



**Republika e Kosovës**  
**Republika Kosova - Republic of Kosovo**  
*Qeveria - Vlada - Government*

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**REGULATION (GRK) NO. 30/2024 ON THE RECRUITMENT  
PROCEDURE OF PUBLIC SERVICE EMPLOYEES IN THE HEALTH  
SECTOR<sup>1</sup>**

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<sup>1</sup> Regulation (GRK) No. 30/2024 on the Recruitment Procedure of Public Service Employees in the Health Sector, was approved on the 223 meeting of the Government of Kosovo, with the decision No.08/223, dated 09.10.2024.

## **Government of the Republic of Kosovo,**

Pursuant to Article 93, paragraph 4 of the Constitution of the Republic of Kosovo, Article 81, paragraph 8, Article 82, paragraph 4 and Article 83, paragraph 5 of the Law 08/L-197 on Public Officials, Article 8, paragraph 4, subparagraph 4.5 of Law No. 08/L-117 on Government of the Republic of Kosovo,

Approves:

## **REGULATION (GRK) NO. 30/2024 ON THE RECRUITMENT PROCEDURE OF PUBLIC SERVICE EMPLOYEES IN THE HEALTH SECTOR**

### **CHAPTER I GENERAL PROVISION**

#### **Article 1 Purpose**

This Regulation defines the rules and procedures for the acceptance of public service employees in the health sector, in accordance with the basic principles defined in Law no. 08/L-197 for Public Officials (hereinafter LPO).

#### **Article 2 Scope**

The provisions of this Regulation are applied by all public service institutions in the health sector during the development of recruitment procedures, for all categories of public service employees in the health sector.

#### **Article 3 Definitions**

1. Expressions, terms and abbreviations used in this Regulation have the following meaning:

1.1. **LPO**– means Law No. 08/L-197 for Public Officials;

1.2. **Acceptance to the health sector**- means acceptance in all categories of public servants in the health sector, at the three levels of organization: Primary, secondary and tertiary;

1.3. **HRMU** - means the Human Resources Management Unit in the institutions responsible for recruiting public servants in the health sector;

1.4. **ISHRM** – means the Information System for Human Resources Management;

1.5. **UCHSK** – University Clinical Hospital Service of Kosovo.

2. Expressions, terms and other abbreviations used in this Regulation have the same meaning as the definitions given in the LPO and the Law on Health.

3. Expressions, terms and abbreviations used in one gender also mean the other gender.

#### **Article 4**

##### **Acceptance principles**

1. Acceptance to the public service is based on the principle of merit, equal opportunities, professionalism and integrity, non-discrimination and fair and equal representation of gender and communities.

2. Public service employees in the health sector are accepted on the basis of merit through an open and competitive procedure, determined on the basis of the LPO and this Regulation.

## **CHAPTER II**

### **ACCEPTANCE TO THE PUBLIC SERVICE IN THE HEALTH SECTOR**

#### **Article 5**

##### **Acceptance procedure**

Acceptance to the public service in the health sector is done for all categories of public service employees, through an open, public recruitment procedure, in accordance with the principles defined in the LPO.

#### **Article 6**

##### **Organization of recruitment procedures**

1. The competition procedure is organized, periodically, for a position or group of positions, with the same job description and requirements, according to the needs of the institution and according to human resources planning.

2. The competition is organized for same group positions:

2.1. in each public health service institution;

2.2. in all public health service institutions of the same nature under the same employer;

2.3. for the same positions in public health service institutions of different types of the same employer.

3. The recruitment procedures are organized by:

3.1. HRMU of UCHSK for employees in secondary and tertiary healthcare that are its component units;

3.2. HRMUs of Public Health Institutions that are not constituent units of UCHSK;

3.3. The municipality's HRMU for primary level health employees.

## **Article 7**

### **Announcement of the competition**

1. The announcement of the recruitment procedure for public service positions in the health sector is made by the HRMU in the ISHRM and the website of the relevant institution or other appropriate means of information.
2. Acceptance of applications is done within thirty (30) days, from the date of announcement of the recruitment procedure in ISHRM.
3. The announcement of the competition is published in accordance with the relevant Law on the use of languages.

## **Article 8**

### **Content of the competition announcement**

1. The recruitment announcement contains at least the following data:
  - 1.1. workplace;
  - 1.2. general job description;
  - 1.3. general criteria for acceptance into office, according to Article 9 of the LPO;
  - 1.4. additional specific criteria, if any;
  - 1.5. the knowledge, skills and qualities required in the recruitment procedure;
  - 1.6. the way to submit applications;
  - 1.7. the deadline for the acceptance of applications determined with an exact date;
  - 1.8. the documents that must be submitted as part of the application and the way of their submission;
  - 1.9. the way of evaluating candidates;
  - 1.10. the way of notification and communication with candidates;
  - 1.11. non-majority communities and their members are encouraged to apply for this position;
  - 1.12. applications submitted after the deadlines are not accepted and incomplete applications are rejected.
2. The candidate through the application declares and bears responsibility for the authenticity of all submitted documents as required by the announcement of the recruitment procedure.

3. False declaration according to this Article is a reason for exclusion from the recruitment procedure.

## **Article 9**

### **Candidate applications**

1. Candidates for a competition complete the application electronically with content according to Article 10 of this Regulation.

2. Candidates complete the application in the official language in accordance with the relevant Law on the use of languages.

## **Article 10**

### **Content of applications**

1. The application contains the following data:

1.1. the reference of the announcement of the recruitment procedure;

1.2. candidate's personal data;

1.3. level of education, as well as degrees obtained, educational institutions, graduation dates;

1.4. a detailed description of work experience, including information such as:

1.4.1. the name of the employer;

1.4.2. title, rank and/or similar;

1.4.3. the duration of the employment relationship;

1.4.4. description of main work tasks;

1.4.5. the number and type of personnel under supervision, if any;

1.4.6. the address and contact details of the previous employer;

1.4.7. the reasons for the termination of the previous employment relationship/s.

1.5. language knowledge;

1.6. information on special training carried out or offered, professional qualifications and specializations, special skills and publications if required in the competition;

1.7. computer knowledge.

2. Together with the application for participation in the recruitment procedure, candidates must also attach the following documentation:

2.1. the copy of the diploma requested by competition with data from the educational institutions, the decision on the nostrification of the diploma obtained abroad;

2.2. copies of proof of work experience;

- 2.3. copies of documents that prove the fulfillment of the conditions for application defined in the recruitment announcement and stated in the application.
3. With the exception of paragraph 2 of this Article, proof that he has full capacity to act, proof that the candidate has not been convicted of committing a criminal offense with intent, and the notarized educational qualification diploma, are submitted during the verification phase before the appointment.
4. Candidates shall fill out the application in accordance with the relevant Law on the Use of Languages.
5. HRMU offers technical support during the competition procedure, according to the request of the candidates.

### **Article 11**

#### **Submission of applications**

As a rule, applications shall be made through ISHRM. Due to the impossibility to apply electronically until the ISHRM is adapted, the candidates may submit the application in person.

### **Article 12**

#### **Admission Committee for professional positions**

1. The evaluation of the candidates, in the competition procedure for the professional category, is done by the Admission Committee.
2. The Admission Committee is established by:
  - 2.1. The General Director of UCHSK for secondary and tertiary health, its constituent unit.
  - 2.2. Director of the Public Health Institution, for institutions that are not constituent units of UCHSK.
  - 2.3. Mayor of the Municipality for primary health care institutions.
3. The Admission Committee is established for each group or position for which the competition is held, with a mandate of two (2) years, and consists of five (5) members:
  - 3.1. two (2) employees of public health services of middle or low-level managers of the relevant field according to the position or group for which the competition takes place;
  - 3.2. two (2) employees of the public health service of the professional category of the relevant field for the professional category for which the competition takes place; and
  - 3.3. one (1) representative from the HRMU of the institution where the procedure takes place.
4. For each of the categories of committee members, a substitute member is appointed. Substitute member exercises the duty in case of temporary incapacity of the main member.

5. Representatives from civil society and trade unions may participate in recruitment procedures as observers.

### **Article 13**

#### **Admission Committee for the lower and middle management category**

1. The professional evaluation of candidates for appointment to a position of the lower and middle management category is done by the Admission Committee.

2. The Admission Committee is established by:

2.1. The General Director of UCHSK for secondary and tertiary health, its constituent unit.

2.2. Director of the Public Health Institution, for institutions that are not constituent units of UCHSK.

2.3. Mayor of the Municipality for primary health care institutions.

3. The Admission Committee is established, with a mandate of two (2) years, and consists of five (5) members:

3.1. three (3) public service employees in the health sector of the same category or higher, with a position that is being recruited;

3.2. one (1) female employee from the HRMU of the institution where the procedure takes place; and

3.3. one (1) employee of the professional category with knowledge in the field of the vacant position.

4. For each of the categories of Committee members, a substitute member is appointed. The substitute member performs the duties in case of temporary incapacity of the main member.

5. Representatives from civil society and trade unions may participate in recruitment procedures as observers.

### **Article 14**

#### **Admission Committee for senior management category**

1. The Admission Committee for the professional evaluation of candidates for the appointment to the position of the senior management category is established by decision, by:

1.1. The Governing Board of UCHSK for the General Director of UCHSK and Executive Directors of the constituent units of the UCHSK.

- 1.2. Minister of Health for the healthcare institutions that report to the Ministry of Health.
2. The Admission Committee for senior management positions shall have five (5) members, with the following composition:
  - 2.1. three (3) existing employees in senior management positions;
  - 2.2. the head of the HRMU of the institution that conducts the procedure;
  - 2.3. one (1) representative from the Ministry of Health at the middle management level.
3. Representatives from civil society and trade unions may participate in the recruitment procedures for senior management positions as observers.

### **Article 15** **Stages of competition**

1. The competition is conducted in two (2) stages:
  - 1.1. preliminary verification of candidates and
  - 1.2. professional evaluation of candidates;

### **Article 16** **Preliminary verification**

1. Preliminary verification is the process of verifying whether candidates for admission meet the general and special criteria, according to the competition announcement.
2. The preliminary verification is carried out by the HRMU, which organizes the competition, no later than fifteen (15) days after the deadline for accepting applications, based on the documents submitted as part of the application.
3. HRMU publishes in ISHRM and the website of the institution, the list of candidates who meet the general and specific criteria for application.
4. Candidates who do not meet the conditions for application in accordance with paragraph 1 of this Article, do not have the right to continue the competition. The decision on non-fulfillment of the conditions for application is justified and notified individually to the applicants by the HRMU, no later than three (3) calendar days from the date of publication of the list.

### **Article 17** **Professional assessment of candidates**

1. The evaluation of the candidates is carried out by the Admission Committee for the respective category, defined by this Regulation.
2. Evaluation of candidates, including:
  - 2.1. assessment through a written test; and



2.2. evaluation through an oral interview.

### **Article 18** **Assessment through written test**

1. Evaluation through written testing is the first step of the professional evaluation process of candidates after the preliminary verification, which must be carried out within fifteen (15) days after the publication of the list of candidates who have passed the preliminary verification.
2. In the written test, candidates are assessed for their knowledge, skills and main qualities necessary, required for the position or group of the respective position.
3. The maximum possible assessment for the written test is up to seventy (70) points.
4. Only candidates who get at least fifty (50) points in the written test passes the written test.
5. The Admission Committee in full composition is obliged on the day of the written test to select/prepare the questions of the written test according to the multiple choice model with one or more correct answers, taking into account the areas of knowledge and skills defined in the recruitment announcement.
6. For management positions, in addition to questions according to the multiple choice model, the test must also contain a question in the form of an essay, which is evaluated up to 10 points.
7. The essay as in paragraph 6 of this Article is evaluated by all members of the Admission Committee individually, who sign the evaluation form. The collection of the points of each member of the Committee, derives the average of the final assessment for the essay by the Committee, for a certain candidate. The sum of the points assessed from the questions and the essay points constitutes the final assessment of the written test.
8. The written test contains not less than twenty (20) and not more than thirty (30) questions and one (1) short essay for leadership positions.
9. The Admission Committee determines the weight of each question not exceeding the maximum of 70 points.
10. The duration of the written test is no more than sixty (60) minutes.
11. After the evaluation of the written test, the HRMU, according to the decision of the Admissions Committee, compiles the list of candidates who have passed the written test and publishes the list on the ISHRM and the institution's website.
12. The Committee is responsible according to the legislation in force for the keeping of information and the written test.

## **Article 19**

### **Evaluation through interview**

1. After the evaluation of the written test, the evaluation of the candidates continues with the interview, which is carried out verbally and which must be completed within ten (10) days after the publication of the list of candidates who passed the written test.
2. Only candidates who have obtained at least fifty (50) points in the written test are entitled to participate in the interview.
3. HRMU notifies candidates who have successfully passed the written test regarding the day, time and place of the interview.
4. In the interview, are evaluated the required knowledge, skills and qualities that cannot be evaluated through the written test.
5. The interview is conducted by the Admission Committee, which prepares the same set of questions for all candidates. These questions should be prepared/selected on the day of the interview.
6. The interview in the professional, low and middle management category contains five (5) questions, where each one is evaluated with a maximum of six (6) points. In addition to the questions, the members of the Admissions Committee can also submit sub-questions to the candidate in order to provide a more accurate assessment related to the main question.
7. The interview for candidates for senior management positions is based on competence and contains five (5) questions which are evaluated with a maximum of four (4) points, as well as one (1) presentation question which is evaluated with a maximum of 10 points.
8. Each of the members of the Admission Committee makes a detailed evaluation of each question.
9. In the interview, the candidate can be assessed to a maximum of thirty (30) points.
10. The final evaluation of the interview for a candidate is the arithmetic mean of the evaluations of all members.
11. The sum of the points obtained by each candidate in each of the assessment steps gives the candidate's final assessment.

## **Article 20**

### **Announcement of the final result**

1. The final assessment of the candidate includes the sum of the points obtained in the written test and the interview.

2. After the interview, the Admission Committee prepares the final list of candidates that have passed the threshold of 70% of the total points and forward it to HRMU for publication.
3. The list is published in ISHRM and the institution's website and other appropriate means of information.

### **Article 21**

#### **Special provisions for candidates with equal points**

1. Candidates with equal points are ranked and selected in this order:
  - 1.1. if one of the candidates belongs to the category of persons with disabilities, then he/she shall be selected the first in relation the other candidate, if the representation is less than the reserved quotas;
  - 1.2. if the candidates are of different genders, then the first is selected candidate belonging to an underrepresented gender.
2. The least represented gender according to paragraph 1, subparagraph 1.2. of this Article, is determined by HRMU based on official statistics.
3. In the event that none of the alternatives defined in paragraph 1 of this Article can be applied, then the selection is done by draw.

### **Article 22**

#### **Complaint in admission procedure**

1. Candidates dissatisfied with the recruitment process have the right to file complain to the Complaints Commission within the institution where the recruitment procedure was conducted, within 30 days from the day of acceptance of the final decision.
2. The provisions of the Law on General Administrative Procedure apply to the procedures and time limits for review of complaints as well as the complaints against the decision of the Complaints Comitee.

### **Article 23**

#### **Pre-appointment verification**

1. After the selection of the winning candidate for a certain position, HRMU makes the final verification before the appointment of the fulfillment of the application criteria by the candidate.
2. The final verification includes:
  - 2.1. verification of the documents presented by the candidate on the basis of which the competition procedure was developed;
  - 2.2. verifying the completion of the criterion provided for under paragraph 1.4 and 1.5, paragraph 1 of Article 9 of the LPO; and

2.3. verification of continued fulfillment of other criteria provided for under Article 9 of the LPO, with the exception of the criteria of subparagraph 1.3 and 1.7. of Article 9 of the LPO.

3. For the final verification, HRMU asks the candidate to submit documents that prove the fulfillment of the criteria, in original or identical to the original.

4. If the evaluation is negative, the HRMU finds that the application criteria are not met and decides the exclusion of the candidate and continues with the next candidate who has reached at least seventy (70) points.

#### **Article 24**

##### **The establishment of the work relationship in the professional category, the lower and middle management category**

1. HRMU, after the verification, prepares the employment contract, which is signed by the appointing body of the institution and the candidate.

2. After receiving the employment contract, the winning candidate must show up at the institution where he is appointed, no later than fourteen (14) days from the date of receipt of the employment contract.

3. The deadline according to paragraph 2. of this Article can be extended at the request of the candidate, for reasonable reasons and with the agreement of the institution up to one (1) month, including the initial term.

4. In the event of non-appearance according to paragraph 2 or 3 of this Article, the HRMU follows the procedure for canceling the employment contract and the candidate loses the right, except when it is subject to a new competition procedure.

5. In the event that the HRMU cancels the employment contract, according to paragraph 4 of this Article, the procedure continues with the nomination of the next candidate who has reached at least seventy (70) points.

6. The employment relationship is established on the basis of the employment contract and is an employment relationship under the condition of confirmation at the end of the probationary period.

7. The employment relationship in the professional category is established for an indefinite period.

8. With the exception of paragraph 7 of this Article, the employment relationship of the professional category is established with a contract for a certain period in the following cases:

8.1. for replacement in cases of temporary absence of an employee;

8.2. in cases of temporary workload;

8.3. for certain projects of certain duration.

9. The employment contract for a certain period, according to paragraph 8 of this Article, is related as far as it is necessary, but cannot be bound for a period longer than two (2) years.

10. In the case defined in subparagraph 8.1 of this Article, the contract ends automatically, with the return of the employee being replaced.

11. The appointment to the position of senior management category shall last four (4) months with the right of extension for the same job position and for the same duration, based on the performance and proposal of the supervisor, in compliance with the provisions of Article 79 of LPO.

### **Article 25**

#### **Appointment to the senior management category**

1. The candidate evaluated with the most points by the Selection Committee above the minimum threshold of seventy percent (70%) of the overall evaluation points is considered the winning candidate.

2. The selected candidate, according to paragraph 1. of this Article, is appointed to the position by the head of the public health institution, within a period of thirty (30) days from the announcement of the winner.

3. The appointment in the position of the senior management category is made for duration of four (4) years with the right for extension, for the same job position, only once and for the same duration, according to the provisions of Article 79 of the LPO.

## **CHAPTER III**

### **PROBATIONARY PERIOD AND CONFIRMATION**

#### **Article 26**

#### **Probationary work**

1. After establishing the employment relationship, the employee is subject to a probationary period of:

1.1. six (6) months for the employee with an indefinite contract; and

1.2. 1/5 of the duration of the contract, for employees with a fixed-term contract.

2. Probationary work is the theoretical and practical preparation of the employee for the successful performance of work tasks.

3. During the probationary period, the public servant does not have the right to participate in the selection commissions, disciplinary commissions, and complaints commissions or to be appointed as a substitute in any other position.

## **Article 27**

### **Evaluation during the probationary period**

1. HRMU thirty (30) days before the end of the probationary period, requests in writing from the employee's direct supervisor to evaluate the probationary work.
2. The direct supervisor holds a meeting with the employee, not later than fifteen (15) days before the end of the probationary work related to his performance.
3. The notice of the meeting related to the evaluation of the employee's probationary work is sent to the employee at least three (3) days before the date of the meeting.
4. At the end of the probationary period, the appointing body, based on the evaluation report of work results, decides:
  - 4.1. confirmation of the continuation of the employment relationship according to the contract;
  - 4.2. the extension of the probationary period once only, up to half of the probationary period, if for justified reasons it was impossible to fully evaluate the employee;
  - 4.3. termination of the employment contract.
5. The reasoned assessment for the confirmation or non-confirmation of the supervisor's work directly sends it to the HRMU at least ten (10) days before the end of his probationary work.
6. In case the direct supervisor does not recommend the extension of the employment relationship, a decision to terminate the employment relationship shall be taken.
7. The Appointment Body, before issuing the decision whereby confirming or not the employment relationship, shall ensure that during the probation period, the employee has been under the continuous supervision of another employee assigned by the Appointment Body and Direct Supervisor.

## **Article 28**

### **Complaint against the decision of non-confirmation at the end of the probationary period**

1. The employee, whose continuation of the employment relationship is not confirmed, can submit a complaint within thirty (30) days against this decision, to the Complaints Commission.
2. The institution is obliged to keep the vacant job until the resolution of the complaint by the Commission or until the end of the deadline for its submission.

## **Article 29**

### **Annexes**

1. An integral part of this Regulation are the annexes as follows:

1.1. Annex No. 1 - Committee Member's Individual Evaluation Form for the Interview Candidate;

1.2. Annex No. 2 - Candidate's Essay Evaluation Form by the Selection Committee;

1.3. Annex No. 3 - Final Candidate Evaluation List.

**Article 30**  
**Entry into force**

This Regulation enters into force on the day of publication in the Official Gazette of the Republic of Kosovo.

**Albin KURTI**

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Prime Minister of the Republic of Kosovo  
29/10/2024



**The Republic of Kosovo**  
**Republic of Kosovo - Republic of Kosovo**  
*Government-Vlada-Government*

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**ANNEX 1**

**COMMITTEE MEMBER INDIVIDUAL ASSESSMENT FORM FOR CANDIDATES  
IN INTERVIEW**

**Job position:** \_\_\_\_\_

**Name and surname of the candidate:** \_\_\_\_\_

Scope of assessment	Maximum points	Member rating	Comment or remark from the committee member (if any).
Question 1	0-6		
Question 2	0-6		
Question 3	0-6		
Question 4	0-6		
Question 5	0-6		
TOTAL:			

**Member of the Admissions Committee - Name and Surname:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





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**ANNEX 2**

**CANDIDATE'S ESSAY EVALUATION FORM BY THE SELECTION COMMITTEE**

**Job position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Code:** \_\_\_\_\_

Maximum points	Admissions Committee					
	Evaluation of the member 1	Member rating 2	Member rating 3	Member rating 4	Member rating 5	The final result
10						

Admissions Committee	Name and Surname	Signature
Member 1		
Member 2		
Member 3		
Member 4		
Member 5		

**The final assessment result is the average of each individual assessment member of the Selection Committee**



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**ANNEX 3**  
**FINAL ASSESSMENT LIST OF CANDIDATES**

<b>Candidate:</b>	<b>Written test scores:</b>	<b>Interview points</b>	<b>Overall points:</b>

**Admission Committee:**

**Member 1** \_\_\_\_\_

**Member 2** \_\_\_\_\_

**Member 3** \_\_\_\_\_

**Member 4** \_\_\_\_\_

**Member 5** \_\_\_\_\_

**Date:** \_\_\_\_\_