

Based on Article 17 paragraph (7) of the Law on Public Sector Employees ("Official Gazette of the Republic of Macedonia" no. 27/14, 199/14, 27/16, 35/18 and 198/18 and "Official Gazette of Republic of North Macedonia" No. 143/19, 14/20 and 208/24) 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 the Protection of the Right to Free Access to Public Information, on 12/26/2024, adopted:

RULEBOOK
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 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, number 01-66 /2 from 12.02.2021, number 01-66/5 from 29.04.2021, number 01-66/8 from 13.12.2021, number 01-461/7 from 14.09.2022, number 01-461/12 from 21.12.2022, number 01-84/1 from 14.02.2023, number 01-40/5 from 16.07.2024 and number 01-40/8 from 24.07.2024):

Article 2

In Part IV. Description of jobs in the Agency for the Protection of the Right to Free Access to Public Information, the position with ordinal number 2 with Code UPR 01 01 B01 000 and title "State Counselor for Cooperation with Holders of Information, International Cooperation and Projects" in The section Title of the position is changed and reads: "State adviser for cooperation with holders, proactive transparency and international cooperation," in the section Number of executors the number "2" is replaced by the number "1" and in the Work tasks and responsibilities section, a new work task and obligation is added as line 10 "Coordinates the activities, researches and analyzes related to the monitoring of the web pages of the owners, provides guidelines for the publication of information in the direction of improving the proactive transparency of the owners."

Article 3

In Part IV. Description of jobs in the Agency for the Protection of the Right to Free Access to Public Information, after the job with serial number 2 with Code UPR 01 01 B01 000 and the title "State Counselor", a new job 2-a is added: " State Counselor for Legal Affairs", which reads:

Ordinal number	2-a
Code	UPR 01 01 B01 000
Level	B1
Vocation	State Counsellor
Job title	State Counselor for Legal Affairs
Number of executors	2
Answers to	The Director of the Agency

Type of education	Social Sciences - Law
Other special conditions	Bar exam
Work goals	- Execution of the most complex tasks, supporting the work of the Agency's director and the general secretary and ensures timely, legal and efficient execution of works and tasks.
Work tasks and responsibilities	<ul style="list-style-type: none"> - performs the most complex tasks that require special independence and expertise, initiates and proposes views and solutions on principled issues of the Agency's responsibility; - advises the director and the general secretary on solving the most complex normative-legal matters, professional and administrative matters, which refer to ensuring the legal, timely and efficient performance of the works and tasks under the competence of the Agency; - prepares independently by-laws, information, opinions, reports, programs, analyzes and other materials that require expertise, and in connection with issues within the competence of the Agency; - proposes concepts and gives an opinion on professional issues related to the passing of laws and by-laws adopted by the Agency - ensures compliance with legal regulations, approves acts and reports within the scope of the powers; - prepares legal, professional-administrative acts that regulate and contribute to the improvement of the efficiency of the performance of the work tasks of the employees; - promotes the horizontal coordination of the sectors and prepares and coordinates the preparation of documentation for the quality management system; - undertakes activities for the realization of cooperation with national bodies, institutions and organizations; <ul style="list-style-type: none"> undertakes activities for the preparation and realization of national projects of the Agency; - provides expert opinions on laws, conventions, documents, etc. from the perspective of free access to information.

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 2. Department for Financial Affairs, job number 4 "Advisor for budget control", with Code UPR 01 01 B01 000, in the section of work tasks and responsibilities is changed to read:

Work tasks and responsibilities	<ul style="list-style-type: none"> - participates in the process of drafting the draft budget of the Agency, as well as drafting proposed amendments and additions to the budget; - prepares reviews for spending the financial resources of the Agency according to individual programs, subprograms and items; - 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; - provides professional assistance, advice and mentors lower-level administrative officers; - participates in the work of commissions and other working bodies established by the decision of the director of the Agency; - participates in the preparation of the annual report which is submitted to the Assembly of the Republic of North Macedonia.
--	---

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 4. Department for Administrative-Legal and General Affairs, 4.1. Department for Administrative Procedures, position with serial number 14. "Head of the Department for Administrative Procedures", with Code UPR 01 01 B04 000, in the section Other special conditions, the words "Passed judicial examination" are added.

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 4. Sector for administrative-legal and general affairs, sub-point 4.2. Department for Legal and General Affairs, position number 20. Associate for Legal and General Affairs, with Code UPR 01 01 B03 000, in the section type of education, the words "Legal Sciences" are replaced by the words "Social Sciences-Law," and in the work goals and tasks section, it is changed to read:

Type of education	Social sciences - law
Other special conditions	/

Work goals	<ul style="list-style-type: none"> - efficient, effective and high-quality management of work tasks from the scope of legal and general affairs in the Agency.
Work tasks and responsibilities	<ul style="list-style-type: none"> - monitors and analyzes the laws and by-laws under the Agency's jurisdiction, continuously monitors 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, 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; - 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, responses to lawsuits, appeals and extraordinary legal remedies, as well as other submissions before the courts where the Agency is a party to a dispute; - prepares a draft annual plan for public procurement of the Agency; - takes care of the timely initiation and implementation of the planned public procurements and monitors the implementation of each individual procedure, keeps records of the Agency's public procurements by types of procedures and keeps the documentation of completed procedures for public procurements; - prepares tender documentation, prepares announcements for public procurements in the Agency and publishes them in the electronic system for public procurements, prepares decisions on public procurement and for the selection of the most favorable bidder, draft contracts necessary for the realization of public procurements in the Agency; - keeps records of concluded contracts for public procurement in the Agency and submits notifications of concluded contracts to the Bureau of Public Procurement, carries out implementation and monitoring of public procurement in accordance with the approved funds in the Budget and provides professional and technical assistance to the Commission for Public Procurement regarding the implementation of the procedures for public procurement; - participates in the preparation of the annual report which is submitted to the Assembly of the Republic of North Macedonia.

Article 7

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, 4.2. Department for Legal and General Affairs, the position with serial number 22. "Junior clerk-archivist" with Code UPR 01 01 G04 000, is deleted.

Article 8

In the Rulebook for amending and supplementing the Rulebook for the systematization of jobs in the Agency for the Protection of the Right to Free Access to Public Information, number 01-66/8 of 13.12.2021, section 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, job number 26. "Head of the Department for Cooperation, Transparency and Education" with Code UPR 01 01 B02 000, in the section Type of education: the words "Political sciences, public administration, and administration or economic sciences" are replaced by the words "Engineering and technology."

Article 9

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, 5.2. Department for International Cooperation and Projects, position with order number 38. "Advisor for International Cooperation" with Code UPR 01 01 B01 000, in the Type of Education section: the words "Economic Sciences or Organizational Sciences and Management" are replaced by the words "Social Sciences."

Article 10

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

Article 11

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