



**REPUBLIKA E KOSOVËS/REPUBLIKA KOSOVA/ REPUBLIC OF KOSOVO
ORGANI SHQYRTUES I PROKURIMIT/ TELO ZA RAZMATRANJE NABAVKI/ PROCUREMENT
REVIEW BODY**

**REGULATION NO. 01/2015
ON INTERNAL ORGANIZATION AND SYSTEMATIZATION
OF JOBS IN THE PROCUREMENT REVIEW BODY**

Under Article 142 of the Constitution of the Republic of Kosova, Law No. 04 / L-042 on Public Procurement in Republic of Kosova, Article 34 of Regulation No. 05/2012 on Classification of Jobs in Civil Service, Article 34 paragraph 1 of Law No. 03 / L-189 on State Administration of Republic of Kosova, Article 21 of Regulation No. 09/2012 on the Internal Standards of Organization and systematization of jobs in the State Administration, Board of the Procurement Review Body, at its meeting held on the 16 .04.2015 approves:

**REGULATION NO. 01/2015
ON INTERNAL ORGANIZATION AND SYSTEMATIZATION
OF JOBS IN THE PROCUREMENT REVIEW BODY**

**Article 1
Purpose**

This Regulation aims to define the internal organization and systematization of jobs in the Procurement Review Body.

**Article 2
Scope of the Procurement Review Body**

1. This Regulation applies to the Procurement Review Body.
2. Procurement Review Body has these powers:
3. PRB can determine that complaints shall be reviewed by a review panel under Article 106 of the PRB under this Article of the Law on Public Procurement in Republic of Kosova, no. 04 / L-042;
4. PRB has the competence, authority, power and responsibility, under the conditions specified in Part IX of the Public Procurement Law in Republic of Kosova Nr. 04 / L-042;
 - 4.1. Review complaints from interested parties regarding possible violations of the Public Procurement Law in Kosova;
 - 4.2. Investigate and determine the facts that caused such complaints;
 - 4.3. To give order to any person, enterprise or public authority requesting from one person enterprise or such authority to submit, carry, present and/or enable access to data, information, documents (except privileged legal advice), and/or other items of movable and/or immovable property so that the review panel can reasonably exercise its' discretion, considered as important for undertaking investigation or procurement review procedures.
 - 4.4. To issue an order to any person to attend the procurement review procedure and to give testimony related to any matter asked by the Review Panel while exercising its' reasonable discretion as considered relevant related to the subject matter of this procedure;

4.5. To undertake any other necessary and the suitable measure in order to verify the arguments or allegations made by the parties;

4.6. If the respective contract has not yet been legally signed by both parties, and until now as allowed by this law, to give order by which the public contract award or the result of a projecting competition is avoided or suspended;

4.7. To order Contracting Authorities and obliging such Authority to suspend or terminate implementation of the procurement activities, or implementation of a decision of such Authority related to or during such a procurement activity;

4.8. To order Contracting Authorities, and obliging such Authority to cancel or revoke a decision of such Authority related to-or taken during procurement activity including unlawful conditions and specification in the tender dossier;

4.9. To order Contracting Authorities and obliging such Authority to pay compensation to the complainant;

4.10. To order Contracting Authorities and obliging such Authority to correct the alleged violation and/or prevent further damage of the appellant and/or any other interested party;

4.11. To order Contracting Authorities to avoid discriminating technical specifications, economic, financial or selection, such requirements or criteria included in notices, invitation, tender dossier or other documents of the signed contract through procurement activity;

4.12. To issue an order which obliges the officials for implementation of the law in order to help the PRB on execution of an order issued by PRB;

4.13. To issue an order which converts a concluded and signed contract into invalid one in case the contract has been signed without publication of the notification compliant with article 42, or if signing of contract is completed before expiry of time limit as provided for in sub-paragraph 4.1 paragraph 4 of article 26 of this Law;

4.14. Impose fines, in case Contracting Authority, despite the decision mentioned in sub-paragraph 2.13 of this article, continues to observe or implement the contract which is a subject of discussion of that decision;

4.15. Other competences of the PRB, are defined by the Law on Public Procurement in Kosovo no. 04 / L-042 and other laws of the Republic of Kosovo.

Article 3

The organizational structure of the Procurement Review Body

1. Procurement Review Body, is consisted of five (5) members elected by the Assembly of Kosovo, with a term of five (5) years and with the possibility of reappointment only one (1) term.
2. Duties and responsibilities of the Procurement Review Body, are defined by the Law on Public Procurement in Kosovo no. 04 / L-042, as well as the Rules of Procedure of the Public Procurement Review Body of Kosovo.
3. The organizational structure of the Procurement Review Body is as follows:

3.1. President of the PRB (1);

3.2. Board Members (4).

4. Head of the Secretariat of the Procurement Review Body (1);

5. Head of the Finance Division (1);

5.1. Official of the Financial Revenue (1).

6. Head of Division for reviewing the appeals;

6.1. Review Experts (4);

6.2. Official for Receiving Complaints and Protocol (1);

6.3. Official for archive (1).

7. Personnel manager (1).

8. Head of the Internal Division.

8.1. English - Albanian translator (1);

8.2. Senior Procurement official (1);

8.3. Information Technology Official (1);

8.4. Executive Assistant of Review Panels (1).

9. Head of Legal Department (1);

9.1. Senior legal official (1).

10. The number of employees in the Procurement Review Body is twenty-three (23).

Neni 4
Main responsibilities of the President of the PRB

1. Chairman of the PRB is responsible for convening the meetings of the Board, defining the agenda and chairing;
2. The President must represent, execute and organize the work of the PRB and is responsible for overseeing the daily management and affairs of the PRB, in his supervisory duties of everyday, President is assisted by Head of the Secretariat;
3. The President shall have the authority to define a member to organize and manage the work of the PRB in a particular area;
4. The President shall determine each complaint to a member of the Board of PRB, who will be the responsible person for the appeal and will also be a member of the review panel that will decide on the case;
5. The President shall decide on the composition of the Review Panels and appointment of members of the PRB, at review panels, pursuant to Article 23 of the current work regulation;
6. Upon the recommendation of a member of the Board assignedd by the President with overall responsibility to review a complaint, as described in Article 18 of the Rules of Procedure of the PRB, the President may appoint an external technical expert to review for conducting the technical review of the appeal when considered necessary additional technical knowledge and expertise that has the Unit for reviewing appeals of the PRB;
7. The Chairman shall be responsible for the organization and management of the rules of procedure, which will be decided by the Board of PRB, in order to govern and carry out reviewing procedures. Such regulations should be developed especially in accordance with the principles contained in Article 107 of the LPP;
8. President, if an excessive burden is placed on PRB, that would prevent the possibility of fulfilling its functions efficiently and in time, will request from the Assembly to appoint, on a temporary and ad hoc , one or more persons who are not members of the Board to serve as members of the Review Panels in accordance with the provisions of article 100, paragraph 7 of the LPP;
9. Chairman, in accordance with Article 112 of the LPP, if required by a contracting authority may issue an order to lift the automatic suspension of performing a procurement activity for which a complaint is submitted, taking into account the possible consequences of such a suspension for all interests that would be harmed, including the public interest and the interest of the complainant. Before undertaking any action on the request of the contracting authority, complainant will be given the opportunity to submit written arguments to the President about it why the Suspension should not be removed. The President shall notify the complainant and the concerned contracting authority in writing of its decision;
10. The President shall represent the PRB, in front of all legal entities and other third parties with public authority in Kosova, including the Parliament and the Courts;

11. The President shall communicate to the Assembly the annual report on the work of the PRB, after approval by the Board, in accordance with the LPP;
12. The President shall ensure the exercise of contacts with other state authorities;
13. President will sign all documents on behalf of PRB, and decisions taken by the Board of PRB. No official document to be issued by PRB without the President's signature, except decisions and documents issued by the Review Panels;
14. President will take a decision on the other issues, which, according to LPP, or the Rules of Procedure of the PRB, lie within the scope of his responsibilities;
15. In the event that the President is incapable or for reasons of lack of good health, his functions shall be exercised by a person selected and supported from other board members.

Article 5

The main responsibilities of the Board of PRB

1. PRB Board of 5 members, including the President, is responsible for all decisions of the PRB;
2. Members of the Board of PRB, according to the Public Procurement Law (PPL), are proposed by the Government and appointed by the Assembly, on the recommendation made by an independent selection body established by the Assembly. The independent selection body shall be composed of three judges appointed and designated by the Kosova Judicial Council;
3. Board members serve on a full time basis for a period of five years and may be reappointed only once. To ensure independence, and avoid possible conflicts of interest the provisions of Law no. 03 / L-155, amended as Law No. 02 / L-133 on Prevention of Conflict of Interest in exercising public functions will be fully implemented;
4. Board members must be citizens resident in Kosova, to be of high moral integrity, to have a law degree that is valid in accordance m Kosova law, to meet the eligibility requirements for appointment as judges and have a minimum professional experience of 3 years in the legal field;
5. The Board will organize and develop rules of procedure to govern the Review Panels and perform review procedures, which will be signed by the President of PRB. Board members shall be appointed as members of the Review Panels of PRB by these rules and will take on this responsibility in accordance with the appointment by the President;
6. The Board will be responsible for issuing internal regulations governing the work of PRB, and other issues, as these are not regulated by PPL, the Law on Civil Servants, or other laws;
7. The Board will approve the annual work report of the PRB;

8. The Board will be responsible for submitting budget of the PRB and financial management of the PRB, according to the approved budget, to ensure that the financial procedures of the MF and PRB are implemented by all members in their respective fields;
9. The Board shall ensure that the internal regulations governing the process of maintaining the "Registry of Technical Experts", as well as selection of experts from the Register tracked and included, as required;
10. PRB Board will make every effort in their meetings to reach decisions by consensus. If the President determines that consensus can not be reached, the matter will be put to a vote. Decisions are taken by majority vote of the members.

Article 6

The organizational structure of the Secretariat of the Procurement Review Body

1. Secretariat Organizational Structure of PRB consists of:
 - 1.1. Head of Secretariat of the PRB;**
 - 1.2. Head of Division for Budget and Finance;
 - 1.3. Head of Division for reviewing the appeals;
 - 1.4. Personnel manager;
 - 1.5. Head of Internal Division;
 - 1.6. Head of Legal Department.
2. Secretariat is led by Head of the Secretariat, which is elected according to the procedures defined by the Law on Civil Service for the selection of high-level officials and is appointed by the Board of the PRB.
3. **The number of employees in the Secretariat, is eighteen (18).**

Article 7

Main responsibilities of the Head of the Secretariat of the PRB

1. Under the supervision of the President of the PRB, ensure effective implementation of the mandates and functions of the PRB, particularly in the implementation of review procedures to the complaints and issues of the PRB, and its staff providing daily support to all administrative and operational matters of the President of the PRB, in accordance with applicable legislation and the Rules of Procedure of the PRB.
2. **Main tasks of the Head of the Secretariat of the PRB are:**
 - 2.1 Advising the Board and Chairman of the PRB, regarding the design and development of strategic objectives, work plans and budget of the institution;

- 2.2 It administers and manages the work of the PRB and ensures the timely implementation of its functions by providing daily support for all administrative and operational matters of the President; cooperates with the official for Receiving complaints and protocol from Division for reviewing appeals; It assigns the case to the Internal expert from the Division for reviewing appeals; issues decisions suspending procurement activities; It is responsible for maintaining the Register of Technical Experts; It is responsible for the preparation of the documentation for all payments, and in cooperation with the personnel manager for all issues that affect payment; It is responsible for the process of hiring new staff in cooperation with the personnel manager; is responsible for the inventory and assets of the PRB, he is also responsible for managing the finances of the PRB, conform the authorization of the President of PRB.
- 2.3 Under the supervision of the President of the PRB, manages civil servants and the budget of the institution and issue administrative instructions, decisions and concludes agreements which are in the interest of the institution;
- 2.4 Analyzes and evaluates the processes and procedures of the institution and recommends the President and Board changes / improvements in order to increase work efficiency; issues guidance documents that provide treatment of documents;
- 2.5 Supports the President and Board and ensures efficient and economical implementation of policies and procedures and services required for implementation of the mandates and functions of the PRB;
- 2.6 Recommends the The Board a training program for all members of the Secretariat and the Board;
- 2.7 Proposes to the President of the PRB, administrative reforms that require the EU standards;
- 2.8 Makes regular assessment of staff under his supervision and supports their development through training for performing their duties in accordance with the required standards.

3 Head of the Secretariat of the PRB reports to the President of PRB.

Article 8

Division for Budget and Finances

1. Budget and finance management for all organizational units of PRB institution.

2. Structure of the Budget and Finance Division consists of: :

2.1.Head of Division for Budget and Finances;

2.2.Official of the Financial Revenue.

3. The main tasks of the Head of Division of Budget and Finance are:

3.1 Designs work plans in accordance with supervisor to implement the tasks defined in the basic objectives of the unit and provides recommendations regarding the realization of the objectives of the unit;

3.2 Lead professional working groups in the specific professional field when required and performs specific tasks in the specific professional field and assists other staff of the institution in the implementation of their duties and responsibilities;

3.3 In cooperation with the supervisor analyzes and evaluates the implementation of the objectives and work plan of the unit and prepares reports on the progress and recommends improvements if required;

3.4 Analyzes and evaluates budget proposals of the budget unit and makes their examination critically by reviewing the correctness, completeness and accuracy and contributes to preparing the final budget for the budget unit;

3.5 Monitors the budget expenditures throughout the year and prepare reports on the budget spending;

3.6 Ensure that funds are available for expenditure of public funds and commitments are made in funding the respective systems of budgetary and financial institutions;

3.7 Analyzes and evaluates the cash flow plan, commitments and expenditures and ensures that they are made in accordance with the procedures and standards set by legislation for budget and finance;

3.8 Reviews complaints as appropriate, if authorized by the Head of the Secretariat of the PRB, performs other professional work in accordance with the purpose of employment which may be required from time to time by the supervisor.

4. Head of Budget and Finance shall report to the Head of the Secretariat of the PRB.

5. Main Duties Official / of Financial Revenues are:

5.1 Prepare standard forms for all services with payment provided by the institution and ensure that revenues are in accordance with the legislation in force;

5.2 Authorizes the Revenue processing and preparation of requests for transfer of funds by MF;

5.3 Equals revenue accounts in the treasury by economic codes for all budget lines that

- generate revenues for each quarter of the fiscal year;
- 5.4 It maintains regular contact with the MoF and commercial banks for the daily revenue reports and transfers to CBK;
 - 5.5 It classifies revenues by resources and organizational units where are generated the revenues and payments in the respective program enrolls treasury Balance SIMFK;
 - 5.6 Registration of revenues, including deposits of complaints of economic operators and the fines imposed by the PRB, for the contracting authorities, economic operators return the deposit;
 - 5.7 It compares and verifies each specified payment reports and recorded in Free Balance Balance SIMFK;
 - 5.8 Perform other duties in accordance with the purpose of employment which may be required from time to time by the supervisor;
6. Official for financial revenues reports to the Head of Division for Budget and Finance.
 - 7. The number of employees in the Division of Budget and Finance is two (2).**

Article 9

Division for reviewing the appeals

1. Develop and supervise the implementation of policies and procedures and the providing services from the Division of reviewing the appeals in public procurement, including support for recording and reviewing complaints submitted to the PRB.
2. The structure of the Division for reviewing the appeals consists of:

2.1 Head of Division for reviewing appeals;

- 2.2 Review experts;
- 2.3 Official for accepting appeals and protocol;
- 2.4 Archive official.

3. The main tasks of the Head for reviewing appeals are:

- 3.1. Manages the general work of the division and assists the Head of the Secretariat of the PRB, in the setting of objectives and the development of the work plan to achieve these objectives;
- 3.2. Manages the staff of the division in collaboration with the Head of the Secretariat of the PRB organizes its work through segregation of duties to the subordinates, provides guidance and monitors the work of staff to provide quality products and services;
- 3.3. Helps the PRB in the assessment of internal processes and procedures and recommends changes / improvements in order to increase the efficiency and quality of work;

- 3.4. Reviewing complaints of economic operators, for which is authorized and all other relevant documents that come with the PRB;
- 3.5. Develops and supervises the implementation of policies and procedures and providing services around the field of public procurement activities;
- 3.6. Directs the operation and management procedures for reviewing complaints with the review experts of the PRB, gives advice on public procurement;
- 3.7. Coordinates and cooperates with other institution managers;
- 3.8. It makes regular assessment of staff under his supervision and supports their development through training for performing their duties in accordance with the required standards.
- 4. Head of Division for reviewing appeals reports to the Head of the Secretariat of the PRB.

5. Main tasks of the Review Expert are:

- 5.1 In coordination with the Head of Division for reviewing appeals, develops and reaches agreement on work plans and timelines for the implementation of projects, services and related products in the field of complaint;
- 5.2 Performs tasks in the reviewing of complaints in public procurement foreseen in the work plans adopted in accordance with laws, regulations, policies and procedures, within the limits laid down, in conformity with Article 113 and 114 of the Law on Public Procurement in Republic of Kosovo No. . 04 / L-042, as well as prepares draft decisions of the Review Panels;
- 5.3 It conducts research, analysis, evaluation of options and recommendations for reviewing by the higher levels of the tasks or specialized projects approved;
- 5.4 Conducts working groups in the field of reviewing complaints in public procurement when required to do so;
- 5.5 It provides advice for the staff the lowest level within the organizational unit for the execution of their duties and responsibilities;
- 5.6 It provides advice in the area of the reviewing the complaint required within the institution;
- 5.7 Coordinates work with other parts of the PRB and communicates, as appropriate, with foreign authorities;
- 5.8 Performs any other tasks in specific professional field in accordance with the laws and regulations which may reasonably required from time to time.
- 6. Eksperti/ja Shqyrtues raporton tek Udhëheqësi/ja i/e Divizionit për Shqyrtimin e Ankesave. Review expert reports to the Head of the Division of reviewing appeals.

7. Main Duties of the Official for Receiving Appeals and Protocol are:

- 7.1 It receives and records with protocol the appeals and all official documents;
 - 7.2 It develops and reaches agreement on work plans and terms, in coordination with the Head of Division for reviewing Appeals and Head of the Secretariat of the PRB, for performing tasks including registration, protocol of the complaint whether the complaint is complete;
 - 7.3 Performs the tasks specified in the acceptance of the above complaints, request within the time limits set;
 - 7.4 Performs tasks in certain professional field under the general supervision and in collaboration with the Head of the Secretariat, when necessary;
 - 7.5 Makes reports, statistical data as requested by the Head of the Secretariat of the PRB and Head of Division for reviewing appeals;
 - 7.6 Communicates inside and outside of the PRB, for the exchange of information in areas of common interest;
 - 7.7 Coordinates with other officials to accommodate the flow of incoming and outgoing documents;
 - 7.8 Performs other duties in specific professional field in accordance with the laws and regulations which may reasonably be required from time to time.
8. Official for Receiving Appeals reports to the Head of the Division for reviewing Appeals.

9. Main Duties of the Archive Official are:

- 9.1 It develops and reaches agreement on work plans and timelines with the director and other professional staff for performing their duties, services and related products;
- 9.2 It provides arranging and maintaining regular archival materials, and proposes guidelines necessary for the function of the archive;
- 9.3 It determines in accordance with the law the way of maintaining the registry archives and archival materials;
- 9.4 Coordinates the work with the employee that handles the mail for the distribution of mail, documents inside and outside the institution;
- 9.5 Takes care for deadlines of archiving the cases, and prepares cases with permanent term for submission to the Archives of the Republic of Kosovo in accordance with the legal provisions;
- 9.6 Records data from standard forms in computer data base and checks any changes proposed for secondary classification;
- 9.7 Saves in special place the drives with electronic documents and files in confidence

nature;

9.8 Performs other duties in accordance with laws and regulations which may reasonably required from time to time by the supervisor.

10. Zyrtari/ja i/e Arkivës raporton tek Udhëheqësi/ja i/e Divizionit për Shqyrtimin e Ankesave. Archive Official reports to the Head of Division for reviewing appeals.

11. The number of employees in the Division for reviewing appeals is seven (7).

Article 10 Personnel Manager

1. Ensure the implementation of legal procedures relating to the management and development of human resources in the institution.

2. The main duties of the Personnel Manager are:

2.1 Leads the overall human resources and helps the supervisor in setting objectives and drafting work plan to achieve these objectives;

2.2 Manages with staff division and makes the division of tasks to his subordinates, provides guidance and monitors the work of staff to provide quality products and services;

2.3 Assists the supervisor in assessing internal processes and procedures and recommends changes / improvements in order to increase work efficiency;

2.4 Ensures the implementation of the legal legislation on the management and development of human resources;

2.5 It is responsible for ensuring the progress of the recruitment procedures of civil servants, preparing contests, act appointments, contracts for employment, wages and proceeding makes maintenance of personnel files;

2.6 Advises and supports the leaders of the institution's organizational units with adequate descriptions of job performance evaluation of staff in career development and professional growth;

2.7 Supports the work of the Commission for Appeals and requests and Disciplinary Commission, supports the Head of the Secretariat of the PRB, the qualification of the experts for inclusion in the "Register of Technical Experts" and the rejuvenation of the registry;

2.8 It makes regular assessment of staff under his/her supervision and supports their development through training to ensure the performance of their duties at the required standards;

3. Personnel manager reports to the Head of the Secretariat of the PRB.

4. The number of employees in the Human Resources field is one (1).

Article 11

Interior Division

1. Development and supervision of the implementation of policies and procedures and the provision of support services from the Division of Interior.

2. Structure of Internal Division consists of:

2.1 Head of the Internal Division;

2.2 English – Albanian translator;

2.3 Senior procurement official;

2.4 Information Technology Official;

2.5 Executive Assistant to the review panel.

3. The main tasks of the Head of Internal Division are:

3.1 Manages the general work of the division and assists the Head of the Secretariat of the PRB, in the setting of objectives and the development of the work plan to achieve these objectives;

3.2 Manages the staff division in collaboration with the Head of the Secretariat of the PRB organizes its work through division of duties to the subordinates, provides guidance and monitors the work of staff to provide quality services;

3.3 Assists the Head of the Secretariat on evaluation of internal processes and procedures and recommends changes / improvements in order to increase the efficiency and quality of work;

3.4 Reviewing complaints of economic operators, which is authorized and all other relevant documents that come with the PRB;

3.5 Prepares the decisions, orders, decisions, conclusions and other documents to PRB;

3.6 Manages the provision of domestic products and services, related to the support of the PRB, in the areas of technical assistance for the review panel, information technology, procurement, and translations;

3.7 Coordinated with the Head of the Secretariat about legal issues encountered and coordinates and cooperates with the Division for reviewing appeals;

3.8 It makes regular assessment of staff under his/her supervision and supports their development through training for performing their duties in accordance with the required standards.

4. The Head of Internal Division reports to the Head of the Secretariat to the Chairman of the PRB.

5. Main tasks of the English – Albanian translator are:

- 5.1 It develops and reaches agreement on work plans with the Head of Internal Division, other professional staff for performing their duties, services and the corresponding translation products;
- 5.2 Performs tasks required in specific professional translation, including conducting direct translation, translating the decisions of the PRB, translating the selected incoming and outgoing documents, etc.
- 5.3 Maintenance of personal archiving system materials translated correctly and confidential;
- 5.4 Performs specific tasks in the professional field of translation under general supervision;
- 5.5 Conducts research and basic analysis on specific topics assigned by the Head of Secretariat and Head of the Internal Division or high-level professional staff;
- 5.6 Communicates inside and outside the PRB, for the exchange of information in areas of common interest;
- 5.7 It provides professional support in the specific field of translation for the staff of the highest professional level as required;
- 5.8 Performs other duties in specific professional field of translation in accordance with the laws and regulations which may reasonably be required from time to time.
6. Translator English - Albanian reports to the Head of the Internal Division.

7. Main Duties of the Senior Procurement Official are:

- 7.1 Designs work plans in accordance with supervisor to implement the tasks defined in the basic objectives of the unit and provides recommendations regarding the realization of the objectives of the unit;
- 7.2 Lead working groups in the professional specific field when required and performs specific tasks in a specific field and helping other staff of the institution in the implementation of their duties and responsibilities;
- 7.3 In cooperation with the supervisor analyzes and assesses the implementation of the objectives and work plan of the unit and prepares reports on the progress and recommends improvements if required;
- 7.4 Ensures that all procurement requirements are in accordance with legislation and public procurement rules;
- 7.5 Prepares contracts and ensures that procurement methods and techniques are understood and implemented by other procurement officials;
- 7.6 Prepares standard forms and procedures, depending on the method of procurement and ensures that invitations to bid for tenders and their submission is made on time;
- 7.7 Provides detailed record keeping for all participating bidders, for the actions and

decisions, as well as the signing of comments from each member;

7.8 Performs other duties in accordance with the purpose of employment which may be required from time to time by the supervisor.

8. Senior Procurement official reports to the Head of the Internal Division.

9. Main Duties of the Information Technology official are:

9.1 It develops and reaches agreement on work plans and timelines with Head of Internal Division and Head of the Secretariat for the implementation of tasks related products and services in the field of Information Technology;

9.2 Performs the required tasks in the field of Information Technology, within certain time limits;

9.3 Performs tasks in the field of Information Technology's under general supervision of the Head of the Internal Division or Head of the Secretariat;

9.4 It conducts research and analysis based on topics assigned by the Headd of Internal Division or Head of the Secretariat or the PRB;

9.5 Communicates within and outside the institution for the information service in areas of common interest;

9.6 Maintains the website of Procurement Review Body;

9.7 It provides professional support in specific areas for the staff of the highest professional level required;

9.8 Performs other duties in specific professional field in accordance with the laws and regulations which may reasonably required from time to time.

10. Information Technology Official reports to the Head of the Internal Division.

11. Main duties of the Executive Assistant of the review panel are:

11.1 It provides general administrative support including technical and official mail, phone calls, scanning, faxing and copying documents, completion of expenses reports, and drafting of documents for various meetings;

11.2 Communicates directly and on behalf of the President and Members of the PRB, for cases initiated by the supervisor;

11.3 Prepares and modifies documents including correspondence, reports, memorandum and e-mails to the President and Members of the Board;

11.4 It receives and distributes correspondence for the supervisor and takes care of the progress;

11.5 Notify the contracting authorities, economic operators, review experts for the

hearing session to be held in the PRB;

- 11.6 Manages the calendar of meetings and other events for the President and Board members and assists in solving any technical and administrative problems;
 - 11.7 It assists the President and Members of the Board in setting and coordinating various meetings and attend meetings if necessary;
 - 11.8 Performs other duties in accordance with laws and regulations which may reasonably required from time to time by the President and members of the Board.
12. Executive Assistant for the Review Panels reports to the Head of Internal Division.
- 13. The number of employees in the Interior Division is five (5).**

Article 12

Legal sector

- 1. Ensuring of legal services and legal advice to ensure effective risk management, legal and contractual drafting and review of secondary legislation.
- 2. Structure of Legal Sector consists of:
 - 2.1 Head of the legal sector;**
 - 2.2 Senior legal official.
- 3. The main tasks of the Head of the Legal Sector are:**
 - 3.1 Leads the overall supervisor of the sector and helps in setting objectives and draft work plan to achieve these objectives;
 - 3.2 Manages with Sector staff and makes the division of tasks to his subordinates, provides guidance and monitors the work of staff to provide quality products and services;
 - 3.3 Examines proposed regulations and other acts that are proposed to the PRB Board for approval;
 - 3.4 Prepares regulations, administrative orders and other legal acts issued by the Board of PRB;
 - 3.5 It provides legal assistance and legal advice services for the institution;
 - 3.6 It ensures that the draft regulations, proposed and designed to comply with relevant standards, laws, and reviews the complaints of economic operators;

- 3.7 It provides representation and protection of the interests of the institution in civil, criminal, and administrative enforcement in the country's courts at all levels;
 - 3.8 It makes regular assessment of staff under his supervision and support their development through training to ensure the performance of their duties at the required standards.
4. Head of the Legal Sector shall report to the Head of the Secretariat of the PRB.

5. Main Duties of the Senior legal official are:

- 5.1 Designs work plans in accordance with supervisor to implement the tasks defined in the basic objectives of the unit and provides recommendations regarding the realization of the objectives of the unit;
 - 5.2 Conduct professional working groups in specific fields when required and performs specialized in a specific field and helping other staff of the institution in the implementation of their duties and responsibilities;
 - 5.3 In cooperation with the supervisor analyzes and evaluates the implementation of the objectives and work plan of the unit and prepares reports on the progress and recommends improvements if required;
 - 5.4 Drafts normative acts and other legal acts arising from the scope of the institution under procedures established by the applicable legislation;
 - 5.5 It is responsible for the compliance of legal acts with the Constitution and legislation in force in the Republic of Kosova.
 - 5.6 Revising legal and linguistic, legal and ensures that technical content is accurate and identical in three languages.
 - 5.7 It conducts research and analysis related laws and regulations within the scope of responsibility and give recommendations, advice, guidance for management of the institution;
 - 5.8 Performs other duties in accordance with the purpose of employment which may be required from time to time by the supervisor.
5. Senior legal Official reports to the Head of the Legal Sector.

6. The number of employees in the Legal Sector is two (2).

Article 13

Final provisions

1. Mobility of staff in accordance with the legislation on civil service within the institution is allowed if considered necessary for the progress of work.
2. Increase or decrease of the number of staff in accordance with the annual budget law does not create a need for amendment of this Regulation, except in cases when creating and / or extinguished organizational structures.
3. In accordance with paragraph 2 of this Article, the provisions of the annual budget law are an integral part of this Regulation.

Article 14

Repeal

With the entry into force of this Regulation, repealed Regulation with Protocol no. 402/12 dated: 02.10.2012 on Internal Organization of the PRB.

Article 15

Entry into force

This Regulation shall enter into force upon signature by the President of the Procurement Review Body.

Hysni HOXHA
President of the Procurement Review Body

Date : 16.04.2015
Prishtina