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/ Ministry of Internal Affairs

General Staff Planning for 2024

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Abbreviations

LZP – Law No. 08/L-197 on Public Officials

DMOP – Department for the Management of Public Officials

HRMIS – Human Resources Management Information System

Introduction

In September 2023, Law No. 08/L-197 on Public Officials entered into force. Article 17 of this law stipulates that each institution that employs public officials shall be required to prepare the annual staff planning, in accordance with the budget planning process which shall contain the need for competent and qualified staff in achieving the institution's mission and goals.

Thus, the annual staff planning shall be drawn up for all categories of public officials and shall contain:

- analysis of staffing needs;
- needs for professional development and training of existing staff;
- deadlines for filling new and/or vacant positions.

The Ministry of Internal Affairs is responsible for drawing up and approving the general plan of public officials of the state administration institutions based on the annual staffing plans of the institutions. Upon approval of the staff planning for state administration institutions by the Minister of the MIA, the approved plan together with the annual plans of other institutions approved by the head of the respective institutions, have become part of this general staffing plan for public officials.

Given that the LPO has foreseen in article 7 that the admission to the office of a civil servant, public service employee, creator and performer of art and culture and administrative technical and support staff shall be done through an open and competitive procedure, all the positions foreseen in this plan will be completed through procedures open to all interested candidates. In the absence of the sub-legal act for the classification of jobs in the public service and creators and performers of art and culture, the positions of creators and performers of art and culture are not foreseen in this staff planning.

This general staff planning is divided into the following parts:

- Vacant positions in all institutions;
- Vacant positions within State Administration Institutions;
- Vacant positions within Independent Institutions and Agencies;
- Vacant positions within the Municipalities;
- Training plan;

All the positions foreseen in this general staff planning will be filled during 2024. The monitoring of the implementation of this plan will be done through the report on the management of human resources that will be drawn up at the beginning of 2025. Department for the Management of Public Officials through the Human Resources Management Information System (HRMIS) has received one hundred and five (105) staffing plans, as follows:

- Fifty-five (55) staffing plans from state administration institutions,
- Thirty-seven (37) municipal staffing plans and
- Thirteen (13) staffing plans for independent institutions and independent agencies.

Vacant positions in all institutions

In the staffing plans for 2024 that have been sent by one hundred and five (105) institutions to HRMIS, there are a total of 4691 vacant positions. Based on the categories, the vacancies are divided as follows:

- 2980 vacancies for civil service employees;
- 1,422 vacancies for public service employees; and
- 289 vacancies for technical and support staff.

Civil service employees	Public service employees	Technical and support staff	Total
2980	1422	289	4691

Table 1. Vacant positions in all institutions by categories of officials

Of the 4,691 positions foreseen in the staffing plans, 941 are expected to be vacant due to the retirements that will take place during this year, while 3,750 are planned to be vacant because they remained unfilled in previous periods in other cases of employment relationship termination, or creation of new positions.

Based on Article 5 of the LPO, the categories of the public official shall be:

- a civil service employee;
- a public service employee;
- a creator and performer of art and culture;
- a technical and support staff; and
- a cabinet employee.

Public institutions for the year 2024 have foreseen 2980 civil service vacancies, 1422 public service vacancies, and 289 vacancies for technical and support staff. In the absence of a sub-legal act for the classification of jobs in the public service and creators and performers of art and culture, the institutions have not proposed the positions of creators and performers of art and culture, and as a result, this plan does not contain separate data for this category.

	Civil service employees	Public service employees	Technical and support staff	Total
State Administration Institutions	1817	218	89	2124
Independent Institutions and Independent Agencies	123	0	1	124

Municipalities	1040	1204	199	2443
Total	2980	1422	289	4691

Table 2. The number of vacant positions for public officials in all institutions divided by institutions and categories of officials

Regarding the classification of positions in the civil service, forty-two (42) positions in all institutions are vacant in the senior management category, which include General Directors of Independent Agencies and Institutions, General Secretaries of Ministries, Directors of Executive Agencies and equivalent positions. In the middle management category, which includes the directors of departments in ministries, independent and executive agencies and equivalent positions, there are seventy (70) vacant positions, while in the low management category, which includes the heads of divisions and sectors, there are 478 vacant positions.

The category with the most vacant positions is the professional category, where for the year 2024 there are 2,390 vacant positions in all institutions that have sent the staffing plans. Law No. 08/L-197 on Public Officials also provided for the category of specialists, but since most institutions have not yet defined these positions in the Internal Organization Regulations, these positions have not been provided for in the individual staffing plans for 2024.

Category	State Administration	Independent Institutions and Agencies	Municipalities	Number of vacant positions
Senior Management Category	35	7	-	42
Middle Management Category	57	13	-	70
Lower Management Category	258	25	195	478
Professional Category	1467	78	845	2390
Total:	1817	123	1040	2980

Table 3. Civil service employees in all institutions according to position category

As for the qualification and nature of the position, from the 64 groups of general and special administration defined in the Regulation (GRK) No. 06/2024 on the Classification of Jobs in Civil Service, the largest number of vacant positions in the professional category belong to the general administration group, legal group, economics group, budget and finance group, human resources group, education group, general health/medical group, civil engineering group, social service group, social science group, etc.

Vacant positions within State Administration Institutions

Vacancies planned for recruitment in state administration institutions during 2024 are 2124 of which 1817 civil service employees, 218 public service employees and 89 technical and support staff employees.

Civil service employees	Public service employees	Technical and support staff	Total
1817	218	89	2124

Table 4. Vacant positions in state administration institutions according to the category of officials

Regarding the classification of positions in the civil service, thirty-five (35) positions in state administration institutions are vacant in the senior management category, which include General Secretaries of Ministries, Directors of Executive Agencies and equivalent positions. There are fifty-seven (57) vacant positions in the middle management category, which includes department directors in ministries and agencies and equivalent positions, while in the lower management category, which includes heads of division, there are two hundred and fifty-eight (258) vacant positions.

Category	Number of vacant positions
Senior Management Category	35
Middle Management Category	57
Lower Management Category	258
Professional Category	1467
Total	1817

Table 5. Vacant positions in the civil service in state administration institutions by position category

A total of 55 state administration institutions have sent staffing plans to HRMIS. The following table presents the detailed data for the institutions of the state administration divided based on the institutions and the categories of public officials.

No.	Name of the institution	Civil service employees	Public service employees	Technical and Support staff	Total vacant positions
1.	Office of the Prime Minister	76	0	0	76
2.	Office of the Prime Minister – Agency of Statistics	43	0	0	43
3.	Office of the Prime Minister – Secretariat of the Security Council	2	0	0	2

4.	Office of the Prime Minister – Agency for Gender Equality	1	0	0	1
5.	Ministry of Foreign Affairs and Diaspora	53	0	1	54
6.	Ministry of Finance, Labor and Transfers	129	0	4	133
7.	Ministry of Finance, Labor and Transfers – Tax Administration of Kosovo	71	0	0	71
8.	Ministry of Finance, Labor and Transfers – Employment Agency	65	0	0	65
9.	Ministry of Finance, Labor and Transfers – Central Procurement Agency	4	0	0	4
10.	Ministry of Finance, Labor and Transfers – Labor Inspectorate	65	0	0	65
11.	Ministry of Finance, Labor and Transfers – Treasury of Kosovo	15	0	0	15
12.	Ministry of Justice	45	0	0	45
13.	Ministry of Justice – Agency for Free Legal Aid	9	0	0	9
14.	Ministry of Justice - Kosovo Correctional Service	262	6	19	287
15.	Ministry of Justice - Kosovo Probation Service	19	0	0	19
16.	Ministry of Justice - Agency for Administration of Sequestered or Confiscated Assets	5	0	0	5
17.	Ministry of Justice - Institute of Forensic Medicine	0	5	1	6
18.	Ministry of Defence	88	17	9	114
19.	Ministry of Internal Affairs	197	0	0	197
20.	Ministry of Internal Affairs - Kosovo Forensic Agency	2	0	0	2
21.	Ministry of Internal Affairs – Emergency Management Agency	39	0	0	39
22.	Ministry of Internal Affairs - Kosovo Academy for Public Safety	9	1	8	18

23.	Ministry of Health	26	0	0	26
24.	Ministry of Health – Kosovo Agency for Medical Products and Equipment	6	0	0	6
25.	Ministry of Health - National Institute of Public Health of Kosovo	0	14	4	18
26.	National Center for Blood Transfusion of Kosovo	0	1	0	1
27.	Ministry of Education, Science, Technology and Innovation	7	0	0	7
28.	Ministry of Education, Science, Technology and Innovation - Agency for Vocational Education and Training	0	10	0	10
29.	Ministry of Education, Science, Technology and Innovation - Kosovo Accreditation Agency	17	0	0	17
30.	Ministry of Education, Science, Technology and Innovation - National Qualifications Authority	3	0	0	3
31.	Ministry of Education, Science, Technology and Innovation - Albanological Institute	0	2	0	2
32.	Ministry of Education, Science, Technology and Innovation - Student Center	0	6	12	18
33.	Ministry of Education, Science, Technology and Innovation - Haxhi Zeka University - in Peja	0	7	0	7
34.	Ministry of Education, Science, Technology and Innovation - University of Gjilan	0	32	1	33
35.	Ministry of Education, Science, Technology and Innovation - University of Mitrovica 'Isa Boletini'	0	7	0	7
36.	Ministry of Education, Science, Technology and Innovation - University of	0	11	0	11

	Applied Sciences in Ferizaj				
37.	Ministry of Education, Science, Technology and Innovation - University of Gjakova 'Fehmi Agani'	0	17	3	20
38.	Ministry of Education, Science, Technology and Innovation - Kosovo Education Inspectorate	49	0	1	50
39.	Ministry of Education, Science, Technology and Innovation - Kosovo Pedagogical Institute	0	2	0	2
40.	Ministry of Culture, Youth and Sports	26	64	6	96
41.	Ministry of Culture, Youth and Sports - Agency for the Management of Monuments and Memorial Complexes	2	0	0	2
42.	Ministry of Culture, Youth and Sports - Agency of State Archives of Kosovo	19	0	1	20
43.	Ministry of Culture, Youth and Sports - National Library of Kosovo 'Pjeter Bogdani'	0	16	3	19
44.	Ministry of Local Government Administration	27	0	1	28
45.	Ministry of Environment, Spatial Planning and Infrastructure	88	0	5	93
46.	Ministry of Environment, Spatial Planning and Infrastructure - Kosovo Cadastral Agency	16	0	0	16
47.	Ministry of Environment, Spatial Planning and Infrastructure - Air Navigation Services Agency	30	0	0	30
48.	Ministry of Agriculture, Forestry and Rural Development	41	0	3	44
49.	Ministry of Agriculture, Forestry and Rural Development - Kosovo Forestry Agency	24	0	7	31

50.	Ministry of Agriculture, Forestry and Rural Development - Agency for Agricultural Development	34	0	0	34
51.	Ministry of Agriculture, Forestry and Rural Development-Food and Veterinary Agency	39	0	0	39
52.	Ministry of Industry, Enterprise and Trade	79	0	0	79
53.	Ministry of Economy	59	0	0	59
54.	Ministry for Communities and Returns	16	0	0	16
55.	Ministry of Regional Development	10	0	0	10
	Total	1817	218	89	2124

Table 6. Vacant civil service positions in state administration institutions by position category

Vacant positions in Independent Institutions and Agencies

As for other independent agencies and institutions, reports from 14 institutions have been sent to HRMIS. The total number of vacant positions in these institutions is 124. The following table presents the data on vacant positions in each of the independent institutions and agencies.

No.	Institution	Number of vacant positions
1.	Office of the President of the Republic of Kosovo	10
2.	Election Complaints and Appeals Panel	1
3.	Information and Privacy Agency	6
4.	Privatization Agency of Kosovo	18
5.	Railway Regulatory Authority	6
6.	Competition Authority	2
7.	Agency for Prevention of Corruption	18
8.	Procurement Review Body	9
9.	Kosova Academy of Sciences and Arts	2
10.	Kosovo Council for Cultural Heritage	3
11.	Independent Commission for Mines and Minerals	3
12.	Public Procurement Regulatory Commission	10
13.	Academy of Justice	7
14.	Kosovo Agency for Comparison and Verification of Property (29
	Total	124

Table 7. Vacant positions in independent institutions and agencies

Of these positions, 123 are civil service positions, while one position is for a technical and support officer. Regarding the classification of positions in the civil service, seven (7) positions are vacant in the senior management category that include General Directors and equivalent

positions. There are thirteen (13) vacant positions in the middle management category, which includes department directors and equivalent positions, while there are seventy-eight (78) vacant positions in the lower management category, which includes heads of divisions.

Category	Number of positions
Senior Management Category	7
Middle Management Category	13
Lower Management Category	25
Professional Category	78
Total	123

Table 8. Vacant service positions in independent institutions and agencies divided by position categories

Vacant positions in the Municipalities

At the municipal level, a total of thirty-seven (37) municipalities have sent staffing plans to HRMIS. In these plans, a total of 2,443 vacant positions are foreseen to be filled in 2024. Of these positions, 1,049 vacant positions are foreseen in the civil service, 1,204 in the public service and 199 positions for technical and support staff.

Civil service employees	Public service employees	Technical and support staff	Total
1040	1204	199	2443

Table 9. Vacant positions in municipalities by category of officials

Of the 1040 civil service vacant positions foreseen in the municipalities, 195 positions are in the lower management category and 845 positions are in the professional category.

Category	Number of positions
Lower Management Category	195
Professional Category	845
Total	1040

Table 10. Vacant positions in municipalities divided by position categories

The following table presents the number of vacant positions divided according to the thirty-seven (37) municipalities that have sent staffing plans.

No.	Municipality	Number of vacant positions
1.	Deçan	19
2.	Dragash	28
3.	Drenas	30
4.	Ferizaj	177
5.	Fushë Kosovë	17
6.	Gjakovë	175
7.	Gjilan	174
8.	Graçanicë	13
9.	Hani i Elezit	3
10.	Istog	10
11.	Junik	21
12.	Kaçanik	35
13.	Kamenicë	115
14.	Klinë	40
15.	Klllokot	4
16.	Leposaviq	111
17.	Lipjan	71
18.	Malishevë	16
19.	Mamushë	7
20.	Mitrovica e Veriut	64
21.	Mitrovicë e Jugut	151
22.	Novobërdë	23
23.	Obiliq	36
24.	Partesh	5
25.	Pejë	197
26.	Podujevë	129
27.	Prishtinë	110
28.	Prizren	258
29.	Rahovec	64
30.	Ranillugë	5
31.	Shtërpcë	17
32.	Shtime	22
33.	Skenderaj	62
34.	Suharekë	34
35.	Viti	33
36.	Municipality of Vushtrri	98
37.	Municipality of Zveçan	69
	Total	2443

Table 11. Vacant positions in municipalities

Training plan

The Law on Public Officials in Article 17 (3) among other things determines that the annual staffing plan must also contain the needs for professional development and training of existing staff. The obligation of the institutions to identify and assess the training needs of the institution's civil servants is also defined in Article 16 of the LPO. This is done in order to ensure the training and development of the professional capacities of officials through professional development training.

LPO in Article 26 also provides for the right of public officials to vocational training. According to this provision, a public official shall have the right to develop professional skills and knowledge for the workplace, through vocational training and continuous training, financed by public funds, foreign donors or personal income, in case this does not contradict the relevant applicable legislation. On the other hand, in Article 34, the Law also foresees the obligation for professional development, determining that civil servants and public service employees shall be obliged to continuously improve their knowledge and professional skills through training financed by public funds..

The staffing plans sent by the institutions foresee the training of 13,907 officials of all categories. According to the received plans, a large number of training sessions have been proposed for current and new employees, and also specific training for management category employees. Below are presented the most frequent proposals of the institutions regarding the training for the year 2024:

- Implementation of the Law on Public Officials and sub-legal acts arising from this law;
- Implementation of the law on salaries in the public sector and sub-legal acts.
- Implementation of the law on General Administrative Procedure;
- Planning, Management and Development of Human Resources.
- Training on the drafting, implementation and monitoring of the Municipal Development Plan;
- Efficiency in local administration;
- Working with victims of sexual crimes and trafficking;
- The Istanbul Convention and the strategy against domestic violence;
- Public procurement legislation;
- Management of Contracts through E-procurement;
- Training related to Municipal transparency;
- Staff planning and files;
- Classification of jobs in the civil service;
- Admission and career in the civil service;
- Rights and obligations of public officials and the Code of Conduct;
- Evaluation of work results for civil servants;
- Discipline and complaints of public officials;
- Transfer, suspension and termination of employment in the civil service;
- Opening and evaluation of tenders;
- Strategic planning;
- Analysis, Problem Solving and Decision Making;
- Office work administration;
- Drafting of local strategic documents;
- Training related to non-discrimination, with emphasis on vulnerable groups;
- Implementation of the law on access to public documents;
- Protection of Personal Data;

- Prevention and treatment of cases of sexual harassment in the workplace;
- Transparency in Municipalities, Monitoring, Reporting and Coordination of Policies at the Local Level;
- Management of Public Properties, namely Management of Municipal Property;
- Right to information, Accountability and transparency to the public;
- Integrity and Ethics in Public Administration, prevention of conflict of interest and corruption;
- Advanced training for the EU acquis such as training for legal writing and screening of the EU acquis, and training for negotiating chapters of the EU acquis.
- Training on the harmonization of national and especially local level legislation with EU legislation "Acquis Communautaire";
- Training for applying to EU funds;
- Training for capacity building in digital communication;
- Professional training in increasing skills in the use of social networks/digital marketing;
- Cyber security training;
- The rights of communities in Kosovo;
- Preparation of analytical/strategic reports from the field of security;
- Media monitoring methodology, data collection and reporting.
- The methodology of drafting strategic documents;
- Training for Safety and Health at Work;
- Organization of archiving in the institution and electronic archiving system;
- Human rights in Kosovo and the European system for the protection of Human Rights;
- Ex-Post evaluation of legislation;
- Design and management of public policies in the context of European integration;
- Training on the use of MS Office programs (Microsoft Outlook, Power Point, Excel, Word).
- Training for foreign languages;
- Training related to the use of the Kosovo Financial Management Information System (KFMIS).