

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 Protection Agency on the Right to Free Access to Public Information, on April 29, 2021, adopted a

RULE BOOK

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

I. BASIC PROVISIONS

Article 1

This Rulebook amends and supplements the Rulebook 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 of 06.10.2020 and number 01-66 /2 from 12.02.2021) as follows:

Article 2

In Part IV - Description of jobs in the Agency for the Protection of the Right to Free Access to Public Information, in point 4 - Department for Administrative, Legal and General Affairs, job title 13 - Assistant Head of the Department for Legal, General Affairs, and Administrative Procedures, Code (ADM) UPR 01 01 B03 000, is changed and reads:

4. SECTOR FOR ADMINISTRATIVE, LEGAL, AND GENERAL AFFAIRS	
Ordinal Number	13

Code	ADM (UPR) 01 01 B03 000
Level	B3
Vocation	Assistant Head of Department
Job title	Assistant head of the Department for Administrative, 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	/

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 objectives of the Sector, helps the Head of the Sector in the performance of their competences, replaces them in case of their 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 area of competence of the Sector;
- 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 issues related to the work of the Department;
- in case of absence or incapacity of the Head of the Department, replaces them and assumes their powers and tasks.

Article 3

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 position 27 - Assistant Head of the Department for Cooperation, Transparency, and Education, Code ADM (UPR) 01 01 B03 000, is changed to read:

5. SECTOR FOR COOPERATION, TRANSPARENCY, AND EDUCATION	
Ordinal Number	27
Code	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, economic science, or legal science
Other special conditions	/
Work goals	<ul style="list-style-type: none">- efficiently, effectively and qualitatively assists in the management of the sector, gives advice, and guidance in carrying out the sector's responsibilities and participates in the achievement of the sector's goals; - it helps in achieving free access to public information, achieving 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;
- manages the statistics and analyzes the methodological data processing results;
- manages the implementation of international projects, financing and organization of promotional events, trainings, study trips, etc. sponsored by domestic and international funds and organizations;
- manages the implementation of project budget frameworks in coordination with donors and sponsors of project activities, 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 while respecting the EU principles of publicity and transparency within the framework of the implementation of the Projects under his authority;
- 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 them and assumes their powers and tasks.

Article 4

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 Public Relations, Transparency, and Education, after position 29 - Public Relations-PR Adviser, Code (ADM) UPR 01 01 B01 000, a new position is added: "29-a Junior Associate for English Translations", which reads:

5. SECTOR FOR COOPERATION, TRANSPARENCY, AND EDUCATION	
5.1. Department of Public Relations, Transparency, and Education	
Ordinal Number	29-a
Code	ADM (UPR) 01 01 B01 000
Level	V1
Vocation	Adviser
Job title	English translation adviser
Number of executors	1

Responsible in front of	Head of the Department for Public Relations, Transparency, and Education
Type of education	Language science (linguistics) or literature science
Other special conditions	/
Work goals	<p>-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 are not familiar with the Macedonian language;</p> <p>-Independent execution of the most complex tasks and tasks for translation of reports, brochures, and other materials;</p>

Work tasks and responsibilities	<ul style="list-style-type: none"> - written, oral, electronic communication, and correspondence in English; - 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; - publishes the translated documents and information on the website of the Agency in English.
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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 - Sector for cooperation, transparency, and education, subpoint 5.1. - Department of Public Relations, Transparency, and Education, position 30 - Translation Consultant, ADM (UPR) 01 01 B01 000, is amended to read:

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	Albanian translations adviser
Number of executors	1
Responsible in front of	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, performs 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"> - written, oral, and electronic communication and correspondence in the Albanian language; - translation of materials from Albanian to Macedonian for the needs of the Agency - translations of legal acts and documents needed for analysis; - translates brochures, flyers, and other material; - publishes the translated documents and information on the website of the Agency in the Albanian language.

Article 6

In Part IV - Description of jobs in the Agency for the Protection of the Right to Free Access to Public Information, in point 5 - Sector for cooperation, transparency, and education, subpoint 5.1. Department for public relations, transparency, and education, in the workplace 31. Junior associate-translator, code ADM (UPR) 01 01 V04 000, in the section number of executors, the number "2" is replaced by the number "1".

Article 7

This Rulebook 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