



GOVERNMENT OF MONTENEGRO
MINISTRY OF HUMAN AND MINORITY RIGHTS

R U L E B O O K

**ON INTERNAL ORGANIZATION AND SYSTEMATIZATION
OF THE MINISTRY OF HUMAN
AND MINORITY RIGHTS**

Podgorica, February 2015

Pursuant to Article 37 paragraph 2 of the Law on State Administration (Official Gazette of the Republic of Montenegro, no. 38/03 and Official Gazette of Montenegro, no. 22/08 and 42/11), at the proposal of the Minister of Human and Minority Rights, the Government of Montenegro, at the session of _____ determined

R U L E B O O K

ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF THE MINISTRY OF HUMAN AND MINORITY RIGHTS

Article 1

This Rulebook shall determine the internal organization and systematisation of the Ministry of Human and Minority Rights (hereinafter: the Ministry) and establish organizational units, their scope of work, work positions, probation work and hiring of interns.

A. ORGANIZATIONAL UNITS AND THEIR SCOPE OF WORK

Article 2

Internal organizational units of the Ministry are:

- 1. Directorate for Promotion and Protection of Human Rights and Freedoms**
- 2. Directorate for Promotion and Protection of the Rights of Minority Nations and other Minority National Communities**
- 3. Directorate for Relations with Religious Communities**
- 4. Department for Gender Equality Affairs**
- 5. Department for Promotion and Protection of the Rights of Roma and Egyptians**
- 6. Department for European Integration, Programming and Implementation of EU Funds**
- 7. Cabinet of the Minister**
- 8. Service of General Affairs and Finance**

Article 3

1. The **Directorate for Promotion and Protection of Human Rights and Freedoms** shall perform activities related to: the protection of human rights and freedoms if such protection is not in the competence of other

ministries; protection from discrimination; analysing international and EU standards on human rights and freedoms and making proposals for the harmonization of national legislation with the relevant international standards; monitoring the development of the EU acquis and international standards in the part relating to the protection of human rights and freedoms; implementation of obligations for inclusion in international institutions within the scope of the work of the Directorate; implementation of projects financed by international organizations within the scope of the work of the Directorate; performing obligations arising from international agreements relating to the monitoring of measures of anti-discrimination policy; accession to international donor funds and providing additional extra-budgetary sources of funding for issues related to human rights and freedoms; making analysis, information and reports for needs of state organs and bodies on the situation in the field of human rights and freedoms that are not within the scope of the work of other ministries; performing other tasks in the field of human rights and freedoms in issues that are not within the scope of the work of other ministries, as well as other relevant activities within the scope of the work of the Directorate.

Article 4

2. The **Directorate for Promotion and Protection of the Rights of Minority Nations and other Minority National Communities** shall perform activities related to: monitoring realization and protection of the rights of members of minority nations other minority national communities in terms of their national, ethnic, cultural, linguistic and religious identity; improvement of mutual relations of members of minority nations and other minority national communities; improvement of inter-ethnic tolerance in Montenegro; establishing and maintaining undisturbed contacts between members of minority nations and other minority national communities with citizens and associations outside of Montenegro with whom they share national and ethnic origin, cultural and historical heritage and religious beliefs; making analysis, information and reports for needs of state organs and bodies on the situation of minority nations and other minority national communities in Montenegro; keeping the register of the councils of minority nations and other minority national communities; control over the election for minority councils; establishment of regional and international cooperation in the field of rights of minority nations and other minority national communities; monitoring of the implementation of international agreements in the field of minority rights and initiating harmonization of national legislation with international treaties and other international instruments on minority rights; other general questions

concerning the status of minority nations and other minority national communities, as well as other relevant activities within the scope of the work of the Directorate.

Article 5

3. The **Directorate for Relations with the Religious Communities** shall perform activities related to: the drafting of laws and secondary legislation relating to the status of religious communities; cooperation and relations of the state with religious communities and improvement of their position in society; affirmation and development of freedom to manifest the religion; protection of religious components in the cultural and ethnic identity of minority nations and other minority national communities; development and affirmation of the value of religious culture; providing support and assistance in religious architecture and protection of cultural heritage; helping to protect the legal and social status of religious communities, the exercise of their legal rights, regulation and improvement of social and material position of the clergy; keeping the register of religious communities, as well as other relevant activities within the scope of the work of the Directorate

Article 6

4. The **Department for Gender Equality Affairs** shall perform activities related to: preparation, creation and coordination of activities and research on various aspects of gender equality; coordination of the activities of all governmental and non-governmental bodies and organizations, local and international organizations dealing with issues of gender equality; preparation and monitoring the implementation of the Action Plan for achieving gender equality; monitoring the implementation of international treaties in the field of gender equality and initiate harmonization of national legislation with international treaties and other international instruments relating to gender equality; acting upon complaints of citizens in which they point out direct or indirect discrimination based on sex, performing operations in the field of gender equality in relation to joining the full membership in the European Union and the tasks related to European integration; building up the necessary administrative capacity to fulfil the obligations from the field of gender equality, arising from membership in the Council of Europe and the United Nations; establishing regional cooperation in the field of gender equality and cooperation with regional initiatives from the scope of the work of the Department; accession to international donor funds and provision of additional extra-budgetary sources of funding for issues in the field of gender equality; participation in the development of program proposals for funding

from the fund for pre-accession assistance of the EU and their implementation; preparation of reports on the implementation of international multilateral agreements in the field of gender equality; other tasks in the field of gender equality, as well as other appropriate operations from the scope of the work of the Department.

Article 7

5. The **Department for Promotion and Protection of the Rights of Roma and Egyptians** shall perform activities related to: general issues of the position of Roma and Egyptians; undertaking activities related to promoting and protecting of the rights of Roma and Egyptians in connection with joining the full membership in the European Union; building up the necessary administrative capacity to fulfil the obligations from the field of the rights of Roma and Egyptians, arising from membership in the Council of Europe and the United Nations; monitoring and implementation of cultural, educational, linguistic, religious and other rights relating to the improvement of the position of Roma and Egyptians; preparation and implementation of strategic documents relating to improvement of the position of Roma and Egyptians; other tasks of importance for the promotion and protection of the rights of Roma and Egyptian communities and their inclusion in the Montenegrin society, as well as other appropriate operations from the scope of the work of the Department.

Article 8

6. The **Department for European Integration, Programming and Implementation of EU Funds** shall perform the activities related to: the provision of activities related to EU accession within the competence of the Ministry, participation in discussions, international conferences, seminars and round tables from the field of Euro-Atlantic integration, in terms of human and minority rights as well as other issues related to EU integration; participation in preparation of proposals of projects/programmes for funding from the fund for pre-accession assistance (IPA) and other sources, and their implementation; defining procedures for implementing and monitoring projects of the Ministry in accordance with the recommendations of the authorities responsible for the establishment of a decentralized system for managing EU funds.

Article 9

7. The **Cabinet of the Minister** shall perform the activities related to: protocol, administrative and technical tasks necessary for the realization of

the functions of the Minister; preparation and implementation of internal and external communication, public relations; communication toward the Government and other organs of state administration and citizens; organization of meetings of the Minister; translation services for the needs of the Minister; other activities of importance for the functions of the Minister.

Article 10

8. The **Service of General Affairs and Finance** shall perform activities related to: administrative and technical tasks for the needs of the Ministry; monitoring and implementation of regulations in the area of labour relations and human resource development; preparation of general and individual legal acts for realization of rights from labour relations for civil servants and employees, creation and control of the application of the decisions on the deployment of civil servants and employees; planning continuous professional training for civil servants and employees of the Ministry; preparation of the act on organization and systematization of the Ministry; maintaining and updating personnel information system (PIS); maintaining and updating housing records; receiving, recording and storage of archived files, conduct of basic and supporting records; printing and reproducing materials; driver's and courier's tasks; processing of budgetary expenditures and payments of the Ministry; verification of the requests for payment, tracking monthly warrants and their consumption, record-keeping of incoming invoices; records of fixed assets; preparation and processing of bookkeeping documentation; bookkeeping (daily and general ledger); harmonization of bookkeeping with the actual situation; processing and delivery of statistical data; raising the advance payment and management of treasury; acquisition of stationery and consumables; preparation of reports for salaries, benefits and other employee earnings; preparation of periodical accounts and the final account; making other financial statements and their submission to the Treasury and tax administrations; planning and budgeting; organization of the list; planning and monitoring of investment transactions; monitoring and control of financial implementation of contracts concluded in public procurement procedures; timely and purposeful use of funds for purposes envisaged in the budget and financial plan; participation in the preparation of the report on the costs of IPA projects and the establishment and maintenance of the analytical system records in accordance with international accounting standards; preparation of public procurement plan and its submission to the competent authorities; preparation of reports on public procurement, public procurement procedures and keeping records on public procurement, as well as other relevant activities within the scope of the work of the Service.

B. SISTEMATIZATION OF ACTIVITIES AND TASKS

Article 11

For the execution of activities within the scope of the work of the Ministry,
shall be specified posts for 37 executors:

No.	Title and performance requirements	No. of execut.	Terms of Reference for the position
1.	Minister	1	
2.	Secretary of the Ministry - University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law, -at least three years of working experience in management or other appropriate positions that require independence in work, - passed professional examination for work in state institutions.	1	Coordinates the work of all internal organizational units of the Ministry; ensures the full implementation of relations and cooperation with the government institutions in the field of human and minority rights; performs other tasks requested by the Minister.
1. Directorate for the Promotion and Protection of Human Rights and Freedoms			
3.	Director General - University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least three years of working experience	1	Coordinates and manages the work of the Directorate; supervises the operations within the scope of the work of the Directorate; responsible for timely, lawful and full execution of tasks; delegates tasks to direct executors; performs the most complex tasks within the scope of the work of the Directorate; performs other tasks requested by the Minister.

	<p>in management or other appropriate positions that require independence in work,</p> <ul style="list-style-type: none"> - passed professional examination for work in state institutions 		
4.	<p>Independent Advisor I</p> <ul style="list-style-type: none"> -- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least five years of working experience, -- passed professional examination for work in state institutions, - English language skills (B1), - Computer skills. 	1	<p>Independently monitors the implementation of international agreements in the field of human rights and freedoms and participates in the affairs of harmonization of national legislation with international treaties and other international instruments on human rights and freedoms which are not under the competence of other ministries; improves cooperation with international institutions and other countries in terms of human rights and freedoms; fulfils the obligations arising from international agreements relating to monitoring of anti-discrimination policy measures that are not under the competence of other state organs; cooperates with non-governmental organizations dealing with anti-discrimination policy; performs other tasks as requested by the Director General and the Minister.</p>
5.	<p>Independent Advisor I</p> <ul style="list-style-type: none"> -- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law, -at least five years of working experience, -- passed professional examination for work in state institutions, - English language skills (B1), - Computer skills. 	1	<p>Monitors the realization of human rights and freedoms; investigates complaints of citizens which have pointed out to the direct or indirect discrimination; regularly monitors the implementation of the Law on Prohibition of Discrimination and the Law on the Protector of Human Rights and Freedoms of Montenegro and other laws from the field of human rights and freedoms which are under the competence of the Ministry; performs the tasks of collecting data on the application of the Law; performs the tasks of making the annual report on the implementation of the Law; monitors the compliance of new legislation (draft proposals); performs normative legislation matters for the needs of the Directorate; carries out administrative procedures and issues decisions; cooperates with local self-governments on issues related to human rights and freedoms in the field of</p>

			application of the standards at the local level; participates in seminars, workshops, conferences that are related to the terms of reference; performs other tasks as requested by the Director General and the Minister.
6-7	<p>Independent Advisor III</p> <p>-- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -- at least one year of working experience, -- passed professional examination for work in state institutions, - English language skills (B1), - Computer skills.</p>	2	Participates and monitors the activities within the scope of work of the Ministry in the preparation and implementation of international cooperation with the Council of Europe and the United Nations, performs professional activities related to dialogue with the institutions of the Council of Europe and the United Nations in the part relating to the competence of the Directorate; prepares reports and information relating to the obligations arising from instruments of the Council of Europe and the United Nations; maintains and updates database on the activities of international cooperation with the Council of Europe; performs other tasks as requested by the Director General and the Minister.
2. Directorate for the Promotion and Protection of the Rights of Minority Nations and other Minority National Communities			
8.	<p>Director General</p> <p>- University education in the range of 240-CSPK (VII-1 level of education qualifications), Area of Humanities or Social Sciences, -- at least three years of working experience in management or other appropriate positions that require independence in work, - passed professional examination for work in state institutions.</p>	1	Coordinates and manages the work of the Directorate; supervises the operations within the scope of the work of the Directorate; responsible for timely, lawful and full execution of tasks; delegates the tasks to direct executors; follows the operations of the minority councils; performs the most complex tasks within the scope of the work of the Directorate; performs other tasks requested by the Minister.

9.	<p>Independent Advisor I</p> <ul style="list-style-type: none"> - University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law, -at least five years of working experience, -- passed professional examination for work in state institutions, - Computer skills. 	1	<p>Performs tasks related to drafting laws and secondary legislation relating to the rights of minority nations and other minority national communities; initiates harmonization of national legislation with international standards and generally accepted documents concerning minority rights; carries out administrative procedures and issues decisions; cooperates with non-governmental organizations dealing with the promotion and protection of the rights and freedoms of minority nations and other minority national communities; performs normative legislation matters for the needs of the Directorate; performs other tasks as requested by the Director General and the Minister.</p>
10.	<p>Independent Advisor I</p> <ul style="list-style-type: none"> -- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least five years of working experience, -- passed professional examination for work in state institutions, - Computer skills. 	1	<p>Monitors the exercise of rights of minority nations and other minority national communities in the area of information, education, culture and other aspects of preserving the identity of minority nations and other minority national communities; makes reports, analysis and information; establishes regional cooperation from the field of rights of minority nations and other minority national communities; keeps the register of minority councils; monitors the process of elections for members of minority councils; cooperates with minority councils; monitors development of the rights and proposes measures and activities on the improvement of the rights of minority nations and other minority national communities; keeps statistics from the scope of the work of the Ministry; performs other tasks as requested by the Director General and the Minister.</p>
11.	<p>Independent Advisor I</p> <ul style="list-style-type: none"> -- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities Albanian Language 	1	<p>Monitors the exercise of rights in the field of information, education, culture and other aspects of preserving linguistic identity of Albanians; translates all documents relating to the position of the Albanian population in Montenegro; translates correspondence from Albanian and to Albanian language; registers the Albanian Council in Montenegro in Albanian language; translates all materials relating to the position of the Albanian population in Montenegro; cooperates with</p>

	<p>and Literature, -at least five years of working experience, - passed professional examination for work in state institutions, - Computer skills.</p>		<p>national public services-editorial offices in Albanian; performs other tasks as requested by the Director General and the Minister.</p>
3. Directorate for Relations with Religious Communities			
12.	<p>Director General</p> <p>- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least three years of working experience in management or other appropriate positions that require independence in work, - passed professional examination for work in state institutions</p>	1	<p>Coordinates and manages the work of the Directorate; supervises the operations within the scope of the work of the Directorate; responsible for timely, lawful and full execution of tasks; delegates tasks to direct executors; performs the most complex tasks within the scope of the work of the Directorate; performs other tasks requested by the Minister.</p>
13-14	<p>Independent Advisor I</p> <p>- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law, -at least five years of working experience, -- passed professional examination for work in state institutions, - Computer skills.</p>	2	<p>Monitors the work of religious organizations; establishes cooperation of the state with religious communities; performs tasks that require special expertise, analytical approach and independence in the work in accordance with the instructions from the superior; carries out administrative procedures and issues decisions; performs normative legislation matters for the needs of the Directorate; performs other tasks as requested by the Director General and the Minister.</p>

15-16	<p>Independent Advisor III</p> <p>-- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least one year of working experience, - passed professional examination for work in state institutions, - Computer skills.</p>	2	<p>Takes care of the promotion and the development of freedom to manifest religion; takes care of the protection of religious components in the cultural and ethnic identity of minority nations and other minority national communities; takes care of the development and affirmation of the values of religious culture; takes care of provision of support and assistance in sacral architecture and protection of cultural heritage; keeps the register of religious communities; takes care of assisting in the protection of the legal and social status of religious communities; takes care of the exercise of their legal rights; takes care of the regulation and improvement of socio-material position of the clergy; performs other tasks as requested by the Director General and the Minister.</p>
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4. Department for Gender Equality Affairs

17.	<p>Head</p> <p>- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least three years of working experience in management or other appropriate positions that require independence in work, - passed professional examination for work in state institutions.</p>	1	<p>Coordinates the work of the Department for Gender Equality Affairs; conducts analysis and research in the field of gender equality; participates in the development and implementation of projects and programs in the field of gender equality; monitors comparative experience in this field; responsible for the organization of the work of the Department, responsible for timely, quality and proper execution of tasks; performs the most complex tasks from the scope of the work of the Department; performs other tasks requested by the Minister.</p>
18.	<p>Independent Advisor I</p> <p>- University education</p>	1	<p>Monitors the implementation of the Law on Gender Equality; coordinates the activities of collecting data on the application of the Law; prepares the annual report on the implementation of the Law; monitors</p>

	<p>in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law, -at least five years of working experience, -- passed professional examination for work in state institutions, - Computer skills.</p>		<p>compliance of new legal solutions (draft proposals) with the gender equality mechanisms; performs normative legislation matters for the needs of the Department; carries out administrative procedures and issues decisions; cooperates with local mechanisms for gender equality in the field of application of the standards at the local level; actively participates in the affairs of evaluation and planning new activities, project proposal writing; participates in seminars, workshops, conferences; performs other tasks as requested by the Head and the Minister.</p>
19-20.	<p>Independent Advisor III</p> <p>-- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least one year of working experience, - passed professional examination for work in state institutions, - English language skills (B1), - Computer skills.</p>	2	<p>Prepares researches on various aspects of gender equality, in particular domestic violence; processes results of research; participates in writing proposals reports and comments reports; cooperates with NGOs engaged in the research; monitors the work of institutions and NGOs engaged in the research and statistics; cooperates with the Institute for Statistics in this area; monitors and participates in activities related to combating violence against women and domestic violence and cooperates with institutions that provide protection to victims of domestic violence; performs tasks related to development of communication and cooperation with related institutions for gender equality in the region and beyond; develops communication and cooperation with donors; regularly gathers information from the international scene when it comes to gender equality as well as information relating to reporting countries with respect to certain conventions; performs other tasks as requested by the Head and the Minister.</p>
5. Department for Promotion and Protection of the Rights of Roma and Egyptians			
21.	<p>Head</p> <p>- University education in the range of 240-CSPK (VII-1 level of education qualifications),</p>	1	<p>Performs tasks related to coordination and cooperation with government organs and organs of the local self-government in order to design and realize operational measures and activities aimed at improving the position of Roma and Egyptians in Montenegro; establishes contacts with international organizations, funds and bodies dealing with</p>

	<p>Faculty of Humanities or Social Sciences, -at least three years of working experience in management or other appropriate positions that require independence in work, - passed professional examination for work in state institutions.</p>		<p>the protection and improvement of the position of Roma and Egyptians; prepares materials and participates in international activities of the process "Decade of Roma Inclusion"; prepares reports on the implementation of adopted international documents in the field of protection and improvement of the rights of Roma and Egyptians; prepares reports, analyses information on the situation of Roma and Egyptians in Montenegro; performs other tasks related to improvement and protection of the rights of Roma and Egyptians in Montenegro; performs other tasks requested by the Minister.</p>
22.	<p>Independent Advisor II</p> <p>-- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least three years of working experience, -- passed professional examination for work in state institutions, - Computer skills.</p>	1	<p>Monitors the exercise of the rights of Roma and Egyptians in the field of information, education, culture, language, employment, health care, living conditions and other aspects of preserving identity and improving the position of Roma and Egyptians; collects information based on which makes reports and analysis on the position of Roma and Egyptians; cooperates with non-governmental organizations engaged in improving the position of Roma and Egyptians in Montenegro; performs other tasks as requested by the Head and the Minister.</p>
23.	<p>Independent Advisor III</p> <p>-- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least one year of working experience, - passed professional</p>	1	<p>Prepares and creates researches on various aspects of the exercise of rights of Roma and Egyptians; processes research results and participates in the development of recommendations to improve the rights of Roma and Egyptians in the field of information, education, culture, language, employment, healthcare, living conditions and other aspects of the preservation of identity and improving the position of Roma and Egyptians; performs other tasks as requested by the Head the Minister and.</p>

	examination for work in state institutions, - Computer skills.		
24.	Clerk - Secondary education in the range of 240-CSPK (IV level of education qualifications), -at least one year of working experience, - passed professional examination for work in state institutions, - Computer skills.	1	Performs technical preparation (complete, put off and storage) of research findings materials on the position of Roma and Egyptians in Montenegro, prepares materials for participation in international activities, collects data to produce reports on the implementation of the adopted international documents in the field of protection and improvement of the rights of Roma and Egyptians; collects data for the preparation of reports, analysis and information on the situation of Roma and Egyptians; performs other tasks related to improvement and protection of the rights of Roma and Egyptians; performs other tasks as requested by the Head and the Minister.
6. Department for European Integration, Programming and Implementation of EU Funds			
25.	Head - University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least three years of working experience in management or other appropriate positions that require independence in work, - English language skills (C1), - passed professional examination for work in state institutions.	1	Manages the activities of the Department, performs specific tasks and takes appropriate actions relating to matters of importance for Montenegro from the field of EU integration, prepares and participates in the discussions, conferences and round tables from the field of EU integration, prepares materials for information and reporting on the activities of the Government within the competence of the Ministry in the field of EU Integration, cooperates with other institutions of importance for EU accession, prepares proposals of projects/programmes for funding from the fund for pre-accession assistance (IPA) and other sources, and their implementation; prepares and regularly updates the internal Manual on IPA procedures as the Coordinator for Manual within the institution; performs other tasks requested by the Minister.
26.	Independent Advisor I -- University	1	Participates and monitors activities within the scope of work of the Ministry in the preparation and implementation of international cooperation with the EU in the

	<p>education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law,</p> <ul style="list-style-type: none"> -at least five years of working experience, -- passed professional examination for work in state institutions, - Computer skills. 		<p>process of harmonization of the legal system; carries out professional activities related to dialogue with the EU institutions in the part referring to the competence of the Ministry; monitors regulations of the EU and analyses the compliance of the legal system from the field of human and minority rights; makes initial recommendations for harmonization of regulations within the scope of the Ministry with the EU regulations; prepares reports, opinions and information for the purpose of monitoring the progress in meeting the benchmarks in the EU accession process; prepares and produces regular reports for the Government; maintains and updates database on the activities in the field of EU integration; cooperates with the Head in order to fulfil obligations for IPA projects; performs Risk Manager tasks within the IPA; carries out administrative procedures and issues decisions; performs other tasks as requested by the Head and the Minister.</p>
27.	<p>Independent Advisor III</p> <ul style="list-style-type: none"> -- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences, -at least one year of working experience, - passed professional examination for work in state institutions, - English language skills (B1), - Computer skills. 	1	<p>Participates in the development of projects; ensures monitoring of the implementation of projects financed from EU funds; ensures co-operation with all bodies and structures involved in the process of using the EU pre-accession assistance; participates in the preparation and revision of strategic and planning documents for pre-accession funds of the EU; performs other professional and administrative tasks for the Ministry from the field of EU integrations; performs other duties arising from the obligations in accordance with international treaties, national legislation and procedures in force for the management of pre-accession support of the EU and other tasks as requested by the Head and the Minister.</p>
7. Cabinet of the Minister			
28.	<p>Chief of Cabinet</p> <ul style="list-style-type: none"> - University education in the range of 240-CSPK (VII-1 level of 	1	<p>Coordinates the work of employees in the Cabinet of the Minister; takes care of correspondence and mail of the Minister; participates in implementation of the procedure for protocol in international</p>

	<p>education qualifications), Faculty of Humanities or Social Sciences,</p> <p>-at least three years of working experience in management or other appropriate positions that require independence in work,</p> <p>- passed professional examination for work in state institutions</p> <p>- English language skills (B1),</p> <p>- Computer skills.</p>		<p>activities; performs tasks and prepares the information under the Law on Free Access to Information; organizes meetings chaired by the Minister and makes minutes and proposals of conclusions from these meetings; monitors execution of orders and the conclusions of the Minister; prepares platforms and reports from international meetings with participation of the Minister; takes care of the presentation of the Ministry in the public, prepares press, information and other materials for the public; organizes public statements of representatives of the Ministry; takes care of presenting the work of the Minister; maintains regular contacts with the media; coordinates activities of responding the questions sent to the Minister by the media; prepares speeches for public presentation by the Minister; maintains regular communication and facilitates cooperation with the Bureau for Public Relations of the Government of Montenegro; monitors and analyses media coverage of the activities of the Ministry; performs other duties at the requested of the Minister.</p>
29.	<p>Independent Advisor III</p> <p>-- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Humanities or Social Sciences,</p> <p>-at least one year of working experience,</p> <p>- passed professional examination for work in state institutions,</p> <p>- English language skills (B1),</p> <p>- Computer skills.</p>	1	<p>Makes contact with the relevant institutions in the field of human and minority rights, and with representatives of the diplomatic and consular missions; provides opinions and interpretations for the implementation of the planned program of work and for addressing the issues within the scope of the work of the Ministry; prepares, studies and develops working materials, information and statements concerning the performance of obligations of the Minister; examines and processes petitions and complaints of citizens; receives parties; cooperates with NGOs; performs other duties at the request of the Minister.</p>
30.	<p>Independent Clerk – Technical Secretary</p>	1	<p>Performs technical preparation (complete, put off and storage) of materials from the sessions of the Government, the Parliament of</p>

	<ul style="list-style-type: none"> - Secondary education in the range of 240-CSPK (IV level of education qualifications), -at least three years of working experience, - computer skills. 		<p>Montenegro and its working bodies and other meetings attended by the Minister, the Secretary of the Ministry, the Director General or other authorized representative of the Ministry; keeps records of conclusions of the Parliament, the Government and other bodies related to the Ministry; performs technical tasks related to receiving the parties of the Minister; performs typing tasks at the request of the Minister; prepares a calendar of work obligations of the Minister; performs other duties at the request of the Minister and the Secretary.</p>
8. Service for General Affairs and Finance			
31.	<p>Head</p> <ul style="list-style-type: none"> - University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Law, -at least three years of working experience in management or other appropriate positions that require independence in work, - passed professional examination for work in state institutions. 	1	<p>Coordinates and manages the work of the Service; prepares individual acts on the exercise of labour rights; plans continuing professional education of civil servants and employees of the Ministry; keeps track of housing matters in the Ministry; takes care of providing technical and other conditions of work in the Ministry; cooperates with the Human Resources Management Authority; keeps personnel records; provides for the implementation of public procurement procedures and performs duties of public procurement for the Ministry; ensures preparation of tender documents, acts on requests for access to information, and performs other tasks at the request of the Minister.</p>
32.	<p>Independent Advisor I</p> <ul style="list-style-type: none"> -- University education in the range of 240-CSPK (VII-1 level of education qualifications), Faculty of Economics, -at least five years of working experience, -- passed professional examination for work 	1	<p>Ensures effective performance of financial affairs in the Service; supervises and controls the execution of the budget of the Ministry; performs financial tasks relating to the verification of the payment requests; monitors monthly warrants and their consumption; directly involves in the preparation of budget requirements for funding the organ (financial plan); makes contact with the competent state organ of finance and commercial banks; at the request provides data to audit institutions and participates in the development of financial statements; processes financial reports quarterly and yearly; monitors regulations from the field of accounting and finance; keeps</p>

	in state institutions, - computer skills.		business records using accounting system SAP.
33.	<p>Independent Advisor III</p> <p>-- Higher education in the range of 120-CSPK - V level of education qualifications, -at least one year of working experience, - passed professional examination for work in state institutions, - computer skills.</p>	1	Performs tasks related to the implementation of education and training of interns; in charge of personnel records and other types of records in the field of labour and takes care of updating; takes care is of timely entry of data in personnel information system and keeps other records pertaining to labour; performs tasks related to the development of human resources in the Ministry; participates in the preparation of draft analyses of existing personnel potential of the Ministry; cooperates with the Human Resources Management Authority related to the procedure of advertising, training, and evaluation; prepares the draft plan of integrity, which includes measures for prevention and elimination of possibilities for creation and development of corruption; prepares reports on the situation in this area; performs other tasks as requested by the Head and the Minister.
34.	<p>Clerk for Billing and Treasury</p> <p>- Secondary education in the range of at least 180-CSPK (at least III level of education qualifications), -at least one year of working experience, - passed professional examination for work in state institutions, - computer skills</p>	1	Prepares accounting sheets for the calculation of salaries; takes care of the delivery of monthly reports on salaries; performs an estimate and payment of salaries; keeps electronic treasury operations, treasury book and harmonizes actual situation with the bookkeeping records; carries out the processing and delivery of statistical data; raises cash advance payments; prepares and submits to the Tax Administration the data on paid taxes and fees; performs payments by programs of budget accounting; integrates the entire financial documentation of the Ministry; performs other tasks as requested by the Head and the Minister.
35.	<p>Independent Registry Clerk - Archivist</p> <p>- Secondary education in the range of 240-CSPK (IV level of education</p>	1	Receives the entire mail, opens the mail and divides it by classes; intakes the acts in register book, submits the acts in work through internal delivery books; keeps limiter of postage, outtakes the acts in register book, equips and distributes mail, archives cases; maintains registers; preserves the archival materials for submission to the State Archives; stores and handles the seal and stamp;

	qualifications), -at least three years of working experience, - passed professional examination for work in state institutions, - computer skills.		performs other tasks as requested by the Head and the Minister.
36-37.	Independent Clerk – Record Keeper - Secondary education in the range of 240-CSPK (IV level of education qualifications), -at least three years of working experience, - passed professional examination for work in state institutions, - valid driver’s licence for “B” category.	2	Performs tasks related to: the receipt of all documents delivered through the mail or directly and eliminates problems that can be eliminated when receiving mail, puts a registration stamp, performs in-taking or records through the books of receiving mail, separates documents according to the urgency of the matter and assign it to the organizational units; performs dispatch of mail via delivery books to the organs and institutions; photocopies materials; performs internal mail delivery and mail expedition; takes and delivers shipments. Drives a vehicle for the needs of the Minister and employees of the Ministry,, takes care of the technical condition of vehicles, registers and keeps service records of vehicles; keeps an appropriate record of the work and the technical condition of vehicles, car mileage and fuel consumption; if necessary transports employees. Performs other tasks as requested by the supervisor.

Article 12

For the purpose of professional training one or more trainees with university or secondary education may be employed in the Ministry.

C) TRANSITIONAL AND FINAL PROVISIONS

Article 13

Deployment of the employees of the Ministry, in accordance with the provisions of this Rulebook, shall be completed within 30 days from the date of entry into force of this Rulebook.

Article 14

The employees of the Ministry referred to in Article 11 of this Rulebook which shall be deployed on the work positions under the numbers 5, 9, 13-14, 18 and 26 shall issue decisions in administrative proceedings from 1 January 2016.

Article 15

By the entry into force of this Rulebook, the Rulebook on internal organization and systematization of the Ministry of Minority Rights No. 01- 424/13 of 28 February 2013, no. 01-2655-1/13 of 25 October, 2013 and No. 01-2093 / 14 of 1 August, 2014, shall cease to be valid.

Article 16

This Rulebook shall enter into force eight days after its publication on the notice board of the Ministry, and after determination by the Government of Montenegro.

Minister
Dr Suad Numanović

No: 01-023-51/15-6
Podgorica, 10 March 2015