization and systematization of the jobs at the Faculty, as foreseen by the CSL and Regulation no. 03/2010 for job descriptions.

##### **Article 2**

According to this Regulation, the organization of work enables the application of positive laws, general acts and other acts of the University and the Faculty, as well as the application of other programs, projects and activities that are within the competence of the Faculty.

##### **Article 3**

Faculty civil servants are obliged to perform the prescribed tasks professionally, in a timely and responsible manner, in accordance with the Law and acts of the University and the Faculty and on the basis of instructions and instructions received from the leaders.

#### **II. Internal organization and job descriptions**

##### **Article 4**

The Administrative Office of the Faculty is responsible for professional, administrative and technical matters within the meaning of Article 237 of the Statute of "Haxhi Zeka" University in Peja.

##### **Article 5**

All professional, administrative and technical matters at the Faculty are coordinated by the Secretary of the Faculty.

#### **IV. Administrative Office in Academic Units**

Within the administrative offices in the academic units are :

- Administrative office in the Faculty of Business
- Administrative office in the Faculty of Law
- The administrative office of the Faculty in the MTHM -That
- Administrative office at the Faculty of Agribusiness
- Administrative office at the Faculty of Arts

#### **1 Faculty Secretary**

##### **I. Duties and Responsibilities:**

- Manages and manages the Administrative Office of the Faculty in general, ensuring that certain functions are effectively and efficiently performed;
- Coordinates and oversees the work of all administrative office services, and guides services on work plans and their implementation;
- Prepares a recommendation and suggests to the Dean the issuance of a Regulation on the Systematization of Jobs within the Administrative Office;
- Follows and applies the legal provisions and other acts of the University and the Faculty from the scope of the Faculty;
- Represent the Faculty in the judicial and administrative organs as authorized by the Secretary-General;
- Prepares materials for meetings of the Faculty Council and auxiliary bodies, drafts minutes and extracts of the minutes, decisions, conclusions and recommendations from the meetings of the Faculty Council and other Faculty bodies;
- Prepares decisions made by the Dean of the Faculty within his / her competences and drafts the proposed normative acts of the Faculty;
- In collaboration with the senior master of doctoral and doctoral studies, leads the documentation for obtaining an academic degree in master's and doctoral studies, in the stages from the submission of the thesis to the thesis defense;
- Maintains personnel files and maintains records and personnel records in accordance with the law, as well as manages statistics on the work of the Faculty;
- In co-operation with the Vice Dean for Teaching and Research and the Learning Officer, monitors and oversees the procedure for the election and promotion of academic staff;
- Participates in the implementation of the competition for admission of new students to the Faculty;
- It also performs other duties, which are, by their nature, under the authority of the Secretary and as directed by the Dean and the Secretary-General.

**Number of posts: One (1),** for each Faculty

##### **II. Supervising Officer:**

Dean and Secretary General of UHZ.

##### **III. Qualification and skills:**

Superior school preparation - Law graduate or master's degree in law, knowledge of computer work required, desirable knowledge of English language, sufficient knowledge of educational and research processes.

**IV. Overall experience:**

Four years of similar work experience.

**V. Functional Category: D**

**1.1 Officer for Budget and Finance**

**I. Duties and Responsibilities:**

- Records all expenses to UHZ;
- Reconciles monthly expenses between UHZ and MEF (Treasury), as well as on quarterly and annual basis;
- Reports monthly on UHZ expenses to the office manager and upon request;
- Provides senior official with notes on the preparation of financial statements, as well as quarterly reports on spending of the Budget;
- Report faculty financial officers on spending on their units, and compare them with UHZ and Treasury records;
- All officers are required to send a copy of the CPO to the accounting officer before filing the completed cases;
- Performs all the duties provided for by the Treasury financial rules and the Law on Public Financial Management;
- Reports on UHZ Budget spending in detail for each fund and economic category;
- Performs other duties as assigned by the office manager

**Number of posts: One (1),** for each Faculty

**II. Supervising Officer:**

Dean and Secretary of the Faculty

**III. Qualification and skills:**

Superior school preparation , Faculty of Economics, certified by M F-Department of the Treasury, knowledge of computer work required, desirable knowledge of English.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**1.2 Teaching Affairs Officer**

**I. Duties and Responsibilities:**

- Prepares employment contracts for the regular and engaged academic staff of the academic unit;
- Compiles various statistical information, analysis and reports for University academic staff and academic unit needs, and updates staff data;
- Compiles information and collaborates with the faculties regarding the publication and implementation of the competition for the academic staff of the academic unit;

- Compiles the overviews of rate and honorary hours based on faculty proposals for the academic staff of the academic unit;
- Prepares material for Academic Unit Committee meetings addressing academic issues and Excellence in Teaching;
- Identifies the need for training areas for the academic staff of the academic unit in coordination with the Director for Academic Affairs and Teaching Excellence and the Dean of the Academic Unit;
- Performs other duties as assigned by the office manager

**Number of posts: three (3)**

**II. Supervising Officer:**

De Kani, Faculty Secretary and Operational Affairs Director of the Office of Academic Affairs and Teaching Excellence

**III. Qualification and skills:**

Superior school preparation, computer skills required, knowledge of English desirable.

**IV. Overall experience:**

Three years of work experience in related fields.

**V. Functional Category: P**

**1.3 Student Affairs Officer**

**I. Duties and Responsibilities:**

- Makes the registration of students' year respectively winter and summer semester;
- Accepts the applications and documentation of the candidates presented in the competition for admission of new students and compiles necessary lists;
- Maintains the student record book and other necessary student records and keeps all these records on the computer according to the University's unique software;
- Maintains correspondence with students directly or through the bulletin board,
- Receives exam papers from students and records them;
- Compiles lists and forms related to student exam minutes and submits them to teachers;
- Participates in the compilation of reports and statistical records for students;
- Sheets, semester papers and other documents, after registration, are placed in the student file;
- Issues certificates of student status, grade certificates and other documents from student service records;
- Compiles the minutes on completion of studies;
- Makes SEMS graduate student data entry for diploma issuance;
- Makes the verification and completion of the student file for further processing for the issue of a graduation certificate or diploma;
- Performs other duties as per the rules for archiving and delegation by the Secretary of the Faculty and the Dean.

**Number of posts: Two (2) for each Faculty**

**II. Supervising Officer:**

Faculty Secretary.

### **III. Qualification and skills:**

Superior school preparation , computer skills required, knowledge of English desirable.

### **IV. Overall experience:**

One year of similar work experience.

### **V. Functional Category: A**

#### **1.4 IT Officer**

##### **I. Duties and Responsibilities:**

- Administer the website of the respective Faculty;
- Acts in full compliance with the legal norms adopted by the responsible authorities;
- Provides support to student services software officers;
- Provides software support to the Faculty;
- Provides hardware support to the Faculty;
- Provides support for the Faculty's network and internet;
- Assist student affairs officials with photographing and student ID equipment
- Performs other duties as per the rules for archiving and delegation by the Secretary of the Faculty and the Dean.

**Number of posts: One (1),** for each Faculty

##### **II. Supervising Officer:**

Faculty Secretary.

##### **III. Qualification and skills:**

Superior School Preparation - FIEK - Computer-Telecommunication Management, CFFE- Computer Science, desirable knowledge of English.

##### **IV. Overall experience:**

Three years of similar work experience.

##### **V. Functional Category: P**

#### **1.5 Protocol Officer**

##### **I. Duties and Responsibilities:**

- Maintains and manages the main case registration protocol;
- Distributes mail after receiving it from the Rector or the Secretary General;
- Distributes paperwork, decisions and other materials through the internal distribution book to all Rectorate staff;
- Prepares for dissemination of papers, decisions and other materials for the needs of the UHZ faculties;
- Photocopies materials and arranges them;
- Performs other duties as assigned by the office manager

**Number of posts: One (1),** for each Faculty

##### **II. Supervising Officer:**

Faculty Secretary.

##### **III. Qualification and skills:**

Superior school preparation, computer skills required, knowledge of English desirable.

**IV. Overall experience:**

Two years of work experience in related fields.

**V. Functional Category: A**

**1.6 Logistics Officer**

**I. Duties and Responsibilities:**

- Maintains records of the Faculty's fixed assets and inventory and inserts them into the database;
- Permanently monitors the status of existing fixed assets, takes care of maintenance and investments related to these assets;
- Prepares materials for registration of fixed assets and assists the committee for registration of fixed assets and fine inventory of the Faculty;
- Accepts spending material for the needs of the Faculty (office material, hygiene material, material for the needs of the faculty laboratories, etc.) and makes it available for use by the Faculty staff at the direction of the Leader;
- Performs other duties as per the rules for archiving and delegation by the Secretary of the Faculty and the Dean.

**Number of posts: One (1)**

**II. Supervising Officer:**

Dean and Secretary of the Faculty.

**III. Qualification and skills:**

Faculty or high school, computer skills required, English language skills desirable.

**IV. Overall experience:**

One year of similar work experience.

**V. Functional Category: A**

**1.7 Archive Officer**

**I. Duties and Responsibilities:**

- Receives all archival material from the relevant services;
- Makes the archiving of the official documentation of the Faculty based on the nomenclature foreseen by the rules for keeping and registering archive material and manages the archive book;
- Proposes to the Dean and the Secretary of the Faculty the list of categories of materials for the preservation period;
- Prepare and propose destruction of the recorded material and keep evidence of it;
- It follows and applies the legal provisions that regulate the manner of archive management;
- With the permission of the Dean and the Secretary of the Faculty gives temporary use of reverse archive material;
- Maintains and manages the main case registration protocol;
- Makes distribution of mail deliveries after receiving it from the Dean or Secretary of the Faculty;

- Makes dissertations, decisions and other materials available through the internal dissemination book to all Faculty staff;
- If necessary, make photocopies of the materials and arrange them;
- It also performs the duties prescribed by the Law on Archives and the Regulation on Official and Archival Management
- Performs other duties as per the rules for archiving and delegation by the Secretary of the Faculty and the Dean.

**Number of posts: one (1)**

**II. Supervising Officer:**

Dean and Secretary of the Faculty.

**III. Qualification and skills:**

Faculty or high school, computer skills required, English language skills desirable.

**IV. Overall experience:**

One year of similar work experience.

**V. Functional Category: A**

**1.8 Assistant Dean**

**I. Duties and Responsibilities:**

- Performs administrative-technical work in the Dean's Office;
- Records the meetings of the Dean, Vice-Dean and Secretary of the Faculty;
- Records correspondence, terms of office of the Dean, Vice-Dean and Secretary;
- Accepts the parties for the Dean and Vice Dean;
- Forward the Faculty documents for signature to the Dean;
- Makes calls and telephone connections through the telephone exchange, maintains telephone directory (s), sends and receives faxed documents;
- Ensures that phones are used for official purposes only;
- Writes papers and does typing work for Dean's needs;
- If necessary, make photocopies of the materials and arrange them;
- Responds and takes care of the maintenance of official secrecy in Faculty matters;
- As required, maintains and manages the main protocol for the registration of subjects entering and leaving the Faculty;
- Makes distribution of the mail after receiving it from the Dean or the Secretary of the Faculty;
- Performs other duties as per the rules for archiving and delegation by the Secretary of the Faculty and the Dean.

**Number of posts: One (1), for each Faculty**

**II. Supervising Officer:**

Dean and Secretary of the Faculty.

**III. Qualification and skills:**

Superior School Preparation - Faculty of Law, Economics or Philology, computer skills required, English language skills required.

**IV. Overall experience:**

One year of similar work experience.

**V. Functional Category: A**

## **1.9 Technical Administrative Officer**

### **I. Duties and Responsibilities:**

- Distributed paperwork, decisions, other materials through the protocol book,
- Performs the work of receiving and submitting mail shipments,
- Takes care of the UHZ campus environment,
- Takes care of UHZ halls and prepares them for organizing various activities as needed,
- During the winter season it maintains the central heating system;
- During the winter season he works long hours from 7:00 to 17:00, also working on Saturdays;
- Makes requests for heat fuel supplies and ensures efficient utilization;
- Performs both the work of the Dean's keeper and the courier;
- Outside the central heating season take care of the necessary repairs;
- Outside the winter season does yard maintenance work;
- Performs other duties as assigned by the office manager

**Number of posts: One (1)** for each Faculty and Rector

### **II. Supervising Officer:**

Dean and Secretary of the Faculty.

### **III. Qualification and skills:**

High school preparation, computer skills required.

### **IV. Overall experience:**

Two years of work experience in related fields.

### **V. Functional Category: A**

### **PART III. Final and transitional provisions**

#### **Article 1**

All staff of the Central Administration and the offices of the faculty administration report to the Secretary-General of the University.

#### **Article 2**

Employees who currently have a contract of employment and do not meet the special conditions set out in this Regulation for the current workplace shall be offered, where possible, resettlement in the workplaces for which they meet the specific working conditions.

Implementation of this Article shall be effected in agreement with the Rector and the Secretary-General of the University.

#### **Article 3**

All candidates applying for the positions in the Central Administration and the administrative offices of the faculties must have relevant computer skills and knowledge of English is desirable.

#### **Article 4**

Candidates will be interviewed and tested in the job application procedure for all job openings.

#### **Article 5**

For the duration of the contract, upon the recommendation of the Secretary-General, the Rector of the University may re-assign the employee to work and other duties in accordance with his professional qualifications and skills and at the same rate of pay.

#### **Article 6**

With the entry into force of this Regulation, Regulation repealed P ërshkrimin of Countries P ents in A 's dministratën University "H axhi Zeka" P Eje no. 3070/18, dated 20.11.2018.

#### **Article 7**

In accordance with the mandatory model of administration at the faculties provided by this Regulation, faculties shall adopt their own Regulations in accordance with Article 226, paragraph 3 of the Statute of "Haxhi Zeka" University in Peja.

#### **Article 8**

This Regulation shall enter into force on the day of its approval by the Board of Directors of UHZ.

Gazmend Shabaj

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Chairman of the Steering Council

Explanation: This regulation is translated in English but signed and protocolled in Albanian.