



Kolegji AAB
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**REGULATION ON THE
DESCRIPTION AND SYSTEMATIZATION
OF THE WORKPLACE**

Approved by: AAB College Governing Board
Chairman of the Steering Council: Ilir Tafa

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Pursuant to the Statute of AAB College (hereinafter AAB) and based on it, the Board of Directors approves this regulation.

REGULATION ON THE DESCRIPTION AND SYSTEMATIZATION OF THE WORKPLACE

I. GENERAL PROVISIONS

Article 1

This Regulation aims to define the internal organization and systematization of the workplace at AAB College.

Article 2

1. This Regulation is implemented by all organizational structures within AAB College
2. The duties and responsibilities of AAB College are defined by the Law on Higher Education and the Statute of AAB College, as well as the relevant in force legislation.
3. According to this Regulation, the organization of work enables the implementation of in force legislation, sub-legal acts and other internal acts of AAB College, as well as other activities that are within the competences of AAB College.

II. THE ORGANIZATIONAL STRUCTURE OF AAB COLLEGE

Article 3

1. The structure of the governing bodies of AAB College is as follows:
 1. Steering Council
 2. Rectorate
 3. Senate of AAB College
2. The regulation and functioning of the Steering Council and the Senate is provided by the Statute and will not be addressed in this regulation.

III. RECTORATE

Article 4

Rectorate consists of;

1. Rector
2. Vice-rector
3. Vice-rectors
4. General secretary
5. Head of branch
6. Head of quality assurance office

Article 5

Rector's office

The Rector's support staff consists of:

1. Advisor of Media and Public Relations
2. Advisor of Analysis and Innovation
3. Administrative Assistant
4. Driver

Article 6

Rector

- Duties and responsibilities of the Rector are:

1. To act on behalf of AAB and to represent it to the public and further;
2. To plan, organize, lead and supervise the processes and development of the institution;
3. To present the proposals, recommendations and opinions of the Senate to the Steering Council;
4. To chair the Senate;
5. Establish an internal quality assurance system;
6. To direct and develop all teaching - educational and scientific - artistic work;
7. Ensure efficient, economical and useful use of AAB funds;
8. Ensure efficient use of AAB resources, capacities and protection of property;
9. To decide on the announcement of contest for the admission of students;
10. Proposes to the Steering Council the strategy for scholarships;
11. Implement the decisions of the Steering Council;
12. To propose the Vice-rectors to the Steering Council;
13. Appoint management staff in certain positions;
14. To announce the winners of the admission contest;
15. To award prizes and gratitude;
16. Initiates the issuance of new regulations, their supplementation and amendment, and as well as the amendment of the statute;
17. Hold regular weekly meetings with the management staff and inform the Chairman of the Steering Council on the decisions taken in these meetings;
18. To sign diplomas of graduates of all levels;
19. Forms ad hoc commissions for certain issues;
20. Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
21. To perform all other duties as defined by this Statute and other regulations in force.

Article 7

Vice-rector for Teaching and Academic Affairs

Duties and responsibilities of the Vice Rector for teaching and academic issues are:

1. In cooperation with the Rector, deans and managers of the sector, drafts the annual



- work plan;
2. Publishes the work plan in eManager and monitors the publication of relevant plans of subordinates;
 3. Implements policies for quality assurance of academic services;
 4. Oversees the work of deans and branch heads and provides recommendations for resolving various issues;
 5. Evaluates, develops and implements existing academic programs and drafts reports and recommendations for improving the quality of curricula and teaching;
 6. In cooperation with the vice-rectors, deans, heads of branches, reviews and takes measures for the implementation of new policies and practices in the teaching-academic process;
 7. In coordination with the rector, vice-rectors and deans drafts and approves technology implementation policies in the service of academic processes;
 8. Identifies the needs and priorities for the development of new study programs;
 9. Develops and implements the program evaluation process and takes care of meeting professional and academic standards;
 10. Leads the Commission for Academic Advancement;
 11. In cooperation with the deans, branch heads and the director of the library, reviews the needs for literature and its harmonization with the study programs;
 12. Approves the reports for the final results of the exam;
 13. Approves the plans and periodic reports of the deans;
 14. Participates in the meetings of the Steering Council;
 15. Reviews the daily requirements of deans, academic staff, managers and students related to the teaching process;
 16. Initiates and participates in the drafting of regulations related to academic matters;
 17. Takes care of the implementation of the legal acts of the institution in the field of teaching issues;
 18. Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
 19. Performs other duties as requested by the Rector;
 20. The Vice-rector for Teaching and Academic Affairs reports to the Rector.

- The Vice-rector for Teaching and Academic Affairs reports to the Rector.

Article 8

Vice-rector for Scientific Research

- Duties and responsibilities of the Vice Rector for scientific research are:

1. Leads and coordinates scientific research and research projects;
2. Advises the rector on the scope of the science sector;
3. In cooperation with the faculties, designs scientific projects and applies for scientific research grants;
4. Drafts and supervises the methodology for respecting the standards and procedures of master dissertations according to the Regulation for the organization of master studies;
5. Requires statistics and other information related to the progress of master dissertations;
6. Creates and uses the database of master studies;
7. Develops the capacities of the Master Study Councils;
8. In cooperation with the Office for Public Relations, coordinates the publication of data from master dissertations;

9. Coordinates scientific conferences in cooperation with the dean's offices;
10. Coordinates and supervises the registration in the database of scientific projects implemented by the faculties;
11. Coordinates the review of staff requests for participation in scientific conferences;
12. Manages the Scientific Journal, according to the tasks foreseen for an editor-in-chief by the Council of Science Editors;
13. Supervises/edits the journal for special issues of conferences (according to the principle and duties of the editor-in-chief);
14. Runs the publishing house according to the principles and tasks set forth by the Council of Science Editors;
15. Drafts the development plan and strategy for the science sector, by foreseeing the fields of action, mechanisms and structures carrying certain activities;
16. Collects and disseminates information on various international projects and initiatives for the science sector;
17. In cooperation with the Office for International Cooperation, initiates cooperation agreements for the purpose of conducting international conferences;
18. Prepares materials from the science sector and presents this sector in the process of internal and external evaluation;
19. In cooperation with the Office of Public Relations, directs various publications related to the activity of the science sector;
20. Participates in the meetings of the Senate and of deans;
21. Coordinates the proofreading of the materials of the Scientific Research Office, such as: Thesis journal, conference materials, proofreading of master dissertations, publications;
22. Regularly evaluates the staff under supervision and supports their development through training to perform their duties;
23. Performs other duties as requested by the Rector.

- The Vice Rector for Scientific Research reports to the Rector.

Article 9

Vice-rector for Development and Finance

- Duties and responsibilities of the Vice-rector for Development and Finance are:
1. Coordinates the drafting of the budget plan of the institution;
 2. Reviews and approves the financial requests of the sectors;
 3. Develops short-term, medium-term and long-term financial objectives in accordance with administrative procedures;
 4. Publishes the work plan in e-Manager and monitors the publication of relevant plans of subordinates;
 5. Supervises the work of the Directorate of Finance;
 6. Supervises the work of the Directorate for support services;
 7. Supervises the work of the Marketing Department;
 8. Initiates the drafting of financial regulations and ensures their implementation;
 9. Oversees revenues and expenditures;
 10. Cooperates with banks and other financial institutions;
 11. Proposes fees for studies and administrative services;
 12. Approves the proposals for the scholarship scheme;
 13. Proposes projects in the framework of social responsibility initiatives;



14. Coordinates the cooperation of the finance sector with other sectors;
15. Reviews and approves agreements/contracts which have financial implications;
16. Supervises the implementation of capital investments;
17. Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
18. Performs other duties as requested by the Rector.

- The Vice Rector for Development and Finance reports to the Rector.

Article 10

Vice-rector for Communication and Innovation

- Duties and responsibilities of the Vice-rector for Communication and Innovation are:

1. Organizes, manages and coordinates the work of the services of the respective directorates;
2. Cooperates with other vice-rectors, in support of activities for the realization of the teaching process and scientific research;
3. Takes care of the organizational, infrastructural and technological conditions of the development of the teaching process;
4. Publishes the work plan in e-manager and monitors the publication of relevant plans of subordinates;
5. Manages the work of student administrative services;
6. Verifies the reports on the final results of the exams;
7. Proposes the strategy for public relations and supervises its implementation;
8. Communicates with the media and follows the media space dedicated to the institution, cooperating closely with the marketing sector;
9. Plans and organizes public relations and media communication activities in cooperation with relevant sectors;
10. Initiates the drafting of protocol procedures of the institution and takes care of their implementation;
11. Coordinates the drafting of promotional materials and takes care of the content and appearance of the institution's website;
12. Takes care of the forms of increasing the digital presence of the institution in the international rankings;
13. Proposes the application of relevant tools and forms for e-Learning, distance learning and blended learning, in study programs;
14. Takes care and proposes to find forms of cooperation that are in function of the implementation of innovative ideas of staff and students in the labor market, cooperating with relevant sectors;
15. Identifies the needs and proposes/implements the capacity building activities of the personnel of the leading sector;
16. Supports and promotes innovative ideas of students;
17. Performs regular appraisal of staff under his supervision and supports their development through training to perform their duties;
18. Performs other duties as requested by the Rector.

- Vice Rector for Communication and Innovation reports to the Rector.

Article 11

Vice-rector for International Cooperation

- The duties and responsibilities of the Vice-rector for International Cooperation are:
 1. Coordinates and manages all issues related to the international cooperation of the institution in accordance with the Strategic Plan of the institution
 2. Drafts the work plan of the office for foreign relations, foreseeing the areas of action, mechanisms and structures carrying certain activities, and publishes the same in the E-Manager
 3. Coordinates with the vice-rectors of the respective fields regarding issues and activities related to foreign relations
 4. Explores the possibilities of agreements and other forms of cooperation with institutions of higher education and other institutions inside and outside the country and takes care of their implementation
 5. Researches, identifies and examines the possibilities of organization and participation of the academic staff, administrative staff and students in international activities in order to advance the teaching process and research-scientific work;
 6. Negotiates, prepares and signs local and international cooperation agreements according to the authorizations of the Rector;
 7. Coordinates the signing of foreign cooperation agreements for other sectors of the institution;
 8. Becomes part of each delegation of the institution for signing cooperation agreements
 9. In cooperation with the Dean's Offices, takes care of the international mobility by promoting, providing and supporting all activities related to the mobility of students and academic staff
 10. Serves as coordinator for information and involvement of the university in international projects and organizations
 11. Provides the database of information relevant to the institution, whether in electronic form or in the form of various publications, which would serve students from partner institutions to get acquainted with the possibility of studying at the institution;
 12. Engages in the provision of human resources from abroad by providing external collaborators, visiting professors and establishes contacts with foreign partners who bring their experiences in the learning process and in the structural, administrative and managerial organization, by engaging international experts;
 13. Commits to the membership of the institution in regional and European university initiatives;
 14. Takes action to ensure the recognition of studies and diplomas of the institution in universities abroad;
 15. Is responsible for the organization of the Summer School of the institution in cooperation with the Vice-rectors;
 16. Performs regular appraisal of staff under his supervision and supports their development through training to perform their duties;
 17. Takes care of the database of the institution for international cooperation;

- The Vice-rector for International Cooperation reports to the Rector.



Article 12

General secretary

- The duties and responsibilities of the General Secretary are:
 1. Is responsible for the legal and administrative work of the institution;
 2. Represents the institution in disputes and other legal issues and contributes to their resolution;
 3. With the authorization of the Rector, prepares and signs employment contracts with administrative and academic staff;
 4. Ensures adequate implementation and observance of applicable laws, rules, policies, guidelines and manuals issued by the institution;
 5. Participates in the drafting of contracts with third parties;
 6. Publishes the work plan in eManager and monitors the publication of relevant plans of subordinates;
 7. Is responsible for initiating and preparing legal acts of the institution and makes their interpretation according to the requirements of the sectors;
 8. Is responsible for maintaining regular records for candidates applying for employment, contracted staff, property documentation, etc.
 9. In cooperation with the relevant Directors, engages in the harmonization of procedures aimed at increasing efficiency in sectors;
 10. Is responsible for ensuring the smooth running of employee recruitment procedures, prepares vacancies, appointments, employment contracts, and maintains personnel files;
 11. Takes care of the completion of the files of the academic staff and other documentation in accordance with the legal requirements;
 12. Receives and refers the remittances received on behalf of the institution;
 13. Responds to all other legal requirements;
 14. Prepares and issues certificates for students and staff upon request;
 15. Collaborates with Vice-rectors on administration and student issues;
 16. Takes care of the implementation of the contest procedures for the academic advancement of the staff and prepares the meetings of the Commission for Academic Advancement;
 17. Compiles the decisions and other legal acts issued by the Rector;
 18. Prepares the meetings of the Senate;
 19. Manages the work of the Personnel Office;
 20. Manages the Archive and is responsible for enforcing the law regarding the archiving of cases;
 21. In cooperation with the Office for Technology, takes care of the development and maintenance of the electronic archive;
 22. Ensures the implementation of legislation related to the management and development of human resources;
 23. Keeps personal files of staff vacations and in cooperation with supervisors sets the leave period;
 24. Supports the work of the Appeals Commission and the Disciplinary Commission;
 25. Makes regular appraisal of staff under his supervision and supports their development through training to perform their duties;
 26. Fulfills other obligations required by the Rector.

- The General Secretary reports to the Rector.

Article 13

Head of branch

- Duties and responsibilities of the Branch head are:
 1. Takes care of the progress of academic, administrative and technical work in the branch;
 2. Represents the branch in all instances with third parties according to the authorization of the Rector;
 3. Takes the necessary measures for the implementation of the decisions and tasks assigned by the Rector;
 4. Proposes to the Rector the organization of roundtables, debates, lectures with international lecturers and other activities;
 5. Takes care of the organization of extra-curricular activities of students;
 6. Collaborates with the Dean's Offices in organizing research work in the branch;
 7. Participates in the meetings organized by the Rector;
 8. Publishes work plan tasks in E-manager;
 9. Gives advice and recommendations to the Rector and the Dean for the engagement of the academic staff in the branch;
 10. Supervise the teaching process in accordance with the teaching schedule;
 11. Accepts and reviews as a first instance the requests and complaints of students and staff;
 12. Prepares periodic and annual reports for the Rector;
 13. In cooperation with the relevant heads, supervises the work of the student service and other support services in the branch and takes care of their well-being;
 14. Cooperates with the Marketing Office in the promotion of the branch;
 15. Proposes the opening of new departments in the branch;
 16. In cooperation with the Director of the Library, supervises the work of the Library and the library in the branch;
 17. Proposes ideas aimed at branch development;
 18. Takes care of preserving and raising the image of the branch;
 19. Coordinates the practices of branch students;
 20. Makes regular appraisals of staff under his supervision and supports their development through training to perform their duties;
 21. Performs other duties and functions assigned by the Rector.

- The director of the branch reports to the Rector.

Article 14

Head of Quality Assurance Office

- The duties and responsibilities of the Head of the Quality Assurance Office are:
 1. Leads the quality assurance process within the institution in accordance with the Quality Assurance Strategy
 2. Prepares and manages all activities and processes related to the internal evaluation of the institution
 3. Prepares the work plan and publishes it in the E-Manager
 4. In cooperation with the Vice-rectors, sets deadlines for the completion of internal evaluation processes at different levels and units of the institution
 5. Designs and analyzes questionnaires aimed at evaluating different sectors within the institution
 6. Is responsible for drafting various reports, information and analysis regarding the



- evaluation of the study programs of the institution
7. Maintains data and statistics generated by various estimates in a database which may be accessible to management
 8. Ensures that all quality assurance processes are transparent and public to relevant stakeholders within the institution
 9. In cooperation with the Vice Rector for Learning, analyzes the results of the success reports in the exam deadlines and gives periodic recommendations;
 10. Provides recommendations for the review of study programs in the database generated by internal evaluations;
 11. Analyzes the curriculum and syllabi for each department and ensures that they are in accordance with the internal requirements of the institution or external requirements according to the legislation in force
 12. Manages the accreditation process during the external evaluation period
 13. Cooperates with the Kosovo Accreditation Agency (KAA) and continuously follows the procedures and requests issued by the KAA
 14. Cooperates with the Deans of the faculties as well as the quality coordinators of the faculties regarding the professional issues of the Office
 15. Supervises and supports teachers in the implementation of curricula
 16. Performs regular appraisal of staff under his supervision and supports their development through training to perform their duties;
 17. Performs other tasks at the request of the Rector
- The head of the quality assurance office reports to the Rector.

IV. OFFICES

Article 15

Quality Assurance Office

Duties and responsibilities of the Quality Assurance Office are:

1. It is responsible for all processes related to external and internal quality assurance
2. Drafts and implements the Quality Assurance Strategy of the institution
3. Develops quality assurance policies and processes in accordance with the Quality Assurance Strategy of the institution
4. Performs regular and periodic evaluations within different units and levels of the institution
5. Ensures that external quality assurance requirements are applied at all levels and units of the institution
6. Ensures that all actors of the institution, including academic staff, administrative staff, students and relevant external parties are an integral part of quality assurance processes
7. Ensures that quality assurance processes are an integral part of the regular activities of the institution and aims to improve the learning process within the institution
8. Ensures that the institution has at its disposal the necessary mechanisms and instruments, and that every office process is performed on the basis of accurate data, information and statistics of the institution
9. Ensures the advancement of information management which brings effective and informed decision-making within the institution
10. Ensures that the policies of digitalization of the teaching process within the institution are advanced and that these policies serve to increase the quality of the teaching process

11. Ensures that European Quality Assurance Standards and Guidelines (ESG) as well as all other applicable documents in the European Quality Assurance Area (EHEA) are widely implemented within the institution
12. In cooperation with all relevant actors is committed to creating and developing a culture of quality within the institution.

- The quality assurance office consists of:

1. Head of quality assurance office
2. Quality Assurance Officer

Article 16

Office for International Cooperation

- Duties and responsibilities of the Office for International Cooperation are:

1. Is responsible for all processes and procedures related to the international cooperation of the institution
2. Drafts and implements the International Cooperation Strategy of the institution
3. Develops policies and processes of international cooperation in accordance with the Cooperation Strategy of the institution
4. Manages all processes related to the negotiation and signing of local and international agreements
5. Ensures the participation of the institution in TEMPUS, ERASMUS programs and other international programs;
6. Drafts project proposals which could potentially be financed by third parties
7. In cooperation with the deans of the respective faculties, manages and coordinates all processes related to the mobility of students and academic staff or other exchange programs
 1. Designs and implements policies, regulations and other instruments for the practical work of students
8. In cooperation with the deans of the respective faculties, manages and coordinates all the processes related to the realization of the practical work of the students
9. Ensures that the internationalization of the institution increases through activities which ensure the exchange of good practices between different universities in Europe and beyond
10. Together with other sectors, initiates the development of franchises and other programs with dual degrees and joint degrees with European and other international universities;
11. In cooperation with the management of the institution, engages in the design and implementation of study programs in foreign languages which facilitate and increase the academic mobility of staff and students
12. Takes action to raise the image of AAB College abroad, participating in activities abroad and organizing international activities in AAB;

-The Office for External Cooperation consists of:

1. Cooperation Officer
2. Internship Officer
3. Project Officer

- The officers in the Office for International Cooperation report to the Vice-rector for International Cooperation, while for legal and administrative matters, they consult and report to the General Secretary.



Article 17

Office of Finance

- Duties and responsibilities of the finance office are:
 1. Coordinates work with all other offices and faculties for the processing of financial requests;
 2. Registers all expenditures of goods and services by categories, performs municipal expenditures, transfers, subsidies, grants, various payments, expenditure planning etc.
 3. Prepares financial statements, periodic and annual reports for the Steering Council;
 4. Provides all offices and other units with the necessary technical means;
 5. Manages and preserves the financial documentation as provided by the legislation in force;
 6. Coordinates work between the units and ensures that all requests for supply of goods, services, works or other services are in order and made by the responsible persons;
 7. Provides advice regarding the management of finances by other entities;
 8. Takes care of budget, financial planning, financial analysis and other resources.

- The Finance Office consists of:
 1. Director of Finance
 2. Supply Manager
 3. Finance Officer
 4. Accountants
 5. Supply Officer
 6. Treasurer
 7. Coordinator for student transfers, returns and support
 8. Student Transfer, Return and Support Officer

- The Director of Finance and the Supply Manager report to the Vice-rector for Development and Finance, while for legal and administrative affairs, is obliged to consult and coordinate with the Secretary General.

- The officers in the Finance Office report to the Director of Finance.

Article 18

The office for students

- The duties and responsibilities of the Office for Students are:
 1. Organizes and coordinates student registration;
 2. Organizes the engagement of administrative officers in the service of students;
 3. Issues certificates for student status, grade certificates and other documents for students;
 4. Prepares various statistics for the total number of students at all levels of studies;
 5. Prepares diplomas, verifies and keeps the registry book for graduate students.

- The office for students consists of:
 1. Director of Administration
 2. Head of the diploma office
 3. Diploma Officer
 4. Administrative officer
 5. Career Development Officer
 6. Administrative Assistant in the information service

- The Director for Administration reports to the Vice-rector for Communication and Innovation, while for legal affairs reports to the General Secretary.
- Officers at the Student Office report to the Director of Administration.
- The administrative officer during the performance of duties and responsibilities, responds, accepts and performs duties for the dean of the respective faculty.

Article 19

Marketing Office

- The duties and responsibilities of the Marketing Office are:
 1. The marketing office organizes promotional activities and social responsibility activities;
 2. Organizes student activities inside and outside the campus;
 3. Organizes various graduates and informs them about the contests and other things in their interest;
 4. Organizes AAB days;
 5. Organizes various parties, inside and outside the campus;
 6. Organizes, manages and distributes all advertisements;
 7. Archives all materials related to activities, or similar;
- The marketing office consists of:
 1. Marketing Director
 2. Curator for field work
 3. Marketing Officer
 4. Marketing agent
- The Marketing Director reports to the Vice-rector for Development and Finance, while for legal and administrative affairs he is obliged to consult and coordinate with the General Secretary.
- Employees in the Marketing Office report to the Marketing Director.

Article 20

Support Services Office

- Duties and responsibilities of the office for support services are:
 1. Provides technical support to all offices and academic units;
 2. Supervises and manages campus premises;
 3. Prepares periodic and annual reports for the Rector;
 4. Plans the duties and responsibilities of the employees of the Office for technical support;
 5. Takes care of the regular operation of technical equipment;
 6. Takes care of maintaining hygiene in the campus space;
 7. Takes care of creating a safe and suitable working environment for all employees, students and academic staff;
- The office for support services consists of:
 1. Director of Support Services
 2. Worker in technical service
 3. Driver
 4. Security worker



5. Hygiene worker
 6. The administrative leader of the driving school
 7. Instructor
- -The Director of Support Services reports to the Vice-rector for Development and Finance, while for legal affairs he consults and reports to the General Secretary.
 - Employees in the Support Services Office report to the Support Services Director.

Article 21

Technology Office

- The duties and responsibilities of the technology office are:
 1. Develops and sets standards related to hardware, software, network and database;
 2. Plans and proposes projects in the field of information technology for the needs of the institution;
 3. Coordinates the implementation and maintenance of IT projects;
 4. Plans, designs, integrates, transfers, updates, manages and supports information technology systems and applications, including e-learning;
 5. Leads and coordinates the process of updating and continuous elaboration of the e-learning strategy, proposing and implementing applications for distance learning (e-learning);
 6. Develops applicable program according to standards and needs for an easy and effective management of database for students, academic and administrative staff;
 7. Train, advise and inform academic, administrative staff and students on the use of developed programs and applications;
 8. Prepares periodic and annual reports for the Rector;
 9. Maintains information technology equipment;
 10. All programs developed by the office are done in coordination with the heads of relevant departments depending on the field covered by the program and it shall also be ensured that such programs do not conflict with any legal act.
- The technology office consists of:
 1. Director of Technology
 2. Network administrator
 3. Software Engineer
 4. Technology Administrator
- The Director of Technology reports to the Vice-rector for Communication and Innovation, while he directly accepts tasks from other Vice-rectors and the Secretary for work related to their sectors.
- Employees in the Office of Technology report to the Director of Technology.

Article 22

Public Relations Office

- The duties and responsibilities of the public relations office are:
 1. The main function of the PRO is to organize AAB institutional communication with the public;
 2. Takes care of establishing and strengthening relations with the media;

3. PRO is responsible for the preparation and publication of promotional materials of the institution, such as leaflets, brochures, catalogs, activity reports, albums, etc .;
 4. Collects, processes and publishes information on key daily activities;
 5. Cooperates with offices and other sectors for collecting information for distribution to the public as soon as possible;
 6. Compiles brief information from relevant sectors and faculties;
 7. Compiles successful articles and stories about the work in the institution;
 8. Publish information and success stories on websites and social networks;
 9. Cooperates with the Office of Marketing and the Office of International Relations for the timely dissemination of information and for building a positive image to the public;
 10. Archive all publications;
 11. Prepares periodic and annual reports for the Rector;
 12. Advises the Rector on issues related to information and communication.
- The Office for Development, Communication and Innovation consists of:
1. Journalist/Editor
 2. Website administrator
 3. Graphic designer
 4. Producer
 5. Cameraman/editor
 6. Photographer
 7. Protocol Officer
 8. Docent
 9. Digital and social media specialist
- Employees in the Public Relations Office report to the Vice-rector for Communication and Innovation.
- The Docent directly accepts tasks from other Vice-rectors and the Secretary for work related to their sectors.

Article 23

Office for staff

- The duties and responsibilities of the staff office are:
1. Performs the overall administration and management of the staff office and ensures that tasks are performed effectively;
 2. In cooperation with other offices and sectors, contributes to the increase of staff performance, through motivation and development of training plans;
 3. Manages and maintains information on human resources, assists management in internal organization, provides administrative and logistical support;
 4. Ensures the implementation of procedures for recruitment and selection, discipline, handling of complaints, leave requests, job evaluation, etc .;
 5. Manages the protection and processing of personal data according to the legislation in force;
 6. In cooperation with other offices and sectors, organizes trainings for the staff of the institution;
 7. Manages the archive system and internal documents of the institution;
 8. Provides logistics services for the institution and the ministry.



- The staff office consists of:
 1. Staff Officer
 2. Legal officer
 3. Archive Officer

- The officers of the Office of Staff report to the General Secretary.

Article 24

University Library

- The duties and responsibilities of the University Library are:
 1. The University Library collects, processes and offers teaching collections, materials, information and library services for the development of educational and scientific activity as well as for the development of skills and knowledge of students and teachers;
 2. The University Library provides services to students and academic staff by borrowing library materials and providing access to electronic resources;

- The university library consists of:
 1. The director of the library
 2. The library officer
 3. The bookstore officer

- The director of the library reports to the Vice-rector for teaching and academic issues, while for legal and administrative matters he consults and reports to the General Secretary.

- Library staff reports to the Library Director.

Article 25

Organizational structure of academic units - Faculties

- The faculty consists of:
 1. Dean of the Faculty
 2. Vice-dean
 3. Coordinators
 4. Professors
 5. Assistants

- The Dean of the Faculty reports to the Rector and according to the authorization, also to the Vice-rector for teaching and academic issues, while directly accepts tasks from other Vice-rectors and the Secretary for work related to their sectors.

- Other employees of the Dean's Office report to the Dean of the Faculty.

- **The duties and responsibilities of the Dean are:**
 1. Is responsible for the administration, planning and coordination of work in the faculty;
 2. Provides academic guidance in the development of teaching, scientific/artistic work in the faculty;

3. Takes the necessary measures for the implementation of the decisions and tasks assigned by the Senate;
4. Assesses the needs for technological tools and teaching materials for the realization of the teaching process and scientific/artistic research for the Rector and the Senate, according to the provisions of the Statute;
5. Regularly supervises and monitors the quality of presentations, literature, work methodology, communication with students and the use of electronic platforms.
6. Represents the faculty in the Senate;
7. Leads the Scientific Teaching Council and the Council of Master Studies.
8. Represents the faculty in various activities, inside and outside the institution;
9. Coordinates and participates in the review of the curriculum of the faculty;
10. Creates professional opportunities and working conditions that guarantee the advancement and success of students and academic staff;
11. Supervises and evaluates the performance of the staff in the faculty;
12. Informs the head of the branch on the absences of professors in lectures, exams and consultations in the branch;
13. Takes care of the implementation of all requirements arising from the regulations for studies.
14. Monitors the implementation of standards and procedures arising from the regulation for the organization of Master studies.
15. Compiles and monitors the observance of the working hours of the faculty staff;
16. Reviews the requests and complaints of staff and students, and serves as the first instance of their response;
17. Initiates and participates in the drafting of the faculty development plan.
18. Proposes development ideas that reflect the specifics of the study program.
19. Prepares the work report of the faculty for each semester.
20. Conducts regular meetings with teaching staff.
21. Analyzes student performance at the end of each exam period.
22. Cooperates with the Vice-rector for Scientific Research in the organization of scientific conferences, and accepts tasks for their progress.
23. Accepts the recommendations of the Vice-rector for scientific research related to Master dissertations.
24. Cooperates with the Vice-rector for scientific research for various scientific projects;
25. Proposes the selection of academic staff in the subjects of the faculty;
26. Takes care of the implementation of the development plan of the faculty staff.
27. Prepares periodic and annual reports for the Rector;
28. Makes regular appraisals of staff under his supervision and supports their development through training to perform their duties
29. Fulfills other obligations required by the Rector.

- Duties and responsibilities of the Vice Dean are:

1. In cooperation with the Dean of the Faculty, ensures the progress of work in the respective academic unit which he supervises;
2. Takes care of the administration, planning and coordination of work in the faculty;
3. Takes the necessary measures for the implementation of the decisions and tasks assigned by the Dean;
4. It is the first body that responds to the requests and complaints of students;
5. Assists students in their organization;
6. Takes care of and coordinates the practical work of students in partner institutions;
7. Analyzes statistics and prepares a report on the success rate of students in the exam deadlines;



8. Takes care of the identification and follow-up of the scientific work of the academic staff.
9. With the authorization of the Dean represents the faculty in various activities, inside and outside;
10. Assists the Dean for the design of curricula and syllabi for the courses covered by the faculty and monitors their implementation;
11. Follows the work and scientific research activities of the academic staff and records and archives all publications of the academic staff;
12. Gives suggestions to the Dean for the selection of academic staff for the respective subjects;
13. Instruct the staff in compiling the working hours;
14. To review the complaints of students and to propose to the Dean the establishment of the commission of academic examinations in the subjects covered by the faculty;
15. Assists the Dean in drafting occasional analyzes of the work done in the faculty;
16. Replaces the Dean in cases when he is outside AAB;
17. To fulfill other obligations required by the Dean.

- Duties and responsibilities of the Coordinator are:

1. Works closely in consultation with the Dean and Vice-dean of the faculty;
2. Coordinates quality assurance within the faculty;
3. Provides services and assistance for the implementation of best practices and initiatives;
4. Advises on the approval and development of study modules and programs;
5. Supports the implementation of quality improvement strategies;
6. Prepares the feed-back of the fulfillment of the recommendations for the respective faculty, from the evaluation process, written in the form of the improvement plan and discusses and regulates the same in cooperation with the Office for quality assurance;
7. Identifies projects and external donations for projects which are compatible with the interests and capacities of the faculty;
8. Web announcements;
9. Identification of partners;
10. Proposal of agreements;
11. Coordination of the practical work of students;
12. Follow-up of practical work;
13. Cultural evenings;
14. Marking important dates for personalities and field of study;
15. Organizing days of certain activities in the respective field (Human rights day, reading day, children day, independence day, ...)
16. Organizing forums and debates with students and teachers;
17. Organization of student clubs;
18. Days of presentation of student papers;
19. Involvement of alumni students in various student activities;
20. Issues statistics and compiles reports according to the needs of the Dean of the Faculty;

- The duties and responsibilities of the Professor are:

1. In his work, is guided by the standards of professional, academic and scientific ethics and by the principles of respect and non-discrimination for students, colleagues and other persons involved;
2. Prepares the syllabus of the course, including lectures, reading materials, exercises, activities and presentations, according to the format determined by the quality office and submits it to the deans before the beginning of the lectures;
3. Organizes lectures and exercises according to contemporary teaching methods;

4. Proposes the literature for the subject and publishes all the necessary lectures and materials in the E-service;
5. Holds direct consultations with students or through the E-professor platform at least 2 hours per week;
6. Organizes all forms of student assessment (exams, tests, colloquia, seminars, etc.) in accordance with the syllabus of the course;
7. In cooperation with the subject assistant, compiles the exercise plan for the respective subject;
8. Sets the schedule, supervises, gives feedback, and evaluates students on practical work experiences, visits to institutions, measurements, research, field observations, etc. in accordance with the course syllabus.
9. Organizes consultations and a communication system with students. Designs and publishes the schedule, form and media of communication with students and colleagues. The schedule is published in the course syllabus and in the e-Professor system at the beginning of each semester. For any deviation of time, place or communication medium from this schedule, the dean and students should be informed in a timely manner;
10. Participates actively in the evaluation process of the teaching staff either by the students, by the quality office or by the dean;
11. Participates in professional trainings which are organized inside and outside the institution or follow the trends in their field of specialization, technology or pedagogy in order to advance student performance;
12. Participates in the planning, preparation and implementation of projects in the field of higher education and scientific research;
13. At least once a year, publishes an article in the scientific journal of the institution "Thesis Kosova" or in any internationally recognized journal as an AAB teacher;
14. Simultaneously supervises up to 10 master studies students per year if it meets the conditions according to the Regulation for master studies;
15. Participates in the meetings of the academic council, the meetings of the department, in the interview panels and in the consultations with the professors according to the needs that arise;
16. After the end of the contract, he is obliged to take the exams for another academic year;
17. Keeps regular records of classes and lectures held in accordance with the syllabus of the course;
18. Follows the most advanced trends in its field of study, teaching and science;
19. Adheres to the regulations in force of the institution;
21. Reports to the Dean of the Faculty.

The duties and responsibilities of the Assistant are:

1. Prepares and organizes exercises with students for the subject in which he is selected;
2. Assists the professor in preparing the syllabus for the practical part of the course;
3. In his work, is guided by the highest standards of professional, academic and scientific ethics and by the principles of respect and non-discrimination for students, colleagues and other persons involved;
4. In consultation with the professor, provides the necessary teaching materials for students;
5. Maintains regular consultations and contacts with students, advises and assists them according to the needs that arise;
6. Assists the professor in organizing the summative assessment of students;



7. Performs all forms of student assessment for the practical part of the course (exams, tests, colloquia, seminars, etc.)
8. Participates in trainings for professional advancement which are organized by the institution;
9. Engages in additional learning activities with students (training, supervision of internships, activities of student clubs, etc.);
10. Participates in planning, preparation and implementation of projects in the field of higher education and scientific research;
11. Publishes in the scientific journal of the institution "Thesis Kosova" or in any other international journal as a teacher of AAB;
12. Participates in the meetings of the scientific teaching council, the meetings of the department and in the consultations with the professors according to the needs that arise;
13. Keeps records of classes and lectures held in accordance with the syllabus of the course;
14. Follows the most advanced trends in his field of study, teaching and science;
15. Adheres to the provisions of the regulations in force of the institution.

Article 26

Resolving the conflict of competencies

Any conflict of competence that arises during the implementation of duties by employees, will be presented to the Secretary and in coordination with the relevant managers, will resolve the conflict by clearly defining the responsibility of each employee.

Article 27

Transitional provisions

This regulation defines the duties and responsibilities of each officer and each is obliged to adhere to the hierarchy defined by this regulation.

Article 28

According to the duties and responsibilities provided by this regulation, the competent officers for communication with the Ministry of Education, Science and Technology, the Kosovo Accreditation Agency and other governmental and non-governmental authorities are: Rector, Vice-rector for Teaching and Academic Affairs, Head of the Office of International Cooperation, the Head of the Office of Quality Assurance and the General Secretary.

In special cases, the Rector may authorize other officers to communicate with different institutions depending on the type of work.

Article 29

Each supervisor is obliged, according to this regulation and the Regulation on performance evaluation, to evaluate the performance of officers once a year and submit the evaluations to the Staff Office.

Article 30

- An officer can have more than one position, in this case the first position is defined the highest position in terms of hierarchy and for this position is compensated 100% of the salary provided for that position, while for the second position is compensated 50% of salary provided for that position.
- If the officer is appointed more than in two positions, then for the third position onwards, he is not entitled to compensation.

Article 31

This Regulation may be amended in accordance with the same procedure for its adoption.

Article 32

In case of uncertainties in the implementation of this regulation, the right of interpretation belongs to the Rector and the General Secretary.

Article 33

This Regulation enters into force on the day of approval by the Steering Council and signature by the Chairman of the Steering Council.

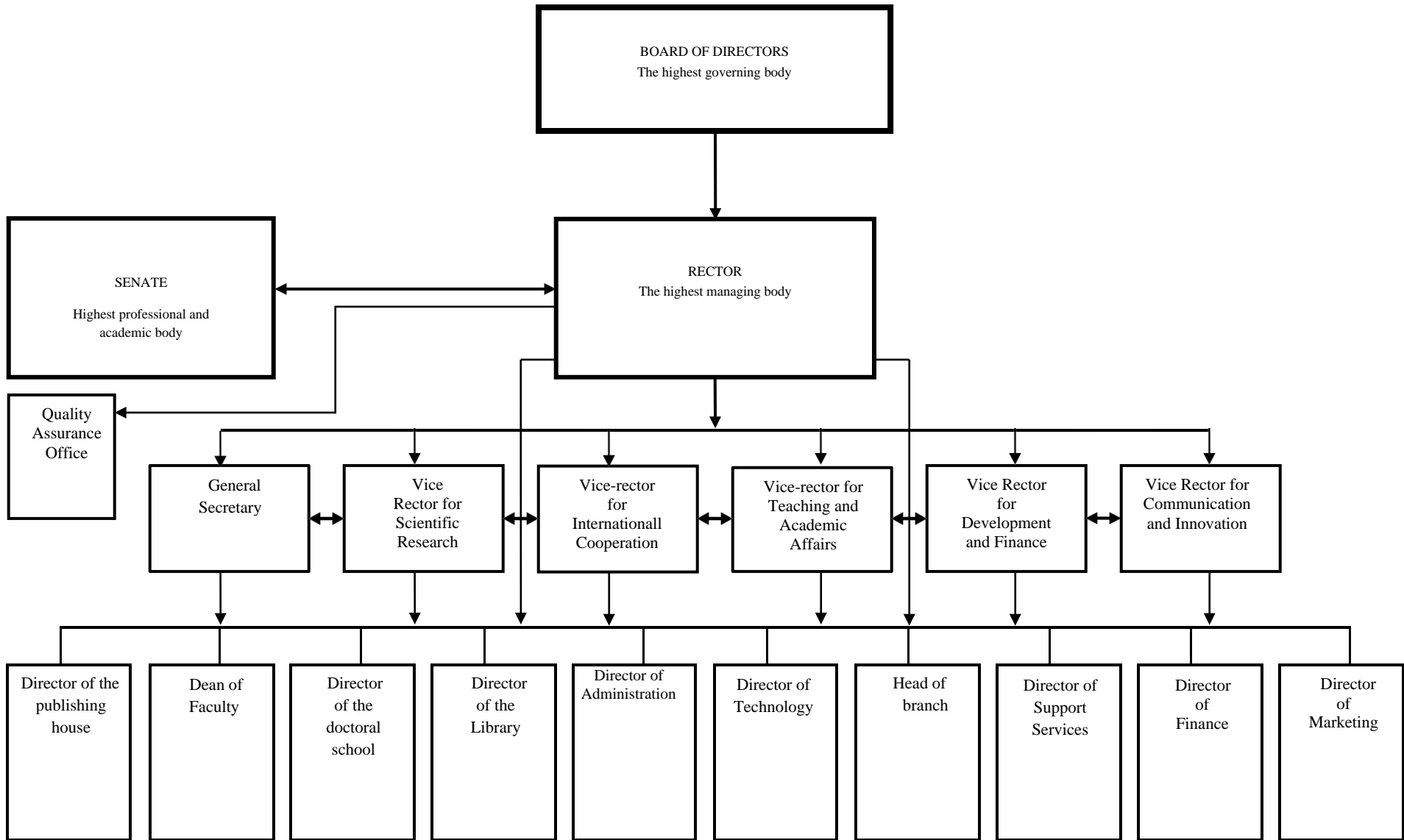
Article 34

An integral part of this regulation is the organogram, coefficient table and the catalogue for the description of jobs.

Prishtine, 2019,

Ilir Tafa, Chairman of the Board





Faculties	University library	AAB institute	Doctoral school	Publishing house	Quality Assurance Office	Technology Office
Dean of faculty Vice-dean Coordinator	Director of Library Library officer Bookstore officer	Research centers	Council of doctoral school Director of doctoral school	Publishing council Director of the publishing house	Head of Quality Assurance Office Quality Assurance Officer	Director of Technology Network administrator Software Engineer Technology Administrator
Office for International Cooperation	Office of Students	Support Services Office	Finance Office	PRO	Office for Development and Innovation	
Cooperation Officer Internship Officer Project Officer	Director of Administration Head of the Diploma Office Officer for diplomas Administrative Officer Career Development Officer Administrative Assistant in the information service	Director of Support Services Technical service worker Boatsman Security worker Administrative leader of the driving school Instructor Hygiene worker	Director of Finance Supply Manager Finance Officer Accountant Supply Officer Revenue Officer Treasurer Coordinator for student transfers and returns Student Transfer and Returns Officer	Journalist / Editor Website administrator Graphic designer Producer Cameraman Photographer Protocol Officer Docent Digital and social media specialist	"Faruk Begolli" Theater AAB Television AAB Radio KNN	Professional schools Foreign language schools
Zyra për marketing	Zyra për personel					
Marketing Office Director of Marketing Managers of sectors Marketing agent Marketing officer	Staff Office Staff officer Legal officer Archive officer					



Functional category	Coefficient	Job position
Senior management level	K1	Rector
Senior management level	K2	Vice-rector for Teaching and Academic Affairs (Deputy Rector)
Senior management level	K3	Vice-rector for scientific research
		Vice-rector for development and finance
		Vice-rector for communication and innovation
		Vice-rector for international cooperation
		General secretary

Director level	K4	Head of quality assurance officer
		Branch head
		Finance director
		Administration director
		Marketing director
		Technology director
	K5	Library director
		Support services director
		Supply manager
		Head of the Diploma Office

Professional level	K6	Network administrator
		Software engineer
		Technology administrator
		Website administrator
		Graphic administrator
		Digital and Social Media Specialist
	K7	Media and Public Relations Advisor
		Analysis and Innovation Advisor
		Rector's Driver
		Quality Assurance Officer
		Cooperation Officer
		Internship Officer
	K8	Project Officer
		Producer
		Cameraman/Editor
		Photographer
		Protocol officer
		Docent
		Journalist/Editor
		Legal Officer
Accountant		
Coordinator for student transfers, returns and support		
Driver		
Administrative leader of the driving school		
Instructor		

Administrative level	K9	Finance Officer
		Supply Officer
		Treasurer
		Marketing Officer
		Staff officer
		Administrative Officer
		Career Development Officer
		Administrative Assistant in the Office of the Rector
	K10	Student Transfer and Returns Officer
		Diploma Officer
		Curator for fieldwork
		Archive Officer
		Library Officer
	K11	Bookstore officer
		Administrative Assistant in the information service
		Marketing agent

Technical level	K12	Technical service worker
		Security worker
		Hygiene worker



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

Job Description Catalogue

Prishtine, 2019

www.aab-edu.net | info@aab-edu.net | +383 (0) 38 600 005 | +383 (0) 48 999 003

Rr. Elez Berisha, Nr.56 10000 Prishtinë Republika e Kosovës

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogUE which should contain the following information:

1) General job description

1. Name of institution:	AAB COLLEGE
2. Job title:	Rector
3. Functional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Department/office: (within the institution)	Rectorate
5. Division / unit: (within the department)	
6. Reports to: (title and degree of direct supervisor)	Steering Council
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

3) Main duties: (brief description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Act on behalf of AAB and represent it to the public and beyond; - - To plan, organize, lead and supervise the processes and developments of the institution; - - To present to the Steering Council the proposals, recommendations and opinions of the Senate; - - To chair the Senate; - - Establish an internal quality assurance system; - - To direct and develop all teaching - educational and scientific - artistic work; - - Ensure efficient, economical and useful use of AAB funds; - - Ensure efficient use of AAB resources, capacities and protection of property; - - To decide on the announcement of the competition for the admission of students; - - Proposes to the Steering Council the strategy for scholarships; - - Implement the decisions of the Steering Council; - - To propose to the Steering Council the Vice-Rectors; - - Appoint management staff in certain positions;

- - To announce the winners of the admission contests;
- - To award prizes and gratitude;
- - Initiates the issuance of new regulations, their supplementation and amendment, and the amendment of the statute;
- - Hold regular weekly meetings with the management staff and notify the Chairman of the Steering Council of the decisions taken in these meetings;
- - To sign diplomas of graduates of all levels;
- - Forms ad hoc commissions for certain issues;
- - Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
- - To perform all other duties as defined by this Statute and other regulations in force.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have evidenced experience in academic teaching and research;
- - To have achieved the degree of Doctor of Science;
- - To have academic degree;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in management positions at least ten years;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - To have high moral qualities;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and the ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB COLLEGE
2. Job Title:	Vice-rector for teaching and academic affairs
3. Functional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Department/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Organizing and leading academic processes and coordinating the work of deans in all academic matters related to teaching, curriculum development, evaluation and development of information technology in order to advance the quality of academic services.
The Vice-rector for Teaching and Academic Affairs is ex officio the Vice-rector.

3) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - In cooperation with the Rector, the deans and managers of the sectors drafts the annual work plan; - - Publishes the work plan in e-Manager and monitors the publication of relevant plans of subordinates; - - Implements policies for quality assurance of academic services; - - Oversees the work of deans and branch heads and provides recommendations for resolving various issues; - - Evaluates, develops and implements existing academic programs and drafts reports and recommendations for improving the quality of curricula and teaching; - - In cooperation with the vice-rectors, deans, branch heads, reviews and takes measures for the implementation of new policies and practices in the teaching-academic process; - - In coordination with the rector, vice-rectors and deans drafts and approves technology implementation policies in the service of academic processes;

- - Identifies the needs and priorities for the development of new study programs;
- - Develops and implements the program evaluation process and takes care of meeting professional and academic standards;
- - Chairs the Commission for Academic Advancement;
- - In cooperation with the deans, branch heads and the director of the library, reviewed the needs for literature and its harmonization with the study programs;
- - Approves the reports for the final results of the exam;
- - Approves the plans and periodic reports of the deans;
- - Participates in the meetings of the Steering Council;
- - Examines the daily requirements of deans, academic staff, managers and students related to the teaching process;
- - Initiates and participates in the drafting of regulations related to academic matters;
- - Takes care of the implementation of legal acts of the institution in the field of teaching issues;
- - Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- - Performs other duties at the request of the rector;
- - The Vice-rector for Teaching and Academic Affairs reports to the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have evidenced experience in academic teaching and research;
- - To have achieved the degree of Doctor of Science;
- - To have academic degree;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in management positions minimum five years;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - To have proven moral integrity;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and the ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) Përshkrimi i përgjithshëm i vendit të punës

1. Name of institution:	AAB COLLEGE
2. Job Title:	Vice-rector for scientific research
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Departament/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

- - Coordinates the program of scientific research and professional development and drafts the plan to support the development of staff in relevant fields, including research scholarships, projects, publications, etc .;
- - Is responsible for the design, proposal, management and coordination of research projects, including the expansion of educational, training and research activity in AAB;

3) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Leads and coordinates scientific research and research projects; - - Advises the rector on the scope of the science sector; - - In cooperation with the faculties, designs scientific projects and applies for scientific research grants; - - Drafts and supervises the methodology for respecting the standards and procedures of master dissertations according to the Regulation on the organization of master studies; - - Requires statistics and other information related to the progress of master dissertations; - - Creates and uses the database of master studies; - - Develops the capacities of the Master Study Councils; - - In cooperation with the Office of Public Relations, coordinates the publication of data from master topics; - - Coordinates scientific conferences in cooperation with the dean offices;

- - Coordinates and supervises the registration in the database of scientific projects implemented by the faculties;
- - Coordinates the review of staff requests for participation in scientific conferences;
- - Manages the Scientific Journal, according to the tasks foreseen for an editor-in-chief by the Council of Science Editors;
- - Supervises/edits the journal for special issues of conferences (according to the principle and duties of the editor-in-chief);
- - Manages the publishing house according to the principles and tasks set by the Council of Science Editors;
- - Drafts the development plan and strategy for the science sector, envisaging the areas of action, mechanisms and structures carrying certain activities;
- - Collects and disseminates information on various international projects and initiatives for the science sector;
- - In cooperation with the Office for International Cooperation, initiates cooperation agreements for the purpose of conducting international conferences;
- - Prepares materials from the science sector and presents this sector in the process of internal and external evaluation;
- - In cooperation with the Office of Public Relations, directs various publications related to the activity of the science sector;
- - Participates in the meetings of the Senate and of deans;
- - Coordinates the proofreading of the materials of the Scientific Research Office, such as: Thesis journal, conference materials, proofreading of master topics, publications;
- - Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- - Performs other duties as requested by the Rector.

4) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - Have evidenced experience in academic teaching and research;
- - To have achieved the degree of Doctor of Science;
- - Preferably to have academic degrees;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in management positions minimum five years;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - To have high moral qualities;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB COLLEGE
2. Job Title:	Vice-rector for development and finance
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Departament/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

1) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Main responsible person for payments of the Institution. Providing professional support through analysis, advice and expertise in order to meet the defined objectives of the organizational unit.

2) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Coordinates the drafting of the budget plan of the institution; - - Reviews and approves the financial requests of the sectors; - - Develops short-term, medium-term and long-term financial objectives in accordance with administrative procedures; - - Publishes the work plan in e-Manager and monitors the publication of relevant plans of subordinates; - - Supervises the work of the Directorate of Finance; - - Supervises the work of the Directorate for Support Services; - - Supervises the work of the Marketing Department; - - Initiates the drafting of financial regulations and ensures their implementation; - - Supervises revenues and expenditures; - - Cooperates with banks and other financial institutions; - - Proposes fees for studies and administrative services; - - Approves the proposals for the scholarship scheme; - - Proposes projects in the framework of social responsibility initiatives; - - Coordinates the cooperation of the finance sector with other sectors; - - Reviews and approves agreements/contracts which have financial implications;

- - Supervises the implementation of capital investments;
- - Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
- - Performs other duties as requested by the Rector.

3) Skills required (qualifications, experience as well as other skills and abilities required for this job):

3.1) Professional preparation and qualifications:

- To have evidenced experience in the field of finance;
- - To have achieved the degree of Doctor of Science;
- - Preferably with an academic degree;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in management positions minimum five years;

3.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;
- - To be innovative at work.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB COLLEGE
2. Job Title:	Vice-rector for communication and innovation
3. Functional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Department/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Takes care of the establishment of an efficient administration in the service of students and staff; as well as takes care of the identity and image of the institution

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Organizes, manages and coordinates the work of the services of the respective directorates;
- - Cooperates with other vice-rectors, in support of activities for the implementation of the teaching process and scientific research;
- - Takes care of the organizational, infrastructural and technological conditions of the development of the teaching process;
- - Publishes the work plan in e-manager and monitors the publication of relevant plans of subordinates;
- - Manages the work of student administrative services;
- - Verifies the reports on the final results of the exams;
- - Proposes the strategy for public relations and supervises its implementation;
- - Communicates with the media and monitors the media space dedicated to the institution, cooperating closely with the marketing sector;
- - Plans and organizes public relations and media communication activities in cooperation with relevant sectors;
- - Initiates the drafting of protocol procedures of the institution and takes care of their implementation;
- - Coordinates the drafting of promotional materials and takes care of

- the content and appearance of the institution's website;
- - Takes care of the forms of increasing the digital presence of the institution in the international rankings;
- - Proposes the application of relevant tools and forms for e-Learning, distance learning and blended learning, in study programs;
- - Takes care and proposes to find forms of cooperation that are in function of the implementation of innovative ideas of staff and students in the labor market, cooperating with relevant sectors;
- - Identifies the needs and proposes/implements the capacity building activities of the staff of the leading sector;
- - Supports and promotes innovative ideas of students;
- - Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- - Performs other duties as requested by the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have evidenced experience in academic teaching and research;
- - To have achieved the degree of Doctor of Science;
- - Preferably to have academic degrees;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in management positions minimum five years;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - To have high moral qualities;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB COLLEGE
2. Job Title:	Vice-rector for international cooperation
3. Functional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Department/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Development and supervision of the implementation of the strategy and policies related to the international cooperation of the institution.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- Coordinates and manages all issues related to the international cooperation of the institution in accordance with the Strategic Plan of the institution
- Drafts the work plan of the office for foreign relations, foreseeing the areas of action, mechanisms and structures by carrying out certain activities, and publishes the same in the E-Manager
- Coordinates with the vice-rectors of the respective fields regarding issues and activities related to foreign relations
- Explores the possibilities of agreements and other forms of cooperation with higher education institutions and other institutions inside and outside the country and takes care of their implementation
- Researches, identifies and examines the possibilities of organization and participation of academic staff, administrative staff and students in international activities in order to advance the teaching process and research - scientific work;
- Negotiates, prepares and signs local and international cooperation agreements according to the authorizations of the Rector;
- Coordinates the signing of foreign cooperation agreements for other sectors of the institution;
- Is part of each delegation of the institution for the signing of cooperation agreements
- In cooperation with the Dean's Offices, takes care of the international mobility by promoting, providing and supporting all activities related to the mobility of students and academic staff
- Serves as a coordinator for information and involvement of the university in international projects and organizations
- Provides a database of information relevant to the institution, whether in electronic form or in the form of various publications, which would serve students from partner institutions to get acquainted with the possibility of studying at the institution;
- Engages in the provision of human resources from abroad by providing external collaborators, visiting professors and establishes contacts with international partners who bring their experiences in the learning process and in the structural, administrative and managerial organization, by engaging foreign experts;
- Commits to the membership of the institution in regional and European university initiatives;
- Takes action to ensure the recognition of studies and diplomas of the institution in universities abroad;
- Is responsible for organizing the Summer School of the institution in cooperation with the Vice-rectors;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- Takes care of the database of the institution for international cooperation;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- Have evidenced experience in academic teaching and research;
- - To have achieved the degree of Doctor of Science;
- - Preferably have academic degrees;
- - Advanced knowledge of English (writing, reading and speaking);
- - Knowledge of another language is preferred;
- - Work experience in management positions minimum five years;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

1. Have proven management skills;
2. To have high moral qualities;
3. Good communication skills;
4. Excellent computer skills (MS Office applications);
5. Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB COLLEGE
2. Job Title:	General secretary
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Senior management level
4. Departament/office: (within institution)	
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Is the highest administrative officer of the institution; the main legal representative of the institution who takes care of the implementation of legislation and other legal acts within the institution.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- Is responsible for the legal and administrative work of the institution;
- Represents the institution in disputes and other legal issues and contributes to their resolution;
- With the authorization of the Rector, prepares and signs employment contracts with administrative and academic staff;
- Ensures adequate implementation and observance of applicable laws, rules, policies, guidelines and manuals issued by the institution;
- Participates in the drafting of contracts with third parties;
- Publishes the work plan in e-Manager and monitors the publication of relevant plans of subordinates;
- Is responsible for initiating and preparing legal acts of the institution and interprets them according to the requirements of the sectors;
- Is responsible for maintaining regular records for candidates applying for employment, contract staff, property documentation, etc.
- In cooperation with the relevant Directors, engages in the harmonization of procedures aimed at increasing efficiency in sectors;
- Is responsible for ensuring the smooth running of employee recruitment procedures, prepares vacancies, appointments, employment contracts, and maintains personnel files;
- Takes care of the completion of the files of the academic staff and other documentation in accordance with the legal requirements;
- Receives and refers the remittances received on behalf of the institution;
- Responds to all other legal requirements;
- Prepares and issues certificates and certificates for students and staff upon request;
- Collaborates with Vice-rectors on administration and student issues;
- Takes care of the implementation of the competition procedures for academic advancement of the staff and prepares the meetings of the Commission for Academic Advancement;
- Compiles decisions and other legal acts issued by the Rector;
- Prepares the meetings of the Senate;
- Manages the work of the Staff Office;
- Manages the Archive and is responsible for enforcing the law regarding the archiving of cases;
- In cooperation with the Office for Technology, takes care of the development and maintenance of the electronic archive;
- Ensures the implementation of legislation related to the management and development of human resources;
- Keeps personal files of staff vacations and in cooperation with supervisors sets the leave period;
- Supports the work of the Appeals Commission and the Disciplinary Commission;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- Fulfills other obligations required by the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- To have a university degree in the field of law;
- - Master's degree is an advantage;
- - Have at least five years of professional work experience;
- - To have evidenced experience in legal affairs;
- - To know English (writing and reading);

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB COLLEGE
2. Job Title:	Head of branch
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Management level
4. Departament/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Ensures and supervises the progress of the branch

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- Takes care of the progress of academic, administrative and technical work in the branch;
- Represents the branch in all instances with third parties according to the authorization of the Rector;
- Takes the necessary measures for the implementation of decisions and tasks assigned by the Rector;
- Proposes to the Rector, the organization of roundtables, debates, lectures with international lecturers and other activities;
- Takes care of the organization of extra-curricular activities of students;
- Collaborates with the Dean's Offices in organizing research work in the branch;
- Participates in the meetings convened by the Rector;
- Publishes work plan tasks in E-manager;
- Provides advice and recommendations to the Rector and the Dean on the engagement of academic staff in the branch;
- Supervises the teaching process in accordance with the teaching schedule;
- Receives and reviews as a first instance the requests and complaints of students and staff;
- Prepares periodic and annual reports for the Rector;
- In cooperation with the relevant heads, supervises the work of the student service and other support services in the branch and takes care of their well-being;
- Collaborates with the Marketing Office in promoting the branch;
- Proposes the opening of new departments in the branch;
- In cooperation with the Director of the Library, supervises the work of the Library and the bookstore in the branch;
- Proposes ideas aimed at branch development;
- Takes care of preserving and raising the image of the branch;
- Coordinates the practices of branch students;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- Performs other tasks and functions assigned by the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Work experience in management positions minimum five years;
- - Preferably have achieved the degree of Doctor of Science;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have proven management skills;
- - To have high moral qualities;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Duties and responsibilities
<ul style="list-style-type: none"> - Advises the Rector on the main daily activities in AAB and their placement in the media; - Processes data of activities collected by relevant sectors and departments; - Informs the Rector about the daily activities in the institution; - Coordinates the activities between the office of the Rector and the Office of Public Relations; - Assists and advises the Rector in the preparation of speeches and presentations for public appearances; - At the request of the Rector, assists and advises relevant departments in drafting articles/success stories on AAB's work in achieving its mission; - Assists the Rector in establishing and maintaining contacts with the media; - Advises the Rector on issues related to information and communication; - Performs other duties at the request of the Rector.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB COLLEGE
2. Job Title:	Media and Public Relations Advisor
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Rector's office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, ranked by importance):

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- University degree, preferably a master's degree;
- - Have a minimum of 3 years of work experience in the field of public relations;
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Advisor for analysis and innovation
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Rector's office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Advises the Rector on taking measures and actions to increase the digital presence of the institution;
- - Researches and transmits to the Rectorate information on the latest trends in the field of teaching and management of higher education and science; for this purpose, it prepares for the needs of the Rectorate a summary monthly bulletin on the latest trends in the field of higher education.
- - Researches the trends in higher education in Kosovo, in the region and in the world and advises the rector on the harmonization of institutional policies with relevant trends in the local and international environment;
- - Uses all data in the databases of the institution, analyzes trends and advises the rector on taking measures to advance academic and scientific processes in the institution
- - Analyzes the implementation of the measures and objectives of the development strategy of the institution and advises the rector respectively;
- - Advises the Rector on the application of the latest technological forms and methods in teaching;
- - Advises the Rector on the application of the latest technological forms and methods to increase the quality of administrative services and other services;
- - Advises and proposes to the Rector for finding forms of cooperation that

- are in function of the implementation of innovative ideas of staff and students;
- - Advises and proposes to the Rector, the support of innovative ideas of students and teachers;
- - Performs other duties as requested by the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have completed master studies
- - Have a minimum of 3 years of work experience
- - Excellent knowledge of English (writing and reading);
- - Knowledge of another language is preferred;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good communication skills;
- - Emphasized analytical skills
- - Good skills for drafting reports;
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB COLLEGE
2. Job Title:	Administrative assistant
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Rector's office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Provides general administrative and technical support including official mail, e-mail, telephone calls, scanning, copying of documents, completion of reports and drafting of documents for various meetings.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Is responsible for the Office of the Rector;
- - Takes care of the agenda and protocol of the Rector;
- - According to the authorization of the Rector, takes care of the electronic mail (e-mail) of the Rector;
- - Performs administrative work at the request of the Rector;
- - Manages and arranges the official visits of the Rector, inside and outside the country;
- - Manages the daily communication of the Rector with other sectors;
- - Manages the documentation of the Rector's Office;
- - Is responsible for processing the official documents of the Rector;
- - Prepares the meetings of the Rector by providing relevant information to the Rector;
- - Records and maintains the register of participants in the meeting with the Rector;
- - Keeps the record from the meetings of the Rector
- - Manages the calendar of meetings and other events for the Rector and assists in resolving administrative and technical issues;
- - Takes care of and supervises the regularity of the Rector's Office;
- - Translates various documents into the languages he speaks;
- - Assists the Rector and Vice-rectors in carrying out daily tasks;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree
- - Three (3) years of work experience
- - Excellent knowledge of English

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Excellent computer skills (MS Office applications);
- - Good communication skills, including the ability to interpret information, give instructions and convey information to others;
- - Good teamwork skills and ability to work under pressure
- - To have knowledge of administrative procedures;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB COLLEGE
2. Job Title:	Driver
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Rector's office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

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3) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Provides driving services for the Rector and other staff of the institution, according to the authorizations of the Rector; - - Takes care of the vehicle maintenance and performs possible repairs; - - Ensures that the vehicle is clean and in good condition; - - Responds to the Rector's calls for services even after working hours and on weekends; - - Available for official visits of the Rector; - - Performs routine functions of mail and transport of goods and other cargo; - - Keeps a record book for vehicle mileage, repairs, licenses, registrations, permits, and other documentation; - - Is responsible for fines and damages caused to the vehicle by negligence or non-adaptation of traffic conditions; - - Takes care that all actions are in accordance with the rules and regulations in case of involvement in a traffic accident/incident; - - Performs other duties assigned by the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Secondary education;
- - Three (3) years of work experience;
- - Basic knowledge of English

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good communication skills
- - Driving license, category B

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Head of Quality Assurance Office
3. Functional category: (Senior management level, management level, professional level, administrative level)	Management level
4. Department/office: (within institution)	Quality Assurance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Rector
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Develop and supervise the implementation of the quality assurance strategy and policies in the institution.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Leads the quality assurance process within the institution in accordance with the Quality Assurance Strategy
- - Prepares and manages all activities and processes related to the internal evaluation of the institution
- - Prepares the work plan and publishes it in the E-Manager
- - In cooperation with the Vice-rectors, sets deadlines for conducting internal evaluation processes at different levels and units of the institution
- - Designs and analyzes questionnaires aimed at evaluating different sectors within the institution
- - Is responsible for drafting various reports, information and analysis regarding the evaluation of the institution's study programs
- - Maintains data and statistics generated by various estimates in a database which may be accessible to management
- - Ensures that all quality assurance processes are transparent and public to relevant actors within the institution
- - In cooperation with the Vice-rector for Teaching and Academic affairs, analyzes the results of success reports in the exam deadlines and gives periodic recommendations;
- - Gives recommendations for the review of study programs on the basis of

- data generated by internal estimates;
- - Analyzes curricula and syllabi for each department and ensures that they are in accordance with the internal requirements of the institution or external requirements according to applicable law
- - Manages the accreditation process during the external evaluation period
- - Cooperates with the Kosovo Accreditation Agency (KAA) and continuously follows the procedures and requests issued by the KAA
- - Cooperates with the Deans of the faculties as well as the quality coordinators of the faculties regarding the professional issues of the Office
- - Supervises and supports teachers in the implementation of curricula
- - Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- - Performs other tasks at the request of the Rector

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - To have a master degree;
- - At least 3 years of professional work experience
- - Computer skills of software applications (Word, Excel, Power Point, Access)
- - Advanced knowledge of English (writing, reading and speaking)

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Skills and experience in planning and leadership
- - Skills in setting objectives, work planning and analysis
- - Skills in team leadership and organization, ability to manage a team or working group
- - Effective communication skills

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Quality Assurance Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Quality Assurance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Head of Quality Assurance Office
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Within the specific field of professional expertise, performs important professional tasks and provides services at the expert level which contribute to meeting the objectives of the organizational unit of the institution

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Is responsible for organizing the work for the implementation of the Quality Assurance Strategy
- - Regularly collects data through various instruments, such as questionnaires or other evaluation tools
- - Regularly performs statistical processing of data and makes graphical and table presentation of analyzed reports
- - Collects, sorts and analyzes the necessary materials from each department during the external evaluation process
- - Assists in the organization of external evaluation processes, including the coordination of self-evaluation reports, the organization of external evaluation visits by international experts, analysis and comparison of external evaluation, reports by international experts, etc.
- - Designs and coordinates processes that ensure accurate information of relevant stakeholders regarding the process of internal evaluation, accreditation and the status of accredited programs within the institution.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree
- - Minimum of 3 years of professional work experience
- - Advanced knowledge of English (writing, reading and speaking)
- - Computer skills in software applications (Word, Excel, Power Point, Access)

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Deep knowledge of the professional field
- - Ability to do research to prepare summaries and analysis of the professional field
- - Ability to work and communicate with authorities outside the institution
- - Effective communication skills

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Cooperation Officer
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Office for International Cooperation
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Head of the Office for International Cooperation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Within the specific field of professional expertise, performs important professional tasks and provides services at the expert level which contribute to meeting the objectives of the organizational unit of the institution

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Is responsible for implementing the policies and work plan of the international relations office
- - Is responsible for following the international activities related to the advancement of the teaching process, research-scientific work and other activities characteristic of universities and other institutions of higher education
- - Prepares relevant data regarding universities and other non-educational institutions with which there are cooperation agreements
- - Gathers information on various international projects and initiatives related to issues of interest to the institution
- - Maintains the database in relation to universities and other non-educational institutions with which there are cooperation agreements
- - Is responsible for informing students and academic staff about the opportunities offered by the institution for academic and professional exchanges
- - Completes the necessary documentation of students and academic staff needed to apply for academic mobility.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree
- - Minimum of 3 years of professional work experience
- - Advanced knowledge of English (writing, reading and speaking)
- - Computer skills in software applications (Word, Excel, Power Point, Access)

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Deep knowledge of the professional field
- - Ability to do research to prepare summaries and analysis of the professional field
- - Ability to work and communicate with authorities outside the institution, local and international
- - Effective communication skills, especially with the international community

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Internship Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Office for International Cooperation
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Head of the Office for International Cooperation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Within the specific field of professional expertise, performs important professional tasks and provides services at the expert level which contribute to meeting the objectives of the organizational unit of the institution

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- Participates in the group for reviewing and drafting policies, regulations and instruments for practical work
- Participates in the review, drafting and signing of cooperation agreements (aimed at implementing practical work) with relevant institutions in the country and takes care of the implementation of these cooperation agreements
- Plans, manages and monitors the practical internship of students
- Prepares the list of institutions in which students can complete the internship, in consultation with the respective faculties
- Keeps statistics for each faculty for student involvement in internship
- Advises the Vice-rector and Deans on issues related to internship
- Participates in the drafting of formats of protocols, diaries, certificates and other instruments related to internship
- Serves as a liaison point of AAB with institutions, authorities and economic organizations regarding the implementation of practical work
- Assists and monitors the implementation of internship at AAB branches
- Organizes informing the staff of academic units and students about the possibilities of practical work and internship experiences
- Ensures that the network of partners is constantly expanding
- In cooperation with the Deans compiles the criteria based on which the selection of students for internship is done
- In cooperation with the Deans approves the reports of the internship of the students
- Coordinates the signing of certificates of the internship of students
- Organizes training programs for relevant staff, partners and students in the field of internship;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree
- - Minimum 3 years of professional work experience
- - Knowledge of intermediate level of English language (writing, reading and speaking)
- - Computer skills in software applications (Word, Excel, Power Point, Access)

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Deep knowledge of the professional field
- - Ability to do research to prepare summaries and analyzes of the professional field
- - Ability to work and communicate with authorities outside the institution
- - Effective communication skills

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB College
2. Job Title:	Project Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Office for International Cooperation
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Head of the Office for International Cooperation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Within the specific field of professional expertise, performs important professional tasks and provides services at the expert level which contribute to meeting the objectives of the organizational unit of the institution

3) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Is responsible for the design, development and management of projects of the institution
- - Identifies potential partners through which joint projects can be implemented
- - Regularly visits the websites of non-governmental organizations and donors to see the possibilities of applying for calls for grants and donations
- - Gathers information on various local and international projects and initiatives related to issues of interest to the institution
- - Represents the institution in all meetings inside and outside the institution related to the possibilities of applying for projects, funds, grants, etc.
- - Serves as coordinator for information and involvement of the institution in these projects and local and international organizations
- - Establishes relations with private and public foundations as well as with potential donors in order to generate external funds and expand study opportunities for students
- - Maintains project documentation and creates a database for all implemented and planned projects of the institution
- - Is responsible for the organization and implementation of private commercially based courses

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree
- - Minimum 3 years of professional work experience
- - Advanced knowledge of English (writing, reading and speaking)
- - Computer skills in software applications (Word, Excel, Power Point, Access)

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Deep knowledge of the professional field
- - Ability to do research to prepare summaries and analysis of the professional field
- - Ability to work and communicate with authorities outside the institution, local and international
- - Effective communication skills, especially with the international community

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Director of finance
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Management level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for development and finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Providing professional support through analysis, advice and expertise in order to meet the defined objectives of the organizational unit, without close supervision at work. Analyzes financial information with emphasis on liabilities and prepares balance sheet, income statement and other reports to summarize the current position.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- Supervises and organizes work in the Directorate of Finance and Supply;
- Takes care of the execution of the revenues of the institution;
- Compiles reports for the management staff on a periodic basis and at the request of management;
- Monitors and manages expenditures within the allocated budget;
- Cooperates closely with the Vice-rector for Development and Finance in the preparation of the annual plan and budget of the institution;
- Implements payments for approved student projects and initiatives;
- Supervise the financial aspects of the student service;
- Organizes and maintains financial files and data;
- Proposes the review and completion of financial regulations and procedures;
- Prepares and executes the payments of the Institution;
- Controls income, cash and expenses;
- Monitors the financial situation of the institution at all times under the leadership of the Vice-rector for Finance;
- Compiles and submits payment lists for further processing;
- Reviews and approves the requests of students for financial facilities according to special requirements;
- Monitors the correct implementation of discounts in the system;
- Cooperates and maintains contacts with banks and other financial institutions;
- Tracks the collection of funds within certain deadlines;
- Prepares reports and financial analysis according to the request of the Vice -rector for Development and Finance;
- Submits the payroll to the accountant for reporting to TAK;
- Supervises, controls and balances the cash registers;
- Organizes Cash deposit in the bank;
- Prepares procurement reports, which must be approved by the Vice-rector for Development and Finance;
- Examines complaints regarding various payments to staff;
- Cooperates with the administration department for the realization of the financial conditions of the student contract;
- Verifies the accuracy of invoices and payments;
- Manages daily administrative and financial activities;
- Processes invoice payments on time;
- Ensures that all internal and external financial reporting requirements are met in a timely and orderly manner;
- Supervises the drafting of monthly, quarterly and annual statements for the Tax Administration of Kosovo;
- Identifies and provides solutions to all financial issues;
- Publishes the work plan in e-manager
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
- Performs other duties at the request of the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in economics and finance;
- - 6 years of professional work experience, including at least 3 years in a leading position
- - Knowledge of English is an advantage;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Excellent computer skills (MS Office applications)
- - Good communication skills
- - Good teamwork skills and ability to work under pressure

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Supply Manager
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Management level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for development and finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Supply to meet the needs of the institution taking into account the financial, qualitative and logistical aspects of supply oriented to optimize the operating costs of the Institution.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- - Coordinates and manages all supply activities in the institution;
- - Plans, manages and coordinates the work of supply officers and other employees involved in the supply of products;
- - Is primarily responsible for all supplies, including the supply of administrative and teaching staff with the necessary technical materials and tools;
- - Collects bids and negotiates deals to achieve the lowest possible purchase costs;
- - Keeps data on the use, servicing of vehicles of the institution and prepares the necessary documents for their use;
- - Responsible for receiving all invoices coming on behalf of the institution;
- - Coordinates the whole process of bill payment;
- - Coordinates and manages projects for construction, expansion and renovation of the institution;
- - Ensures the regularity of the procedures for starting work, including the construction permit;
- - Organizes the supervision of work;
- - Supervises the regularity of supply procedures;
- - Is responsible for updating the cards of contractors and suppliers;

- - Prepares key points of supply contracts in cooperation with the secretary;
- - Compiles regular plans and reports for all supply activities;
- - Prepares the report on payments related to supply costs and services of monthly payments;
- - Proposes forms or ideas for cost reduction and drafts savings plans;
- - Manages and controls the change of prices by suppliers in accordance with the terms of the contract/agreement;
- - Organizes the process of ordering goods whether they are systematic or fast, electronic or direct, from suppliers;
- - Publishes the work plan in E-manager;
- - Performs other tasks assigned by the supervisor;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - 3 years of work experience including 1 year of managerial work experience;
- - Knowledge of English or any other foreign language is preferred.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Excellent computer skills (MS Office applications);
- - Good communication and negotiation skills;
- - Driver's license (category B);
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB College
2. Job Title:	Finance Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Assists the Director of Finance in the implementation of all payments of the institution.

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Deals with daily cashing; - - Compiles the list of payments and sends it to the Director of Finance for authorization; - - Informs the Director of Finance on a regular basis about the situation in the banks; - - Takes care of the regularity of transactions and informs about possible errors in payments; - - Opens suppliers' accounts/cards and updates their data;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in economics and finance;
- - Knowledge of English is preferred;
- - Work experience is preferred.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

1. 1. Advanced computer skills (MS Office applications);
2. 2. Good communication skills;
3. 3. Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Accountant
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Maintains accounting books and advises the management of the institution in the field of accounting and auditing; as well as collects, processes and reports financial information.

3) **Main duties:** (short description of the main tasks, ranked by importance):

Duties and responsibilities

- Takes care that the financial documentation is preserved as provided by the legislation;
- Checks the supporting documentation (invoices, receipt, delivery note, contracts and other possible additions);
- Records financial documentation by accounts and units in the relevant software;
- Follows the legal provisions in the field of accounting and finance;
- Assists professional associates in performing tasks;
- Makes an accounting record of the documentation received in the accounting software such as purchase invoices, calculation of SADs, invoices of expenses by categories, payroll registers;
- Prepares revenue reports and harmonizes them with bank reports;
- Manages receivable accounts;
- Manages payable accounts;
- Prepares and analyzes the conformity of banking transactions;
- Manages fixed assets, including: recording of details of assets, calculation of depreciation, recording of new assets and settlement of depreciated assets;
- Settles stock accounts with financial accounting;
- Completes all forms required by the Tax Administration of Kosovo and other external financial institutions;
- Participates in the external audit process of the institution;
- Ensures the confidentiality of the financial data of the institution;
- Tracks global accounting standards and informs management
- Prepares various reports and submits them to the Director of Finance upon request;
- Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in economics and finance;
- - To have completed the second level of Certified Accountant;
- - Have work experience in accounting and finance;
- - To have advanced knowledge in the use of computer programs in the field of accounting;
- - Good knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good communication skills;
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB College
2. Job Title:	Supply Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Supply Manager
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Reception, systematization, management and storage of purchased goods of the

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Manages the warehouse of the institution; - - Supervises and controls the condition of products in the warehouse; - - Is responsible for receiving the goods and certifying their accuracy; - - Assists the supply manager to supply administrative and teaching staff with technical materials and tools; - - Assists the supply manager in keeping records related to the signed supply contracts; - - Takes care of providing invoices for the purchased goods; - - Accepts staff requests for supply; - - Takes care to react in time with the replacement/supplementation of missing products; - - Keeps under control all the necessary goods from the moment of receipt until the moment of delivery to the relevant sector; - - Registers the purchased goods in the supply system; - - Performs other tasks assigned by the supervisor.

1) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Have a minimum of 1 year work experience;
- - Proficiency in using MS Office (Word and Excel);
- - Knowledge of English is preferred.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good communication skills.
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Treasurer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Performs student payment services

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Accepts tuition fees; - - Is responsible for deposits until the moment of their submission; - - Is responsible for revenues based on the fiscal report and the system; - - Verifies the authenticity of the card-coins; - - Takes care of the functioning of the fiscal cash register; - - Submits financial data as required/needed; - - Ensures the confidentiality of student and institution records; - - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in economics and finance is preferred;
- - Knowledge of English is preferred;

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- Computer skills (MS Office applications);
- Good communication skills;
- Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Coordinator for transfers, returns and student support
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Accepts student transfer requests; - - Proceeds to the dean's office for recognition of grades; - - Informs students about the decision taken by the dean to allow the transfer and recognition of grades; - - Performs the registration procedure of transferred students; - - Performs the procedure from the request for return until the decision is made for the equivalence of grades; - - Receives and reviews requests for withdrawal of documents; - - During the exams examines the financial requests for deferral of payment and approves them through the system; - - Accepts student requests in cases where they have financial problems; - - Talks to students in cases when they cannot continue their studies; - - Organizes student evenings; - - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications

- - University degree;
- - Minimum of 3 years of relevant professional work experience;
- - Knowledge of English or any foreign language is preferred;
- - Computer skills in software applications (Word, Excel, Power Point, Access).

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Good communication and negotiation skills;
- - Ability to work in groups and under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB College
2. Job Title:	Student Transfer and Returns Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Finance Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for development and finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

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3) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Accepts student transfer requests; - - Proceeds to the dean's office for recognition of grades; - - Informs students about the decision taken by the dean to allow the transfer and recognition of grades; - - Performs the registration procedure of transferred students; - - Performs the procedure from the request for return until the decision is made for the equivalence of grades; - - Receives and reviews requests for withdrawal of documents; - - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Minimum 1 year of work experience;
- - Knowledge of English or any foreign language is preferred;
- - Computer skills in software applications (Word, Excel, Power Point, Access).

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good communication skills;
- - Ability to work in groups and under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Director of Administration
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Director level
4. Departament/office: (within institution)	Office for students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Is the main responsible person for the progress of work and the quality of administrative services for students;
- Manages the administrative aspects of the new student registration process;
- Manages administrative staff;
- Manages and maintains the database for students;
- Proposes the development and advancement of the student database;
- Prepares statistics, reports and various statements from the student database;
- Compiles and supervises certificates, diplomas and other documents issued to students;
- In cooperation with the Deans and Branches, prepares the schedule of lectures and the schedule of exams;
- Manages Student transfers and returns;
- Updates staff information for the administration sector and forwards it as needed and on demand;
- Supervises the work of administrative officers on student issues;
- Actively participates in institutional development and planning;
- Develops standards for the functioning of the administration and takes care of their implementation;
- Ensures the liaison of the administration with the financial services regarding the realization of the student contract;
- Manages the information service (reception) within the institution;
- Prepares regular working reports for the management;
- Publishes the work plan in E-Manager;
- Follows the development trends of the administration;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
- Takes care of the creation of sound reports in the student service;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have a university degree in the field of law, public administration or management;
- - Master's degree is an advantage;
- - Have at least three years of work experience;
- - To know English (writing and reading);

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Have proven management skills;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Head of the Diploma Office
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Director level
4. Departament/office: (within institution)	Office for students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Administration
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Manages the process of issuing certificates and diplomas to students

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none">- - Takes care of the implementation of the procedures for obtaining a diploma;- - Instructs students on the procedures for obtaining a diploma;- - Handles students' requests for equipment with a certificate and diploma;- - Ensures that diplomas issued to students are in full compliance with the decisions of the institution, KAA and MEST;- - Prepares the diploma annex for students;- - Verifies the accuracy of diplomas and other documentation of graduate students according to the requirements of external institutions;- - Checks the file of the graduate student including the chronology of studies, documentation of prior education, their originality, completed years of study, curriculum and ECTS, student financial contractual obligations - control of payments;- - Issues certificates for current and graduate students as required;- - Takes care of archiving the student file after graduation;- - Completes the necessary documentation for graduate students who are subject to verification by MEST;- - Fills, preserves and maintains the matrix books of students;- - Publishes the work plan in E-manager;- - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Minimum 3 years of relevant professional work experience;
- - Knowledge of English or any foreign language is preferred;
- - Computer skills in software applications (Word, Excel, Power Point, Access).

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Knowledge of the professional field
- - Good communication skills;
- - Ability for group work;
- - Ability to work and communicate with authorities outside the institution.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Diploma Officer
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Office for students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Head of the diploma office
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Prints diplomas according to the list submitted by the head of the office; - - Takes care of the signing of diplomas by deans; - - Prepares the list of diplomas for signing by the Rector; - - Takes care of the system of diplomas, notifies students on diplomas that are ready; - - Takes care of the issuance of the diploma (withdrawal) of the diploma by the student by filling in the form according to the relevant application in SIS. - - Completes the register of graduates according to the list submitted by the head of office; - - Assists in the issuance of various certificates of graduate students and assists in completing documents for verification in MEST; - - Takes care of the system and registration of exam reports and their submission to the archive; - - Verifies grades in exam reports (in certain cases);

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Minimum 1 year of work experience;
- - Knowledge of English or any foreign language is preferred;
- - Computer skills in software applications (Word, Excel, Power Point, Access).

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Good communication skills;
- - Ability for group work and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Administrative Officer for the bachelor level
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Office for students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Administration
7. Place of work/campus: (place where tasks are performed)	Prishtinë, Ferizaj, Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Providing administrative services for students, dean's office and academic staff

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Provides administrative services for deans, students and teachers;
- Instructs and advises students on the learning process and applicable student regulations;
- Assists in identifying and organizing spaces for lectures and exams;
- Publishes and inserts lecture and exam schedules on the website and e-service;
- Records and updates student data regarding their attendance at lectures and exams,
- Takes care of the registration and systematization of student receipts and the fulfillment of the student's financial obligations;
- Prepares reports for the relevant deans for the attendance of students and teachers in lectures, exercises and exams;
- Maintains regular contacts with students and informs them about the fulfillment of the conditions for presenting the exams;
- Identifies active and passive students and contacts them at the request of the supervisor;
- Presents the exams and generates the lists of students that will be subject to the respective exam;
- Registers new students;
- Prepares certificates for the exams passed, based on the request of students;
- Facilitates the process of equipping the student with a degree;
- Registers the final reports of the exams held by the commission;
- Sends notifications through the notification system (e-mail and e-service) to students, in coordination with the deans and the Director of Administration;
- Communicates and maintains Alumni student records in cooperation with the Career Office;
- Follows the regularity of submission of reports from the final evaluation of students;
- Registers the grades of returned and transferred students;
- Receives student requests for review of payment plan and forwards them to the finance office;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Three years of relevant work experience;
- - Basic knowledge of English or other languages;
- - 4. Good computer skills (Microsoft Office, Word and Exel).

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Good communication skills
- - Good teamwork skills and ability to work under pressure

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Administrative Officer for the master level
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Office for Students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Administration
7. Place of work/campus: (place where tasks are performed)	Prishtinë, Ferizaj, Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Providing administrative services for students, dean's office and academic staff and facilitating the process of approving and defending master theses.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Provides administrative services for deans, students and teachers;
- Instructs and advises students on the learning process and applicable student regulations;
- Assists in identifying and organizing spaces for lectures and exams;
- Publishes and inserts lecture and exam schedules on the website and e-service;
- Records and updates student data regarding their attendance at lectures and exams,
- Takes care of the registration and systematization of student receipts and the fulfillment of the student's financial obligations;
- Prepares reports for the relevant deans for the attendance of students and teachers in lectures, exercises and exams;
- Maintains regular contacts with students and informs them about the fulfillment of the conditions for presenting the exams;
- Identifies active and passive students and contacts them at the request of the supervisor;
- Presents the exams and generates the lists of students that will be subject to the respective exam;
- Registers new students;
- Prepares certificates for the exams passed, based on the request of students;
- Facilitates the process of equipping the student with a degree;
- Registers the final reports of the exams held by the commission;
- Sends notifications through the notification system (e-mail and e-service) to students, in coordination with the deans and the Director of Administration;
- Communicates and maintains Alumni student records in cooperation with the Career Office;
- Follows the regularity of submission of reports from the final evaluation of students;
- Registers the grades of returned and transferred students;
- Receives student requests for review of payment plan and forwards them to the finance office;
- Takes care of the administrative procedures for the protection of master level topics;
- Supports the work of the Council of Master Studies;
- Provides administrative and technical support to the Evaluation Commission of master topics;
- Prepares and submits the necessary documentation for master topics;
- Announces announcements for public defense of diploma topics at Master level on the website;
- Performs other tasks assigned by the Supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Three years of relevant work experience;
- - Basic knowledge of English or other languages;
- - Good computer skills (Microsoft Office, Word and Excel).

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Good communication skills
- - Good teamwork skills and ability to work under pressure

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Career Development Officer
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Office for Students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Administration
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Takes care of the progress of work in the Career Office, which aims to increase the employability of graduate students but also students who continue their studies through Counseling, guidance, training and support through ongoing contacts with students.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- - Develops and proposes policies and procedures related to student career development;
- - Supports and advises students regarding career development;
- - Prepares and distributes labor market announcements for graduate and postgraduate students;
- - Organizes trainings and activities to improve the skills for presenting in a job interview;
- - Assists students and graduates when applying for a job;
- - Establishes and maintains contacts with employers and with the Career offices of other institutions;
- - Creates and maintains the electronic platform e-Careers and updates the data for vacancies;
- - Coordinates promotional activities/events inside and outside the institution in coordination with the Public Relations Office and the Marketing Department;
- - Provides proposals for cooperation projects with various organizations, companies and institutions;

- - Conducts surveys with employers on the performance of graduates and students of the institution in the labor market;
- - Provides advice to students who graduate from high school and are interested in starting studies at AAB College, informing and advising them on study programs and the possibility of developing their professional and scientific career;
- - Assists students in establishing relationships with potential employees.
- - Disseminates information on scholarships, student conferences and training for graduates;
- - Maintains constant contacts with associations or other organizations of Alumni and supports them in their operation;
- - Communicates with the labor market to assess the compatibility of diplomas offered with the labor market;
- - Collaborates with the Internship Officer to facilitate the internship process;
- - Orients the graduates of the institution at the BA level for the possibility of continuing their studies in MA programs according to the student's requirements;
- - Organizes the Career Fair and various promotional activities;
- - Facilitates student participation in career fairs, employment scholarships, etc .;
- - Organizes workshops, promotional days and discussions between students and alumni of the institution who have built successful careers.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree;
- - Three (3) years of work experience;
- - Advanced knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent computer skills (MS Office applications);
- - Good communication skills.
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Administrative Assistant in the information service
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Office for students
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Administration
7. Place of work/campus: (place where tasks are performed)	Prishtinë, Ferizaj, Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Serves as the first point of contact for external visitors and staff, and facilitates internal communication between the various services of the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

Receives telephone calls, determines their purpose and transfers them to relevant officers;
Connects external calls according to the requests of the staff and keeps the daily records of the calls made which he submits to the finance department;

- Assists students and outside parties for orientation in the campus spaces of the institution, showing a high standard of service;
- Receives information by phone and forwards it to relevant officers;
- Welcomes the visitors to the institution, determines the purpose of the visit of the visitors and notifies the relevant officials of the institution regarding the visitor;
- Monitors the entry and exit of visitors, provides them with identification cards for visitors and keeps relevant records for them;
- Receives and registers official mail and various documents, and addresses to the relevant persons or organizational units of the institution;
- Advises and informs visitors on issues that are within his / her scope;
- Photocopies the materials for students and records them in the electronic system;
- Performs other works of technical nature according to the needs of the staff of the institution, such as photocopying, linking of materials, etc .;
- Compiles and updates the contact list of the institution's staff;
- Reports on emergency interventions in the maintenance and hygiene of the institution, and serves as a liaison point for various technical services in the institution;
- Records and preserves lost things;
- Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree is preferred;
- - Good knowledge of English or any other foreign language;
- - Computer skills in software applications (Word, Excel)

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Ability to work under pressure;
- - Good communication skills and focus on service to the parties.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Marketing Director
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Director level
4. Departament/office: (within institution)	Marketing office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for development and finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Ensures efficient operation of all activities related to the marketing of the institution in order to maintain and enhance the institutional image.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Plans and drafts the concept, policies and marketing strategy;
- Drafts the annual marketing budget;
- Supervises, organizes and evaluates marketing staff;
- Implements strategies and activities in the field of marketing;
- Leads the promotional campaigns of the institution;
- Coordinates the process of preparation of any kind of promotional material (audio, video, print, social media, etc.);
- Organizes and maintains the database of the Marketing sector;
- Reviews and signs contracts related to marketing, in cooperation with the Rector, Vice-rector for Development and Finance and Secretary;
- Participates in the drafting of tuition and scholarship policies for young students;
- Participates in meetings for strategic management planning;
- Participates in decisions at the Rectorate level related to the field of marketing;
- Coordinates activities for corporate social responsibility;
- Follows trends in the field of marketing, including digital and social marketing, and proposes ideas for the development of the marketing office,
- Identifies strategic partners according to the criteria of the field it covers;
- Assess the needs and organizes the capacity building of the staff;
- Manages the registration centers outside the campus of the institution;
- Prepares analyzes of the market, competition, prices, student satisfaction and presents those data to the management;
- Establishes cooperation relations with pre-university level schools;
- Compiles reports with statistics on a periodic basis;
- Takes care that marketing activities are in accordance with the set deadlines and within the set budget;
- Organizes efficient inventory management in the field of marketing;
- Plans staff for the needs of sector activities;
- Publishes the work plan in E-Manager;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree: Faculty of Economics
- - Three (3) years of work experience in the field of marketing
- - Basic knowledge of English

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent knowledge of Microsoft, Word and Excel
- - Good communication skills
- - Good teamwork skills and ability to work under pressure
- - Driving license

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Curator for fieldwork
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Marketing Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Marketing Director
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Assists the Marketing Director in organizing fieldwork

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Plans, proposes and implements projects or field tasks; - - Builds cooperation relations with school principals; - - Organizes visits and courses for graduates; - - Organizes various activities with graduates; - - Identifies and proposes marketing agents; - - Organizes trainings for the training of marketing agents; - - Provides offices and space for various activities; - - Link contracts, branding and inventory of offices; - - Organizes summer activities with students and graduates; - - Identifies and implements various forms of promotional activities at the level of the institution and programs; - - Monitors the operation of field registration offices; - - Reports on a periodic basis on the work performed; - - Performs other tasks assigned to him/her by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree: Faculty of Economics
- - Three (3) years of work experience in the field of marketing;
- - Basic knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent knowledge of Microsoft, Word and Excel;
- - Good communication skills;
- - Good teamwork skills and ability to work under pressure;
- - Driving license (Category B).

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Marketing officer
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Marketing Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Marketing Director
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Assists the Marketing Director in implementing the marketing plan

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Organizes the registration process; - - Coordinates the registration in the fieldwork offices; - - Proposes changes in financial offers; - - Creates, maintains and updates the marketing database; - - Presents offers for applications and registrations; - - Answers on the helpline for information; - - Proposes the plan of scholarship extensions in the faculties; - - Monitors and controls AAB (social networking) websites; - - Posts and sponsors marketing activities on social networks; - - Orders and supervises graphic posts; - - Tracks and compares the activities of competing institutions; - - Identifies ways to distribute and increase clicks; - - Follows the trends in media and marketing; - - Provides the supervisor with data and statistics; - - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in economics;
- - Work experience in the field of marketing;
- - Good knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent knowledge of Microsoft, Word and Excel
- - Good communication skills;
- - Good teamwork skills and pressure work;
- - Driving license preferred.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Marketing Agent
3. Functional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Department/office: (within institution)	Marketing Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Marketing
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Assists in carrying out marketing work in the respective region

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Organizes the visits of graduates for the respective region; - - Assists in organizing courses for graduates; - - Organizes various activities with graduates; - - Builds cooperation relations with school principals; - - Recommends the premises for the registration offices in the respective region; - - Organizes promotional activities at the level of the institution and the study program in the respective region; - - Registers new candidates; - - Provides the supervisor with data and statistics; - - Performs other tasks assigned to him/her by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree preferred;
- - Work experience preferred;
- - Basic knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent knowledge in Microsoft Word and Excel;
- - Good communication skills;
- - Good teamwork skills and ability to work under pressure;
- - Driving license preferred (category B).

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Director of Support Services
3. Functional category: (Senior management level, management level, professional level, administrative level)	Director level
4. Department/office: (within institution)	Support Services Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for development and finance
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Provides technical support to all offices and academic units managing the transport, safety and hygiene of the institution;

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Responsible for the progress and quality of support services in the institution;
- Responsible for creating a safe and convenient working environment for all employees, students and academic staff;
- Responsible for the surveillance of security cameras on the campuses of the institution;
- Supervises, manages and controls campus spaces;
- Responsible for the green spaces of the institution;
- Coordinates all activities related to on-campus accommodation and inventory registration;
- Is responsible for providing servicing and maintenance of vehicles in the institution;
- Takes care of the realization of all personnel requirements related to transport;
- Responsible for registering, storing, controlling and managing all inventory for all campuses of the institution;
- Creates conditions for the proper functioning of technical equipment and motor vehicles in all campuses of the institution;
- Responsible for the cleanliness and quality of services in the institution's cafeterias;
- Supervises and organizes the hygiene in the branches;
- Supervises, organizes, and manages the transportation of students;
- Manages the work of Technical staff;
- Manages technical services in the branch in cooperation with the Director of the branch;
- Compiles periodic reports according to the request of the supervisor and the needs presented;
- Represents the institution in contacts with third parties in its scope;
- Provides support for all organizations of the institution;
- Publishes the work plan in E-manager;
- Follows trends and developments in the technical services sector;
- Takes care of preserving and raising the image of the institution;
- Manages the driving school of the Institution;
- Assesses needs and recruit staff for the technical services sector;
- Assesses the staff needs for capacity building and organizes training activities;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;
- Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree
- - At least 3 years of professional work experience;
- - Computer skills of software applications (Word, Excel, Power Point, Access)
- - Knowledge of English (writing, reading and speaking)

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Skills and experience in planning and leadership;
- - Skills in setting objectives, work planning and analysis;
- - Skills in team leadership and organization, ability to manage a team or working group;
- - Effective communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Technical service worker
3. Functional category: (Senior management level, management level, professional level, administrative level)	Technical level
4. Department/office: (within institution)	Support Services Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Support Services
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Takes care of all aspects of the technical operation of the facilities of the institution

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- - Controls all spaces inside and outside the institution on the hygienic-technical condition and intervenes with employees of other sectors in case of need;
- - Controls all spaces and equipment in the working hours of the institution;
- - Takes care of the assets and inventory of the institution and informs about any case of damage or misuse;
- - Assists and supplies all units with consumables according to their requirements;
- - Takes care of and maintains the campus yard;
- - Supplies the vehicles of the institution with fuel and keeps records for each vehicle;
- - Supplies the generators with fuel and monitors their operation;
- - Informs the supervisor for each working day on the progress of support services;
- - Performs relocation and system of offices of the institution;
- - Maintains, supplies and monitors the heating system of the institution's campuses;
- - Assists in the technical adaptation of spaces in cases of different organizations of the institution;
- - Performs other tasks at the request of the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Secondary education;
- - Driver's license (category B);
- - Certificates for different professions are preferred.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Good communication skills.
- - Knowledge of the technical aspects of the functioning of the institution.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Driver
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Support Services Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Support Services
7. Place of work/campus: (place where tasks are performed)	Prishtine/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Provides qualitative transportation services for students and staff of the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Provides driving services for students and staff of the institution; - - Takes care of the vehicle maintenance and performs possible repairs; - - Ensures that the vehicle is clean and in good condition; - - Responds to the supervisor's calls for services even after hours and on weekends; - - Performs routine operations of mail and transport of goods and other cargo; - - Keeps a record book for vehicle mileage (topographer), repairs, licenses, registrations, permits, and other documentation; - - Bears responsibility for fines and damages caused to the vehicle by negligence or non-adaptation of traffic conditions; - - Takes care that all actions are in accordance with the rules and regulations in case of involvement in a traffic accident/incident; - - Acts in accordance with the code of conduct of the institution. - - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Secondary education;
- - Three (3) years of work experience;
- - Driving license, category D.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- Good communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Security worker
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Technical level
4. Departament/office: (within institution)	Office for technical support
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Support Services
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Takes care of maintaining the order, calm and security in the campus spaces of the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Is the responsible person for the security of human and material resources inside and outside the premises that are owned and managed by the institution;
- Monitors the entry-exit of all persons and intervenes according to the relevant procedures in cases when it notices any irregularity or danger to the persons and assets of the institution;
- Communicates and warns persons who behave in violation of the rules of the institution;
- Evaluates unusual situations and reacts according to relevant procedures in its scope;
- Performs physical control of persons of the same sex in situations when such a thing is required, after obtaining the consent of the person;
- Notifies law enforcement agencies in case of emergency situations that endanger security;
- Holds the person only if he suspects that the person has committed or is in the process of committing a criminal offense and notifies the law enforcement agencies;
- Keeps records in the custody notebook for any irregularities that the supervisor notices or suspects and reports daily;
- In no way leave only the point or space he controls until there is a replacement for that place;
- Maintains contact with other security points at all times and warns other points about anything it notices may be in danger;
- Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Secondary education;
- - Professional training and certification in the field of security;
- - Driving license, category B.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- Good communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Administrative leader of the driving school
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Support Services Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Support Services Office
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Manages the AAB driving school.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - Is the responsible person for the training of candidate students of the AAB driving school; - Keeps the book of the registration protocol of the candidates in the AAB driving school; - Develops and implements security policies for staff and clients; - Organizes and holds lectures with candidate students in the driving school according to applicable laws; - Takes care of driving school vehicles and their hygienic-technical condition; - Sends periodic and monthly reports on the work of AAB Driving School; - Archives, organizes and maintains various office information and documents; - Supervises the work of other driving school staff; - Applies ethical principles and values in the workplace; - Implements the rules of technical safety at work; - Serves as a liaison with the authorities in the field of transport; - Performs other tasks as required by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree is preferred;
- - To be licensed as a vehicle instructor according to applicable state laws and regulations;
- - To be equipped with a driving license of the highest level;

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - To be patient, to know and understand the mental and physical abilities of the candidates;
- - To be clear in the learning processes and able to convey his/her knowledge to the candidates;
- - To know how to convey advice to candidates on how to act in certain cases related to driving.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Instructor
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Support Services Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Support Services Office
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Preparation and training of candidates for driver's license equipment

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Is responsible for training candidates to obtain a driver's license; - - Keeps records of the classes he / she spends with candidate students; - - Follows the changes in the traffic regulations; - - Takes care of the hygienic-technical condition of the vehicle which he conducts classes with; - - Informs and recommends for the right time to enter the exam for obtaining a driving license; - - Applies ethical principles and values in the workplace; - - Implements the rules of technical safety at work; - - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree is preferred;
- - To be licensed as a vehicle instructor according to applicable state laws and regulations;
- - To be equipped with a driving license of the highest level;

4.2) Key skills, knowledge, skills required (ju lutem ispecifikoni esencialet ose të dëshirueshmet)

- - To be patient, to know and understand the mental and physical abilities of the candidates;
- - To be clear in the learning processes and able to convey his / her knowledge to the candidates;
- - To know how to convey advice to candidates on how to act in certain cases related to driving.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Hygiene worker
3. Functional category: (Senior management level, management level, professional level, administrative level)	Technical level
4. Department/office: (within institution)	Support Services Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Support Services
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Takes care of the hygiene and cleanliness of the premises of the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Maintains the premises of the institution; - - Takes care of and maintains the hygiene of the institution; - - Takes care of and maintains green spaces inside and outside the institution; - - Collects and delivers at the reception the forgotten things; - - Takes care of inventory storage and reports on any damage done; - - Performs other tasks according to the needs of the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

1. High school;

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

1. Good communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Director of Technology
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Director Level
4. Departament/office: (within institution)	Office of Technology
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	?
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Is responsible for the operation, quality and development of electronic services, technological equipment, software applications, database, network and server administration, backup, data security and protection, etc .;

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none">- Contributes to the planning and progress of work in the department of Information Technology;- Oversees all technology operations (network security, maintenance and software development);- Develops plans and policies for IT systems, to support the implementation of strategies set by senior management, and to improve work efficiency;- Develops, implements, installs and maintains applications according to the requirements of the sectors;- Is responsible for avoiding and solving technological problems which occur in technological equipment and software applications;- Is responsible for data security and protection;- Is responsible for the efficient operation and maintenance of the network of the institution;- Ensures good and fast operation of applications and the Internet;- Develops, maintains and supervises procedures for all server backups;- Coordinates the supply, installation, maintenance and development of technological equipment of the institution;- Proposes and initiates the development of new applications;- Provides technical support to users and organizes training on the use of specific programs and applications;- Identifies and coordinates the need for improvements, configurations and new technological systems and equipment of the institution;- Assists in building relationships with vendors and creating cost-effective contracts;- Follows the latest developments in the field of technology, and implements that knowledge in current systems;- Maintains the confidentiality of data of the institution;- Compiles periodic reports at the request of the supervisor;- Publishes the work plan in E-manager;- Plans and coordinates preventive and regular maintenance of IT equipment, servicing breakdowns, finding temporary solutions for uninterrupted operation of the work process until the final solutions of technical problems;- Takes care of preserving and raising the image of the institution;- Evaluates requirements and recruits staff for the technology services sector;- Assesses the staff needs for capacity building and organizes training activities;- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties;- Performs other tasks assigned by the supervisor according to his / her area of responsibility.

- 4) **Skills required** (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in Computer Science, telecommunication or similar;
- - Evidenced experience as a manager in the field of Information Technology, minimum 5-years;
- - Excellent knowledge in the field of information technology, data security, computer systems, etc.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- 1) Excellent skills in analyzing and solving problems;
- 2) Strong skills for creativity and innovation;
- 3) Advanced knowledge of English language;
- 4) Excellent management skills;
- 5) Ability in organizing and managing time;
- 6) Ability to work under pressure;
- 7) Good teamwork and communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Network administrator
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Office of Technology
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Technology
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Configures, monitors, maintains and improves the network within the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Takes care of the configuration, monitoring, maintenance and improvement of the network within the institution; - - Installs and integrates applications and new hardware parts on the server; - - Make the necessary updates to the server and computers of the institution; - - Takes care of network security; - - Creates accounts, rights and passwords for technological devices; - - Solves problems reported by users; - - Ensures good and fast internet operation; - - Follows the latest developments in the field of technology and implements that knowledge in current systems; - - Maintains the confidentiality of data of the institution; - - Publishes the work plan in E-manager; - - Takes care of preserving and raising the image of the institution; - - Performs other tasks assigned by the supervisor according to his / her area of responsibility.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in Computer Science, Computer Networking, Telecommunication or similar;
- - Certificates and trainings in the relevant field;
- - Evidenced experience in the field of Information Technology, minimum 3-years;
- - Evidenced knowledge in the field of information technology, computer

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent skills in analyzing and solving problems;
- - Good knowledge of English language;
- - Ability in organizing and managing time;
- - Ability to work under pressure;
- - Good teamwork and communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Software Engineer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Technology Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Technology
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Responsible for software applications, technology equipment, databases, internet, security, data protection and confidentiality.

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- - Ensures the operation and quality of electronic services, technological equipment, software applications, database, security and data protection;
- - Is responsible for the development, implementation, installation and maintenance of applications according to the requirements of the sectors;
- - Is responsible for the administration of the e-mail system, e-service portal accounts and ID-cards;
- - Avoids and solves technological problems which appear in technological equipment and software applications;
- - Is responsible for data security and protection;
- - Proposes and initiates the development of new applications;
- - Ensures good and fast operation of applications;
- - Follows the latest trends and developments in the field of technology and implements them in current systems;
- - Is responsible for the confidentiality of the data which he administers with in accordance with the Law on Personal Data Protection;
- - Publishes the work plan in E-manager;
- - Takes care of preserving and raising the image of the institution;
- - Compiles reports and generates statistics according to the requirements of the sectors;
- - Performs other tasks assigned by the supervisor within his area of responsibility.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in Computer Science, telecommunication or similar;
- - Proven experience in the field of Information Technology;
- - Trainings and certificates in the relevant field;
- - Knowledge in the field of information technology, software engineering, computer systems, etc.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent skills in analyzing and solving problems;
- - Good knowledge of English;
- - Ability in organizing and managing time;
- - Ability to work under pressure;
- - Good teamwork and communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Technology Administrator
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Technology Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Director of Technology
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Supports, configures, monitors, maintains and improves technological equipment within the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Configures, monitors, maintains and improves technological equipment within the institution; - - Installs and integrates applications and new hardware parts in technological equipment; - - Creates accounts, rights and passwords for technological devices; - - Avoids reported technical problems in the operation of technological equipment; - - Takes care of the regular operation of technological equipment (projectors, computers, various devices and equipment, etc.); - - Follows the latest trends and developments in the field of technology and implements them in current systems; - - Maintains the confidentiality of data of the institution; - - Takes care of preserving and raising the image of the institution; - - Performs other tasks assigned by the supervisor within his area of responsibility.

1) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University degree in Computer Science, Computer Networking, Telecommunication or similar;
- - Proven experience in the field of Information Technology;
- - Trainings and certificates in the relevant field;
- - Excellent knowledge in the field of information technology, computer networks, computer systems, etc.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Excellent skills in analyzing and solving problems;
- - Good knowledge of English;
- - Ability in organizing and managing time;
- - Ability to work under pressure;
- - Good teamwork and communication skills.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Journalist - Editor
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	PRO
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Takes care of the affirmation of the achievements of the institution through writing, editing and publishing in the media.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Writes, processes and edits materials for events held within the institution, such as: press releases, announcements, invitations, newsletters and content for social media, which target local and international audience;
- Publishes and updates the website of the institution as well as the official communication channels on social networks, after the approval of the supervisor;
- Sends various announcements in the media and maintains good relations with journalists and media;
- Participates in organizing events and provides support as needed;
- Organizes press conferences or other events;
- Interviews students and graduates who have shown enviable results and good performance in studies or in other fields;
- Compiles articles on the successes of the academic staff and the institution for publication in the media;
- Realizes chronicles and television reports, for the events of the institution, according to the request of the supervisor;
- Follows the development trends in its scope;
- Maintains the confidentiality of the institution in its scope;
- Performs other tasks defined by the manager within the scope of responsibility.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- University degree: Faculty of Mass Communication/Journalism;
- Three (3) years of work experience in the field of journalism;
- 3. Excellent knowledge of spoken and written English.

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent knowledge of Microsoft, Word and Excel;
- - Advanced writing skills;
- - Knowledge of software for design and editing;
- - Ability and knowledge to use photo technology;
- - Good communication skills;
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Website administrator
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Website designing, design, maintenance and optimization

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Projects and designs the website of the institution; - - Regulates and manages the rights of registered users of the institution's website; - - Determines the order of the content of the website according to the request of the supervisor; - - Takes care of the functioning of the site interaction with its users; - - Takes care of and maintains the web server; - - Creates pages and web applications, at the request of the supervisor; - - Collaborates with Public Relations Officers on the design and content of the website; - - Follows the most advanced trends in the field of website design and maintenance; - - Performs other tasks defined by the supervisor within the scope of responsibility.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree in the relevant field;
- - Work experience in the relevant field;
- - Professional knowledge of relevant applications, such as: Flash, XHTML, PHP, Adobe Flash, Adobe Photoshop, Java, SQL, JSP, XSL, XML, C #, ASP.NET;
- - Knowledge of English language;

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Will for continuous professional improvement;
- - Good communication skills;
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Graphic designer
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Provides professional services in the field of graphic design according to staff

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Creates graphic solutions within the set timeframe and at the request of the supervisor and set priorities; - - Develops concepts that suit the requirements and projects of staff; - - Develops and designs various creative concepts and materials for campaigns, including electronic and social media; - - Ensures that products are error-free and of high quality; - - Works on the layout of books, magazines, brochures and other materials which are prepared for printing; - - Reviews final layouts; - - Plans the deadlines for the development of designs and layout of various materials and submits for approval to the supervisor; - - Follows the advanced trends in the field of graphic and technological design; - - Maintains the confidentiality of data of the institution; - - Performs other tasks assigned by the manager within the scope of responsibility.

1) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University degree in the relevant field;
- - To be trained and certified in the professional field;
- - Excellent knowledge in Microsoft Office; Adobe Illustrator, InDesign & Photoshop; Acrobat.
- - Good knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Be creative and have general knowledge in relevant fields (advertising, marketing communication, graphic design);
- - Have experience in the field of advertising design;
- - Have communication skills and self-initiative;
- - Be ready to work at any time and under pressure;
- - Be professional in terms of time and deadlines;
- - Ability to pay attention to detail.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Producer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Coordinates and provides professional services in the field of multimedia as required.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Manages the radio and tv production service;
- Performs technical realization of program registration according to the agenda determined by the supervisor;
- Is responsible for the quality of the recorded video and audio signal;
- Monitors the operation of equipment before production;
- Controls and assesses work of other in the same sector (photographer/cameraman/editor/graphic designer);
- Collaborates with the photographer / cameraman / editor in the selection of filming frames showing a high level of creativity;
- Is responsible for the selection and determination of lighting and sound during video recordings;
- Selects and determines the lighting and sound during live broadcasts of events held in the institution;
- Proposes ideas for the form of television realizations (live and recorded);
- Coordinates the work with other team members (cameramen, camera assistants, editors);
- Verifies the materials recorded before the broadcast
- Keeps records of technical equipment and is responsible for their maintenance;
- Follows technology development trends and cooperates with the supervisor for the implementation of new ideas and concepts;
- Transfers materials recorded on the server/archive:
- Creates the database for the produced materials and is responsible for their security;
- Assembles the registered materials according to the request of the supervisor;
- Develops and designs various creative concepts and videos for campaigns, including electronic and social media;
- Creates text-advertisements for broadcast on television;
- Provides timelines for the development of various video materials;
- Performs other duties assigned by the supervisor within the area of responsibility.

4) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University degree in the relevant field;
- - Excellent knowledge of working with VideoMixer, AudioMixer;
- - Excellent knowledge of working with PLAYBOX (AirBox, TitleBox, ListBox...);
- - Work experience (at least 1 year);

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - At least one year of work experience in similar work;
- - Ability to work smoothly under pressure and as part of a team;
- - Honesty, creativity and ability to work on their own initiative.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Cameraman/Editor
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Provides professional services in the field of multimedia according to the institution needs

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Operates with cameras;
- Is responsible for the quality of the recorded video and audio signal;
- Collaborates with the director in the selection of filming staff showing a high level of creativity;
- Assists the performer in determining the lighting and sound during video recordings;
- Assists the performer in determining the lighting and sound during live broadcasts of events held in the institution;
- Coordinates the work with other camera assistants;
- Keeps records of technical equipment and is responsible for their maintenance;
- Follows the trends of technology development and cooperates with the supervisor for new ideas;
- Transfers materials recorded on the server/archive;
- Creates the database for the produced materials and is responsible for their security;
- Assembles the registered materials according to the request of the supervisor;
- Develops and designs various creative concepts and videos for campaigns, including electronic and social media;
- Plans timelines for the development of various video materials;
- Performs all other tasks assigned by the manager within the scope of responsibility.

4) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- University degree in the relevant field;
- Professional trainings and certificates;
- Work experience (at least 1 year);
- Knowledge of English language.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- Knowledge of working with computers and related applications for computer montages;
- Creativity and ability to work on their own initiative;
- Ability to work calmly and under pressure as part of a team;
- Significant communication skills and accuracy for work;
- Willingness to work even with extended working hours.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Photographer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Providing professional support in the field of multimedia according to the requirements of the institution.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Operates with cameras;
- Holds responsibility for the quality of the photos taken;
- Manages the photography studio and coordinates the work in it;
- Organizes the photography of graduates and graduates, according to the request of the supervisor;
- Produces, processes and prints photos taken for graduates;
- Assists as a camera assistant in television productions;
- Collaborates with the main cameraman and director in the selection of filming frames showing a high level of creativity;
- Assists the producer in determining the lighting and sound during live broadcasts of events held in the institution;
- Keeps records of technical equipment and is responsible for their maintenance;
- Follows the trends of technology development and cooperates closely with the superior for new ideas;
- Transfers materials recorded on the server / archive:
- Creates the database for the realized materials and is responsible for their security;
- Selects photos for the production of the development of various creative materials for campaigns, including electronic and social media, according to request of the supervisor;
- Performs all other duties assigned by the supervisor within the area of responsibility.

4) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University degree in the relevant field;
- - Professional training and certificates in the relevant field;
- - Have excellent knowledge in Adobe Illustrator, InDesign & Photoshop; Acrobat.
- - Have experience in the field of advertising design;
- - Good knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Be creative and have communication skills and self-initiative;
- - Be ready to work at any time, and under pressure;
- - Be professional in terms of time and deadlines;
- - Ability to pay attention to detail.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Protocol officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Helps to implement the best protocol practices in the event and in the work routine in the institution and contributes to building a positive image.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Proposes for approval the guide for protocol of the institution related to conferences, meetings, debates, high level meetings, and public relations;
- Organizes and coordinates the protocol aspects of the activities and manifestations of the institution;
- Organizes and prepares receptions for local and international delegations;
- Makes protocol preparations for the Rector's participation in official events and manifestations;
- Organizes and creates agendas for official trips of the Rectorate;
- Participates in the drafting of the Code of Conduct of the Institution;
- Updates the application for registration and information of events within the institution;
- Facilitates information and communication between academic and organizational units within the institution regarding various organizations in order to more efficient use of resources and assets in the institution;
- Participates in the organization of events at the level of the institution, taking care of the protocol part;
- Participates and advises academic units in the field of protocol during the organization of various events at the faculty or unit level;
- Proposes checklists for activities of different types at the level of institutions;
- Participates in the planning and implementation of various activities to promote the positive image of the institution;
- Follows all various regular and ad-hoc activities at the level of the institution and gives recommendations in order to improve the quality of events;
- Takes care of preserving the positive image of the institution;
- Performs other tasks at the request of the supervisor within his area of responsibility.

4) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University degree in the relevant field;
- - Trainings in the field of protocol and Public Relations;
- - One (1) year work experience.
- - Advanced knowledge of English.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Good knowledge of MS Office applications;
- - Good communication skills and adaptation for teamwork;
- - Ability to work under pressure and part-time.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Docent
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

1) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Reads the official texts and documents of the institution

2) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Reads various documents in Albanian that are prepared by different offices; - - Reads texts, master theses, scientific papers for the institution's journal; - - Reads various articles for the Office of Public Relations; - - Reads all the articles that are ready for publication on the website of the institution; - - Reads different texts translated from different languages into Albanian; - - Reads all official documents of the rectorate, deans' offices and other offices; - - Keeps accurate records of all read materials; - - Performs other tasks defined by the manager within the scope of responsibility.

4) **Skills required** (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

- - University preparation in the field of Albanian language;
- - Have at least three (3) years of relevant work experience;
- - Knowledge of English is an advantage.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Excellent communication skills;
- - Organisation skill;
- - Good computer skills;
- - Ability to cope with work tasks under pressure;
- - Skills to solve practical situations and problems.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Digital and Social Media Specialist
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	PR Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for communication and innovation
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Is responsible for raising and optimizing the site in search engines as well as ranking as high as possible in the ranking of universities;
- Is responsible for maintaining and increasing the presence in social networks.
- Executes tests, collects and analyzes data and results, identifies new trends and monitors achievements to achieve maximum results;
- Optimizes sites (copy and landing) for search engine marketing;
- Analyzes keywords, expands their map and optimizes;
- Seeks and implements search engine optimization recommendations;
- Researches and analyzes pages and links of comparison pages;
- In cooperation with the supervisor, develops and implements the link building strategy;
- In collaboration with the supervisor, suggests and works with the team of site developers to ensure that the developed code includes procedures for best SEO practices;
- Recommends changes in web architecture, content, links and other factors to improve SEO positions;
- In collaboration with the supervisor, suggests and works with the PR team to create content that supports site optimization;
- In cooperation with the supervisor and relevant departments (PR and Marketing) creates and manages social media campaigns (paid and organic);
- Measures and reports the performance of digital marketing campaigns and evaluates achievements (ROI and KPIs)
- Maintains and increases the presence in social networks, develops the content calendar.

4) Skills required (qualifications, experience as well as other skills and competencies required for this job):

4.1) Professional preparation and qualifications:

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4.2) Key skills, knowledge, skills required (please specify essential or desirable)

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Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Personnel Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Staff Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	General Secretary
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Ensure the implementation of procedures related to human resource management and development.

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none">- - Assists the supervisor in evaluating internal processes and procedures and recommends changes/improvements in order to increase efficiency at work;- - Advises and supports office managers regarding adequate job descriptions, evaluation of staff work in career development and professional development;- - Supports the work of the Disciplinary Commission and the Complaints Commission;- - Prepares reports and answers to questions posed by other institutions regarding human resources;- - Registers the data of professors and staff in the Personnel Data Management System;- - Receives, registers and verifies the applications of candidates who have applied for vacancies;- - Prepares the necessary documentation for the commission regarding the recruitment process;- - Updates personnel files with relevant data and documents and ensures that all types of staff vacations are processed in accordance with legal procedures;- - Performs other tasks assigned by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

<ul style="list-style-type: none">- - University qualification in the field of law, public administration or economics;- - Substantial knowledge and experience in the field of human resources- - Communication, negotiation and persuasion skills in management;- - Minimum 3 years of professional work experience

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

<ul style="list-style-type: none">- - Excellent computer skills (MS Office applications);- - Good communication skills- - Organizational skills;- - Good teamwork skills and ability to work under pressure

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Legal Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Staff Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	General Secretary
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Providing professional legal services and advice.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Provides legal aid, services and legal advice to directors and other officials; - - Drafts normative acts as well as other legal acts which come out of the field of activity of the respective sectors; - - Is responsible for ensuring compliance between the legal acts of the institution; - - Cooperates and communicates with other offices inside and outside the institution for activities related to the field of legislation; - - Performs other tasks which are required by the supervisor; - - Issues documents for academic staff and other staff members for the needs of the parties;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University qualification: law faculty;
- - Three (3) years of work experience in the legal field;
- - Basic knowledge of English

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent computer skills (MS Office applications);
- - Good communication skills
- - Organizational skills;
- - Good teamwork skills and ability to work under pressure

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	Kolegji AAB
2. Job Title:	Archive Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	Staff Office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	General Secretary
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Archiving, systematization and updating of the institution's cases.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- - Provides collection and analysis of information on all issues related to the Archive and their inspection;
- - Cooperates with the Kosovo Archives Agency and other institutions regarding the archiving of cases;
- - Ensures the maintenance of registers;
- - Provides the systematization and updating of archival materials, as well as proposes the necessary guidelines for the operation of the archive;
- - Determines in accordance with the law, the manner of keeping the archival register and archival materials;
- - Ensures that archival units are marked with the signs defined according to the rules;
- - Takes care of the deadlines for archiving cases, as well as prepares cases with a permanent deadline for submission to the Archive of the Republic of Kosovo;
- - Receives documents and files for archiving and takes care of their archiving;
- - Takes care of the systematization and updating of archival materials, as well as proposes necessary guidelines for the operation of the archive;
- - Performs other tasks required by the supervisor.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - University degree: in the field of archives, law, public administration.
- - Minimum three (3) years of professional work experience;
- - Basic knowledge of English

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure.

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Library director
3. Functional category: (Senior management level, management level, professional level, administrative level)	Director level
4. Department/office: (within institution)	University Library
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for Teaching and Academic Affairs
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Makes library and bookstore policies, informs students and teachers about the function and work of the library, informs students about the regulation on the use of library resources and plagiarism

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- - Manages and represents the library and bookstore;
- - Manages the systematization and maintenance of books in the library and bookstore;
- - Organizes the supply of the library;
- - Manages the sale and distribution of the book;
- - Creates policies for the development of collections;
- - Proposes projects that assess the needs of students and users by adapting them to the needs of faculties;
- - Participates in the drafting and review of regulations related to the book sector and takes care of their implementation;
- - In collaboration with students, faculties and users selects materials for the development of collections;
- - Researches for electronic resources and proposes membership in relevant resources.
- - Maintains the electronic database in the library;
- - Provides electronic resources by concluding contracts with various platforms;
- - Makes presentations for students and academic staff regarding the use of library services;
- - Develops guidelines for students and academic staff for the use of library services;
- - Develops strategies for the promotion and awareness of book reading within the institution and outside (also as part of marketing);
- - Manages book activities, fairs and book day marking;
- - In cooperation with the Publishing Council and the Public Relations Office, promote new publications;
- - Maintains and updates the library website;
- - Plans and manages the library budget;
- - Controls and manages the storage and circulation of books
- - Manages the information service and the use of resources;
- - Manages the library archive;
- - Manages the classification and cataloging of books;
- - Instructs the users of the literature on the way of use, the duration of keeping the books, the price, etc .;
- - Manages library staff;
- - Publishes the work of the library and library in e-manager;
- - Takes care of preserving and enhancing the image of the library and bookstore;
- - Follows the development trends of the library field;
- - Prepares periodic and annual reports;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have completed Bachelor studies;
- - Master degree is an advantage;
- - To have very good knowledge of Library Sciences;
- - Computer skills of software applications (Word, Excel, Power Point, Access)
- - Advanced knowledge of English (writing, reading and speaking)
- - At least 3 years of experience in the field of Library;

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Have knowledge on the use of electronic sources
- - Skills and experience in planning and leadership
- - Skills in setting objectives, work planning and analysis
- - Skills in team leadership and organization, ability to manage a team or working group
- - Good communication skills

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Library officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	University library
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Library director
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- - Assists the director of the library in the management of the University Library;
- - Takes care of the arrangement, systematization and maintenance of books in the library;
- - Leads the creation and development of collections;
- - Selects materials for the development of collections;
- - Together with the director of the library drafts the policies of the library and library sectors;
- - Maintains contacts and consultations with faculties for collection development;
- - Researches on electronic resources;
- - Assists in the development of the library website, in consultation with the website maintainer;
- - Works in the classification and cataloging of books
- - Takes care of the library literature in order not to be lost;
- - Instructs the users of the literature on the way of use, the duration of keeping the books, the price, etc .;
- - Takes care of the maintenance of electronic data in the library;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- Graduated from the Faculty of Social Sciences (Albanian language)
- - Have completed training in the field of Library and Information
- - Have work experience in academy libraries for at least 3 years

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Know very well the Library science.
- - Know well the classification of books
- - Know the cataloging of books well
- - Know well the referral work/information provision
- - Know well the electronic resources and inform the users about these resources
- - Fluent in English (basic)
- - Know the computer very well (Microsoft Office)
- - Excellent interpersonal and communication skills

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Bookstore Officer
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Administrative level
4. Departament/office: (within institution)	University Library
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Library Director
7. Place of work/campus: (place where tasks are performed)	Prishtine/Ferizaj/Gjakovë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

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3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none"> - - Takes care of the arrangement, systematization and maintenance of books in the University library; - - Takes care that the library literature is not lost; - - Instructs the users of the literature on the way of use, the duration of keeping the books, the price, etc .; - - Keeps records of books sold; - - Performs other tasks assigned by the supervisor - - Reports on sales (in coordination with the supervisor)

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - It is preferred to have completed studies
- - Have work experience in the Library, at least 3 years

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Serve a large range of customers
- - Offer advice and recommend books as appropriate
- - Know the payment technology not only with cash but also with bank cards
- - Know the computer and the program for selling books
- - Ready to negotiate for the sale of books
- - Be ready to know the exact number of books on sale and in stock
- - Participate in various fairs
- - Make deals with other bookstores
- - Know English (desirable)
- - Select the required books and place orders for the supply of books

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Dean of Faculty
3. Functional category: (Senior management level, management level, professional level, administrative level)	Director Level
4. Department/office: (within institution)	Rectorate
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Vice-rector for Teaching and Academic Affairs
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Administration and leading of academic, scientific and administrative issues as well as active involvement in other processes which guarantee professional representation of the faculty.

3) **Main duties:** (short description of the main tasks, listed in order of importance):

Duties and responsibilities

- Is responsible for the administration, planning and coordination of work in the faculty;
- Provides academic guidance in the development of teaching, scientific/artistic work in the faculty;
- Takes the necessary measures for the implementation of the decisions and tasks assigned by the Senate;
- Assesses the needs for technological tools and teaching materials for the realization of the teaching process and scientific/artistic research for the Rector and the Senate, according to the provisions of the Statute;
- Regularly supervises and monitors the quality of presentations, literature, work methodology, communication with students and the use of electronic platforms.
- Represents the faculty in the Senate;
- Leads the Scientific Teaching Council and the Council of Master Studies.
- Represents the faculty in various activities, inside and outside the institution;
- Coordinates and participates in the review of the curriculum of the faculty;
- Creates professional opportunities and working conditions that guarantee the advancement and success of students and academic staff;
- Supervises and evaluates the performance of staff work in faculty;
- Informs the head of the branch about the absences of professors in lectures, exams and consultations that are for the branch;
- Takes care of the implementation of all requirements arising from the regulations for studies.
- Monitors the implementation of standards and procedures arising from the regulation for the organization of Master studies.
- Compiles and monitors the observance of the working hours of the faculty staff;
- Reviews the requests and complaints of staff and students, and serves as the first instance of their response;
- Initiates and participates in the drafting of the development plan of the faculty.
- Proposes development ideas that reflect the specifics of the study program.
- Prepares the work report of the faculty for each semester.
- Conducts regular meetings with teaching staff.
- Analyzes student performance at the end of each exam period.
- Cooperates with the Vice-rector for Scientific Research in the organization of scientific conferences, and accepts tasks for their progress.
- Accepts the recommendations of the Vice-rector for scientific research related to Master dissertations.
- Cooperates with the Vice-rector for scientific research for various scientific projects;
- Proposes the selection of academic staff in the subjects of the faculty;
- Takes care of the implementation of the development plan of the faculty staff.
- Prepares periodic and annual reports for the Rector;
- Regularly evaluates the staff under his supervision and supports their development through training to perform their duties
- Fulfills other obligations required by the Rector.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have proven experience in teaching and research;
- - Have achieved the degree of Doctor of Science;
- - Preferably have more academic degrees;
- - Know English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in management positions;

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Have proven management skills;
- - Have high moral qualities;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);
- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Vice-dean
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Dean's office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Dean
7. Place of work/campus: (place where tasks are performed)	Prishtine

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Assists the Dean in managing all work within the faculty which deals with academic, scientific and administrative matters and provides direct communication with academic, administrative staff and students.

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none">- In cooperation with the Dean of the Faculty, ensures the progress of work in the respective academic unit which he supervises;- Takes care of the administration, planning and coordination of work in the faculty;- Takes the necessary measures for the implementation of the decisions and tasks assigned by the Dean;- Is the first body that responds to the requests and complaints of students;- Assists students in their organization;- Takes care of and coordinates the practical work of students in partner institutions;- Analyzes statistics and prepares a report on the success rate of students in the exam deadlines;- Takes care of the identification and follow-up of the scientific work of the academic staff.- With the authorization of the Dean, represents the faculty in various activities, inside and outside;- Assists the Dean in drafting curricula for the subjects covered by the faculty and monitors their implementation;- Follows the work and scientific research activities of the academic staff, registers and archives all publications of academic staff;- Gives suggestions to the Dean for the selection of academic staff for the respective subjects;- To instruct the staff in compiling the working hours;- To review the complaints of students and to propose to the Dean the establishment of the commission of academic examinations in the subjects covered by the faculty;- Assists the Dean in drafting occasional analyzes of the work done in the faculty;- Replaces the Dean in cases when he is employed outside AAB;- To fulfill other obligations required by the Dean.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have proven experience in teaching and research;
- - Have registered doctoral studies (preferably with a doctorate).
- - Know English (writing and reading);
- - Knowledge of another language is preferred;
- - Work experience in teaching management positions;

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

- - Have proven management skills;
- - Have high moral qualities;
- - Good communication skills;
- - Excellent computer skills (MS Office applications);

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) **General description of job**

1. Name of institution:	AAB College
2. Job Title:	Coordinator
3. Fuctional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Departament/office: (within institution)	Dean's office
5. Division/ unit: (within department)	
6. Reports to: (title and degree of direct supervisor)	Dean
7. Place of work/campus: (place where tasks are performed)	Prishtinë

2) **Purpose of the job:** (Brief description of the purpose of the position and what should be achieved in this position):

Coordinate issues related to quality assurance, student internships and the organization of other student activities within the faculty (Debate clubs, young researchers, roundtables, etc.).

3) Main duties: (short description of the main tasks, listed in order of importance):

Duties and responsibilities
<ul style="list-style-type: none">- Works in close consultation with the Dean and Vice-dean of the faculty;- Coordinates the work for quality assurance within the faculty;- Provides services and assistance for the implementation of best practices and initiatives;- Advises on the approval and development of study modules and programs;- Supports the implementation of quality improvement strategies;- Prepares the feed-back of the fulfillment of the recommendations for the respective faculty, from the evaluation process, written in the form of the improvement plan and discusses and regulates the same in cooperation with the Office for quality assurance;- Identifies projects and external donations for projects which are compatible with the interests and capacities of the faculty;- Web announcements;- Identification of partners;- Proposal of agreements;- Coordination of students' practical work;- Follow-up of practical work;- Cultural evenings;- Marking important dates for personalities and field of study;- Organizing days of certain activities in the relevant field (Human Rights Day, reading day, child day, independence day, ...)- Organizing forums and debates with students and teachers;- Organization of student clubs;- Days of presentation of student papers;- Involvement of alumni students in various student activities;- Issues statistics and compiles reports according to the needs of the Dean of the Faculty;

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

<ul style="list-style-type: none">- - Have obtained the degree of Master (higher degrees are also preferred)- - Know English (reading and writing);- - Work experience in various projects;- - Work experience in various organizations

4.2) Key skills, knowledge, skills required (please specify essentials or desirable)

<ul style="list-style-type: none">- - Have high moral qualities;- - Good communication skills;- - Good organizational skills;- - Excellent computer skills (MS Office applications);- - Good teamwork skills and ability to work under pressure;

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB College
2. Job Title:	Professor
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Faculty
5. Division/ unit: (within department)	Dean's office
6. Reports to: (title and degree of direct supervisor)	Dean
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Conduct the teaching process for the subject in which he is elected and active involvement in issues related to the advancement of the academic and scientific/artistic process within the relevant department.

3) Main duties: (brief description of the main tasks, listed in order of importance):

- Is guided by the standards of professional, academic and scientific ethics and by the principles of respect and non-discrimination for students, colleagues and other persons involved;
- Prepares the syllabus of the course, including lectures, reading materials, exercises, activities and presentations, according to the format determined by the quality assurance office and submits it to the deans before the beginning of the lectures;
- Organizes lectures and exercises according to contemporary teaching methods;
- Proposes the literature for its subject and publishes all the necessary lectures and materials in the E-service;
- Holds direct consultations with students or through the E-professor platform at least 2 hours per week;
- Organizes all forms of student assessment (exams, tests, colloquia, seminars, etc.) in accordance with the syllabus of the course;
- In cooperation with the subject assistant, drafts the exercise plan for the respective subject;
- Sets the schedule, supervises, provides feedback, and evaluates students on practical work experiences, visits to institutions, measurements, research, field observations, etc. in accordance with the course syllabus.
- Organizes consultations and a communication system with students. Designs and publishes the schedule, form and media of communication with students and colleagues. The schedule is published in the course syllabus and in the e-Professor system at the beginning of each semester. For any deviation of time, place or communication medium from this schedule, the dean and students should be informed in a timely manner;
- Actively participates in the evaluation process of the teaching staff either by the students, by the quality assurance office or by the dean;
- Participates in professional trainings which are organized inside and outside the institution or follows the trends in their field of specialization, technology or pedagogy in order to advance student performance;
- Participates in the planning, preparation and implementation of projects in the field of higher education and scientific research;
- At least once a year, publishes an article in the scientific journal of the institution "Thesis Kosova" or in any internationally recognized journal as an AAB teacher;
- Simultaneously supervises up to 10 master studies students per year if it meets the conditions according to the Regulation for master studies;
- Participates in the meetings of the academic council, the meetings of the department, in the interview panels and in the consultations with the professors according to the needs that arise;
- After the end of the contract, he is obliged to take the exams for another academic year;
- Keeps regular records of classes and lectures held in accordance with the syllabus of the course;
- Follows the most advanced trends in his field of study, teaching and science;
- Adheres to the regulations in force of the institution;
- Reports to the Dean of the Faculty.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

- - Have the title of doctor of science in the relevant field and/or equivalent in the field of arts;
- - Proven experience in teaching and research is preferred;
- - Knowledge of English or another foreign language is preferred;
- - Certificates and evidence for participation in training related to teaching are preferred.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

- - Have organizational teaching skills;
- - Have high moral qualities;
- - Good communication skills;
- - Ability for group work;
- - Computer skills (MS Office applications; and other applications for statistical data processing);

Pursuant to the Regulation of AAB College on Job Description and Systematization, the Staff Office is obliged to compile the job catalogue which should contain the following information:

1) General description of job

1. Name of institution:	AAB College
2. Job Title:	Assistant
3. Functional category: (Senior management level, management level, professional level, administrative level)	Professional level
4. Department/office: (within institution)	Faculty
5. Division/ unit: (within department)	Dean's office
6. Reports to: (title and degree of direct supervisor)	Dean / Professor of the subject
7. Place of work/campus: (place where tasks are performed)	Prishtinë/Ferizaj/Gjakovë

2) Purpose of the job: (Brief description of the purpose of the position and what should be achieved in this position):

Conduct and organize exercises for the subject in which he/she is selected and active involvement in issues related to the advancement of the academic/artistic process within the relevant department, in particular in issues related to students.

3) Main duties: (short description of the main tasks, ranked by importance):

Duties and responsibilities
<ul style="list-style-type: none">- Prepares and organizes exercises with students for the subject in which he is selected;- Assists the professor in preparing the syllabus for the practical part of the course;- Is guided by the highest standards of professional, academic and scientific ethics and by the principles of respect and non-discrimination for students, colleagues and other persons involved;- In consultation with the professor, provides the necessary teaching materials for students;- Maintains regular consultations and contacts with students, advises and assists them according to the needs that arise;- Assists the professor in organizing the summative assessment of students;- Performs all forms of student assessment for the practical part of the course (exams, tests, colloquia, seminars, etc.)- Participates in trainings for professional advancement which are organized by the institution;- Engages in additional learning activities with students (training, supervision of internships, activities of student clubs, etc.);- Participates in the planning, preparation and implementation of projects in the field of higher education and scientific research;- Publishes in the scientific journal of the institution "Thesis Kosova" or in any other international journal as an AAB teacher;- Participates in the meetings of the scientific teaching council, the meetings of the department and in the consultations with the professors according to the needs that arise;- Keeps records of classes and lectures held in accordance with the syllabus of the course;- Follows the most advanced trends in his field of study, teaching and science;- Adheres to the provisions of the regulations in force of the institution.

4) Skills required (qualifications, experience as well as other skills and abilities required for this job):

4.1) Professional preparation and qualifications:

<ul style="list-style-type: none">- - Have a Master's degree in the relevant field;- - Average grade above 8 at BA and MA level;- - Know English or another foreign language;- - Certificates and evidence for participation in trainings relevant to the teaching process are preferred.

4.2) Key skills, knowledge, skills required (please specify essential or desirable)

<ul style="list-style-type: none">- - Have skills in organizing teaching;- - Have high moral qualities;- - Good communication skills;- - Ability for group work;- - Computer skills (MS Office applications, and other applications for statistical data processing);
