

Based on Article 5 of the Law on the Takeover of Administrative Officers Employed Through the K-5 Program in the Ministry of Political Systems and Relations Between Communities (Official Gazette of the Republic of North Macedonia No. 302/2020) and Article 34 Paragraph 1 Paragraph 7 of the No. 101/2019), the Director of the Agency for the Protection of the Right to Free Access to Public Information, on February 12, 2021, adopted this

## **RULE BOOK**

### **for amending and supplementing the Rule book on the systematization of jobs in the Agency for 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 (number of the basic act 01-439/2 of 06.10.2020).

#### **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 3 - Department for ICT - information and communication technologies, in job position 10 - Junior associate for updating the database, code ADM (UPR) 01 01 B04 000, in the section type of education, the word: "or" is changed with a comma. After the word "electrical engineering," the words: "telecommunication engineering" are added.

#### **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. Sector for cooperation, transparency, and education, subpoint 5.1. Department for Public Relations, Transparency, and Education, after position 30 - Translations Adviser, (ADM) UPR 01 01 V01 000, a new position is added: "30-a Junior Associate for Public Relations - PR".

**5. SECTOR FOR COOPERATION, TRANSPARENCY, AND EDUCATION****5.1. Department of Public Relations, Transparency and Education**

<b>Ordinal Number</b>	30-a
<b>Code</b>	ADM (UPR) 01 01 B04 000
<b>Level</b>	B4
<b>Vocation</b>	Junior collaborator
<b>Job title</b>	Junior Public Relations Associate - PR
<b>Number of executors</b>	1
<b>Responsible in front of</b>	The Head of the Department for Public Relations, Transparency, and Education
<b>Type of education</b>	Political science or public administration and administration

<b>Other special conditions</b>	/
<b>Work goals</b>	<ul style="list-style-type: none"><li>- Execution of the simplest routine tasks related to informing the public about the work of the Agency and promoting the concept of free access to publicly available information.</li></ul>

**Work tasks and responsibilities**

- helps with the execution of activities defined in the Department's program;
- helps in editing and updating the website of the Agency;
- participates in the preparation of news, information, reports, and announcements about significant events; held trainings, workshops, and other activities of the Agency;
- assists in responding to submitted requests for publicly available information held by the Agency;
- helps in organizing and holding press conferences;
- assists in writing media information;
- assists in the 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.

#### **Article 4**

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, position with order number 31, and position title Junior Associate-Translator with code (ADM) UPR 01 01 B04 000, in the section number of executors, the number "1" is replaced by the number "2".

#### **Article 5**

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**