

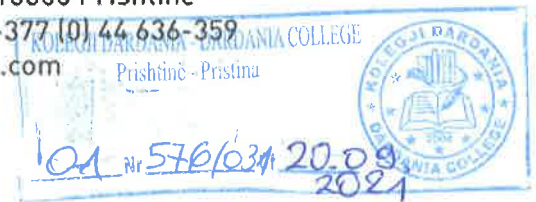


KOLEGJI DARDANIA

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Pursuant to the provisions of Article 17 of Law on Labour no. 03 / L - 212 ("Official Gazette of Republic of Kosovo", no. 90/2010) and the statute provisions of "Dardania" College, the Steering Council of the College at its meeting held on 20.09.2021 , approves the following

**REGULATION
ON
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOB POSITIONS WITHIN THE ADMINISTRATION
OF "DARDANIA" COLLEGE, PRISHTINA**

I. GENERAL PROVISIONS

1. Purpose

Article 1 .

This regulation shall determine the organizational structure, description of duties and responsibilities of non-academic staff, the requirements they should fulfil and the number of positions in "Dardania" College (hereinafter "College").

2. Non-academic staff

Article 2 .

1. The non-academic staff of the College is comprised by the persons who are engaged in:

- 1.1. Professional tasks;
- 1.2. Administration;
- 1.3. Technical work.

2. The specific responsibilities and qualifications for each position shall be determined by job description assigned by the Rector with the suggestion of the Secretary or by the heads of academic or organizational units.

3 . Job descriptions

Article 3

1. Coordinator for human resources

1. The duties and responsibilities of the Coordinator shall be determined by the Steering Council.

2. The Coordinator's responsibilities are as follows:

2.1. Vacancy announcement for hiring academic and non-academic staff;

2.2. Nominating the Commission for Admission of Candidates;

2.3. Proposing the admission of candidates to the Steering Council;

2.4. Drafting employment contracts;

2.5. Drafting decisions on labour rights based on applicable Laws;

2.6. Employee records;

2.7. Evidence of departure/arrival of employees;

2.8. Presenting needs for training employees, etc.

3. The Coordinator for Human Resources with the proposal of the Rector and based on the announcement shall be elected by the Steering Council.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language

- **General experience:** 1 year of similar job experience

2. Secretary of the College

1. The Secretary is the highest legal and administrative officer of the College and he answers to the Rector and the Steering Council of the College.

2. Ensures efficient legal and economic management at all levels of the College.

3. He is elected by the Steering Council with the majority of the votes of the members present, according to the proposal of the Rector and based on the Public announcement

4. The duties and responsibilities of the Secretary of the College are as follows:

a) He is the highest administration officer;

b) He is responsible for the legal and administrative work of the College;

c) He is responsible for preparing the general acts of the College and preserving the property of the College;

d) He is responsible for keeping records of enrolled students and the graduates of the college;

e) Performs other work foreseen by this Statute and the Law.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language

- **General experience:** 1 year of similar job experience

3. Officer in the centre for scientific research - one position

- a) Informs the staff and young researchers regarding the opportunity to publish their scientific work in forums and journals with national and international character;
- b) Participates in drafting the materials and documents related to scientific research and coordinates their implementation (strategy for science, brochures, etc.);
- c) Performs activities related to scientific research;
- d) Provides advises, instructions and relevant services for academic staff in developing scientific projects;
- e) Serves as the contact person in college for the projects with scientific research character;
- f) Issues reports regarding the scientific work in college;
- g) Performs other works assigned by the supervisor

- **Qualification and skills:** Superior education, PhD, MA or Msc., computer skills, knowledge of English language and knowledge for the high European education trend
- **General experience:** 1 year of similar job experience

4. Officer for quality assurance

- a) Provides administrative support for the procedures and the mechanisms of quality assurance in "Dardania" College (DC);
- b) Distributes questionnaires for academic staff, administrative staff and students;
- c) Analyzes the collected data through the mechanisms for assuring quality;
- d) Drafts various reports regarding the quality of courses and study programs;
- e) Based on analyzing the questionnaire for quality, he/she drafts report for the academic and administrative services provided by DC;
- f) Maintains and reviews the files of self-evaluation process of academic units;
- g) Performs other works assigned by the supervisor

- **Qualification and skills:** university diploma, knowledge of English language, computer skills,
- **General experience:** 1 year of experience

5. Officer for developing curricula and ECTS

- a) Drafts the guidelines and forms for developing curriculum procedures;
- b) Instructs the programs during the application procedures with new study programs;
- c) Provides information and advises about curriculum development, always based on the procedures of Bologna process;
- d) Promotes, compares and follows international trends in developing curriculum;

- e) Prepares guidelines and forms for implementing ECTS in the College;
- f) Prepares reports and recommendations for the College structures regarding the accumulation and transfer of ECTS credits;
- g) Performs other works assigned by the supervisor

- **Qualification and skills:** Superior education, PhD, MA or Msc, computer skills, knowledge of English language and knowledge for the high European education trend
- **General experience:** 1 year of similar job experience

6. Officer in the centre for training teachers-1 position

- a) Provides support to academic units for the process of professional development of teachers;
- b) Promotes the promotion and implementation of recommendations arising from Bologna process;
- c) Drafts the work plan of the centre for professional training of the teachers and supervises its implementation;
- d) Follows the international trends of training high education teachers and takes care to forward them to the respective structures of the College
- e) Takes care of announcing the advertisement for candidates for new training courses, seminar dates, location and its management;
- f) Prepares materials for the implementation of training seminars according to the agenda and takes care of the attendance of candidates;
- g) Prepares certificates for the participants of the trainings and protocols them;
- h) Performs also other works assigned by the supervisor.

- **Qualification and skills:** Superior education, PhD, MA or Msc., computer skills, knowledge of English language and knowledge of the high European education trend
- **General experience:** 1 year of similar job experience

7. Officer for academic staff - 1 position

- a) Follows the issues of academic staff;
- b) Provides information on vacancy announcement for the teaching staff of the College;
- c) Prepares a report on the proposals of departments for selecting teaching staff;
- d) Follows and processes the materials and proposals of faculties related to plans and teaching programs;
- d) Prepares materials for meetings and keeps minutes of the commission for academic policies;
- e) prepares the initial material for publishing overview of plans and teaching staff;
- f) Performs other work from his / her scope and the works assigned by the leader.

- **Qualification and skills:** University diploma, computer skills, knowledge of English language
- **General experience:** 1 year of similar job experience

8. Officer for Scientific Issues - 1 position

- a) Follows and looks after the plan of publishing College activities,
- b) Prepares materials for meetings and keeps the minutes of the Publishing Council of the College, keeps records for candidates who have master degree and makes the order for printing diplomas;
- c) Prepares the progress performance of promoting PhDs;
- d) Drafts written information as well as analysis of the scientific work in the College level;
- e) Performs other work assigned by the leader

- **Qualification and skills:** university diploma, computer skills, knowledge of English language
- **General experience:** 1 year of similar job experience

9. Librarian - 1 position

- a) Welcomes students who visit the College library, helps them occupy the designated place and serves them the required literature;
- b) Takes care of the silence in the library hall;
- c) Ensures that after the reading the book is returned to the designated place and the students who borrow the book deposit the index of the College;
- d) Performs other tasks and duties assigned by the College Secretary or its founder.

- **Qualification and skills:** Secondary schools, computer skills, knowledge of English language is preferable

10. Officer for Archive

- a) Archives the official documentation of the College based on the nomenclature foreseen by the rules for keeping and recording the archive material, manages the archive book and receives the archive material from the relevant services;
- b) Prepares and makes proposals for destroying the recorded material, as well as keeps records of it;
- c) Conducts and applies the legal provisions regulating the manner of conducting the archive material;
- d) By rector's and secretary's permission gives the archived material for temporary use;

- e) Keeps and manages the main protocol for case registration, distributes postal deliveries after receiving them from the rector or the secretary;
- f) Distributes papers, decisions and other materials through the internal distribution book for all rectorate staff, copies the materials and sorts them;
- g) Performs other works assigned by the manager.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language is preferable

- **General experience:** 1 year of job experience

11. Officer for student affairs- 1 position

- a) Prepares the announcement text for admitting students and prepares the request of the department for proposals regarding the number of new students;
- b) Prepares the necessary written material for the College bodies for reviewing the proposals of the departments regarding the number of new students to be registered together with information on the number of students admitted and registered;
- c) After the College's decision on the number of students to be admitted prepares the final text of the announcement;
- d) Participates in drafting the information leaflet;
- e) Drafts the dynamics of the announcement;
- f) Upon the completion of admission exam requires from the departments to submit to the College the following documents: the lists of admitted candidates, the lists of candidates that have not been admitted and an overview on the number of interested candidates, the admitted ones and the vacancies;
- g) Orders and takes care of printing the leaflets,
- h) Orders the folders and the technical material for storing student's documentation;
- i) For each program , based on the list of enrolled students, assigns the number for each student in the matrix book;
- j) Participates and supervises the registration procedure and resolve the eventual problems that arise during student's enrollment;
- k) Keeps records for the registration of each enrolled student and the admitted candidates for registration who are not registered, notifies the bodies of the College;
- l) Issues certificates for registration and the status of the student;
- m) In regards to the second term of the announcement makes all the necessary preparations as for the first term.
- n) After student enrolment, supervises the work of registering the students in the computer program;
- o) Compiles the final list of students' admission for registration and registered by departments, and in accordance with the number of the index;
- p) Provides data to various local institutions;

- q) Prepares reports, analysis and various statements regarding the student admission for College authorities;
- r) Keeps records for all registered students by department and saves computer records according to the number of the index and the department;
- t) Supervises the work of the officers for students affairs and gives them the necessary instructions;
- u) Takes care of maintaining order and hygiene in the work facilities;
- v) Makes requests to supply the necessary expendable material for the service needs;
- z) Performs other tasks assigned by the manager.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language is preferable

12 . Officers for administrative work - 4 positions

- a) Accept the students' applications for registration;
- b) Make the payment for exams;
- b) Issue certificates from the records for realization of the rights within the College;
- c) Notify the students about the schedule of lectures, postponement of exams for various reasons;
- d) Take care of timely, accurately and updated work performance,
- e) Takes care of securing and implementing protection measures at work;
- f) Performs also other duties and tasks assigned to him / her.

- **Qualification and skills:** university or secondary school diploma, computer skills, knowledge of English language is preferable

13 . Office of financial services – 1 position

- a) Completes all bank documents, budget, cash desk, other material and financial documents and based on the chronology and accounting practices puts them in respective folders;
- b) Ensures the documentation to be maintained as required by the law on public financial management.
- c) Applies and works on detailed procedures for budget process criteria, asset management, expenses, revenue collection, etc;
- d) Works on the procedures of developing the material and financial documents;
- e) Establishes the base of reference and includes in the program changes of the budget, bank and other documents based on the alpha program codes;
- f) Harmonizes the bank accounts, cash registers and other accounts and notifies the superiors to take the necessary procedures.
- g) Elaborates the standard codes of accounting and adjusts them to their own needs;
- h) Ensures coordination of all accounts and matching the disagreements;
- i) Compiles periodic and annual reports on financial performance;

- j) Assists professional associates in performing their duties;
- k) Follows legal provisions in the field of accounting and finance;
- l) Informs the secretary of the college on issues that are within the competence of the secretary;
- m) Makes the public service payments, payments of various supplies and preparation of standard public procurement documents;
- n) If necessary participates in the Bid Evaluation Council , continues the authorization and certification procedure at MEST, performs finalization work in the MEF, carries out payments to the BRK and reconciles based on extracts and histories, reconciles the student payments according to the bank reports, performs other duties assigned by the manager.
- o) Verifies the documentation, verifies the arithmetic and physical accuracy of the data, checks the supporting document (bills, receipts, delivery note, contracts and other possible annexes);
- p) Records financial documentation according to the accounts and units in the respective software;
- q) Archives the financial documents according to the chronology and is responsible for their preservation;
- r) Is responsible for reconciling the financial accounts;
- s) Is responsible to continuously update the account books;
- u) Keeps records of personal income for regular and continuous work and the necessary data (contracts, decisions and other College work);
- v) Establishes basic records for the account of personal income (personal data, ID number, account number, etc.);
- z) Performs other tasks assigned by the Rector.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language
- **General experience:** 1 year of similar job experience

14 . Accounting officer - one position

- Records all the College expenses;
- Each month reports to the Financial Officer of the College on the expenses;
- Provides data to the finance officer for preparing financial statements;
- Performs other tasks assigned by the supervisor.

- **Qualification and skills:** Economic-Technical Faculty, computer skills, knowledge of English language is preferable.
- **Work experience:** 1 year of similar job experience

15 . Public Relations Officer - 1 position

- a) Prepares information for press or other needs of the College;
- b) Participates in drafting the journal of the College;
- c) Prepares the brochure and information leaflet for students;

- d) Prepares statistics and provides various information to public media;
- e) Performs other tasks and duties as set out in the Regulation on the Organization and Systematization of Job Positions in the College, which are assigned by the Secretary of the College or its founder, etc.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language

16. Officer in the information office - Website - one position

- a) Administers the website of "Dardania" College;
- b) Creates sub domains for all academic and administrative units of the College;
- c) Is responsible for opening official e-mails for academic and administrative staff of the College and administers them;
- d) Posts, changes and deletes data on the web site of the College;
- e) Creates ID cards for academic, administrative and College staff;
- f) Photographs the academic, administrative staff and students of the College to produce ID cards;
- g) Participates in photographing and recording various manifestations at the College;
- h) Performs other work assigned by the supervisor.

- **Qualification and skills:** high school diploma on computer skills or the secondary school, knowledge of English language

17 . Officer in the Career office - one position

- a) Initiates possible agreements between the College and various organizations - various companies with the purpose of creating job opportunities for practical work or for the employment of College students;
- b) Holds meetings with management staff, academic and administrative staff of the College, with employers, foreign visitors etc.;
- c) Participates in conferences, seminars, trainings, roundtables related to the development of new careers for the youth etc.;
- d) Perform other duties assigned by the supervisor.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language

- **General experience:** 1 year of similar job experience

18. Officer for Diploma Awarding - 1 position

- a) Enters data in the computer for graduated candidates of the college;
- b) Keeps the matrix book on the number of graduates;
- c) Completes the diploma forms for graduate candidates in Bachelor and Master studies and distributes them;

- d) Keeps accurate records and prints diplomas in accordance with legislation in force;
- e) Reports to the Budget and Finance Office to reconcile on a monthly basis the revenues generated from printing diplomas;
- f) Perform other duties assigned by the supervisor.

- **Qualification and skills:** university diploma, computer skills, knowledge of English language
- **General experience:** 1 year of similar job experience

19. Officer in IT office-1 position

- a) Develops and sets standards for regulations regarding: hardware, software, academic network and data centre in the College;
- b) Plans and proposes projects for the needs of the College regarding Information Technology;
- c) Review all requests from academic and administrative units for the needs of IT equipment and services;
- d) Plans, designs, integrates, carries out, updates, manages and supplies information technology systems and applications, including electronic education;
- e) Manages and coordinates the process of updating and continuous elaborating of the e-education strategy, proposing and implementing e-learning applications;
- f) Provides an applicable program according to the standards and the needs for easy and effective management of the students database, for the academic and non-academic staff of the College;
- g) Ensures the inclusion of all College units in the computer network and the Internet;
- h) Upgrades the software for students' enrolment;
- i) Continuously takes care and supports College's academic and administrative staff regarding the IT;
- j) Foresees the cost of information technology at the College;
- k) Performs other work assigned by the supervisor.

- **Qualifications and Skills:** Superior School Background - Master or Faculty of Electrical and Computer Engineering, Computer-Telecommunication Direction or Faculty of Computer Science, computer skills and knowledge of English Language.
- **General experience:** 1 year of similar job experience

20 . Handyman - 1 position

- a) Is responsible for maintain College facilities;
- b) Is responsible for maintain all College equipment;
- c) Keeps track of all defects and interventions made in equipment inside and outside the building.
- d) Maintains the generator and takes cares of fuel, records the costs and reports fuel costs for the generator's needs;

- e) Takes care of economic use of photocopiers and their maintenance, and if not able to fix the breakdowns, calls other persons responsible to mend them and takes care to engage the appropriate service,
- f) Maintains the College yard;
- g) Takes care of lighting around the building.
- h) Takes care of maintaining fire protection equipment;
- i) Dispatches mail and guards at the gate;
- j) Performs other work assigned by the manager.

- **Qualification and skills:** Secondary School

21. Cleaners - 4 positions

- a) Keep hygiene in all facilities - College offices in which the employees of the administration work;
- b) Take care of removing the waste from the College yard;
- c) Take care of flowers within the College facilities;
- d) Clean the windows of the offices and other premises of the College;
- e) Performs other work assigned by the manager.

- **Qualification and skills:** Elementary school.

Article 5 .

Staff employment is done according to the Law on Labour.

Article 6 .

During the contract period, the governing bodies of the academic staff and the head of administration can move the employees to another post where there is approximate level and the same payment.

Article 7 .

Based on the proposal of 1/3 of the Steering Council, there can be made changes and supplementation to the Regulation on the Systematization of Non-Academic job positions.

II. REPEAL, TRANSITIONAL PROVISIONS AND ENTRY INTO FORCE

Article 8 .

All the employees will enter into a contract of employment in accordance with the provisions of the Law on Labour, the College Statute and this regulation.

Article 9 .

Upon this regulation enters in force, the regulation dated 29.9.2010 is void.

Article 10.

This regulation shall enter into force on the day of its adoption by the Steering Council.

THE CHAIRMAN OF STEERING COUNCIL

Prof. dr. Haki Demolli



