



**Republikae Kosovës**  
**Republika Kosova/ Republic of Kosovo**  
**Këshilli Prokurorial i Kosovës/ Tužilački Savet Kosova/Kosovo Prosecutorial Council**

The Kosovo Prosecutorial Council based on Article 7, Paragraph 1, and Subparagraph 1.31 of Law No. 06/L-056 for the Kosovo Prosecutorial Council and based on Law No. 08/L-197 for Public Officials, on 25.11.2024 approves:

**REGULATION NO. 09/2024 ON THE ESTABLISHMENT OF EMPLOYMENT  
RELATIONSHIP WITH CONTRACT FOR A SPECIFIED PERIOD IN THE  
PROSECUTORIAL SYSTEM**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose**

This regulation defines the rules and procedures for the establishment of the employment relationship in the administration of the administrative staff in the prosecutorial system with a contract for a certain period.

**Article 2  
Scope**

The provisions of this regulation sets out the rules and procedures for establishing employment relationships in the administration of the administrative staff in the prosecutorial system with a contract for a certain period.

**Article 3  
Definitions**

1. Expressions, terms and abbreviations used in this regulation have the same meaning as in the LPO
2. SKPC means the Secretariat of the Kosovo Prosecutorial Council;
3. DHU means the Department for Human Resources;
4. The use of the name in one gender implies the other gender as well.

**Article 4  
Establishment of employment relationship for a certain period**

1. The employment relationship in the administration of the prosecutorial system can be established by contract for a certain period in the following cases:

- 1.1. for the realization of the specific project of the relevant institution;
- 1.2. To fill a position in case of temporary absence.
2. The employment contract for a certain period is concluded as long as it is necessary, but not longer than three (3) years for the contract according to subsection 1.1 of this article and not longer than two (2) years for the contract according to subsection 1.2 of this article.
3. The contract employee, according to this article, does not enjoy the right to continue the temporary contract, which exceeds the term defined in paragraph 2 of this article.
4. The contract employee according to paragraph 2 of this article enjoys the same rights and obligations as all employees, with the exception of the right to continue the temporary contract, without being subject to the regular recruitment procedure according to the by-laws, approved by Council.

#### **Article 5**

##### **Establishing the working relationship for the realization of the given project**

1. The employment relationship in the prosecutorial system can be established by contract for a certain period for the realization of a certain project.
2. The project according to paragraph 1 of this article must be approved by the General Director of SKPC and have financial coverage in the budget.
3. The description of the project according to paragraph 1 of this article must contain at least the duration of the project, the detailed cost, the number of workers to be engaged and their payment.

#### **Article 6**

##### **Establishment of an employment relationship to fill a position in the event of temporary absence**

1. The employment relationship in the prosecutorial system can be established by contract for a certain period in case of temporary absence for the following cases:
  - 1.1. Sick leave without pay;
  - 1.2. Maternity leave;
  - 1.3. Following any training or professional program on behalf of the institution;
  - 1.4. Temporary transfer to other duties inside or outside the country;
  - 1.5. Suspension according to articles 69 and 70 of the LPO,
  - 1.6. In other cases of temporary absence from work defined by LPO, or
  - 1.7. due to the volume of work in the administration of the prosecutorial system.

2. The establishment of a contract work relationship for a certain period in case of temporary absence can be done only when the administrative staff is absent for the reasons according to paragraph 1 of this article, for at least three (3) months.
3. The employment relationship according to paragraph 1 of this article is related as long as it is necessary or until the replaced administrative staff returns to work, but not longer than for a period of two (2) years.

## **Article 7**

### **Selection procedure**

1. The request for the establishment of a contract work relationship for a certain period in case of temporary absence must be justified by the direct supervisor of the position and approved by the General Director of SKPC.
2. The request for the establishment of a contract work relationship for a specific project is approved by the General Director of SKPC.
3. The selection procedures for the position with a contract for a certain period are developed by the HRD in the prosecutorial system.
4. The establishment of the employment relationship in the administration of the prosecutorial system with a contract for a certain period in case of temporary absence is made for the category of technical-administrative, professional and specialist-expert staff, but not limited, through an open recruitment public procedure and in accordance with the principles defined in the LPO.
5. The announcement of the selection procedure for the position is made by the HR in SIMBNJ on the official website of the prosecutorial system and with other appropriate means of information.
6. Acceptance of applications from candidates for admission to the administration of the prosecutorial system is done according to the deadline defined in the announcement, which cannot be shorter than seven (7) days.
7. The competition takes place in two (2) stages:
  - 7.1. Preliminary verification, through which it is verified whether the candidates meet the general and special criteria, according to the competition announcement and
  - 7.2. Professional evaluation that includes the evaluation of knowledge and professional qualities of candidates.
8. The preliminary verification is done by the HR that conducts the selection procedure, while the professional evaluation is done by the Selection Committee.
9. In the preliminary verification procedure, candidates are not evaluated with points, while in the professional evaluation they can be evaluated up to one hundred (100) points.

**Article 8**  
**Announcement of the selection procedure**

1. The announcement of the selection procedure contains at least the following data:
  - 1.1. Workplace;
  - 1.2. The name of the position;
  - 1.3. General Job description;
  - 1.4. General criteria for acceptance into office, according to article 9 of the LPO;
  - 1.5. The coefficient of the position in case of replacement, respectively the salary in case of projects;
  - 1.6. Additional specific criteria, if any;
  - 1.7. The knowledge, skills and qualities required in the selection procedure;
  - 1.8. The way to submit applications;
  - 1.9. The deadline for the acceptance of applications determined with an exact date;
  - 1.10. The documents that must be submitted as part of the application and the method of their submission;
  - 1.11. The way of evaluating candidates;
  - 1.12. The way of notification and communication with candidates;
  - 1.13. The deadline for accepting applications, determined with an exact date.
2. All announcements also contain the following notes:
  - 2.1. "Non-majority communities and their members, persons with disabilities and the less represented gender have the right to fair and proportional representation in the civil service of Kosovo as specified in the LPO";
  - 2.2. "Applications submitted after the deadline are not accepted and incomplete applications are rejected."
3. The candidate through the application declares and bears responsibility for the authenticity of all submitted documents, as required by the announcement of the selection procedure.
4. False declaration according to this article is grounds for exclusion from the selection procedure.

**Article 9**  
**Applications of candidates**

1. Candidates fill in electronically or physically the application, which contains the following data:
  - 1.1. the reference of the announcement of the selection procedure;
  - 1.2. the name of the workplace and the institution;
  - 1.3. Personal data of the candidate;
  - 1.4. Level of education and diplomas obtained, educational institutions, graduation dates;
  - 1.5. A detailed description of work experience, including data such as:
    - 1.5.1. The name of the employer;
    - 1.5.2. Preliminary functions;
    - 1.5.3. Title, rank and/or similar;
    - 1.5.4. The duration of the employment relationship;
    - 1.5.5. Description of main work tasks;
    - 1.5.6. The number and type of personnel under supervision, if any;
    - 1.5.7. The address and contact of the previous employer and
    - 1.5.8. The reasons for the termination of the previous employment relationship/s.
  - 1.6. Language skills;
  - 1.7. Information on special training carried out or offered, professional qualifications and specializations, special skills and publications if required in the competition;
  - 1.8. Computer knowledge;
  - 1.9. Name, address and contact number of two (2) reference persons.
2. Along with the application for participation in the selection procedure, candidates must also attach the following documentation:
  - 2.1. the copy of the diploma(s) requested by competition and data from the educational institutions, the diploma obtained abroad must be nostrified or the document proving that the diploma obtained abroad is in the nostrification procedure, provided that the nostrification of the diploma submitted until the moment of signing the act for appointment to the position;

- 2.2. Copies of proof of employment, and
- 2.3. Copies of documents that prove the fulfillment of the conditions for application defined in the announcement of selection and stated in the application;
- 2.4. Copy of the proof of work performance evaluation in the last three (3) years if any.
3. A copy of the certificate that the candidate has not been convicted of an intentional criminal offense, is submitted during the pre-appointment verification phase.
4. Candidates complete the application in accordance with the Law on the Use of Languages.
5. Applications are submitted to the address and within the specified deadline, physically, through registered mail or electronically, in accordance with the determination in the announcement of the selection procedure.
6. HRD provides technical support during the competition procedure, as requested by the candidates.

#### **Article 10** **Preliminary verification**

1. Preliminary verification is the verification process, if the candidates for selection in the civil service administration of the prosecutorial system meet the general and special criteria, according to the competition announcement.
2. The preliminary verification is carried out by the HRD, no later than five (5) days after the deadline for accepting applications, based on the documents submitted as part of the application.
3. HRD publishes in SIMBNJ (when it is functional) and on the website of the prosecutorial system the list of candidates who meet the general and special criteria.

#### **Article 11** **Professional assessment**

1. The professional assessment phase consists of an interview and CV assessment and is conducted by the Selection Committee with the support of the HRD.
2. HRD notifies the candidates who have passed the preliminary verification regarding the day, time and place of the interview.
3. In the interview, the knowledge, skills and qualities required in the competition announcement are evaluated.
4. The interview that takes place is a structured interview by the Selection Committee, which prepares the same set of questions for all candidates for the interview.
5. The interview contains ten (10) questions, each of which is evaluated with a maximum of seven (7) points. In addition to the questions, the members of the Selection Committee can also submit sub-questions to the candidate, in order to more accurately assess the candidate in relation to the main question.

6. In the interview, the candidate can receive a maximum of one hundred (100) points, of which thirty (30) points are for the CV.

7. The maximum rating for the CV is divided as follows:

7.1. up to ten (10) points for education;

7.2. Up to fifteen (15) points for relevant work experience and

7.3. up to five (5) points for relevant training.

8. Each of the members of the Selection Committee makes a detailed evaluation of each question and the CV.

### **Article 12 Announcement of the final result**

1. The final interview and resume evaluation for a candidate is the arithmetic average of the evaluations of all members.

2. After the end of the interview and evaluation of the CV, the Selection Committee prepares the final list, which is forwarded to the HRD, in which the name and surname of the candidate and the general points for each candidate are noted.

3. The list is published in SIMBNJ, on the website of the prosecutorial system and in other suitable means of information.

4. The candidate who receives the most points, but not less than the threshold of seventy (70) points, is considered the winning candidate.

### **Article 13 Selection committee**

1. The selection committee for the professional evaluation of candidates for selection is established by the decision of the General Director of SKPC.

2. The Selection Committee has three (3) members in this composition:

2.1. two (2) mid-level or low-level civil servants specialized in the relevant field according to the position for which the competition is held;

2.2. One (1) professional employee specialized in the relevant field according to the position for which the competition is held, or one (1) HRD employee.

### **Article 14 Signing the contract**

After the publication of the final results, the winning candidate and the General Director at SKPC sign the contract according to the relevant labor legislation.

**Article 15**  
**Annexes**

1. An integral part of this regulation are the appendices as follows:
  - 1.1. Appendix no. 1 – Employment application/request for employment;
  - 1.2. Appendix No. 2 – Preliminary verification of candidates;
  - 1.3. Appendix No. 3 - The individual evaluation form of the member of the Commission for the candidate in the oral interview and the evaluation of the biography, and
  - 1.4. Appendix No. 4 - Final evaluation list of candidates.

**Article 16**  
**Entry into force**

This regulation enters into force on the day of approval by the Prosecution Council of Kosovo.

Pristina, on 25 November 2024

Ardian Hajdaraj

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Chairman of the Kosovo Prosecutorial Council



**INDIVIDUAL ASSESSMENT FORM OF THE CANDIDATE IN THE INTERVIEW AND ASSESSMENT OF THE RESUME**

Date: \_\_\_\_\_

Name and surname of the candidate: \_\_\_\_\_

The field of assessment	Maximum points	Evaluation of member	Comment or remark from the member of the Commission (if any). A comment must be noted in case of a minimum or maximum assessment.
Question 1	0-7		
Question 2	0-7		
Question 3	0-7		
Question 4	0-7		
Question 5	0-7		
Question 6	0-7		
Question 7	0-7		
Question 8	0-7		
Question 9	0-7		

Question 10	0-7		
Resume (CV) - Education	0-10		
Resume	0-15		

(CV) - Experience			
Resume (CV) - The trainings	0-5		
<b>TOTAL:</b>			

**Member of the Admissions Committee**

**First and last name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**FINAL ASSESSMENT LIST OF CANDIDATES**

<b>Candidate:</b>	<b>Interview Points:</b>	<b>General points:</b>

**Admission Committee:**

**Member 1** \_\_\_\_\_

**Member 2** \_\_\_\_\_

**Member 3** \_\_\_\_\_

**Date:** \_\_\_\_\_