

Based on Article 17 Paragraph 7 of the Law on Public Sector Employees (Official Gazette of the Republic of North Macedonia No. 27/2014, 199/2014, 27/2016, 35/2018 and 198/2018 and Official Gazette of the Republic of North Macedonia No. 143/2019 and 14/2020), and in accordance with Article 34 Paragraph 1 Paragraph 7 of the Law on Free Access to Public Information (Official Gazette of the Republic of North Macedonia number 101/2019), the Director of the Agency for the Protection of the Right to Free Access to Public Information, on 06.10.2020, brought a

RULE BOOK

for the systematization of jobs in

The Agency for the Protection of the Right to Free Access to Public Information

I. BASIC PROVISIONS

Article 1

This Rule Book determines the total number of employees (administrative officers and auxiliary-technical persons) in the Agency for the Protection of the Right to Free Access to Public Information (hereinafter: the Agency), the schedule, the code, the title and the description of the jobs by organizational units and the special conditions required for the performance of work and tasks at individual workplaces.

Article 2

The tasks and duties performed in the Agency are determined according to their kinship, interconnection, type, scope and degree of complexity, responsibility and other conditions for their execution.

Article 3

The tasks and duties determined by this Rule Book are the basis for hiring and assigning employees to the Agency.

Article 4

The tabular overview of the jobs in the Agency is attached and represents an integral part of this Rule Book.

II. SCHEDULE OF WORKING PLACES OF THE ADMINISTRATIVE OFFICERS

Article 5

In this Rule Book, the jobs of a total of 49 executors are determined and described, distributed by organizational units in accordance with the Agency's Internal Organization Rulebook, of which 15 executors have been filled, distributed as follows:

Level	Systematized jobs	Jobs filled
A02	1	0
B01	2	0
B02	2	0
B03	2	0
B04	7	1

B01	11	2
V03	1	0
B04	12	8
G01	5	1
G02	1	0
G04	3	3
Auxiliary technical staff	2	0
In total	49	15

The auxiliary-technical staff is distributed as follows:

(transportation of persons and equipment) - Driver

- Level A2 ADM (UPR) 04 03 A02 001 – 1 executor, and

(kitchen and hotel-catering facilities) - Hygienist

- Level A3 ADM (UPR) 04 05 A03 004 – 1 executor.

Article 6

General conditions established by the Law on Administrative Officers/other special law or collective agreement for administrative officers:

- to be a citizen of the Republic of North Macedonia,
- to actively use the Macedonian language,
- to be of legal age,
- to be physically and mentally fit for employment, and
- with a final court verdict, the person has not been sentenced to a ban on performing a profession, activity or duty.

Article 7

(1) Special conditions established by the Law on Administrative Officers, for the General Secretary of level A2:

- professional qualifications - qualification level VIA according to the North Macedonian framework of qualifications and at least 240 credits acquired according to ECTS or completed VII/1 degree;
- active knowledge of one of the three most commonly used languages of the European Union (English, French, German),
- active knowledge of computer programs for office work,
- certificate of passing the administrative management exam,
- work experience at least four years of work experience in the profession, of which at least one year in a position in the public sector, i.e., at least six years of work experience in the profession, of which at least two years in a managerial position in the private sector.

(2) Required general work competencies at an advanced level:

- learning and development,
- communication,
- achieving results,
- working with others/teamwork,
- strategic awareness,
- orientation towards parties/stakeholders,
- management, and
- financial management.

Article 8

(1) Special conditions determined by the Law on Administrative Officers for managing administrative officers of the **B category**:

- professional qualifications for all levels - qualification level VI A according to the Macedonian framework of qualifications and at least 240 credits acquired according to ECTS or completed VII/1 degree;
- active knowledge of one of the three most commonly used languages of the European Union (English, French, German),
- active knowledge of computer programs for office work,
- certificate of passing the administrative management exam,
- work experience, i.e.:
 - for level B1, at least six years of work experience in the profession, of which at least two years in a managerial position in the public sector, i.e. at least ten years of work experience in the profession, of which at least three years in a managerial position in the private sector,
 - for level B2, at least five years of work experience in the profession, of which at least two years in a managerial position in the public sector, i.e. at least eight years of work experience in the profession, of which at least three years in a managerial position in the private sector, or
 - for levels B3 and B4, at least four years of work experience in the profession, of which at least one year in a position in the public sector, i.e. at least six years of work experience in the profession, of which at least two years in a managerial position in the private sector;

(2) Required general work competencies at an advanced level:

- learning and development,
- communication,
- achieving results,
- working with others/teamwork,
- strategic awareness,
- orientation towards parties/stakeholders
- management and
- financial management.

Article 9

(1) Special conditions established by law for professional administrative officers from the **C category** are:

- professional qualifications, namely:
 - for level B1 level of qualifications VI A according to the Macedonian framework of qualifications and acquired at least 240 credits according to ECTS or completed VII/1 degree and
 - for levels B2, C3 and C4 level of qualifications VI B according to the Macedonian framework of qualifications and acquired at least 180 credits according to ECTS or completed VII/1 degree;
- active knowledge of one of the three most commonly used European languages union (English, French, German),
- active knowledge of computer programs for office work,
- work experience, i.e.:
 - for level B1, at least three years of work experience in the profession,
 - for the B2 level, at least two years of work experience in the profession,
 - for the B3 level, at least one year of work experience in the profession, or
 - for level B4, with or without work experience in the profession.

(2) Required general work competencies at the intermediate level:

- solving problems and deciding on matters within the employee's scope;
- learning and development;
- communication;
- achieving results;
- working with others/teamwork;
- strategic awareness;
- customer/stakeholder orientation; and
- financial management.

Article 10

(1) Special conditions determined by the Law on Administrative Officers/other special law or collective agreement for auxiliary-professional administrative officers from the **G** **category**:

- professional qualification level V A or qualification level IV according to the Macedonian framework of qualifications and acquired 180 or 240 credits according to ECVET or MKSOO or at least higher or secondary education.
- active knowledge of one of the three most commonly used languages of the European union (English, French, German),
- active knowledge of computer programs for office work,
- work experience, i.e.:
- for the G1 level, at least three years of work experience in the profession,
- for the G2 level at least two years of work experience in the profession,
- for the G4 level with or without work experience in the profession.

(2) Required general work competencies at the basic level:

- learning and development;
- communication;
- achieving results;
- working with others/teamwork;
- customer/stakeholder orientation; and
- financial management.

III. SCHEDULE AND DESCRIPTION OF AUXILIARY WORKPLACES – TECHNICAL PERSONS

Article 11

In this Rule Book, a total of 2 jobs of auxiliary-technical persons, assigned to an organizational unit according to the Rule Book for internal organization of the Agency, are determined and described.

Article 12

The jobs from Article 11 of this Regulation are distributed as follows:

(other auxiliary-technical persons)

- Level A3 – Hygienist
- Level A2 - Driver

**IV. DESCRIPTION OF WORK POSITIONS IN THE
AGENCY FOR THE PROTECTION OF THE RIGHT TO
FREE ACCESS TO PUBLIC INFORMATION**

1. General Secretary	
Ordinal Number	1
Code	ADM (UPR) 01 01 A02 000
Level	A2
Vocation	General Secretary
Job title	General Secretary
Number of executors	1
Responsible in front of	The Director of the Agency
Type of education	Law Science

Other special conditions	/
Work goals	<ul style="list-style-type: none">- ensures efficient and effective operation of the Agency's employees;- ensures the realization of the Agency's competences and the achievement of the goals set in the Agency's Strategic Plan;- ensures that all departments and sectors have prepared realistic work plans and programs, and prepare regular reports on their operations;- ensures that all sectors and departments promptly perform the activities and tasks aimed at achieving the goals defined in the annual work programs;- ensures timely drafting of the Agency's Strategic Plan, Action Plan and appropriate budget;- ensures regular updating and monitoring of the degree of achievement of the objectives defined in SP and AP.

Work tasks and responsibilities

- plans, organizes, coordinates and directs the execution of works and tasks in the Agency and takes care of their legal, efficient, timely and quality execution;
- coordinates the drafting of the Agency's strategic plan and action plan;
- establishes and coordinates monitoring of the achievement of the objectives of the strategic plan;
- coordinates and supports the implementation of the annual work programs of the sectors and departments and exercises control over the realization of the implementation and the achieved results;
- takes care of the transparency and the public in the operation of the Agency;
- takes care of the orderliness, legality and promptness in the work on the cases and prepares concepts for improving the organization of the work of the Agency;
- maintains contacts at the appropriate level with domestic and international organizations, the non-governmental sector and directly cooperates with the state secretaries general and other secretaries;
- advises and assists the Director of the Agency in relation to all issues of the Agency's activities and procedures;
- gives work instructions to other management officers, monitors and takes care of the implementation of the decisions, conclusions, directions and instructions of the Director of the Agency.

Ordinal number	2
Code	UPR 01 01 B01 000
Level	B1
Vocation	State adviser
Job title	State adviser for cooperation with the holders of information, international cooperation, and projects
Number of executors	2
Responsible in front of	The Director of the Agency
Type of education	Legal Sciences or Economic Sciences
Other special conditions	/

Work goals

- Execution of the most complex tasks, supporting the work of the Agency's director and the general secretary, ensuring timely, legal, and efficient execution of duties and tasks.

Work tasks and responsibilities

- performs the most complex tasks in the creation and implementation of policies under the Agency's competence, which require special independence and expertise;
- advises the Director and the General Secretary on solving the most complex matters and helps with issues related to ensuring the legal, timely and efficient performance of the Agency's tasks and duties;
- makes a personal contribution in formulating the views and opinions on issues within the competence of the Agency that require special expertise;
- improves the horizontal coordination of the sectors;
- maintains contacts at the appropriate level with domestic and international institutions and organizations;
- undertakes activities for the realization of cooperation with national and international bodies and institutions;
- undertakes activities for the preparation and realization of national and international projects of the Agency;
- provides expert opinions on laws and other documents from the aspect of free access to information;
- provides expert opinions on international conventions, documents, and policies.

2. Department of Financial Affairs

Ordinal Number	3
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the Department for Financial Affairs
Number of executors	1
Responsible in front of	The Director of the Agency
Type of education	Economic Sciences
Other special conditions	/

Work goals

- efficient, effective, and quality management of the daily operation of the Department;
- management of the department and implementation of competences for issues related to the organization of financial operations;
- ensures financial stability of the Agency and compliance with all legal provisions in the area of finances and budget;
- ensures timely submission of budget request according to the needs of the Agency;
- ensures harmonized and coordinated operation of the Department and all employees of the Department;
- ensures smooth implementation of the Agency's public procurements.

Work tasks and responsibilities

- manages the Department, organizes, plans and coordinates the work of the Department in connection with the consistent application of legal regulations and other by-laws in the area of budget and financial operations;
- prepares the Draft Budget of the Agency and its amendments and supplements and monitors the implementation of the Agency's Budget;
- performs risk assessment and updating procedures for work processes in the field of financial management and control;
- carries a proposal for a financial plan of the Agency for a three-year period;
- monitors and applies laws and by-laws in the area of budgetary and material-financial operations and performs *ex ante* and *ex post* financial control;
- conducts public procurement procedures in accordance with the public procurement plan;
- takes care of the regularity, up-to-dateness and legality of accounting and financial operations and coordinates the process of accounting recording and preparation of the Annual Account and the Annual Financial Report;
- controls the preparation of the Decision on internal allocation of the total approved budget and issues a payment order or rejects the request for payment and checks the fulfillment of payment conditions in the case of advance payment;
- gives an opinion on proposed acts prepared by other organizational units in the Agency, which

	<p>have or may have financial implications for the Agency's Budget;</p> <ul style="list-style-type: none"> - coordinates the activities for the calculation and payment of wages to the employees of the Agency, treasury operations, preparation, receipt, liquidation, and control of accounting documentation.
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2. Department of Financial Affairs	
Ordinal Number	4
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Budget control adviser
Number of executors	1
Responsible in front of	The Head of the Department for Financial Affairs

View of education	Economic Sciences
Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficient, effective, and high-quality performance of the most complex work tasks related to budget operations, implementation of the Agency's budget; - Independent execution of the most complex tasks and duties related to the control of the execution of the established budget policies; - Independent execution of the most complex tasks and duties related to operational management and budget execution; - Implementation of professional - operational works under the competence of the Department in the function of preparation, planning, and monitoring of the execution of the Budget.

Work tasks and responsibilities

- participates in the process of drafting the proposal - budget of the Agency, as well as drafting the proposal for amendments and additions to the budget;
- prepares reviews for spending the financial resources of the Agency according to individual programs, subprograms, and items;
- prepares the Annual Plan for public procurement, performs and monitors the public procurement of goods, services and works for the needs of the Agency for the current year in accordance with the approved funds in the Budget;
- provides professional and technical assistance to the Public Procurement Commission regarding the implementation of public procurement procedures;
- monitors the execution of the Budget and prepares analyzes and reports on the execution of the budget;
- prepares annual, quarterly and monthly financial plans and changes to annual, quarterly and monthly financial plans during the fiscal year;
- performs an analysis of the utilization of budget funds and makes proposals for possible conversions for the purpose of better utilization of budget funds and prepares documentation for budget reallocation;
- participates in the coordination of the organizational units in the Agency and provides professional support and

	guidance to the organizational units for activities related to the budget.
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2. Department of Financial Affairs	
Ordinal Number	5
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	junior collaborator
Job title	Junior associate for budget planning and monitoring
Number of executors	1
Responsible in front of	The Head of the Department for Financial Affairs
Type of education	Economic Sciences

Other special conditions	/
Work goals	<ul style="list-style-type: none">- Execution of the simplest routine work tasks related to data collection and analysis and preparation of analytical reports;- Collecting data and assisting in the preparation of analyses, reviews, information and reports;- Helping in the process of monitoring the implementation of the concept of integrity in institutions;- Performing the simplest routine work tasks that are performed in the department based on specific instructions, guidelines and control from the head of the department, which refer to preparatory work in connection with the planning and monitoring of the budget in the Agency.

Work tasks and responsibilities

- preparatory work related to budget planning and monitoring;
- collects data and information regarding the material financial operations of the Agency, which will be used in the preparation of the budget;
- participates in the collection of materials needed for the preparation of periodic and annual financial accounts and annual reports;
- helps in preparing reviews for the spending of the Agency's financial resources by individual programs, subprograms and items;
- helps in performing an analysis of the use of budget funds and makes suggestions for possible conversions;
- helps in the process of drafting the proposal - budget of the Agency, as well as in drafting the proposal for amendments and additions to the budget;
- helps in the process of drawing up annual, quarterly and monthly financial plans for the Agency's budget in accordance with legal regulations.

2. Department of Financial Affairs

Ordinal Number	6
Code	ADM (UPR) 01 01 G01 000
Level	G1
Vocation	Independent Referee
Job title	Independent clerk - accountant
Number of executors	1
Responsible in front of	The Head of the Department for Financial Affairs
Type of education	Higher/secondary high school or economic profession
Other special conditions	Accountant Certificate

<p>Work goals</p>	<ul style="list-style-type: none"> - efficient, effective, and quality independent performance of daily accounting work for the needs of the Agency; - execution of the most complex auxiliary-professional and administrative-technical tasks related to material and financial accounting
<p>Work tasks and responsibilities</p>	<ul style="list-style-type: none"> - performs accounting documents in business books; - calculates depreciation and revaluation of fixed assets and records them in material accounting; - prepares the annual final account and basic financial reports; - keeps synthetic and analytical records and reconciles them; - keeps accounting records of due obligations; - makes payments according to accounting documentation; - performs accounting, substantive and formal control of all accounting documents and payment thereof; - calculates and pays employees' salaries; - monitors and applies the regulations in the field of material and financial operations.

<p>2. Department of Financial Affairs</p>	
<p>Ordinal Number</p>	<p>7</p>

Code	ADM (UPR) 01 01 G04 000
Level	G4
Vocation	Junior Officer
Job title	Junior officer for material financial operations
Number of executors	1
ItResponsible in front of	The Head of the Department for Financial Affairs
View of education	Higher, high school, or economic profession
Other special conditions	/
Work goals	<ul style="list-style-type: none"> - efficiently, effectively, qualitatively supports the implementation of the department's work; - implementation of the simplest routine tasks, in accordance with the instructions and under the supervision and control of the head of the department, which are related to the material and financial operations of the Agency.

Work tasks and responsibilities

- assists in performing tasks in the area of material and financial operations, including gathering information for the preparation of calculations and analyses, assists in the preparation and processing of material and financial documents and liquidation according to established methodology and helps in timely collection of bookkeeping documents;
- helps and organizes materials for the preparation of periodic calculations and the annual account;
- performs minor repairs in the Agency's office premises;
- performs reception, storage and issuance of products and goods purchased for the needs of the Agency, takes care of proper storage and storage of the same, keeps appropriate records (for the movement of purchased products and goods);
- regularly records all payments and payments in the treasury book and submits the treasury report with its attachments to the person responsible for bookkeeping;
- performs accounting, substantive and formal control of all bookkeeping documents for cash transactions and determines their correctness in accordance with legal provisions, withdraws money in Denars and foreign currencies for settlement of expenses in cash;
- proposes the amount of the treasury maximum, takes care of maintaining the balance of funds in the treasury within the established treasury maximum, carries out the reconciliation of the treasury at the end of the year and its closing, prepares periodic reviews and reports on cash transactions;

	- prepares orders and solutions for travel and <i>per diem</i> expenses for business trips and monthly reviews for business trips in the country and abroad.
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3. ICT Department - information and communication technologies	
Ordinal Number	8
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the ICT Department - information and communication technologies
Number of executors	1
Responsible in front of	The Director of the Agency

View of education	Computer engineering and informatics, electrical engineering
Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficient, effective, and quality management of the daily operation of the Department;- manages the Department, plans, organizes, coordinates and controls the work in the Department, ensures timely and up-to-date execution of the work in the Department and provides quality ICT support to the Agency.

Work tasks and responsibilities

- prepares a work plan for the department, prepares periodic reports on the work of the department, prepares procedures for the work of employees in the department;
- evaluates the use value of IT equipment and makes suggestions for the purchase of new IT equipment in the Agency, prepares an annual plan for the need for IT and approves specifications for the purchase of IT equipment, monitors the functioning of the computer communication equipment of the system in the Agency;
- ensures the uniformity of the information system of the Agency;
- coordinates the connection with databases of other agencies of the Agency and state authorities
- undertakes measures to improve the information system and participates in its planning and development;
- follows all information procedures for connecting the systems in the Agency and performs a complete review and control of the data exchanged with other systems
- creates and modifies data backup plans and procedures.

3. Department of ICT - information and communication technologies

Ordinal Number	9
Code	ADM (UPR) 01 01 B01 000
Level	B1
Vocation	Adviser
Job title	ICT consultant - information and communication technologies
Number of executors	1
Responsible in front of	The head of the Department for ICT - information and communication technologies
Type of education	Computer engineering and informatics or electrical engineering,
Other special conditions	/

Work goals

- Efficient, effective and high-quality performance of the most complex tasks in order to ensure complete technical equipment and correctness of the entire information system and communication equipment in the Agency and smooth functioning of the Agency,
- independent execution of the most complex work tasks in the field of ICT.

Work tasks and responsibilities

- independently provides permanent technical support to employees when using computer technology, computer applications for office work, as well as for other applications developed and used by the Agency;
- takes care of providing uninterrupted and safe Internet connection for all the employees of the Agency;
- participates in the work of commissions and working groups in the field of information systems, defines technical, programming, and telecommunication bases of the information system;
- responds to user comments and monitors traffic through the Agency's website;
- carries out consultations and training of the holders of information regarding the application of various programs in function of the Agency's operations,
- technically supports Internet conferences, Internet-based trainings, presentations and similar events of the Agency;
- designs the appearance of the Agency's website, performs daily updating of the Agency's website.

3. Department of ICT - information and communication technologies

Ordinal Number	10
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Junior collaborator
Job title	Database Update Junior Associate
Number of executors	1
Responds in front of	The head of the Department for ICT - information and communication technologies
Type of education	Computer engineering and informatics or electrical engineering,
Other special conditions	/

Work goals

- efficient, effective, high-quality execution of work tasks that contribute to the realization of the program in the Agency and tasks from the scope of the Department.
- implementation of the simplest routine tasks and duties in support of certain functions of the scope of the Department, in accordance with the general instructions of the Head of the Department.

Work tasks and responsibilities

- performs simpler tasks such as managing and updating the databases available to the Agency;
- participates in planning the development of the information system network for data transmission within the Agency;
- monitors, develops and evolves the application of new information technologies;
- studies the needs for the possibilities of introducing new information services;
- prepares analyses, information, and other documents for individual aspects of information systems;
- proposes measures to improve information equipment;
- creates and maintains the Agency's database system, secure data storage, maintenance of archived data, etc.
- generates various reports based on the data from the databases for the needs of statistical and analytical reviews and reports and performs backup of the data;
- provides, installs, and maintains enforcement equipment physical holding of trainings in the Agency and outside it.

3. Department of ICT - information and communication technologies

Ordinal Number	11
Code	ADM (UPR) 01 01 G01 000
Level	G1
Vocation	Independent Referee
Job title	Independent technical support officer
Number of executors	1
Responsible in front of	The head of the ICT Department - information and communication technologies
Type of education	Higher/secondary high school or electrical engineering
Other special conditions	/

Work goals	<ul style="list-style-type: none">- efficient, effective, high-quality implementation of administrative-logistic and technical work in the function of technical support for the functioning of information equipment, and- independently performs administrative-technical network management tasks.
Work tasks and responsibilities	<ul style="list-style-type: none">- organizes and coordinates the maintenance of information equipment and network;- performs technical support of the information system;- contacts competent services in order to maintain the IT equipment and network;- provides enough consumables for the employees of the Agency, such as paper, toners, and similar needs;- performs installation and maintenance of computer and other peripheral technology (computers, printers, scanners, audio and video equipment) used in the Agency;- keeps documentation about the portal and its condition.

4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS

Ordinal Number	12
Code	ADM (UPR) 01 01 B02 000
Level	B2
Vocation	Head of Department
Job title	Head of the Department for Administrative-Legal and General Affairs
Number of executors	1
Responsible in front of	The director of the Agency
View of education	Law Science
Other special conditions	/

Work goals

- efficiently, effectively, and qualitatively manages the sector, provides advice and guidance in the performance of the sector's responsibilities and participates in the achievement of the sector's goals;
- coordinates the work of the departments and takes care of the development of work programs and their effective and efficient implementation.

Work tasks and responsibilities

- helps in the preparation of the Department's work program;
- assists in the preparation of the Annual Report of the Agency, which is submitted to the Assembly, in the section of the Department's competences;
- provides the necessary professional assistance to department heads in the most complex tasks and monitors their execution;
- provides guidelines for the implementation of the Law on Free Access to Public Information;
- initiates the resolution of individual issues and performs work and tasks that require special expertise and independence;
- participates in the preparation of materials for training and education of information holders and information users;
- prepares opinions and analyzes on issues related to the work of the Department.

4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS

A Serial Number	13
Code	ADM (UPR) 01 01 B03 000
Level	B3
Vocation	Assistant Head of Department
Job title	Assistant head of the Department for legal, general affairs and administrative procedures
Number of executors	1
Responsible in front of	The Head of the Department for administrative-legal and general affairs
View of education	Law Science
Other special conditions	/

Work goals

- efficiently, effectively, and qualitatively helps with the management of the sector, gives advice and guidance in carrying out the competences of the Sector and participates in the realization of the goals of the Sector, helps the Head of the Sector in the performance of his competences, replaces him in case of his absence and participates in the achievement of the goals of the Department;
- coordinates the work of the departments and takes care of the development of work programs and their effective and efficient implementation.

Work tasks and responsibilities

- helps in the preparation of the Department's work program;
- assists in the preparation of the Annual Report of the Agency, which is submitted to the Assembly, in the section of the Department's competences;
- assists the Head of the Department in matters related to providing the necessary professional assistance to the heads of the departments in the most complex work tasks and monitors their execution;
- provides guidelines for the implementation of the Law on Free Access to Public Information;
- initiates the resolution of individual issues and performs work and tasks that require special expertise and independence, which will be entrusted to this employee by the Head of the Department;
- participates in the preparation of materials for training and education of information holders and information users;
- prepares opinions and analyzes on issues related to the work of the Department;
- in case of absence or incapacity of the Head of the Department, replaces the head of the Department and assumes their powers and tasks.

4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS**4.1 Department for administrative procedures**

Ordinal Number	14
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the Department for Administrative Procedures
Number of executors	1
Responsible in front of	The head of the Department for administrative-legal and general affairs
Type of education	Law Science

Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficient, effective, and quality management of the daily operation of the Department;- manages the Department, plans, organizes, coordinates and controls the work in the Department, and ensures timely and up-to-date execution of the work in the Department.- ensures timely and high-quality implementation of the procedure of the Misdemeanor Commission and procedures following appeals, in accordance with the Law on Free Access to PUblic Information.

Work tasks and responsibilities

- prepares a program for the work of the Department and gives guidelines for the work of the employees;
- prepares a proposal for instructions on how to distribute cases by persons in charge of dealing with appeals and misdemeanor cases, prepares a proposal for work procedures in the Department, monitors and controls the recording and distribution of complaints and reports of offenses received in the Agency and organizes and immediately supervises the work of handling appeals lodged by the information requesters, as well as the performance of work and tasks in the department;
- participates in the development and updating of the Agency's Strategic Plan and Action Plan;
- organizes and participates in the work of the Misdemeanor Commission;
- acts upon appeals received by the Agency from information requesters and prepares proposed solutions and conclusions after submitted complaints, for which the Director makes the final decision;
- conducts trainings and presentations for the promotion of free access to information for stakeholders and conducts training for information holders;
- provides instructions and clarifications to the holders of information in relation to actions following the requests of the requesters and provides assistance to the requesters of public information, in order to provide access to the information available to the holders of the information more easily;

	<ul style="list-style-type: none"> - participates in the preparation of the Annual Report on the work of the Agency, which is submitted to the Parliament of the Republic of North Macedonia, and prepares periodic reports, which are submitted to the Head of the Sector; - makes regular contacts with other heads of departments and sectors, and exchanges information and experiences.
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4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS	
4.1 Department for administrative procedures	
Ordinal Number	15
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Adviser for implementation of administrative procedures

Number of executors	3
Responsible in front of	The head of the Department for Administrative Procedures
View of education	Law Science
Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficient, effective, and high-quality execution of the most complex work tasks related to the implementation of administrative procedures;- independently performs the most complex tasks related to the implementation of the procedure for complaints and violations in accordance with the Law on Free Access to Public Information;- independently prepares proposed solutions, conclusions, answers to lawsuits, and other cover letters;- timely and high-quality implementation of administrative procedures in accordance with the Law on Free Access to Public Information and participation in the Offense Commission of the Agency.

Work tasks and responsibilities

- continuously follows the regulations regarding the regulation of issues in this area;
- participates as a member in the Agency's Misdemeanor Commission;
- provides instructions to the holders of public information in relation to actions following the requests of the requesters and provides instructions and data for easier access of the requesters to the public information held by the information holders;
- participates in the preparation of by-laws, instructions and forms arising from the competence of the Agency;
- conducts trainings for information holders, as well as trainings and presentations for information requesters and other stakeholders;
- participates in the preparation of the Annual Report on the work of the Agency, which is submitted to the Assembly of the Republic of North Macedonia.

4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS

4.1 Department for administrative procedures

Ordinal Number	16
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Junior collaborator
Job title	Junior Appeal Handling Associate
Number of executors	4
Responsible in front of	The Head of the Department for Administrative Procedures
Type of education	Law Science
Other special conditions	/

Work goals	<ul style="list-style-type: none">- performs the simplest routine professional-administrative, normative-legal work for high-quality and timely collection of materials needed for the implementation of the appeal procedure
Work tasks and responsibilities	<ul style="list-style-type: none">- performs the simplest tasks related to the implementation of the appeal procedure and violations- participates as a deputy-member in the Misdemeanor Commission of the Agency;- helps implement the appeal procedure in accordance with the Law on Free Access to Public Information;- participates in the preparation of proposed decisions, conclusions, responses to lawsuits and other cover letters;- continuously follows the regulations regarding the regulation of issues in this area;- provides instructions and data for easier access to the requesters of the public information held by the information holders.- takes care of handing over the completed subjects to the Agency's archive.

4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS**4.1 Department for administrative procedures**

Ordinal Number	17
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Junior collaborator
Job title	Junior associate for administrative affairs of the misdemeanor commission
Number of executors	1
Responsible in front of	The head of the Department for Administrative Procedures
Type of education	Law Science
Other special conditions	/

Work goals	Performs the simplest routine professional-administrative, normative-legal work for logistical support of the work of the Misdemeanor Commission in the Agency
Work tasks and responsibilities	<ul style="list-style-type: none"> - follows legal regulations relevant to the work of the Agency; - schedules and organizes meetings of the Misdemeanor Commission in the Agency; - keeps records of the held meetings and compiles a report from each meeting of the misdemeanor committee; - keeps minutes of every held meeting of the Misdemeanor Commission; - prepares periodic reports on the work of the Misdemeanor Commission and submits them to the head of the department; - keeps records of misdemeanor sanctions; - takes care of handing over completed subjects to the Agency's archive.

4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS

4.2 Department of Legal and General Affairs

Ordinal Number	18
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the Department for Legal and General Affairs
Number of executors	1
Responsible in front of	The Head of the Department for administrative-legal and general affairs
Type of education	Law Science
Other special conditions	Passed bar exam

Work goals

- efficient, effective and quality management of the daily operations of the Department;
- plans, organizes, coordinates, and controls the work in the Department, and ensures timely and up-to-date execution of the work in the Department.
- ensures quality performance of human resources development functions, up-to-date, and legal archiving of documents in the Agency, as well as regular maintenance of hygiene in the Agency space and other technical works;

Work tasks and responsibilities

- participates in the development and updating of the Agency's strategic plan and action plan;
- prepares a program for the work of the Department, drafts procedures for the work of the Department, gives directions for the work of employees and performs direct control and supervision over the execution of works and tasks in the Department;
- ensures that the HR function is performed properly;
- makes sure that normative-legal affairs in the department are performed in a timely and legal manner;
- controls the archive and its correct and up-to-date functioning;
- makes sure that the technical work under the authority of the Department is carried out in accordance with the procedures;
- prepares periodic reports on the work of the Department, which this employee submits to the Head of the Department;
- participates in the preparation of the Annual Report on the work of the Agency, which is submitted to the Assembly of the Republic of North Macedonia;
- makes regular contacts with other Heads of Departments and Sectors and exchanges information and experiences.

4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS

4.2 Department of Legal and General Affairs

Ordinal Number	19
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Adviser for the development and promotion of human resources
Number of executors	1
Responsible in front of	The Head of the Department for Legal and General Affairs
Type of education	Law Science

Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficient, effective, and high-quality execution of tasks from the scope of human resources in the Agency; - independent execution of the most complex tasks and tasks related to the management of human resources;

Work tasks and responsibilities

- takes care of the correct application of legal and by-laws in the field of human resources that refer to selection and employment and communicates with the Ministry of Finance, the Ministry of Information Technologies and Administration and the Agency for Administration for matters related to employment, promotion, acquisition with mobility, termination of employment of an administrative officer, etc.;
- participates in the work of the commission for conducting disciplinary proceedings for determining disciplinary responsibility;
- takes care of the correct application of the regulations in the field of safety and health at work,
- prepares a long-term training plan for the Agency's employees and annual training plans with a training budget, monitors the effects and results of employee training and takes care of the constant development of the quality and professionalism of the Agency's employees, takes care of promoting a culture of open communication and transparency in work, the encouragement of teamwork, as well as participation in the development of negotiation skills, communication techniques in areas of risk and management of conflicts of interest and maintenance of social activities and creates a list of indicators according to which performance will be measured of the employees of the Agency, prepares an annual report on the performance of the employees according to the list of performance indicators;
- participates in the preparation of acts for the internal organization and systematization of the Agency and initiates changes according to the needs of the work, participates in the preparation of the annual employment plan of the Agency according to the needs of the Agency;

	<ul style="list-style-type: none"> - participates in defining the procedures for work in the Agency and the job description of each employee in the Agency; - takes care of employees' personal files and keeps proper data records; - participates in the preparation of the Annual Report which is submitted to the Assembly of the Republic of North Macedonia.
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4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS	
4.2 Department of Legal and General Affairs	
Ordinal Number	20
Code	ADM (UPR) 01 01 B03 000
Level	V3
Vocation	Collaborator
Job title	Legal and General Affairs Associate

Number of executors	1
Responsible in front of	The head of the Department for Legal and General Affairs
Type of education	Law Science
Other special conditions	Passed bar exam
Work goals	<ul style="list-style-type: none">- efficient, effective, and quality management of the performance of work tasks from the scope of legal and general affairs in the Agency.

Work tasks and responsibilities

- monitors and analyzes the laws and by-laws under the competence of the Agency;
- continuously follows EU directives, conventions and other relevant international regulations;
- drafts decisions, resolutions, participates in the drafting of regulations and other acts that regulate the operation of the Agency;
- takes care of the correct and legal implementation of normative-legal matters;
- participates in the preparation of acts for the internal organization and systematization of the Agency and initiates changes according to the needs of the working process;
- prepares and keeps records of concluded contracts, memoranda and agreements with state administration bodies, institutions, associations, organizations, monitors them and reports on their realization;
- prepares lawsuits, answers to lawsuits, appeals and extraordinary legal remedies, as well as other submissions before the courts where the Agency is a party to a dispute.

4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS**4.2 Department of Legal and General Affairs**

Ordinal Number	21
Code	ADM (UPR) 01 01 G01 000
Level	G1
Vocation	Independent Referee
Job title	Independent clerk - archivist
Number of executors	2
Responsible in front of	The head of the Department for Legal and General Affairs
Type of education	Higher / secondary education
Other special conditions	/

Work goals

- efficient, effective and high-quality implementation of administrative-logistical and technical work in the function of administrative support and management of documented materials;
- ensures up-to-date archiving, safe, and legal storage of documents;
- performs scanning and electronic archiving of documents;
- provides quick and easy access to documents for the needs of the Agency's employees.

Work tasks and responsibilities

- follows regulations in the field of material, office and archival work, performs administrative and ongoing tasks and duties;
- carries out archival certification of objects and their dispatch, receives and records the mail in the administrative protocol and in the internal delivery books;
- keeps dispatch books for confidential and strictly confidential mail, registered mail books, receipt books and other auxiliary records;
- handles the seals and stamps of the Agency;
- performs archiving of finished items, divides items into administrative protocol and takes care of their proper storage in accordance with the Law on archival operations, records and archives project documentation in accordance with national guidelines for office and archival operations and IPA/EU rules;
- writes a proposal list of documented material for destruction, stores archival material in accordance with the List of terms of their storage and keeps records of archived material;
- carries out regular cooperation with the Archives of Macedonia for the consistent application of the regulations from archival and office work.

4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS

4.2 Department of Legal and General Affairs

Ordinal Number	22
Code	ADM (UPR) 01 01 G04 000
Level	G4
Vocation	Junior Officer
Job title	Junior Clerk-Archivist
Number of executors	1
Responsible in front of	The Head of the Department for Legal and General Affairs
TYpe of education	Upper secondary school, economic or secondary trade profession

Other special conditions	/
Work goals	<ul style="list-style-type: none">- performs the simplest routine auxiliary-professional work for the performance of administrative work tasks within the scope of the organizational unit in which the worker is employed. - assists the archivist in carrying out activities and provides technical logistical assistance to the Agency

Work tasks and responsibilities

- receives and registers the mail in the office protocol and in the internal delivery books;
- performs administrative and current tasks and duties, separates and archives resolved cases, archives documentation in binders and places them in an archival depot, systematizes and archives articles, reports, and attachments published by the Agency;
- performs scanning of documentation and storage of electronic archival material on a secure electronic medium;
- temporarily removes documents from the archive, copies materials for the needs of the employees of the Agency at the request of the employees;
- takes care of the space designated for the storage of archival materials;
- prepares training materials and other events organized by the Agency;
- organizes logistical support and provides spatial conditions for the needs of the Agency during the organization of events;
- performs other technical work for the needs of the Agency.

4. SECTOR FOR ADMINISTRATIVE - LEGAL AND GENERAL AFFAIRS

4.2 Department of Legal and General Affairs

Ordinal Number	23
Code	AMD (UPR) 01 01 G04 000
Level	G4
Vocation	Junior Officer
Job title	Junior officer - technical secretary of the Director
Number of executors	1
Responsible in front of	The head of the Department for Legal and General Affairs
Type of education	Upper secondary school or economic profession

Other special conditions	/
Work goals	<ul style="list-style-type: none">- Performs the simplest routine auxiliary-professional administrative work and helps in the implementation of technical-logistical work in the direction of efficient and effective operation of the Director of the Agency

Work tasks and responsibilities

- follows and implements regulations for office work and technical secretarial work, performs administrative-technical work;
- receives and transmits messages, records and promptly reminds the Director of his obligations, schedules appointments for the reception of parties with the Director, schedules the meetings convened and organized by the Director, arranges and completes materials for meetings attended by the Director;
- receives and sorts the mail received by the Director, arranges the materials that deliver the organizational forms for signature and inspection to the Director;
- keeps records of the use of representation funds;
- fills out orders for the use of vehicles;
- keeps records of official files and data and schedules official conversations, meetings, etc., answers phone calls;
- takes care of the inventory needed for welcoming the clients and guests of the Director;
- prepares and organizes the technical work for business trips of the Director of the Agency.

4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS**4.2 Department of Legal and General Affairs**

Ordinal Number	24
Code	ADM (UPR) 04 03 A02 001
Level	A2
Vocation	Driver II
Job title	Driver II
Number of executors	1
Responsible in front of	The Head of the Department for Legal and General Affairs
Type of education	High school, mechanical, or auto-technical profession

Other special conditions	Drive licence, B category
Work goals	<ul style="list-style-type: none"> - enabling employees to perform work tasks outside the authority's headquarters
Work tasks and responsibilities	<ul style="list-style-type: none"> - drives an official vehicle and transports the director, deputy director or other employees; - manages the vehicles owned by the Agency - takes care of the maintenance and technical correctness of the vehicles; - keeps records of mileage and fuel consumption; - takes care of regular servicing, deadlines for technical inspection and vehicle registration; - by carries urgent mail by the order of the director, deputy director or secretary general,

4. SECTOR FOR ADMINISTRATIVE-LEGAL AND GENERAL AFFAIRS

4.2 Department of Legal and General Affairs

Ordinal Number	25
Code	ADM (UPR) 04 05 A03 004
Level	A3
Vocation	Hygienist
Job title	Hygienist
Number of executors	1
Responsible in front of	The Head of the Department for Legal and General Affairs
Type of education	Primary education
Other special conditions	/

Work goals	<ul style="list-style-type: none"> - maintains hygiene in the working environment in order to create appropriate working conditions
Work tasks and responsibilities	<ul style="list-style-type: none"> - maintains hygiene in the working premises of the Agency; - maintains and waters the flowers in the work rooms; - maintains hygiene in toilets; - monitors the procurement of the necessary hygiene products; - helps in maintaining the hygiene of the kitchen.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION	
Ordinal Number	26
Code	ADM (UPR) 01 01 B02 000

Level	B2
Vocation	Head of Department
Job title	Head of the Department for Cooperation, Transparency and Education
Number of executors	1
Responsible in front of	Director
Type of education	Political science, public administration, and administration
Other special conditions	/
Work goals	<ul style="list-style-type: none"> - efficient, effective, and high-quality management of the sector, providing advice and guidance in the performance of the sector's responsibilities and participating in the achievement of the sector's goals; - management of the sector in the function of promotion of the free access to public information, realization of cooperation with relevant institutions, organization of educational and promotional events.

Work tasks and responsibilities

- plans, organizes and coordinates the work of the Department;
- develops work procedures in the Department and controls their consistent application;
- participates in the preparation of the Agency's Strategic Plan and Action Plan;
- distributes the work and tasks of the heads of the departments and provides professional help and advice on the work;
- performs direct control and supervision over the execution of the working processes, according to the defined performance indicators;
- prepares periodic reports on the work of the Department, and submits the to the Director and the General Secretary;
- participates in the preparation of acts for the internal organization and systematization of the Agency and initiates changes according to the needs of the work;
- takes care of professional development and work discipline of the employees in the Sector and evaluation of the leading civil servants in the Sector;
- prepares a Program for the work of the Department and a Report on the realization of the defined goals and tasks defined by the work program of the Department;
- prepares a Proposal Annual Report for the part that refers to the functions under this employee's authority.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION

Ordinal Number	27
Code	ADM (UPR) 01 01 B03 000
Level	B3
Vocation	Assistant-Head of Department
Job title	Assistant-head of the Department for cooperation, transparency and education
Number of executors	1
Responsible in front of	The Head of the Department for cooperation, transparency and education
Type of education	Political science, public administration, and administration
Other special conditions	/

Work goals

- efficiently, effectively, and qualitatively assists in the management of the sector, provides advice and guidance in carrying out the sector's responsibilities and participates in the achievement of the sector's goals;
- helps in achieving free access to public information, cooperation with relevant institutions, organization of educational and promotional events.

Work tasks and responsibilities

- helps the Head of the Department to plan, organize and coordinate the work of the Department;
- proposes procedures for work in the Department and controls their consistent application;
- provides expert assistance and advice on the work of department heads;
- helps the Head of the Department to perform immediate control and supervision over the execution of works, according to the defined performance indicators;
- participates in the preparation of a proposal for the Department's work program and a proposal for a Report on the realization of the defined goals and tasks defined by the Department's work program;
- in case of absence or incapacity of the Head of the Department, replaces the Head of the Department and assumes their powers and tasks.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION

5.1. Department of Public Relations, Transparency and Education

Ordinal Number	28
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the Department for Public Relations, Transparency and Education
Number of executors	1
Responsible in front of	The head of the Department for cooperation, transparency and education
Type of education	Political science or public administration and administration
Other special conditions	/

Work goals

- efficient, effective, and quality management of the performance of work tasks from the scope of work with department in the function of transparently informing the public about the activities of the Agency and organization of professional education.

Work tasks and responsibilities

- manages the Department, plans, organizes, coordinates and controls the work in the Department, ensures timely and up-to-date execution of the work in the Department;
- prepares a program for the work of the Department, provides guidelines for the work of the employees, prepares a proposal for procedures for work in the Department;
- provides guidelines for the preparation, editing and updating of the Agency's website;
- carries out a program for media activities and campaigns, and a proposal-strategy for information, organizes press-conferences, writes announcements for the public;
- participates in organizing media activities, public campaigns, press conferences, briefings and other events;
- participates in the preparation of brochures, publications, newsletters and other promotional literature issued by the Agency;
- participates in the development and updating of the Agency's Strategic Plan and Action Plan;
- prepares periodic reports on the operation of the Department, which are submitted to the Head of the Department, has a long-term training plan, based on an analysis of training needs by target groups, has an annual training plan and budget for that purpose;
- participates in the preparation of the Annual Report on the work of the Agency, which is submitted to the Assembly of the Republic of North Macedonia;

	- makes regular contacts with other heads of departments and sectors and exchanges information and experiences.
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5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION	
5.1. Department of Public Relations, Transparency and Education	
Ordinal Number	29
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Public Relations Adviser - PR
Number of executors	1
Responsible in front of	The Head of the Department for Public Relations, Transparency and Education

View of education	Political science or public administration and administration
Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficient, effective, and high-quality execution of the most complex tasks related to informing the public and promoting the concept of free access to public information,- independent execution of the most complex tasks and tasks in order to inform the public about the Agency's operations.

Work tasks and responsibilities	<ul style="list-style-type: none"> - performs activities defined in the Department's program; - editing and updating the Agency's website; - preparation of news, information, reports and announcements, about significant events, held trainings, workshops, and other activities of the Agency; - responding to the submitted requests for public information in the possession of the Agency; - holding press conferences; - writing media information; - preparation of brochures, publications, newsletters and other promotional literature issued by the Agency; - participates in the preparation of a communication strategy and prepares reports on its implementation.
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5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION
5.1. Department of Public Relations, Transparency and Education

Ordinal Number	30
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Translation adviser
Number of executors	2
Responsible in front of	The Head of the Department for Public Relations, Transparency and Education
Type of education	Language science (linguistics) or literature science
Other special conditions	/

<p>Work goals</p>	<ul style="list-style-type: none"> - efficient, effective, and high-quality performance of the most complex work tasks related to the translation of materials and documents and performs oral/consecutive translation when making contacts with persons who do not know the Macedonian language. - Independent execution of the most complex tasks and duties for translation of reports, brochures and other materials.
<p>Work tasks and responsibilities</p>	<ul style="list-style-type: none"> - written, oral, electronic communication and correspondence in Albanian and English; - translation of materials from Albanian to Macedonian and vice versa for the needs of the Agency - translation of materials from English to Macedonian and vice versa for the needs of the Agency; - translations of legal acts and documents needed for analysis; - translates brochures, flyers, and other material.

<p>5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION</p>
<p>5.1 Department for public relations, transparency and education</p>

Ordinal Number	31
Code	ADM (UPR) 0101 V04 000
Level	B4
Vocation	Junior collaborator
Job title	Junior associate - translator
Number of executors	1
Responsible in front of	The Head of the Department for Public Relations, Transparency and Education
Type of education	Language science (linguistics) or literature science
Other special conditions	/
Work goals	<ul style="list-style-type: none"> - Performance of the simplest routine work tasks related to translation of materials and documents and interpretation/consecutive translation when making contacts with persons who are not familiar with the Macedonian language;

Work tasks and responsibilities	<ul style="list-style-type: none"> - helps in written, oral, electronic communication and correspondence in Albanian and/or English; - helps with the translation of materials from Albanian to Macedonian and vice versa for the needs of the Agency; - helps with the translation of materials from English to Macedonian and vice versa for the needs of the Agency; - helps with translations of legal acts and documents needed for analysis; - makes regular contacts with other employees of the Agency in order to perform work tasks.
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5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION	
5.1 Department for public relations, transparency and education	
Ordinal Number	32
Code	ADM (UPR) 01 01 B04 000

Level	B4
Vocation	Junior collaborator
Job title	Junior Education Associate
Number of executors	1
Responsible in front of	The Head of the department for public relations, transparency and education
Type of education	Organizational sciences and management (management) or education
Other special conditions	/
Work goals	- execution of the simplest routine work tasks related to the organization of trainings and other events of the Agency

Work tasks and responsibilities	<ul style="list-style-type: none"> - participates in the development of a long-term training plan; - participates in the preparation of an annual training program and budget for that purpose; - performs an analysis of training needs by target groups; - manages the process of training educators to make them more effective; - provides logistics for the trainings (invitations, communication, organization) and hires appropriate trainers, from the Agency or external depending on the needs; - attends the trainings, monitors and supervises them, documents the conducted trainings and prepares reports from each training;
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5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION
5.2 Department for cooperation and analysis

Ordinal Number	33
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the Department for Cooperation and Analysis
Number of executors	1
Responsible in front of	The Head of the Department for cooperation, transparency and education
Type of education	Political science, public administration and administration
Other special conditions	/

Work goals

- efficient, effective, and quality management of the daily operation of the Department;
- plans, organizes, coordinates and controls the work in the department, and ensures timely and up-to-date execution of the work in the Department;
- it ensures speed, effectiveness, efficiency, transparency, evidence and reliability in operation.

Work tasks and responsibilities

- prepares a program for the work of the Department, gives guidelines for the work of the employees, takes care of the timely and up-to-date execution of the work in the Department;
- prepares a program and work plan for the Department, prepares a proposal for procedures for work in the Department;
- gives instructions and guidelines to the employees of the Department for performing statistical and other types of analyzes for the needs of the Agency;
- participates and provides guidance in the preparation and management of the List of Holders;
- participates in the development and updating of the Agency's Strategic Plan and Action Plan;
- participates in the preparation of the Annual Report on the work of the Agency, which is submitted to the Assembly of the Republic of North Macedonia;
- prepares periodic reports and analyzes on the operation of the Department, which this employee submits to the head of the department.

5. SECTOR FOR COOPERATION TRANSPARENCY AND EDUCATION**5.2 Department for cooperation and analysis**

Ordinal Number	34
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Analysis Adviser
Number of executors	1
It corresponds to the pre	The Head of the Department for Cooperation and Analysis
View of education	Legal sciences, historical sciences or political sciences
Other special conditions	/

Work goals

- efficient, effective, and high-quality execution of the most complex tasks related to the creation of a database and preparation of analyzes for the needs of decision-making by the Agency's management;
- independent performance of the most complex tasks and tasks related to public release of data for the needs of external analysts, science, academia and other users.

Work tasks and responsibilities

- ensures reliable and timely archiving of data, as well as organizational technical measures for safe and accurate recovery of data and system functions in case of breakdown or other irregularities;
- participates in the management of statistics and analyses, methodologically processes the data in a historical context, as well as processing the data in connection with the aforementioned activities;
- collection and analysis of data related to administrative cases in the Agency, with historical distance, by type of cases, reception dynamics, duration for decision-making, type of decisions made, statistics by type of applicants, by type of information holders, by periods, by regional distribution, number of appealed cases to a higher instance, results of court processes and other necessary analyses;
- publication of analysis reports with a historical time frame on the Agency's website;
- preparation of special types of reports at the request of interested parties or at the request of the Public Relations Department, with historical data (by years).

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION

5.2 Department for cooperation and analysis

Ordinal Number	35
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Junior collaborator
Job title	Junior Associate for Collaboration with Information Holders
Number of executors	2
Responsible in front of	The Head of the Department for Cooperation and Analysis
View of education	Legal sciences, historical sciences or economic sciences

Other special conditions	/
Work goals	- execution of the simplest routine work tasks that refer to the execution of works based on specific instructions, directions and control from the Head of the Department that refer to the cooperation with the holders of information.

Work tasks and responsibilities

- performs the simplest tasks and duties that are performed in the Department, pertaining to the preparation of materials needed for the cooperation with the holders of information;
- helps with the implementation of the given directions and instructions necessary in the realization of the cooperation with the holders of information;
- helps according to the given instructions and directions, contacts the holders of information regarding the preparation and submission of the Annual Reports to the Commission;
- in accordance with the instructions given by the Head of the Department, this employee helps in the processing of data about the operation of the institution in a historical context;
- assists in the preparation of the Annual Report on the work of the Agency, which the Agency submits to the Assembly of the Republic of North Macedonia in accordance with the instructions given by the Head of the Department in the review of the operation of the institution in the past years.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION

5.2 Department for cooperation and analysis

Ordinal Number	36
Code	ADM (UPR) 01 01 G01 000
Level	G1
Vocation	Independent clerk
Job title	Independent Administrative Support Officer
Number of executors	1
Responsible in front of	The Head of the Department for Cooperation and Analysis
Type of education	Upper secondary school, legal or economic profession
Other special conditions	/

Work goals	<ul style="list-style-type: none">- Implementation of certain functions from the scope of the department that refer to the preparatory work for collecting materials for the realization of successful cooperation and implementation of certain analyzes.
Work tasks and responsibilities	<ul style="list-style-type: none">- performs simple tasks and duties under the guidance and supervision of the Head of the Department, pertaining to cooperation with holders of information in the field of free access to public information;- participates in the collection of the necessary materials for the cooperation plan in the field of free access to public information;- participates in the collection of materials for the Annual Report on the work of the Agency that the Agency submits to the Assembly of the Republic of North Macedonia in accordance with the instructions given by the Head of the Department from the domain of cooperation in the field of free access to public information;- establishes regular contacts with other civil servants in the Department and Sector and exchanges information and experiences;- This employee is responsible for the work within their powers.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION**5.3 Department for international cooperation and projects**

Ordinal Number	37
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Head of department
Job title	Head of the Department for International Cooperation and Projects
Number of executors	1
Responsible in front of	The Head of the Department for cooperation, transparency and education
Type of education	Legal sciences, economic sciences or organizational sciences and management

Other special conditions	/
Work goals	- efficient, effective, and quality management of the department's daily operations in order to achieve domestic and international cooperation;

Work tasks and responsibilities

- manages the Department, plans, organizes, coordinates and controls the work in the Department, ensures timely and up-to-date execution of work in the Department, prepares a work program for the Department, provides guidelines for the work of the employees, prepares proposed procedures for work in the Department, prepares periodic reports on the operation of the Department, which he submits to the Head and/or the Assistant Head of the Department;
- follows the European directives and regulations regarding access to public information, cooperates with representatives of the international community on the implementation plan of the Law on Free Access to Information, cooperates with international organizations and donors regarding the exchange of good practices in the field of free access to public information, cooperates with similar institutions in other countries and exchanges experiences, cooperates with other organizations and institutions, the non-governmental and private sector and promotes the concept of free access to public information;
- participates in international and domestic conferences and various similar events related to free access to public information;
- approves and controls implementation of international projects, financing and organization of promotional events, trainings, study trips, etc. sponsored by domestic and international funds and organizations;
- participates in the development and updating of the Agency's Strategic Plan and Action Plan;
- participates in the preparation of the Annual Report on the work of the Agency, which is

	<p>submitted to the Assembly of the Republic North Macedonia;</p> <ul style="list-style-type: none"> - takes care of the realization of project budget frameworks in coordination with donors and sponsors of project activities, prepares project files in cooperation with all Sectors of the Agency - users of project activities, preparation of project tasks, twinning, technical specification (ToR) and other documents, participates in the regular meetings for project monitoring and monitoring and evaluation of the same and contractor selection, coordinates the contracting parties and provides the necessary information and documents related to the technical implementation of the IPA project and other projects, performs forecasting and risk assessment in and respects the EU principles of publicity and transparency within the framework of the implementation of the Projects under its jurisdiction; - prepares annual, quarterly and monthly reports and monitors and coordinates the implementation of measures and activities from the National Program for the Adoption of EU Law (NPAA).
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5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION	
5.3. Department for International Cooperation and Projects	
Ordinal Number	38

Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	International cooperation adviser
Number of executors	1
Responsible in front of	The Head of the Department for International Cooperation and Projects
Type of education	Economic sciences or organizational sciences and management
Other special conditions	/

Work goals

- efficient, effective and quality execution of the most complex tasks and tasks in the direction of cooperation with representatives of the international community and international institutions on the plan of free access to public information;
- independent execution of the most complex tasks and duties related to the monitoring and application of European directives and regulations regarding free access to public information.

Work tasks and responsibilities

- regular monitoring and information on international agreements regarding free access to public information to which the Republic North Macedonia has acceded to or ratified them;
- follows European directives and regulations regarding free access to public information, makes comparative analyzes for the implementation of free access to public information in other countries in the region and beyond;
- cooperates with the representatives of the international community on the implementation plan of the Law on Free Access to Information, with international organizations and donors regarding the exchange of good practices in the field of free access to public information, cooperates with donors regarding the implementation of projects, the financing and organization of promotional events, trainings, study trips, etc. (finds suitable calls and makes project applications)
- participates in international and domestic conferences and various similar events related to free access to public information;
- participates in the implementation of projects sponsored by international funds and institutions and keeps proper documentation for all projects of the Agency sponsored by international funds and institutions;
- submits regular reports on the progress of the implementation of projects sponsored by international funds and institutions.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION**5.3 Department for international cooperation and projects**

Ordinal Number	39
Code	ADM (UPR) 01 01 B04 000
Level	B4
Vocation	Junior collaborator
Job title	Junior Project Work Associate
Number of executors	1
Responsible in front of	The Head of the Department for International Cooperation and Projects
Type of education	Legal sciences, economic sciences or organizational sciences and management

Other special conditions	/
Work goals	<ul style="list-style-type: none">- cooperation with representatives of the international community and international institutions on the plan of free access to public information;

Work tasks and responsibilities

- helps with regular monitoring and informing about international agreements regarding free access to public information to which the Republic North Macedonia has acceded to or ratified them;
- assists in the cooperation with the representatives of the international community on the implementation plan of the Law on Free Access to Information;
- searches the websites of other similar, foreign institutions such as the Agency and collects materials for comparative analysis to receive free access to public information;
- helps in cooperation with international organizations and donors regarding the exchange of good practices in the field of free access to public information;
- sbrowses Internet portals and looks for calls suitable for applying to the Agency of Projects;
- assists in the development of project applications;
- helps in the implementation of projects sponsored by international funds and institutions.

5. SECTOR FOR COOPERATION, TRANSPARENCY AND EDUCATION**5.3 Department for international cooperation and projects**

Ordinal Number	40
Code	ADM (UPR) 01 01 G 02 000
Level	G2
Vocation	Senior clerk
Job title	Senior clerk for administrative and professional affairs
Number of executors	1
It corresponds to the pre	The Head of the Department for International Cooperation and Projects
View of education	Higher/secondary high school or economic profession
Other special conditions	/

Work goals

- implementation of certain functions within the scope of the department that refer to the preparatory work for the collection of materials for international cooperation.

Work tasks and responsibilities

- performs simple tasks and duties under the guidance and supervision of the Head of the Department, and they refer to international cooperation in the field of free access to public information;
- participates in the collection of necessary materials for the plan of international cooperation in the field of free access to public information;
- implements the given guidelines for collecting and organizing legal and by-laws of international cooperation in the field of free access to public information;
- participates in the collection of materials for the Annual Report on the work of the Agency that the Agency submits to the Assembly of the Republic of North Macedonia in accordance with the instructions given by the Head of the Department from the domain of international cooperation in the field of free access to public information;
- establishes regular contacts with other civil servants in the Department and Sector and exchanges information and experiences;
- This employee is responsible for their work within their powers.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 13

This Rulebook may be revised and updated in the same way it was first adopted.

Article 14

With the entry into force of this Rule Book, the Rule Book for the Systematization of Jobs in the Commission for the Protection of the Right to Free Access to Public Information, with number 01-535/2 of 12.31.2015, ceases to be valid. The Rule Book for Systematization of Jobs in the Commission for the Protection of the Right to Free Access to Public Information, with number 01-72/4 of 22.06.2016 and the Rule Book for Amendments and Supplements to the Rule Book for Systematization of Jobs in the Protection Commission of the Right to Free Access to Public Information, with number 01-72/7 of 19.09.2016.

Article 15

This Rule Book enters into force on the day of adoption, and will be applied after the consent received from the Ministry of Information Society and Administration.

Director,

Plamenka Bojcheva