

Based on Article 17 paragraph (7) of the Law on Public Sector Employees ("Official Gazette of the Republic of North Macedonia" no. 27/14, 199/14, 27/16, 35/18 and 198/18 and "Official Gazette of Republic of North Macedonia" No. 143/19 and 14/20) and Article 34 paragraph 1 paragraph 7 of the Law on Free Access to Public Information (Official Gazette of the Republic of North Macedonia No. 101/2019), the Director of the Agency for Protection of the Right to Free Access to Public Information, on __.12.2021, adopted a

RULE BOOK

for amending and supplementing the Regulations for the systematization of jobs in the Agency for the Protection of the Right to Free Access to Public Information

Article 1

This Rule book amends and supplements the Rule book for the systematization of jobs in the Agency for the Protection of the Right to Free Access to Public Information (basic act number 01-439/2 dated 06.10.2020, number 01-66 /2 from 12.02.2021 and 01-66/5 from 29.04.2021) as follows:

Article 2

In Part IV - Description of jobs in the Agency for Protection of the Right to Free Access to Public Information, job position 1 - Secretary General, Code ADM (UPR) 01 01 A02 000, in the section type of education after the words "Legal Sciences," the words "or economic Sciences." are added.

Article 3

In Part IV - Description of jobs in the Agency for Protection of the Right to Free Access to Public Information, in point 4. Sector for administrative, legal, and general affairs, sub-point 4.1. Department for administrative procedures, at the workplace 16 - Junior associate for handling appeals, code (ADM) UPR 01 01 V04 000, in the section number of executors, the number "4" is replaced by the number "2".

Article 4

In Part IV. Description of jobs in the Agency for Protection of the Right to Free Access to Public Information, in point 4 - Sector for administrative, legal, and general affairs, sub-point 4.2. Department for Legal and General Affairs, after position 19 - Adviser for development and promotion of human resources code ADM (UPR) 01 01 V01 000, a new position is added: "19-a Senior Associate for Managing the Effect of Administrative Officers", which reads:

4. SECTOR FOR ADMINISTRATIVE, LEGAL, AND GENERAL AFFAIRS	
4.2 Department of Legal and General Affairs	
Ordinal Number	19-a
Code	ADM (UPR) 01 01 B02 000
Level	B2
Vocation	Senior Associate
Job title	Senior Associate for Managing the Effect of Administrative Officers
Number of executors	1

Responsible in front of	The head of the Department for Legal and General Affairs
Type of education	Organizational Sciences and Management
Other special conditions	/
Work goals	- efficient, effective, and high-quality execution of work tasks from the scope of managing the effect of employees in the Agency;

Work tasks and responsibilities

- takes care of the correct application of the legal and by-laws in the area of managing the effect of the administrative officers employed in the Agency;
- communicates with the Ministry of Finance, the Ministry of Information Technologies and Administration, and the Administration Agency for matters related to the management of the effect of the administrative officers employed in the Agency;
- performs professional-administrative, normative-legal, executive, statistical, administrative-supervisory, personnel, and other administrative tasks;
- participates in the preparation of 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, encourages teamwork, as well as participation in the development of negotiation skills, communication techniques in areas of risk and conflict of interest management and maintenance of social activities and creates a list of indicators according to which the performance of the employees in the Agency is measured, it 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; - manages the personnel files of the employees and maintains an orderly record of data; - provides professional assistance, advice, and mentors administrative officers from lower levels; - participates in the preparation of the Annual Report which is submitted to the Assembly of the Republic of North Macedonia.
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Article 5

In Part IV - Description of jobs in the Agency for the Protection of the Right to Free Access to Public Information, in point 5 - Department for Cooperation, Transparency, and Education, in the workplace 26 - Head of the Department for Cooperation, Transparency, and Education, Code ADM (UPR) 01 01 B02 000, in the section type of education, the words "or economic sciences" are added.

Article 6

In Part IV - Description of jobs in the Agency for Protection of the Right to Free Access to Public Information, in point 5 - Sector for cooperation, transparency, and education, subpoint 5.1. Department for Cooperation and Analysis, after position 34 - Analysis adviser, code (ADM) UPR 01 01 V01 000, a new position is added: "34-a Advisor for monitoring the Internet pages of information holders", which reads:

5. SECTOR FOR COOPERATION, TRANSPARENCY, AND EDUCATION

5.1. Department of cooperation and analysis

Ordinal Number	34-a
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	Advisor for monitoring the websites of information holders
Number of executors	1
Responsible in front of	Head of the Department for Cooperation and Analysis
Type of education	Organizational sciences and management, legal or economic sciences
Other special conditions	/

Work goals

- 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 tasks for the translation of reports, brochures, and other materials;

<p>Work tasks and responsibilities</p>	<ul style="list-style-type: none"> - performs an analysis of the websites of the information holders in the part of publication, management, and updating of the list of information; - monitors the publication of public information contained in Article 10 of the Law on Free Access to Public Information; - performs an analysis of the public information that is published on the Internet sites of the information holders; - submits the reports from the performed analyses, with recommendations for overcoming the established weaknesses, to the subjects of the analysis; - publishes analysis reports on the Agency's website; - 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.
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Article 7

According to the changes and additions made in the integral text of the Regulation on the systematization of jobs, amendments and additions are also made to the tabular display of jobs as an integral part of the Regulation.

Article 8

This Rule book enters into force on the day of its adoption and will be applied after receiving consent from the Ministry of Information Society and Administration.

Director,

Plamenka Bojcheva