

1) **Fiche to be used for each step:**

The step under review	Strengthen implementation of the legislative and strategic framework on the protection against domestic and gender-based violence and on the rights of non-majority communities
Baseline	No Director in place
Deadline of the step	Dec/ 2024
Actual results	In 2024, within the framework of the Reform and Growth Facility (RGF), the Office of the Prime Minister of Kosovo announced a vacancy for the position of Director of the Office for Community Affairs, in line with Law No. 08/L-197 on Public Officials and Regulation No. 15/2023 on the Admission Procedure in the Civil Service. The position is reserved for candidates from non-majority communities in order to meet representation quotas in the central civil service. During 2024, the competition for the selection of the Director of the Office for Community Affairs (OCA) was announced three times. The process was monitored by representatives of the British Embassy and the EU Office, who participated as external observers under the Independent Recruitment Support mechanism and submitted monitoring reports on the process. After the end of each competition, the responsible Human Resources Unit, within the legal deadline, conducted a preliminary verification of whether the candidates for admission to the civil service met the general and specific criteria set out in the competition announcement, based on the documents submitted as part of the application and the required evidence. The non-majority community applicants did not meet the eligibility criteria set out in the competition, based on the documents submitted with their applications, including requirements related to the recognition and validation of diplomas in accordance with the legislation in force, as well as the recognition of professional experience and supporting evidence. After each completion of the verification process, all candidates were notified by the Human Resources Unit. The first vacancy was announced on 27 January 2024, attracting 40 applicants, none of whom were found to meet the advertised criteria. The competition was re-announced on 11 July 2024, with 25 applicants, again none meeting the required criteria. A third announcement followed on 5 November 2024, receiving 23 applications, none of which met the eligibility requirements.

	As a result, the vacancy procedure for the position of Director of the Office for Community Affairs was appealed before the Independent Oversight Council for the Civil Service (IOCSCCK). On 18 March 2025, the IOCSCCK issued Decision No. A.nr162/25, rejecting the candidates' complaints as unfounded. As foreseen by the new Regulation 07/2025 on the Civil Service Admission Procedure¹, all recruitment procedures for vacant positions within state administration institutions, including the Office of the Prime Minister, are publicly announced and administered by the Department for the Management of Public Officials (DMPO). Following the third unsuccessful round, the Department for the Management of Public Officials (DMPO), at the request of the Office of the Prime Minister, on 18 March 2026 re-announced the vacancy for the fourth time. The call was open from 19 March 2026 to 17 April 2026. The DMPO received 68 applications for the position of the Director of the Office of Community Affairs. After the completion of the preliminary screening phase the Department for the Management of Public Officials (DMPO) announced that only 1 applicant fulfilled the conditions and criteria prescribed by the vacancy. The recruitment process is still ongoing.
Evidence provided	Annex 1 on the Competition Announcement dated on 27 January 2024 Annex 2 on the Verification Procedure Report from the Human Resources Unit dated on 7 March 2024 Annex 3 on the Competition Announcement dated on 12 July 2024 Annex 4 on the Verification Procedure Report from the Human Resources Unit dated on 16 August 2024 Annex 5 on the Competition Announcement dated on 5 November 2024 Annex 6 on the Verification Procedure Report from the Human Resources Unit dated on 20 December 2024 Annex 7 on the Competition Announcement dated on 16 March 2026
Checks performed in the verification of the step and related findings	During verification of the step, all available and possible evidence has been collected and reviewed. The evidence has been listed down in the checklist on the conducted verification, and all documents supporting the verification have been properly stored (in order to ensure audit trail). The following checks were conducted: • All available documentation in line with the level of the achievement (as attached to this report) has been reviewed to verify the current stage of the reform step;

¹ <https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=115096>

	• Compliance with the descriptive part of the reform step from the Commission Implementing Decision has been verified to the maximum possible extent and scope (as evidenced by the documentation available); • The attached documentation can confirm non-fulfilment of the reform step, as presented in this report; The results of the checks indicate that the reform step has not been fulfilled by the end of the reporting period (31 December 2025). As soon as the information is received by the Implementing units on the complete achievement and fulfilment of the reform step, the checks will be re-performed and repeated to verify the underlying completion / fulfilment.
Compliance with general principles and DNSH principle	<i>The implementation of the steps does not contravene the general principles outlined in Article 4 and 11(4) of Regulation (EU) 2024/1449 and Article 3 of the Facility Agreement.</i> <i>The implementation of the steps does not contravene/contravenes the 'Do No Significant Harm' principle (DNSH).</i>
Double funding	<i>Contributions from third parties were not reported in support of the achievement of this step.</i>
Clear conclusion on the achievement of the step	Upon the third unsuccessful round, the Department for the Management of Public Officials (DMPO) within the Ministry of Internal Affairs as requested by the OPM will re-announce the competition for 4th time, once the new Regulation on the Civil Service Admission Procedure enters into force, according to the Article 98, paragraph 1 of Law No. 08/L-197 on Public Officials. In addition, it will consider other modalities such as consulting with the senior management levels (Secretary Generals and Executive Directors) of other institutions that employ mid-level civil servants from the non-majority community, on the possibility of permanent transfer in the interest of the institution, according to the Article 65 of Law No. 08/L-197 on Public Officials. This process is anticipated to take place during the grace period of the Reform Agenda.



Republika e Kosovës
Republika Kosovo / Republic of Kosovo
Qeveria / Vlada / Government
Ministria e Digjitalizimit dhe Administratës Publike –
Ministarstvo digitalizacije i javne uprave - Ministry of Digitalization and Public Administration

Pursuant to Article 39 (1,2,3,4,5 and 6) of Law No. 08/L-197 on Public Officials, and Article 5 of Regulation No. 07/2025 on Admission Procedure in the Civil Service, the Ministry of Digitalization and Public Administration hereby announces:

Vacancy Announcement

Admission

The application is open to members of underrepresented communities.

Group name	
Field of study	First-level higher education degree (Bachelor) in Law, Economics, Public Administration, Political Science, Sociology, or Philosophy.
Institution conducting the recruitment procedure	Ministry of Digitalization and Public Administration
Reference Number	RN00019469
Duration of appointment	Four-year term
Announcement date	18.03.2026
Application deadline	19.03.2026 - 17.04.2026
Currently vacant positions	

No.	Institution	Organization / Workplace	Position title	Position class	Salary\ Coefficient	Required No.
1	Office of the Prime Minister of Kosovo	Office for Community Affairs / Prishtina	Director of the Office for Community Affairs	Middle Management	G2-8.6	1

1. General job description

- Provides support and advice to the Secretary-General of the Office of the Prime Minister on the institution's policies and objectives related to the Office's area of responsibility;



- Identifies the needs for the development of policies and objectives of the institution, makes recommendations within the Office's area of responsibility, and provides solutions to professional problems related thereto;
- Leads and supervises all overall activities of the Office and ensures its efficient functioning;
- Is responsible for setting the objectives and planning the activities of the Office, as well as for addressing professional issues related to the Office;
- Ensures the promotion of equal treatment of all communities and coordinates community-related issues to ensure they are effectively taken into account throughout Kosovo.
- Addresses the practical needs of communities through the efficient and transparent use of available funds, with the aim of achieving a positive impact and creating changes in people's lives, with particular emphasis on those most in need;
- Consults with communities and civil society and fosters meaningful partnerships through building trust, mutual understanding, the exchange of good practices, consultation, and the effective mobilization of communities, with the aim of promoting and advancing the prosperity of non-majority communities in Kosovo;
- Organizes and distributes work among his/her subordinates, manages the implementation of tasks and responsibilities in line with the Office's objectives and responsibilities through its day-to-day activities, and ensures that such activities are carried out in compliance with applicable legislation, institutional policies, and relevant standards;
- Manages the Office's human resources and budget, assigns tasks, provides guidance and monitors staff performance, conducts performance assessments of staff under his/her direct supervision, and identifies and supports their capacity development through training;
- Conducts performance assessment of staff under his/her direct supervision and identifies their capacity-building needs through training.

2. General requirements for admission, according to Article 9 of the LPO

- Be a citizen of the Republic of Kosovo;
- Have full capacity to act, according to the applicable laws;
- Be fluent in one of the official languages, in accordance with the Law on Languages;
- Be fit in the health aspect to carry out the respective duty;
- Have no record of conviction by a final judgment for the deliberate commission of a criminal offence;
- Have no enforceable disciplinary measures for serious violations in a public institution.
- Have the education, professional work experience and/or skills required for the relevant position, category, class or group.
- Have successfully passed the selection procedures defined in this Law.

3. General formal requirements

Required education: First-level higher education degree (Bachelor) in Law, Economics, Public Administration, Political Science, Sociology, or Philosophy.

Required work experience: At least five (5) years of professional work experience, including one of the following requirements:

- 1.) three (3) years of experience in managerial positions, or
- 2.) two (2) years of experience in managerial positions and a second-level higher education degree (master's degree), or
- 3.) one (1) year of experience in managerial positions and a third-level higher education degree (PhD).

4. Knowledge, skills and qualities required in the recruitment procedure

- High organizational, managerial and policy-making skills;
- Ability to adapt to priorities, demands, and deadlines through strong analytical and problem-solving skills;
- Broad knowledge of the Department's area of responsibility, budget management and civil service;
- Communication and collaboration skills, including the ability to establish and maintain trusted relationships with superiors and the staff they manage;
- Ability to make independent professional judgments, exercise discretion in handling matters, and make a significant contribution to the development and implementation of legislation and relevant documents;
- Proficiency in Microsoft Office applications;
- Proficiency in one of the official languages. Proficiency in foreign languages is an advantage;
- Ability to motivate staff and successfully manage the Office's projects;
- Energetic, able to work flexible hours and under time pressure, and possessing a strong work ethic and high professional integrity.

5. Documents to be submitted as part of the application and the method of their submission

- Copy of ID card/passport/certificate of citizenship of the Republic of Kosovo.
- A copy of the diploma required by the competition, issued by educational institutions of the Republic of Kosovo. If the diploma was obtained abroad a certificate of nostrification of the diploma obtained abroad, or the act proving that the diploma obtained abroad is in the process of nostrification, provided that the nostrification certificate is submitted by the time of signing the act of appointment to the position;
- Copies of proof of employment (certificate/contract) issued by the relevant employing institution for work experience, specifying the job position and the duration of employment in that position. Work experience declared in accordance with the competition requirements and acquired in another country must be proven through a translated certificate of work experience issued by the competent authority of that country, or through a translated and notarized certificate of experience issued by the relevant employer.

- Proof of professional training programs attended, or training programs that the applicant has conducted in the capacity of a trainer.
- Copies of other documents proving the fulfilment of the application requirements specified in the recruitment announcement and declared in the application.
- Proof (a written self-declaration) that the candidates belong to a non-majority community

Documents not required during the application phase, but during the pre-appointment verification stage

- Original criminal record certificate issued by the court, confirming that the person has not been convicted of a criminal offence committed intentionally, not older than six (6) months from the date of issuance.
- Proof that the candidate is medically fit.
- Relevant proof that the candidate possesses full capacity to act.
- Proof that there is no active disciplinary measure for a serious violation in a public institution (for candidates who are currently employed or have previously been employed in public institutions).

6. Date of publication of preliminary assessment results

The list of candidates who meet the admission requirements will be published no later than 02/05/2026 on the electronic recruitment portal (<https://konkursi.rks-gov.net>)

7. Additional specific criteria

Reserved quotas and affirmative measures:

This position is designated exclusively for non-majority communities, with the aim of fulfilling the reserved quota for non-majority communities in the civil service within central administration institutions.

8. Method of assessment of candidates/applicants

- Written test – maximum 50 points
- Interview – maximum 50 points

9. Method of notification and communication with candidates



- Via email and the electronic recruitment portal (<https://konkursi.rks-gov.net>)

10. Application method

- Via the electronic recruitment portal (<https://konkursi.rks-gov.net>)

11. Date of publication of the final results

- Upon completion of the candidate assessment process, the successful candidate will be announced via the electronic recruitment portal (<https://konkursi.rks-gov.net>). All candidates participating in this procedure will be notified individually by electronic means.

Additional information:

Reserved quotas and affirmative measures:

This position is designated exclusively for non-majority communities, with the aim of fulfilling the reserved quota for non-majority communities in the civil service within central administration institutions.

The successful candidate shall be appointed to the respective position for a term of four (4) years, with the possibility of renewal for one additional term of the same duration.

Through the application, the candidate declares and assumes responsibility for the authenticity of all submitted documents as required by the recruitment procedure announcement.

After the selection of the successful candidate, the responsible unit shall carry out pre-appointment verification to confirm that the candidate continues to meet the competition criteria, through original documents or copies certified as true copies of the originals.

Non-majority communities and their members, persons with disabilities, and the underrepresented gender are entitled to fair and proportional representation in the Civil Service of Kosovo, as specified in the LPO.

Applications submitted after the deadline will not be accepted, and incomplete applications will be rejected.

Official contact address for technical assistance regarding the application:

E-mail: simbnj.info@rks-gov.net

Phone: +383 38 200 60 710

- Successful candidates will have the opportunity to choose the vacant position according to the final ranking. Non-majority communities and their members, persons with disabilities, and the underrepresented gender are entitled to fair and proportional representation in the Civil Service of Kosovo, as specified in the LPO. Applications submitted after the deadline will not be accepted, and incomplete applications will be rejected.

