



**Republika e Kosovës • Republika Kosovo • Republic of Kosovo
Institucioni i Avokatit të Popullit • Institucija Ombudsmana • Ombudsperson Institution**

The Ombudsperson, based on Article 10, paragraph 8 of the Law No. 05/L-019 on Ombudsperson,

Promulgates:

REGULATION No. 01/2015

**ON COMPETITION, ELECTION PROCEDURE AND PROPOSAL OF THE LIST
WITH NAMES OF CANDIDATES FOR DEPUTY OMBUDSPERSONS**

**Article 1
Purpose**

This Regulation aims setting out competition criterion, election procedure and proposal of the list with the names of candidates for Deputy Ombudspersons in compliance with the Law on Ombudsperson No. 05/L-019.

**Article 2
Election procedure**

1. In compliance with Article 14, paragraph 4 of the Law on Ombudsperson, the Ombudsperson has the right to propose to the Assembly of Republic of Kosovo (hereinafter: the Assembly) term extension for his/her deputies, who have completed the first term, without competitive procedures.
2. Election procedure of deputy Ombudspersons starts 6 (months) before ending of their mandate.
3. Notwithstanding paragraph 1 of this Article, when the mandate ends prematurely in case of resignation, dismissal or death of any of the deputies of the Ombudsperson, the election procedure for the deputy Ombudspersons starts within thirty (30) days from the date of post vacated.
4. The Ombudsperson brings the decision on public announcement for election of Deputy Ombudspersons.

5. Ombudsperson Institution (hereinafter: OI) advertises the vacancy announcement for election of Deputy Ombudspersons on written and electronic media in Albanian, Bosnian, Serbian and Turkish languages.

6. Duration of the public announcement for candidates' application is twenty (20) days.

7. Terms of the vacancy announcement are determined in accordance with Article 6 of the Law on Ombudsperson.

8. Apart conditions set forth in Article 6 of the Law on Ombudsperson, the vacancy announcement should contain the following as well:

- a) The address where application can be sent via post, e-mail, fax number or place where the application can be personally submitted;
- b) Information regarding the way of confirmation of the admitted application;
- c) Notice on ethnic and gender representation need;
- d) Notice about documents to be attached to the application;
- e) Contact information on further details.

Article 3 **Application procedure**

1. Announcement of the vacancy, application form and other documents should be prepared by OI Administration - Human Resources Unit, under Ombudsperson's attendance.

2. The following documents should be attached to the application:

- a) Proof on educational and professional qualifications;
- b) A cover letter;
- c) A Curriculum Vitae (CV - autobiography);
- d) Testimony of Kosovo Republic citizenship;
- e) Proof on work experience.

3. Application should be prepared in official languages and be disseminated:

- a) On Ombudsperson Institution web page; and
- b) On Ombudsperson Institution headquarter (hard copy).

4. After receiving applications, administration records official admission of the application in the register. Register shall contain information required in Article 3.2 of this Regulation.

5. After the deadline for application expires the administration proceeds all applications to the Commission for recruiting and interviewing of candidates for Deputy Ombudspersons (hereinafter: Commission).

Article 4 **Recruiting and interviewing commission**

1. Based on the decision, the Ombudsperson institutes the Commission for recruiting and interviewing of candidates for Deputy Ombudspersons.

2. The Commission shall comprise of five (5) members: the Ombudsperson, who chairs with the Committee and four (4) other members, appointed by the Ombudsperson, who are experienced experts on the field of human rights and NGOs (civil society) representatives in the field of human rights.

3. The Commission discloses ethnic and gender diversity. At least one of Commission members shall be a member of the non-majority communities and at least one Commission member shall be of the opposite sex.

Article 5 Recruiting process

1. The Commission examines each application to determine if all formal requirements set forth in the competition have been fulfilled.

2. Applications that do not meet formal requirements are removed from further recruitment process.

3. The Ombudsperson is the final authority for selection and proposing of the list with the names of candidates for Deputy Ombudspersons.

Article 6 Shortlist

The Committee compiles a shortlist of candidates who meet the formal requirements for the interview. The Commission sets dates of candidates' interview and determines the order of the call. The Commission locates the premise in OI for the interviewing process, where the confidentiality and objectivity of the interviewing process will be enabled.

Article 7 Interviewing process

1. Interviewing of the candidates will be conducted by the Commission.

2. The Commission can assure that professional and technical support to the Commission is provided by administrative staff.

3. Interviews will be held within ten (10) calendar days after the Commission has completed the selection process, as set forth in Section 5.1 of the Regulation. Each candidate will be notified no later than seven (7) days before the interview.

Article 8 Commission's Report and its review

1. After each interview, the Commission will prepare a report on questions raised during the interview and the answers provided by respective candidate. The Commission ends the report

with a brief assessment of candidate's appropriateness for the position for which has been proposed, by disclosing the reasons for such assessment.

2. Commission drafts the final report within a period of seven (7) days after accomplishing interviewing of the candidates.

3. After the final report has been prepared, Committee Chairperson shall convene the meeting where the report will be reviewed.

4. The meeting is closed for the public, apart for the observers, whose presence is permitted by the Commission at the beginning of the meeting. Committee chairperson ought to be present at the meeting.

5. When deciding upon the proposed candidates for Deputy Ombudspersons, the Commission abides with the text which reveals own reasons for the proposal done to each candidate. The final proposing list of candidates for Deputy Ombudspersons ought to be in compliance with Article 10, paragraph 5 of the Law on Ombudsperson.

6. Within a period of fifteen (15) days, after the final Report of the Commission has been reviewed, the Ombudsperson shall prepare a list of elected candidates in accordance with Article 10.3 of the Law on Ombudsperson, listed according to their surnames in alphabetical order, jointly with justification for each proposal and submits it to the Assembly of Republic of Kosovo to be reviewed in the plenary session, by attaching the final report of the Commission and supporting documents for each proposed candidate. The Ombudsperson submits to the Assembly a list of proposed candidates for Deputy Ombudspersons, in accordance with Article 10.3 of the Law on Ombudsperson.

Article 9 **Entrance into force**

This Regulation shall enter into force fifteen (15) days after publication in the Official Gazette of the Republic of Kosovo.

Prishtinë, 15 December 2015


Hilmi JASHARI

Ombudsperson