

Under Article 43 paragraph 2 of the Law on State Administration (Official Gazette of the Republic of Serbia No. 79/05 and 101/07 - amendments), Article 46 of the Law on Civil Servants (Official Gazette of the Republic of Serbia No. 79/05, 81/05 - correction, 83/05 - correction, 64/07 - amendments, 67/07 - correction, 116/08 and 104/09), Article 4 paragraph 2 of the Ordinance on the Principles of Internal Organization of and Job Classification at Ministries, Special Organizations and Agencies of the Government (Official Gazette of the Republic of Serbia No. 81/07- consolidated text and 69/08), Article 4 paragraph 2 of the Ordinance on Job Classification and Parameters for the Description of Civil Servants' Positions (Official Gazette of the Republic of Serbia No. 117/05 and 108/08) and Article 3 of the Ordinance on Job Classification for Employees (Official Gazette of the Republic of Serbia No. 5/06 and 30/06), the minister of justice adopts the following

R U L E S

ON THE INTERNAL ORGANIZATION OF AND JOB CLASSIFICATION AT THE MINISTRY OF JUSTICE

Article 1.

The present Rules regulate the: internal units, their competences and mutual relations; management of internal units; competences and responsibilities of internal unit heads; ways of cooperation with other bodies and organizations; number of state secretaries and civil servants at positions and their job descriptions; number of incumbents for each function (for civil servants) and job (for employees); names and descriptions of positions and offices (for civil servants), i.e. types of jobs (for employees) according to classification; necessary number of civil servants and employees per position and requirements for all positions at the Ministry of Justice (hereinafter referred to as the Ministry).

Article 2.

An integral part of the present Rules are the Rules on the Internal Organization and Job Classification at the Административен фор Едџутинг Цриминал Санџтионс, an administrative body within the Ministry.

INTERNAL ORGANIZATION OF THE MINISTRY

Article 3.

The main internal units are established to perform activities from the Ministry's competence:

1. Judiciary Sector;
2. Normative Affairs and International Cooperation Sector;
3. European Integrations and International Project Sector;
4. Material and Financial Affairs Sector and
5. Operations and Technology Sector.

Article 4.

The following separate internal units are formed within the Ministry:

1. Ministry Secretariat and
2. Office of the Minister.

Article 5.

The following narrower internal units are formed at the Ministry outside the sectors and Secretariat:

1. Data Secrecy Supervision Group and
2. Internal Auditing Group.

Article 6.

An autonomous incumbent outside all internal units at the Ministry is in charge of cooperation with the International Criminal Tribunal for the Former Yugoslavia.

Article 7.

Bodies within the Ministry are as follows: Административен Формацион Цриминал Санкционс and Directorate for the Management of Seized Assets.

COMPETENCE OF INTERNAL UNITS

I Judiciary Sector

Article 8.

The **Judiciary Sector** performs activities of the judicial administration, supervises the work of the court and prosecutorial administrations, and studies, analyzes and performs administrative, statistical and registration activities that refer to the: organization and operation of judicial bodies, private attorneys, notaries public, mediators and court experts and interpreters, monitors the state and implementation of regulations in the judiciary and indicates the need and directions of normative organization in accordance with the result of monitoring; performs court guards-related activities; performs other activities referring to the judiciary from the jurisdiction of the Sector.

Article 9.

The following internal units are established within the **Judiciary Sector**:

1. Judicial Body Supervision Department,
2. Human Resources and Analytical Issues Group and
3. Group for Court Guards Issues.

Article 10.

1) Judicial Body Supervision Department supervises the implementation of the Book of Court Rules and Procedures and Rules of Administration of the Public Prosecutor's Office, proposes measures aimed at removing the observed shortcomings,

supervises the implementation of the imposed measures; creates analyses, reports and information on the basis of reviews, collected information and reports; supervises the activities aimed at resolving complaints and applications; supervises the work on cases in connection with set deadlines; obtains reports on the justification of complaints and on undertaken measures; undertakes all activities in connection with the processing of applications to the European Court of Human Rights against the Republic of Serbia; monitors the situation and implementation of regulations at judicial bodies and points at the need and ways for normative organization in accordance with the results of monitoring; performs other activities from the Department's competence.

Article 11.

2) The Human Resources and Analytical Issues Group conducts studies and analyses and engages in statistical and registration activities in the field of judiciary; performs activities in connection with the making of human resources plans for judicial bodies; keeping of human resources records for employees at judicial bodies and registration of permanent court interpreters and experts; keeping of registers of permanent court experts and interpreters as well as the register of lay judges; preparation of proposals for the appointment of lay judges, preparation of responses to lawsuits in administrative disputes, preparation of agreement to the text of the Rules on the Internal Organization and Job Classification at Courts and Public Prosecutors' Offices; and performs other activities within the Group's competence.

Article 12

3) The Group for Court Guards Issues coordinates the court guards' operation, professional training and specialization, controls their equipment and weapons; works on the harmonization of court guards' operation; keeps records on the members of the court guards and special developments at judicial bodies; and performs other activities within the Group's competence.

II Normative Affairs and International Cooperation Sector

Article 13

The Normative Affairs and International Cooperation Sector performs normative, research, analytical and administrative activities in connection with the drafting of laws within the Ministry's competence and monitoring of their implementation; development and promotion of the legal system in the areas within the Ministry's competence; legal and technical editing of regulations prepared by the Ministry; making of opinions concerning the implementation of regulations within the Ministry's competence, making of opinions concerning the drafts and proposals of laws and other regulations prepared by the other state administration bodies; provision of opinions concerning laws and other general acts proposed by MPs and other authorized proponents and normative activities which are not in the jurisdiction of other internal units of the Ministry; monitoring of the situation and implementation of regulations from the jurisdiction of the Sector, indicating the need and ways for normative organization in accordance with monitoring results; activities that refer to international cooperation, monitoring of the work of international organizations and associations in the realization of issues that concern the jurisdiction of the Ministry; international cooperation activities; activities in connection with the requests for mutual legal assistance of domestic and foreign courts, other state bodies and citizens; supervision of legal

assistance; makes proposals to the bodies competent for the regulations database; and performs other activities from the jurisdiction of the Sector.

Article 14

The following narrower internal units are established at the **Normative Affairs and International Cooperation Sector**:

1. Normative Affairs and International Cooperation Department;
2. Department for Mutual Legal Assistance in Criminal Matters, and
3. Department for Mutual Legal Assistance in Civil Matters.

Article 15

1) The Normative Affairs and International Cooperation Department

performs activities in connection with the drafting of laws and by-laws within the Ministry's competence; development and promotion of the legal system within the Ministry's competence; legal and technical editing of regulations prepared by the Ministry; drafting of opinions about the implementation of regulations within the Ministry's competence; drafting of opinions concerning drafts and proposed laws and other regulations prepared by other ministries, other state bodies and special organizations; draft opinions to laws and other general acts proposed by MPs and other authorized proponents; preparation of responses to MPs' questions; preparation of proposals for responses to the Constitutional Court in connection with initiatives for the assessment of constitutionality; normative activities which are not in the jurisdiction of other organizational units of the Ministry; activities in connection with the monitoring of regulations and harmonization with the UN, OSCE and Council of Europe regulations; monitoring of the realization of international obligations within the Ministry's competence; drafting of reports in connection with obligations that stem from the relevant international instruments within the Ministry's competence, signing of multilateral treaties within the Ministry's competence and provision of proposals with the aim of continuing the fulfillment of international obligations; it also performs other activities within the competence of the Department.

Article 16

2) The Department for Mutual Legal Assistance in Criminal Matters

performs activities in connection with letters rogatory from domestic and foreign courts and other competent domestic and foreign state bodies; transfer and takeover of criminal prosecution; issuance of international arrest warrants and extradition of defendants and convicts; enforcement of foreign criminal judgments – transfer of convicted persons; monitoring of EU integration activities in the field of mutual legal assistance; international collision norms in this field; implementation of the legislative and contractual reciprocity; recognition and enforcement of foreign judicial and arbitration decisions; acting in international child abduction cases; provision of opinions to judicial and other bodies in connection with the validity and implementation of international agreements as well as individual instruments of mutual legal assistance, information about regulations; making of information and reports from the field of mutual legal assistance; preparation and conclusion of international agreements in the field of mutual legal assistance; cooperation with UNMIK; verification of documents for the use abroad; performs other activities within the Department's competence.

Article 17

3) Department for Mutual Legal Assistance in Civil Matters performs activities in connection with cooperation with competent foreign judicial and other bodies, cooperation with domestic judicial and other bodies in civil matters; normative, information, study, analytical and administrative activities that refer to the making and implementation of internal regulations in the field of mutual legal assistance in civil matters; procedures in connection with letters rogatory from domestic and foreign courts and other competent domestic and foreign bodies; international collision norms in this field; implementation and provision of opinions about the legal and contractual reciprocity; recognition and enforcement of foreign judicial and arbitration decisions in civil matters; action in civil cases of international child abduction; information about regulations in civil matters; provision of opinions to judicial and other bodies in connection with the validity and implementation of international agreements as well as some instruments of mutual legal assistance in civil matters; making information and reports from the field of mutual legal assistance in civil matters; performing some activities in connection with the preparation and conclusion of international agreements in the field of mutual legal assistance in civil matters; performing part of activities in connection with the making of international bilateral agreements as well as the signing of international multilateral conventions and their implementation in the field of civil law; drafting of domestic regulations in this field; it also performs other activities within the Department's competence.

III European Integration and International Project Sector

Article 18

The European Integration and International Project Sector performs activities in connection with the monitoring of the realization of the EU integration program; monitoring of EU regulations and initiatives for the harmonization between the national and EU legislations; reporting on the process of harmonization of judicial legislation with the EU legislation and the other Ministry activities in the process of EU integration; monitoring the implementation of obligations from the Ministry's competence in the process of EU accession and fulfillment of obligations from the European Partnership; fulfillment of recommendations from the European Commission Annual Report on Serbia's progress in the process of EU accession; coordination and participation in the work of subgroups of the EU Accession Process Coordination Body Group of Experts; participation in the translation of *Acquis Communautaire* into Serbian and professional editing of the translations of EU regulations; improvement of the process of planning, implementation and monitoring of projects within the Ministry's competence; definition of procedures for the implementation and monitoring of Ministry projects in accordance with the recommendations of bodies in charge of establishing a decentralized system for managing EU funds and implementation of other measures needed for the establishment and appropriate functioning of the system; designation of priorities in accordance with the Ministry's needs and applicable strategic documents with the aim of achieving an efficient use of assets; preparation of texts for the drafting and periodical revision of strategic documents that constitute the basis for using EU funds; identification and preparation of project proposals according to the determined format and appropriate project documentation, determination of project budgets and sources of their funding, including co-financing funds for EU-funded projects; activities aimed at implementing projects, including the technical supervision of their implementation, monitoring of the fulfillment of tasks by contractors and final users; it controls and approves technical and financial reports on the

implementation of projects; performs, within its competence, all activities needed for a timely withdrawal of EU funds and sources of co-financing of projects; makes reports that refer to the project preparation and implementation processes; maintains documents in connection with the preparation and implementation of projects for the purpose of implementation of the auditing procedure, cooperates with judicial institutions and other state bodies and institutions, international organizations and persons from the competence of the Sector; monitors the work of international and regional organizations and agencies in the realization of issues that are in connection with the jurisdiction of the Ministry in order to realize activities from the Sector's competence; and performs other activities within the Sector's competence.

Article 19

The following narrower internal unit is formed within the **European Integrations and International Project Sector**:

1. European Integration and Project Management Department.

Article 20

The European Integration and Project Management Department performs activities aimed at monitoring the implementation of EU integration programs; monitoring EU regulations; analyzing the harmonization of regulations with the EU legislative standards; initiatives for the harmonization of regulations with the EU, i.e. preparation of initial proposals for the harmonization of regulations from the Ministry's competence with EU regulations; preparation of reports within the Ministry's competence in the process of EU accession; monitoring the implementation of obligations within the Ministry's competence in the process of EU accession and fulfillment of obligations stemming from the European Partnership; fulfillment of recommendations from the European Commission Annual Report on Serbia's progress in the process of EU accession; coordination of and participation in the work of subgroups of the EU Accession Process Coordination Body Group of Experts; participation in the process of translation of *Acquis Communautaire* into Serbian and professional editing of the translations of EU regulations; cooperation with specialized EU legal institutions within the Ministry's competence; engages in activities aimed at promoting the planning and drafting of projects from the Ministry's competence in accordance with the Ministry's priorities and appropriate strategic documents; activities in connection with the implementation of principles and rules necessary for the establishment and sustainability of a decentralized EU fund management system within the competence of the internal unit; activities that refer to the preparation and revision of a list of priority justice projects; identification and preparation of draft projects for the use of EU funds in accordance with the established procedure; prepares the appropriate project documents; keeps records of the proposed projects; activities in connection with tender documents and contracting; determination of project budgets and sources of their funding and performs the necessary activities in order to ensure timely co-financing of projects; prepares and files programming reports and reports for the need of monitoring for the entire IPA program; performs other activities within the Department's jurisdiction.

IV Material and Financial Affairs Sector

Article 21

The Material and Financial Affairs Sector performs professional, operational, research and analytical activities that refer to the: planning of the budget for the

Ministry and judicial bodies; funding and equipping of judicial bodies; transfer of funds to beneficiaries and monitoring and analyzing their expenditure; monitoring and analyzing the collection of court fees, costs of procedure and flat costs; financial and accounting activities; management of funds from the court deposit under an agreement with the National Bank of Serbia; equipping and current investment maintenance of buildings housing judicial bodies and funds for that purpose; legal activities in connection with the acquisition of movables and immovables for the Ministry and judicial bodies; organization and implementation of public procurement procedures for the Ministry and judicial bodies; insurance of judicial bodies' employees and property; formal control of the validity of documents, economic justification and validity of the public procurement procedure; looking after the legality of initiation of public procurement procedures for the needs of judicial bodies, responsibility for the intended use of funds; and performs other activities from the Sector's competence.

Article 22

The following narrower internal units are established at the **Material and Financial Affairs Sector**:

1. Department for the Budget and Analytical and Planning Activities;
2. Finance and Accounting Department;
3. Public Procurement and Property Issues Group and
4. Investment Department.

Article 23

1) Department for the Budget and Analytical and Planning Activities is in charge of activities in connection with the drafting of the financial plan in accordance with the law regulating the budget system (drafting of financial plans for judicial bodies and for the Ministry); creation of the development strategy in the financing of the judiciary; preparation and presentation of the budget realization plan; making of analyses and information that serve as a professional basis for planning and implementation of the financial policy; making of the realization plan and monitoring of the expenditure of budgetary funds; monitoring and analysis of spent funds, monitoring and analysis of the indirect beneficiaries' implemented programs; analysis of assets and liabilities of indirect beneficiaries of the budget; performs other activities within the Department's competence.

Article 24

2) Finance and Accounting Department performs activities in connection with the comparison of balances between the Treasury ledger and subledgers; establishment and monitoring of records on the realization of financial transactions with the Treasury and indirect beneficiaries; coordination in analyzing periodical reports and annual financial statements of indirect beneficiaries; processing and registration of accompanying documents for all transactions noted at the Treasury ledger; comparison, synthesizing and consolidation of financial data of indirect beneficiaries; processing of documents and issuance of orders for all types of payments for the Ministry; realization of contracts which the Ministry has concluded for its own needs and the needs of judicial bodies; also performs other financial activities and other activities within the Department's competence.

Article 25

3) Public Procurement and Property Issues Group performs activities in connection with the planning and implementation of public procurement procedures for the needs of the Ministry and public procurement procedures which the Ministry applies for the needs of judicial bodies; makes the annual and periodical reports on the realization of the Ministry's public procurement procedures; performs property related activities and monitors the use of real estate by judicial bodies; prepares documents on amending the right on the use of real estate; keeps a register of real estate in cooperation with judicial bodies; manages the court deposit funds under a contract with the National Bank of Serbia; and performs other activities within the Group's competence.

Article 26

4) Investment Department performs activities in connection with investment maintenance, construction and equipping of judicial bodies; plans the necessary investments, provides general guidance and official assistance to judicial bodies in connection with the current maintenance and equipping; controls the completed and ongoing works; realizes concluded contracts on the purchase of works, services and goods; approves the transfer and distribution of funds; makes reports and information about ongoing investments; engages in other professional activities within the Department's competence.

V Operations and Technology Sector

Article 27

The Operations and Technology Sector is in charge of activities that refer to the implementation of operations and technologies at the work of the Ministry, courts, public prosecutors' offices and Administration for Executing Criminal Sanctions; it also performs other activities from the Sector's competence.

Article 28

The following narrower internal unit is established at the **Operations and Technology Sector**:

1. IT and Analytical Department.

Article 29

1) The IT and Analytical Department is in charge of activities that refer to the IT strategy preparation and implementation, in connection with the information and communication technology (ICT) solutions with the aim of promoting the organization and method of operation of the Ministry, courts of general competence, public prosecutors' offices, commercial courts, magistrates' courts, institutions within the Administration for Executing Criminal Sanctions; ensuring the organization and development of the Judicial Information System of Serbia (JISS) in accordance with the law; monitors the implementation of IT activities in accordance with the rules on the operation of judicial bodies and institutions within the Administration for Executing Criminal Sanctions; activities in connection with the making of IT analyses and reports with the aim of promoting the organization and method of work; prepares and proposes solutions regarding the purchase of IT equipment and programming solutions; looks after the implementation and application of IT standards in the purchase of equipment, material and software solutions, execution of works and services in the IT or ICT field; coordinates activities and monitors the realization of JISS, participates in the designing of business software and monitors its implementation for the needs of the judiciary

and the Ministry; organizes IT training of people employed at the judiciary; provides professional assistance and monitors the introduction of the IT or ICT in judicial bodies; coordinates the work of participants within and outside the JISS; and performs other activities within the Department's competence.

VI Ministry Secretariat

Article 30

The Ministry Secretariat performs the duties of state administration in connection with staffing, financial and IT issues; harmonizes the work of internal Ministry units; cooperates with other bodies; and performs other activities within the competence of the Ministry Secretariat.

VII Office of the Minister

Article 31

The Office of the Minister performs advisory and protocolary activities; PR activities (spokesperson); engages in the organization and coordination of activities in connection with cooperation between the minister in charge of judicial affairs and other state bodies and international organizations; activities aimed at maintaining the Ministry website; administrative and technical activities; and performs other activities from the competence of the Office of the Minister.

VIII Data Secrecy Supervision Group

Article 32

The Data Secrecy Supervision Group performs activities in connection with the monitoring of the situation in the field of secret data protection; participates in the implementation of regulations that refer to data secrecy; participates in the preparation of the Ministry's opinion to the draft regulations of other state bodies in the field of secret data protection; orders measures to public authorities aimed at promoting the protection of secret data; controls the implementation of criteria for the designation of levels of secrecy and performs other control activities in accordance with the law; files criminal complaints, requests for the initiation of misdemeanor procedures and proposes the initiation of other procedures due to violations of the provisions of the Data Secrecy Law; cooperates with public authorities in the implementation of the Law within its competence; performs other activities envisioned under the Law and regulations adopted on the basis of that Law; prepares the annual report which the justice minister files to the Serbian parliament committee in charge of supervision and control in the defense and security sectors, annual report on activities in the implementation and control of the implementation of the Data Secrecy Law; directly controls the implementation of safeguards and measures for the use, exchange and other activities aimed at processing secret data, without informing public authorities, authorized person, or the person handling or using the secret data in advance, in accordance with the appropriate application of inspection regulations; and performs other activities within the Group's competence.

IX Internal Auditing Group

Article 33

The Internal Auditing Group performs activities in connection with operational planning, organization and realization of audits, i.e. it tests, analyzes and evaluates all business functions within the Ministry's competence in accordance with the International Standards for the Professional Practice of Internal Auditing and regulations regulating internal auditing in the Republic of Serbia; checks the implementation of laws and observation of the internal control rules, assesses the system of internal controls as regards its adequacy, success and completeness, audits the method of operation, i.e. evaluates the business operation and processes, including non-financial operations, with the aim of assessing cost-effectiveness, efficiency and success; audits the use of EU and other international organization funds; provides advice and expert opinions in the introduction of new systems and procedures, makes reports on the findings of internal audits with the appropriate views and assessments, and performs other activities necessary for achieving certainty regarding the functioning of the internal auditing system.

X Directorate for the Management of Seized Assets

Article 34

The following main internal units are formed in order to perform activities from the competence of the Directorate:

1. Seized Assets Management Sector and
2. General, Material and Financial Affairs Sector.

XI Seized Assets Management Sector

Article 35

The Seized Assets Management Sector performs activities in connection with the management of seized assets deriving from crime, white-collar crime and misdemeanors, instrumentalities and objects of crime, white-collar crime and misdemeanors, proceeds of crime, white-collar crime and misdemeanors, and assets presented as bond in the criminal, misdemeanor and other procedures; storing, safekeeping and sale of the temporarily seized assets deriving from crime, as well as disposal of such assets in accordance with the law; keeping records of the seized proceeds of crime; assessment of the market value of the seized assets and cooperation with institutions and physical persons hired to assess the value of seized assets; participation in the training of civil servants and members of the judiciary in connection with the seizure of assets deriving from crime; activities in connection with the proceeds of white-collar crime or misdemeanors; safeguarding and fire protection; cooperation between the Directorate and courts, public prosecutors' offices, Interior Ministry bodies and other state bodies in the procedure with the temporarily and permanently seized assets; prepares letters to these bodies about the information referring to all possible changes in the seized assets; delivery of other data, information and reports to competent bodies at their request or at the order of the Directorate director; and performs other activities within the Sector's competence.

Article 36

The following narrower internal unit is formed at the **Seized Assets Management Sector**:

1. Office for Expert Activities in the Management of Seized Assets

Article 37

1) The Office for Expert Activities in the Management of Seized Assets performs activities in connection with the management of the temporarily and permanently seized assets deriving from crime; sale of movables and entrusting the temporarily seized assets to another physical or legal person; transfer for the purpose of safekeeping of temporarily seized objects and granting of permanently seized objects of historical, artistic and scientific value to institutions that are in charge of their safekeeping; public tender for the sale of temporarily and permanently seized assets; direct bargaining during the sale of movables; acting in the case of indemnification claims by the owners of temporarily seized assets; movement and assessment of the market value of seized assets; keeping all records of seized assets deriving from crime, instrumentalities and objects of crime, proceeds of crime and assets presented as bond in the criminal procedure, which are regulated under laws and by-laws; and performs other activities within the competence of the Office.

XII General, Material and Financial Affairs Sector

Article 38

The General, Material and Financial Affairs Sector performs activities in connection with the making of the financial plan and preparation of requests for the annual funds for the Directorate; comparison of balances between the Treasury ledger and Directorate subledgers; preparation of periodical and annual reports on the realization of the budget; preparation of decisions and orders for the payment of salaries to employees at the Directorate as well as for all other payments at the Directorate; realization of contracts which the Directorate has concluded for its own needs; keeping records on the fixed assets and public procurement procedures, implementation of the public procurement procedure for the needs of the Directorate; preparation of general and individual administrative acts; collection and implementation of internal and public competitions; implementation of the procedure of evaluation of civil servants; preparation of draft Rules on the Internal Organization and Job Classification at the Directorate; activities of the storage keeper (receiving and discharging seized goods, safeguarding and record-keeping of the seized goods at the warehouse); and performs other activities from the competence of the Sector.

MANAGEMENT OF INTERNAL UNITS, ADMINISTRATION FOR EXECUTING CRIMINAL SANCTIONS AND DIRECTORATE FOR THE MANAGEMENT OF SEIZED ASSETS

Article 39

State secretaries assist the minister within the authority vested in them by the minister.

State secretaries are accountable to the minister and the government.

Article 40

Assistant ministers head the activities at the Sectors and are accountable to the minister for their work.

The secretary heads the Secretariat and is accountable to the minister for his/her work.

The Administration for Executing Criminal Sanctions director heads the Service and is accountable to the minister for his/her work.

The Directorate director heads the Directorate and is accountable to the minister for his/her work.

The assistant Directorate director heads the work of the Sector and is accountable to the Directorate director and the minister for his/her work.

Article 41

The Department, Office and Group heads plan, direct and monitor the work of the internal units they head and perform the most complex tasks.

The Department, Office and Group heads are accountable to the assistant minister, ministry secretary and minister for their work and the work of the internal units they head.

Article 42

Civil servants and employees are accountable for their work at the Ministry to the head of the narrower internal unit, assistant minister and minister, or to the ministry secretary and minister, or to the head of the narrower internal unit and minister, or to the minister.

Civil servants and employees are accountable for their work at the Directorate to the head of the narrower internal unit, assistant Directorate director, Directorate director and minister.

JOB CLASSIFICATION

Article 43

The total number of civil servants and employees covered by this job classification is 128, 30 of whom are positioned at the Directorate for the Management of Seized Assets and 98 others (2 state secretaries, 7 people employed at the Office temporarily while the minister is at the office and **89 permanent employees**) at the Ministry of Justice.

Job classification at the Ministry of Justice:

- State secretaries - **2 (two)**,
- Civil servants in Grade 2 positions - **1 (one)**
(Directorate director),
- Civil servants in Grade 3 positions - **6 (six)**
(5 assistant ministers and 1 ministry secretary),
- Civil servants in Grade 5 positions - **2 (two)**
(assistant Directorate directors).

Executive positions for civil servants:

- 12 **senior advisor** positions – **12** (twelve) incumbents,
- 15 **independent advisor** positions – **23** (twenty-three) incumbents,
- 29 **advisor** positions - **46** (forty-six) incumbents,

- 4 **junior advisor** positions - 4 (four) incumbents,
- 4 **associate** positions - 5 (five) incumbents;
- 4 **junior associate** positions – 4 (four) incumbents and
- 6 **clerk** positions - 9 (nine) incumbents.

Positions for employees:

- 1 position in the **1st job type for employees** - 1 (one) incumbent and
- 6 positions in the **4th job type for employees** - 13 (thirteen) incumbents.

1. State secretary

2

Assists the minister within the competences he/she vests in him/her.

I JUDICIARY SECTOR

2. Assistant minister

1

Holds the Sector, plans, directs and monitors the work of internal units at the Sector; performs the most complex tasks within the jurisdiction of the Sector; and performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least nine years of professional work experience.

Grade 3 position

1) Judicial Body Supervision Department

3. Department head

1

Holds and plans the work of the Department, provides professional guidance, coordinates and supervises the work of civil servants at the Department; makes the annual plan of work at the Department; creates annual and periodical reports on the work of the Department; monitors the realization of priorities and set goals; looks after the improvement of judicial administration's work; monitors the situation and implementation of regulations at judicial and magistrates bodies and indicates the need and ways for normative regulation in accordance with the results of monitoring; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least seven years of professional work experience, computer literacy.

Title: senior advisor

4. Position in charge of supervision at judicial bodies

5

Monitors the implementation of the Book of Court Rules and Procedures and Rules of Administration of the Public Prosecutor's Office; creates the records of supervision, proposes measures for removing the observed shortcomings, monitors the implementation of

ordered measures; creates analyses, reports and information based on the conducted inspections, collected data and reports; monitors court actions in connection with complaints and applications; requests the court president's view on the justification of complaints and undertaken measures; monitors the state and implementation of regulations at judicial bodies and points at the need and ways of normative regulation and performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

5. Position in charge of actions undertaken in connection with applications to the European Court of Human Rights 1

Партиципатес ин тхе драфтинг оф респонсес њитхин тхе Министријес цомпетенце то апликатионс филед то тхе Еуропеан Цоурт оф Хуман Ригхтс (ЕЦХР) агаинст тхе Републик оф Сербиа; препарес тхе нецессарй информатион анд сендс то тхе Сербиа гвернмент репрезентативе ат тхе ЕЦХР доументс реферринг то тхе ацтионс бeфоре Сербиа јудициал анд отхер бодис; партиципатес ин тхе драфтинг оф опинионс он тхе репрезентативеес пропосал фор реаксинг пеацефул сеттлементс; фоллоњс тхе доместиц анд интернационал хуман ригхтс легислатион; мониторс анд анализес тхе ЕЦХР цасе лањ; анд перформс отхер ацтивитиес ат тхе ордер оф тхе Департмент хеад.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

6. Position in charge of statistics and records 1

Records citizens' applications and complaints against the work of courts and prosecutors' offices; keeps records of the movement of cases; keeps records of reports by court and prosecutors' offices; enters data from applications and complaints and creates records of filed cases; prepares statistical data needed for making reports on cases and work of the Department; looks after the improvement of the data processing program; performs other activities at the order of the Department head.

Requirements: Four-year high school education at the high school for law and administration or grammar school, state license exam, at least two years of professional work experience, computer literacy.

Title: clerk

2) Human Resources and Analytical Issues Group

7. Group head 1

Heads and plans the work of the Group, provides professional guidance, coordinates and supervises the work of civil servants at the Group; prepares proposals for the improvement of the keeping of human resources files at judicial bodies, participates in the drafting of appropriate programs and monitors their implementation; proposes programs for the keeping of the Registers of Court Interpreters and Court Experts, participates in their

drafting and monitors their implementation; proposes programs for the analysis of work of courts and prosecutors' offices; analyses the efficiency and timeliness of operation of judicial bodies; and performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least seven years of professional work experience, computer literacy.

Title: senior advisor

8. Position in charge of human resources issues at judicial bodies

2

Reviews rules on the internal organization and job classification at judicial bodies and controls the coordination between the proposed number of incumbents and the rules determining their number; provides professional assistance to judicial bodies in the making of the rules on the internal organization and job classification and other human resources issues; issues agreements to the rules on the internal organization and job classification at judicial bodies; keeps records of the systematized and populated workplaces at judicial bodies; prepares draft reports on data from the human resources files (except those that represent an official secret); prepares the proposal of the human resources plan for judicial bodies, monitors the realization of the human resources plan and cooperates with the ministry in charge of finance and with judicial bodies in the preparation of the human resources plan; and performs other activities at the order of the Group head.

Requirements: Higher education in a field of study or area of professional practice within social and humanistic studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

9. Position in charge of keeping the registers of court interpreters and court experts

1

Obtains information about the needed number of permanent court interpreters in order to advertize for their appointment and assesses whether the candidates qualify; acts in connection with the requests for entry in the Register of Permanent Court Experts and obtains excerpts from criminal records for the candidates; makes decisions on the appointment of permanent court interpreters and decisions on the entry in the Register of Court Experts and publishes them in the Official Gazette of the Republic of Serbia; registers the changes envisioned under the Rules and keeps the Registers of Permanent Court Experts and Permanent Court Interpreters as well as a register of lay judges; makes decisions in connection with any modifications in the personal status and dismissal of permanent court interpreters; acts in connection with complaints against the work of court experts and at the proposal of the authorized proponent for the removal of experts from the Register, implements the procedure and makes decisions on the removal from the Register; obtains opinions about the candidates for lay judges and prepares proposals for the appointment of lay judges; and performs other activities at the order of the Group head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, one year of professional work experience or at least five years of experience at state bodies, computer literacy.

Title: junior advisor

3) Group for Court Guard Issues

10. Group head 1

Holds and plans the work of the Group, provides professional guidance, coordinates and supervises the work of civil servants at the Group; coordinates the work of court guards at judicial bodies; directly controls the court guards' equipment and weapons and implementation of judicial bodies' security measures; controls the records of court guards and special developments at judicial bodies, which are kept at the Group and judicial bodies; creates reports about the activities of the Group and writes information that is sent to the assistant minister; and performs other activities at the order of the assistant minister.

Requirements: Higher education in legal, security or criminology studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

11. Position in charge of court guards issues 2

Performs activities that refer to the organization of professional training and specialization of court guards; directly controls the implementation of regulations governing the work of court guards; keeps records of court guards and special developments at judicial bodies, which are kept at the Group and judicial bodies; cooperates with judicial bodies with the aim of making the actions of court guards uniform; makes reports on controls that include the findings, objections and recommendations and provides deadlines for their removal; performs other activities at the order of the Group head.

Requirements: Higher education in legal, security or criminology studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

II NORMATIVE ISSUES AND INTERNATIONAL COOPERATION SECTOR

12. Assistant minister 1

Holds the Sector, plans, directs and monitors the work of internal units; performs the most complex activities within the jurisdiction of the Sector; monitors the regulation database and provides proposals to the body in charge of the legislation database; and performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least nine years of professional work experience, proficiency in one foreign language.

3rd group position

1) Normative Affairs and International Cooperation Department

13. Department head 1

Heads and plans the work of the Department, provides professional guidance, coordinates and supervises the work of civil servants at the Department; drafts laws and by-laws within the Ministry's competence, creates opinions to drafts and proposals of laws and other regulations prepared by other ministries, other state bodies and separate organizations; participates in the working groups in charge of drafting laws and proposals for other regulations prepared by other ministries, other state bodies and separate organizations; prepares proposed opinions to laws and other general acts proposed by MPs and other authorized proponents; participates in public debates in the procedure of drafting of laws; prepares proposals for responses to the Constitutional Court in connection with the motions for the assessment of constitutionality and participates in hearings on the assessment of constitutionality before the Constitutional Court; participates in the work of the government and parliament committees, provides expert explanations of laws and by-laws and keeps the record of rules adopted by the Ministry; monitors the realization of international obligations within the Ministry's competence; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least seven years of professional work experience, computer literacy, English language proficiency.

Title: senior advisor

14. Position in charge of normative affairs

3

Participates at public debates in the law drafting procedure; prepares proposals for responses to the Constitutional Court in connection with the motions for the assessment of constitutionality; provides expert explanations of laws and by-laws; drafts laws and by-laws within the Ministry's competence, provides opinions on drafts and proposals of laws and other regulations prepared by other ministries, other state bodies and special organizations; participates in the working groups in charge of drafting laws and by-laws; prepares proposals of opinions to laws and other general acts proposed by MPs and other authorized proponents; prepares proposals for government responses to MP questions within the Ministry's competence; and performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

15. Position in charge of coordinating international cooperation

1

Coordinates international cooperation within the Department's competence; follows the UN, OSCE and Council of Europe regulations and makes proposals for the harmonization of regulations within the Ministry's competence with UN, OSCE and CE regulations; monitors the realization of international obligations within the Ministry's competence; makes reports in connection with the obligations that stem from relevant international instruments within the Ministry's competence and participates in the drafting and conclusion and signing of multilateral international agreements which are in the competence of the Ministry; creates draft laws on the ratification of international agreements within the Ministry's competence, creates opinions regarding draft international agreements proposed by other state bodies; makes bilateral agreements between the ministry and justice ministries of other states; engages in cooperation with judicial institutions, other state bodies,

institutions, associations, international organizations and other international players within the job description for this position; performs other activities at the orders of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy and English language proficiency.

Title: independent advisor

16. Position in charge of legal affairs

1

Participates in the drafting of laws and other documents from the competence of the Department and prepares opinions about the implementation of laws within the Ministry's competence; provides explanations about the implementation of regulations at citizens' request; participates in the professional preparation of draft documents that are prepared by other internal units of the Ministry for the purpose of the government's review and decision; prepares the minister's responses to MPs' questions; creates opinions to drafts and proposals of laws and other regulations prepared by other ministries, other state bodies and separate organizations; participates in working groups in charge of drafting laws and other regulations prepared by other ministries, other state bodies and separate organizations; and performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

17. Position in charge of international cooperation

1

Follows the UN, OSCE, and CE regulations and participates in the making of proposals for the harmonization of regulations within the Ministry's competence with UN, OSCE and CE regulations; follows the realization of international obligations within the Ministry's competence; participates in the drafting of reports in connection with obligations stemming from the relevant international instruments within the Ministry's competence and participates in the making and conclusion and signing of multilateral agreements in the competence of the Ministry; participates in the drafting of laws on the ratification of international agreements within the Ministry's competence, participates in the drafting of opinions regarding draft international agreements proposed by other state bodies; participates in the making of bilateral agreements between the Ministry and justice ministries of other states; cooperates with judicial institutions, other state bodies, institutions, associations, international organizations and other international persons within his/her jurisdiction; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

2) Department for Mutual Legal Assistance in Criminal Matters

18. Department head

1

Heads and plans the work of the Department, provides professional guidance, coordinates and plans the work of state officials at the Department; participates in the preparation and conclusion of international agreements on mutual legal assistance and drafting of regulations in this field; cooperates with international organizations that monitor some types of crime; prepares reports, information and analytical materials in the fields of extradition and mutual legal assistance in criminal matters, creates regulations in this field in criminal matters; prepares opinions for judicial and other bodies in connection with the implementation and validity of international criminal law agreements; follows EU integration activities in the field of criminal law; acts in the most complex cases of mutual legal assistance in criminal matters; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least seven years of professional work experience, computer literacy, proficiency in one foreign language.

Title: senior advisor

19. Position in charge of mutual legal assistance in criminal matters

5

Performs activities in connection with the requests for legal assistance coming from domestic and foreign judicial bodies on the delivery of judicial and out of court documents and implementation of criminal procedure activities, as well as delivery of reports from criminal records; acts in connection with requests for mutual legal assistance regarding the transfer and takeover of criminal prosecution; provides information to foreign bodies about domestic regulations and to domestic bodies about foreign regulations and provides opinions in connection with the implementation and validity of international agreements and some legal instruments; participates in the drafting of reports and information material; acts in connection with requests for mutual legal assistance concerning precisely defined criminal offenses and particularly concerning organized crime, terrorism (terrorist financing and money laundering) and asset forfeiture in these cases; acts in connection with international arrest warrants; files requests for extradition and for the adoption of decisions on extradition and decisions on transit extradition; performs activities referring to the enforcement of foreign criminal judgments, transfer of convicts and provision of agreement; participates in the drafting of regulations and international agreements in the field of criminal law; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, proficiency in one foreign language.

Title: advisor

20. Position in charge of professional and administrative activities

1

Prepares case files for translation for the needs of the Department for Mutual Legal Assistance in Criminal Matters and Department for Mutual Legal Assistance in Civil Matters; sets and monitors translation deadlines according to the level of urgency and priorities determined by the persons in charge of case processing; keeps and updates the Register of Court Interpreters; keeps the register of deposited signatures of court presidents and other persons authorized for verification and supervises the verification of the first instance body; prepares the super-verification of documents that are to be used at states that

are not signatories to the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents; performs other activities at the order of the department head.

Requirements: Higher education acquired at first level studies (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, at least three years of professional work experience, computer literacy, proficiency in one foreign language.

Title: associate

3) Department for Mutual Legal Assistance in Civil Matters

21. Department head

1

Heads and plans the work of the Department, provides professional guidance, coordinates and plans the work of civil servants at the Department; prepares reports, information and analytical materials from the field of mutual legal assistance in civil matters; prepares opinions for judicial and other bodies in connection with the implementation and validity of international agreements; follows EU integration activities in the field of civil law; monitors the situation and development of international legal cooperation in civil law; participates in the preparation and conclusion of international agreements on mutual legal assistance in civil matters, as well as regulations in this field; acts in the most complex cases of mutual legal assistance in civil matters; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least five years of professional work experience, computer literacy, proficiency in one foreign language.

Title: independent advisor

22. Position in charge of mutual legal assistance in civil matters

4

Performs activities in connection with mutual legal assistance requests coming from domestic and foreign judicial bodies in connection with the delivery of judicial and out of court documents and implementation of procedural activities; provides information to foreign bodies about domestic regulations and to domestic bodies about foreign regulations and provides opinions in connection with the implementation and validity of international agreements and some legal instruments; participates in the drafting of information and reports; participates in the drafting of regulations and international agreements in the field of international civil law; provides information to domestic judicial and other bodies about the existence of legal and contractual reciprocity; provides opinions in connection with the international collision norms; acts in connection with letters rogatory for the recognition and enforcement of foreign judicial and arbitration decisions; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, proficiency in one foreign language.

Title: advisor

23. Position in charge of administrative activities

1

Enters data in the Department database; keeps the necessary records of employees at the Department; engages in written correspondence at the order of the direct superior; receives, delivers, distributes and files cases and mail; performs other activities at the order of the Department head.

Requirements: Four-year high school or grammar school education, state license exam, at least two years of professional work experience, computer literacy, proficiency in one foreign language.

Title: clerk

III EUROPEAN INTEGRATION AND INTERNATIONAL PROJECT SECTOR

24. Assistant minister

1

Heads the Sector, plans, directs and supervises the work of the internal unit within the Sector; performs the most complex activities from the jurisdiction of the Sector; manages the EU integration process in the judiciary; performs other activities at the order of the minister.

Requirements: Higher education in a field of study or area of professional practice within social and humanistic studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least nine years of professional work experience

3rd group position

1) European Integration and Project Management Department

25. Department head

1

Heads and plans the work of the Department, provides professional guidance, coordinates and supervises the work of civil servants at the Department; follows the realization of EU integration programs, follows EU regulations, analyzes the harmonization of regulations from the Ministry's jurisdiction with EU regulations and participates in the drafting of initial proposals for the harmonization of regulations from the Ministry's competence and EU regulations; coordinates activities and monitors the implementation of obligations within the Ministry's competence in the process of EU accession, creates reports, opinions and information within the Ministry's competence in the process of EU accession; coordinates the work of subgroups of the EU Accession Process Coordination Body Group of Experts and participates in the translation of the Acquis Communautaire into Serbian and expert editing of the translations of EU regulations; cooperates with judicial institutions, other state bodies, institutions, associations, international organizations and other international bodies within the jurisdiction of the Department; participates and monitors the implementation of principles, rules and measures necessary for the establishment and maintenance of a decentralized system of EU fund management within the jurisdiction of the internal unit; monitors and provides guidelines for the process of programming, preparation and implementation of EU and other projects; controls reports on the programming and implementation of projects, including activities in connection with tender documents and contracting; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy, English language proficiency.

Title: independent advisor

26. Position in charge of EU integration

1

Follows the work and relevant EU documents expressing the strategic priorities and requirements in the accession process and links them with the key Serbian documents and Ministry strategies; participates in the drafting of reports, opinions and information within the Ministry's competence in the process of EU accession; follows the realization of EU integration programs and gives proposals within the Ministry's competence with the aim of realizing the EU integration programs; implements Ministry activities in the EU accession process; participates in the plenary and sectoral meetings of the Enhanced Permanent Dialogue between Serbia and the European Commission; cooperates with other state bodies and institutions in the process of EU accession; performs other activities at organizations and institutions in the process of EU accession; performs other activities at the order of Department head.

Requirements: Higher education in a field of study or area of professional practice within social and humanistic studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

27. Position in charge of monitoring EU regulations

1

Monitors EU regulations and analyzes the harmonization of regulations within the Ministry's competence with EU regulations; participates in the drafting of initial proposals for the harmonization of regulations within the Ministry's competence with EU regulations; participates in the drafting of reports, opinions and information within the Ministry's competence in the process of EU accession; follows the realization of EU integration programs and provides proposals within the Ministry's competence; participates in the work of subgroups of the EU Accession Process Coordination Body Group of Experts; participates in the process of translation of the Acquis Communautaire into Serbian and expert editing of the translation; cooperates with other state bodies, special organizations and international organizations and institutions in connection with EU accession; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

28. Position in charge of support in the implementation of EU and other international projects

1

Prepares public procurement plans and documentation for public procurement procedures, prepares the conclusion and implementation of contracts; monitors and participates in the implementation of projects within the Ministry's competence; checks if the requirements for the implementation of EU-funded projects have been met; processes technical information needed for the work of external assessors and auditors according to the appropriate formats and participates in the implementation of the external assessors' and auditors' recommendations; implements the principles and rules necessary for the

establishment and sustainability of a decentralized system of EU fund management within the competence of the internal unit; prepares reports on the implementation and evaluation of contracts, on the implementation of action plans and other reports needed for the monitoring and implementation of projects; cooperates with other state bodies and organizations and institutions in the process of project implementation; participates in the implementation of programs and projects within the Ministry's competence and provision of funds of other development partners; performs other activities at the order of the Department head.

Requirements: Higher education in a field of study or area of professional practice within social and humanistic studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

29. Position in charge of support to the preparation of EU and other international projects 1

Monitors the EU work and documents presenting the strategic priorities and requirements of the accession process and key strategies of the Republic of Serbia and Ministry with the aim of identifying EU programs and projects; participates in the making of draft project proposals and project proposals according to the set format; participates in the making and harmonization of attachments to strategic documents and looks after their proper and timely delivery and, in connection with this, cooperates with other internal units of the Ministry and judicial institutions; participates in the obtaining of necessary documents for the co-funding of projects for the purpose of budget planning; participates in the preparation of reports, information and presentations and other documents in connection with project programming; participates in the preparation of documents aimed at informing the public in connection with the EU pre-accession funds; participates in the implementation of principles and rules necessary for the establishment and sustainability of a decentralized system of EU fund management within the competence of the internal unit; participates in the preparation of projects within the Ministry's competence and securing of donor funds from other development partners and international organizations; performs other activities at the order of the Department head.

Requirements: Higher education in a field of study or area of professional practice within social and humanistic studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, one year of professional work experience or at least five years of experience at state bodies, computer literacy, English language proficiency.

Title: junior advisor

IV MATERIAL AND FINANCIAL AFFAIRS SECTOR

30. Assistant minister 1

Heads the Sector, plans, directs and supervises the work of internal units at the Sector; performs the most complex activities in the jurisdiction of the Sector; performs other activities at the order of the minister.

Requirements: Higher education in legal or economic studies acquired at second level studies (master's degree, specialized academic studies, specialized professional studies), or at

undergraduate studies lasting at least four years, state license exam, at least nine years of professional work experience.

3rd group position

1) Department for the Budget and Analytical and Planning Activities

31. Department head 1

Heads and plans the work of the Department, coordinates and monitors the work of state officials at the Department; provides guidelines for the preparation of the draft financial plan for the ministry and draft financial plan for judicial bodies for the purpose of drafting the Budget Law; provides instructions for the preparation of plans for the realization of the Ministry's and judicial bodies' budgets; monitors the realization of the budget and analyzes the expenditure, comparing it to the realization plan for the judicial bodies; provides instructions for the drafting of monthly plans for judicial bodies; provides professional and technical assistance to judicial bodies; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at second level studies of economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least seven years of professional work experience, computer literacy.

Title: senior advisor

32. Position in charge of planning and analyzing the realization of the budget 1

Analyzes the realization of the budget with the aim of planning and implementing the financial policy; provides instructions for the creation of proposals for the judicial bodies' financial plans, payrolls and recurrent expenditures; coordinates the making of plans for the realization of judicial bodies' budgets; analyses expenditure, comparing it to the judicial bodies' realization plan; creates monthly plans for judicial bodies; provides professional assistance to judicial bodies; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

33. Position in charge of analytical and planning activities 1

Creates the draft financial plan for the Ministry and proposals for the judicial bodies' financial plans, payrolls and recurrent expenditures; makes plans for the realization of judicial bodies' budgets for recurrent expenditures; monitors the expenditure, comparing it to the plan of realization of judicial bodies' budgets; participates in the making of monthly plans of recurrent expenditures for judicial bodies; creates the financial analysis of the implementation of laws; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

34. Position in charge of monitoring the realization of the budget 1

Participates in the drafting of the Ministry's and judicial bodies' financial plans for salaries and recurrent expenditures; participates in the making of the recurrent expenditure realization and monthly plans; prepares requests for the transfer of salaries to judicial bodies; prepares databases for the creation of financial plans; prepares the database used for monitoring the realization of the budget according to sections, chapters and economic classifications; monitors the realization of the budget, comparing it to the realization and monthly plans; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the first level studies in economics (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, at least three years of professional work experience, computer literacy.

Title: associate

35. Position in charge of data processing 1

Creates requests for the transfer of funds to judicial bodies and sends them to the Treasury Administration; cooperates with the Treasury Administration in connection with the realization of filed requests for the transfer of funds; collects and notes the reports of judicial bodies and processes them for the needs of the Ministry; performs other activities at the order of Department head.

Requirements: Four-year high school education, state license exam, at least two years of professional work experience, computer literacy.

Title: clerk

2) Financial and Accounting Department

36. Department head 1

Heads and plans the work of the Department, issues professional guidelines, coordinates and supervises the work of civil servants at the Department; follows the realization of Ministry funds in accordance with quotas and approved appropriations; coordinates the comparison of records in the Treasury ledger and Ministry subledgers; coordinates the comparison of bookkeeping records of the Ministry and judicial bodies; prepares quarterly budget realization reports for the beneficiaries; coordinates the making of monthly reports on the budget beneficiaries' expenditure; realizes contracts which the Ministry has concluded for its own and judicial bodies' needs; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

37. Position in charge of financial and material affairs 1

Creates decisions and orders for the payment of salaries to Ministry employees; keeps an expenditure register for this purpose; proposes changes in the quotas and appropriations for the Ministry; creates payment decisions and orders for the Ministry; calculates fees and per diems for employees' business trips in the country and abroad;

prepares the necessary tax forms; prepares reports on the expenditure of funds; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the first level studies in economics (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, at least three years of professional work experience, computer literacy.

Title: associate

38. Position in charge of support to financial and material affairs

1

Prepares decisions and orders for the payment of salaries to Ministry employees; keeps a register of expenditure for this purpose; proposes the changes in quotas and appropriations for the Ministry; creates payment decisions and orders for the Ministry; fills in the necessary tax forms; prepares reports on the expenditure of funds; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the first level studies in a field of study or area of professional practice within social and humanistic studies (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, nine months of professional work experience or at least five years of experience at state bodies, computer literacy.

Title: junior associate

39. Position in charge of the keeping of and entering data in business books

2

Registers bookkeeping reports and books transfers to judicial bodies; compares judicial bodies' ledgers with subledgers and monitors the daily timeliness of business changes; completes and categorizes bookkeeping documents, decisions and other documents according to the sections of judicial bodies and comparison between payments and statement of the Treasury Administration; engages in correspondence with judicial bodies regarding wrongly directed funds; enters into the database and consolidates reports on a monthly and quarterly basis and after the annual financial statement on the realization of the judicial bodies' budget; formally controls the received reports and contacts judicial bodies in the case of inappropriate reports; archives the database and registers the Ministry's bookkeeping changes on a daily basis; performs other activities at the order of the Department head.

Requirements: Four-year high school education, state license exam, at least two years of professional work experience, computer literacy.

Title: clerk

3) Public Procurement and Property Affairs Group

40. Group head

1

Heads and plans the work of the Group, provides professional guidelines and coordinates and supervises the work of civil servants at the Group; provides guidelines for the drafting of the Ministry's public procurement plan and proposed public procurement plan which the Ministry realizes for judicial bodies, as well as guidelines for the implementation of the public procurement procedure; coordinates with the Directorate for Property owned by the Republic of Serbia the work of judicial bodies in connection with the procurement of movables and immovables; cooperates with the Republic Public Attorney's Office and other institutions concerning assets belonging to judicial bodies and provides expert proposals for their resolution; performs expert activities in connection with residential issues and gives proposals for the resolution of existing obligations; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least seven years of professional work experience, computer literacy.

Title: senior advisor

41. Position in charge of planning and implementing public procurement procedures 1

Creates draft plans for the Ministry's public procurement procedures and for the procedures which the Ministry conducts for judicial bodies; plans and implements public procurement procedures for the needs of the Ministry and judicial bodies; participates as a member in the work of commissions for the public procurement of works, services and goods and cooperates with sectors in the preparation and implementation of the public procurement procedures; processes requests for the protection of bidders' rights; creates the annual report and periodical reports on the realization of the Ministry's public procurement procedures; looks after deadlines for the submission of bids and adoption of decisions; engages in business communication in the process of bid preparation and in the conclusion of contracts; performs other activities at the order of the Group head .

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

42. Position in charge of legal affairs 1

Performs legal activities in connection with the implementation of public procurement procedures for the Ministry and judicial bodies; participates as a member in the work of commissions for the public procurement of works, services and goods; performs legal activities in connection with the acquisition of movables and immovables of the Ministry and judicial bodies; disposing of the court deposit funds under an agreement with the National Bank of Serbia; keeps a register on real estate acquired as state ownership in cooperation with judicial bodies; performs other activities at the order of the Group head .

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

43. Position in charge of property issues 1

Keeps records and monitors the use of real estate by judicial bodies; performs activities in connection with the acquisition of movables and immovables of the Ministry and judicial bodies; keeps a record of real estate acquired as state ownership in cooperation with judicial bodies; keeps a record of the disposal of court deposit funds and seized objects; engages in business communication in connection with the commission sale of goods seized in the criminal procedure; performs other activities at the order of the Group head .

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, one year of professional work experience or at least five years of experience at state bodies, computer literacy.

Title: junior advisor

4) Investment Department

44. Department head 1

Heads and plans the work of the Department, provides professional guidance and coordinates and supervises the work of civil servants at the Department; looks after the needs of judicial bodies in the construction of new and maintenance of existing facilities used by judicial bodies as well as the equipping of judicial bodies; makes a draft financial plan for investment maintenance; provides guidelines for creating agreements in accordance with the needs and proposed financial plan and controls the relevant activities; checks periodical, semi-annual and annual reports on the transferred funds of judicial bodies according to positions and reports on the transferred funds on the basis of contracts concluded by the Ministry; participates in the realization of contracts concluded by the Ministry for the needs of judicial bodies in public tender procedures for investment maintenance and equipping positions; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the second level studies of civil engineering (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least seven years of professional work experience, computer literacy, English language proficiency.

Title: senior advisor

45. Position in charge of investment monitoring 1

Monitors the work on investment maintenance, construction and equipping of judicial bodies; visits judicial bodies with the aim of planning necessary investments and provides professional assistance to judicial bodies in connection with current maintenance and equipping; notes and analyzes judicial bodies' investment requests; monitors ongoing investments, controls the completed and current works and issues expert opinions and reports about current investments; participates in the realization of concluded contracts on the purchase of works, services, designing and necessary equipment for the Ministry and judicial bodies' facilities; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of technics or technology (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

46. Position in charge of coordinating investment maintenance and equipping 2

Prepares financial plans for the investment maintenance and equipping of judicial bodies (computer and office equipment, judicial bodies' motor pool, office equipment etc.); prepares agreements in accordance with the need and proposed financial plan and controls activities in connection with them; prepares decisions on the transfer and distribution of funds to judicial bodies; keeps a register of new cases and requests of judicial bodies; prepares data for periodical, semi-annual and annual reports on the transferred funds for investment maintenance and equipping of judicial bodies; participates in the realization of contracts which the Ministry has concluded for the needs of judicial bodies in public tender procedures for investment maintenance and equipping; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies in a field of study or area of professional practice within social and humanistic studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

47. Position in charge of investment maintenance and equipping 1

Follows, classifies and keeps records of requests, decisions, letters and other documents delivered to the Department and looks after their dispatch; prepares documents (information, agreements, decisions, etc.) at the order and according to instructions of the Department head; participates in the processing and preparation of the necessary data for the drafting of financial plans for the investment maintenance and equipping of judicial bodies; participates in the preparation of data for periodical, semi-annual and annual reports on the work of the Department; participates in the realization of contracts which the Ministry has concluded for the needs of judicial bodies on public procurement for investment maintenance and equipping; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the first level studies in law (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, nine months of professional work experience or at least five years of experience at state bodies, computer literacy.

Title: junior associate

V OPERATIONS AND TECHNOLOGY SECTOR

48. Assistant minister 1

Heads the Sector, plans, directs and monitors the work of the Sector's internal unit; performs the most complex activities in the jurisdiction of the Sector; performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years with specialized informatics and internet skills, state license exam, at least nine years of professional work experience.

3rd group position

1) IT and Analytical Department

49. Department head 1

Heads and plans the work of the Department, provides professional guidance, coordinates and supervises the work of civil servants at the Department; supervises the making of documents for the purchase of equipment, material and programs and, if needed, corrects technical documents of the entire IT system within the Ministry's competence; participates in the creation of plans for the implementation of development strategy, installation and organization of the Judicial Information System of Serbia (JISS), i.e. ICT solutions, including the development of the network and internet structures in the judiciary, planning and supervision of development of the business software and database for the operation of the JISS, as well as the Ministry's Information System (IS); organizes IT trainings and professional assistance to employees at the judiciary and Ministry; supervises the procedure of introduction of the IS for an unimpeded and good flow of information among

the internal units of the Ministry; participates in the planning of development and maintenance of IT standards and procedures for the maintenance of the highest level of electronic data quality control and protection at the JISS, as well as in the research in the field of implementation of IT regulations, JISS and ICT at the judiciary; cooperates with external consultants and organizes technical support in the work with the Ministry's web presentation and Electronic Database of Regulations and Case Law and supervises the suppliers of IT equipment and software in the judiciary and Ministry for the purpose of standardization; performs other activities at the order of the assistant minister.

Requirements: Higher education acquired at the first level studies in electrical and computer engineering (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, at least seven years of professional work experience, English language proficiency.

Title: senior advisor

50. Position in charge of planning and management of IT projects, supervising the implementation of IT regulations, standards and licensed software 2

Provides professional advice and participates in the implementation of activities from the jurisdiction of the Department; follows, analyzes and participates in the realization of requests of users from judicial bodies and the Ministry; participates in the planning of needs for IT equipment in the judiciary, participates in the making of documents, standards and procedures for the purchase of equipment, materials and programs; participates in the definition of curricula for training and specialization of employees at the judiciary and the Ministry in the field of IT, ICT and business software implementation and participates in the provision of their implementation, definition of IT standardization; collects and processes data in the service of supervision of the implementation of IT regulations, standards and their introduction in the Ministry and judicial bodies; follows and analyzes the quality of work in the ICT field in these bodies, installs, maintains and performs services in the ICT field for the employees at the Ministry; analyzes and follows the pace of business processes set under the project task and monitors the implementation of works within project realization, i.e. supervises and follows the implementation of licensed software; participates in the realization of programs and projects; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies in a field of study or area of professional practice within social and humanistic studies, technics or technology (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

51. Position in charge of IT infrastructure development and business software coordination 1

Analyzes, monitors, makes and distributes business applications for the automation of the analysis and statistics of judicial bodies' operation; coordinates the designing and implementation of the business application software, including the Ministry and judicial bodies' databases; defines criteria for the analysis of effects of the Judicial Information System of the Republic of Serbia; monitors the quality of work in the field of application software and databases at the development and introduction of the JISS and monitors the work on the realization of the JISS on the ground; coordinates the development of the network and internet infrastructure in the judiciary; plans and makes technical

documents for the entire Ministry information system; plans training courses in the field of informatics and the offering of expert assistance in the implementation; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies in a field of study or area of professional practice within technics or technology (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

52. Position in charge of IT and analytical issues

1

Makes IT preparations for the analysis of work of judicial bodies and IT preparations for the creation of statistical reports in the electronic format and hardcopy; monitors the analysis and statistics at the judicial bodies on the ground; participates in the making and distribution of simple business applications for the automation of analysis and statistics of operation of judicial bodies; installs and maintains the systemic and communication software, computer networks, computers, printers and other peripheral equipment, and installs and maintains the active and passive communication equipment and maintains the LAN network at the Ministry; informs the users about the use of computers and connecting to the internet; monitors viruses on the internet and applies antivirus protection; makes video presentations and designs the Ministry's business material, documentation and registration of IT resources within the JISS; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the first level studies in science, mathematics, technics or technology (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, nine months of professional work experience or at least five years of experience at state bodies, computer literacy, English language proficiency.

Title: junior associate

VII MINISTRY SECRETARIAT

53. Ministry secretary

1

Assists the minister in the management of administrative, legal, general, staffing, financial and other issues; harmonizes the work of the Ministry's internal units; cooperates with other bodies; performs other activities at the order of the Minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least nine years of professional work experience.

3rd group position

54. Position in charge of handling indemnification claims

1

Prepares and organizes sessions of the Commission in charge of indemnifying persons who were unjustly deprived of liberty and unjustly sentenced, as well as the Commission in charge of indemnifying persons whose constitutional appeals were granted; presents information about cases at Commission sessions and points at the important details that may affect decision-making; drafts decisions – proposed agreements on indemnification with the accompanying documents and monitors the implementation of the accepted agreements; acts in accordance with the requests of the Republic Public Attorney's Office,

courts and other state bodies and writes responses in connection with the procedures of unjust deprivation of liberty, where the Ministry is a side in the dispute; prepares information and analyses related to the work of the Commissions and creates annual reports on the work of Commissions, which are sent to the minister of justice and Ministry secretary; drafts the program of and report on the work of the Ministry; prepares for publication decisions on rehabilitation and monitors their realization, performs other activities at the order of the Ministry secretary.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

55. Position in charge of human resources

1

Prepares individual documents in connection with the hiring and placement of staff and termination of employment and performs other activities in connection with the realization of the employees' labor rights; drafts the human resources plan for the Ministry; prepares draft rules on the internal organization and job classification at the Ministry; implements the staffing procedure through transfer, takeover, internal and public ads for vacancies; prepares contracts for the commissioning of services and contracts on temporary and occasional hiring; participates in the implementation of the disciplinary procedure and determination of responsibility of civil servants and employees for material damage; prepares responses to appeals in the first instance procedure and completes the cases for submission to the second-instance body; performs other activities at the order of the Ministry secretary.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

56. Position in charge of workplace safety and health issues

1

Participates in the preparation of risk assessment documents; performs control and provides advice to the ministry secretary on the planning, selection, use and maintenance of work instruments, dangerous substances and agents and equipment for personal protection at the workplace; participates in the equipping and organization of the workplace with the aim of ensuring painless and healthy working conditions; organizes preventive and periodical examinations and testing of conditions of the work environment and work equipment; monitors and controls on a daily basis the implementation of security and health care measures in the workplace and proposes measures aimed at improving the conditions of work, especially at workplaces with increased risk; monitors the situation regarding injuries in the workplace and professional diseases, as well as work-related illnesses, participates in the determination of their causes and prepares reports with proposed measures for their removal; prepares instructions for safe work and controls their implementation in accordance with the law regulating workplace safety and health; performs other activities at the order of the Ministry secretary.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, at least three years of professional work experience, state license exam on the practical ability to work on workplace safety and health issues, computer literacy.

Title: advisor

57. Position in charge of organizing bar exams 1

Receives and processes requests for taking the bar exam, as well as the request for the subsequent taking of the bar exam; determines if the requirement for the taking of the bar exam are met and prepares decisions granting the request to take the bar exam; prepares and mails the bar exam invitations/notifications; schedules and directly organizes the taking of the bar exam; keeps records and looks after all legal and technical issues; prepares certificates on bar exams; calculates a fee for the examiners at the bar exam; performs other activities at the order of the Ministry secretary.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

58. Position in charge of personnel issues and human resources records 1

Performs activities in connection with personnel records and other records from the field of labor relations; creates certificates for civil servants and employees on the basis of official records; looks after the personnel files; collects and processes documents needed for registering employees to and unregistering them from the competent funds and other appropriate services; updates the employees database and enters the data in the Central Human Resources Register; performs other activities at the order of the Ministry secretary.

Requirements: Four-year high school education, state license exam, at least two years of professional work experience, computer literacy.

Title: clerk

59. Administrative and technical secretary 4

Engages in correspondence for the needs of the direct superior, receives and sends faxes and e-mails and photocopies material at the order of the direct superior; looks after the seal; communicates with parties, organizes and schedules business meetings for the direct superior; organizes business trips of the direct superior and other employees and keeps records of them; keeps the official documents in accordance with the law and keeps records for the internal needs of the Ministry (phonebooks, employees' attendance, etc.); performs duties in connection with the reception, classification, registration and transfer of mail to processors and with the dispatch of mail; performs other activities at the order of the direct superior.

Requirements: Three- or four-year high school education or specialized education, two years of work experience, computer literacy.

4th type of positions for employees

60. Driver – messenger 2

Drives official persons in the city of work as well as at business trips in the country; looks after the good working order and current maintenance of the official vehicle and is responsible for safe driving; keeps a register of expenditure of fuel coupons; performs messenger activities for the needs of the Ministry; performs other activities at the order of the direct superior.

Requirements: Three- or four-year high school education or specialized education, one year of work experience, driver's license of the B or C category.

4th type of positions for employees

VIII OFFICE OF THE MINISTER

61. Chief of staff

1

Holds the operation of the Office and performs activities that concern the realization of the functions of the minister; cooperates with the government Protocol and offices of other ministries; cooperates with the National Assembly and Serbian government services and their working bodies in the scope of work of the Ministry; acts in accordance with the requests for the access to information of public importance; inspects the mail sent to the minister and follows the realization of duties at the Ministry's internal units; performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, at least seven years of professional work experience, computer literacy.

Title: senior advisor

62. Public relations officer

2

Prepares materials for the Ministry website; cooperates with judicial institutions, other state bodies, institutions, associations, international organizations and other international persons within his/her competence; engages in daily cooperation with journalists, providing information to them; collects and prepares information for the purpose of timely updating of the website with the aim of informing the public about the Ministry activities; organizes news conferences, interviews and appearances for the minister; keeps note of the scheduled media obligations, prepares statements for the public and material for the media about the Ministry activities; participates in the preparation of the minister's media appearances, examines the daily press and press clippings and follows the news on a daily basis; performs other activities at the order of the minister and chief of staff.

Requirements: Higher education acquired at the second level studies in a field of study or area of professional practice within social and humanistic studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

63. Position in charge of the protocol

1

Performs activities in connection with the protocolary obligations of the minister and appointed persons at the Ministry; prepares for the minister information, platforms, notes and overviews of importance for meetings, participates in the preparation of contacts with foreign diplomatic representatives and domestic delegations; organizes official visits of the Minister and persons appointed abroad; cooperates with the Protocol of the Serbian government; communicates with diplomatic and consular offices as well as with international governmental and non-governmental organizations; performs other activities at the order of the chief of staff.

Requirements: Higher education acquired at the second level studies in a field of study or area of professional practice within social and humanistic studies (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, at least three years of professional work experience, computer literacy, English language proficiency.

1st type of positions for employees

64. Administrative and technical secretary 2

Performs administrative activities – telephone conversations, e-mail correspondence, receives and sends faxes; photocopies material for the needs of the Office of the Minister; keeps a registry of cases that arrive to the Office of the Minister; receives, classifies and enters the mail into a register; types documents for the needs of the Office of the Minister; performs other activities at the order of the minister and chief of staff.

Requirements: Three- or four-year high school education or specialized education, computer literacy.

4th type of workplaces for employees

65. Driver 1

Drives the official vehicle for the needs of the minister; looks after the proper working order and maintenance of the official vehicle and is responsible for safe driving; keeps record of the expenditure of fuel coupons; performs other activities at the order of the minister.

Requirements: Three- or four-year high school education or specialized education, one year of work experience, driver's license of the B or C category.

4th type of positions for employees

IX DATA SECRECY SUPERVISION GROUP

66. Group head 1

Heads and plans the work of the Group, provides professional guidance, coordinates and monitors the work of state officials at the Group; performs prior control for the purpose of the implementation of laws and accompanying regulations in the field of public authorities' data secrecy; performs the subsequent control of the legal operation of bodies of public authority in the implementation of laws that regulate data secrecy and of the implementation of measures of security, use, exchange and other activities of secret data processing; imposes measures on the bodies of public authority for the promotion of protection of secret data and controls the implementation of criteria for the designation of levels of secrecy; files criminal complaints, requests for the initiation of misdemeanor procedures and proposes the initiation of other procedures in case of violations of legal provisions regulating data secrecy; creates reports on controls with findings, objections and recommendations and deadlines for their removal; makes reports on the conducted controls with the findings, objections and recommendations and deadlines for their removal; prepares the annual report which the justice minister files to the National Assembly and annual activity report on the implementation and control of implementation of the law regulating data secrecy; performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law, security, criminology or at the Military Academy (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least seven years of professional work experience, computer literacy.

Title: senior advisor

67. Position in charge of data secrecy supervision 2

Participates in the supervision and subsequent control of the implementation of laws and accompanying regulations in the field of data secrecy of public authorities and

implementation of the law that regulates data secrecy; prepares criminal complaints, requests for the initiation of misdemeanor procedures and proposals for the initiation of other procedures due to the violation of legal provisions that regulate data secrecy; cooperates with public authorities in the implementation of the law, participates in the drafting and sends to the minister and controlled subject reports on the performed supervision and additional control, providing proposals for measures and deadlines for the removal of observed irregularities; participates in the preparation of the annual report which the justice minister presents to the National Assembly and annual report on the activities in the implementation and control of the implementation of the law regulating data secrecy; regularly communicates with the office of the National Security and Secret Data Protection Council and public authorities; performs other activities at the order of the Group head.

Requirements: Higher education acquired at the second level studies of law, security, criminology or at the Military Academy (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

X INTERNAL AUDITING GROUP

68. Group head

1

Heads the work of the Group, organizes, plans, coordinates and supervises work, provides professional instructions and distributes assignments; prepares and presents to the minister for approval the draft internal auditing charter, strategic and annual internal auditing plans; approves individual auditing plans and supervises audits; supervises the implementation of the annual internal auditing plan and implementation of the internal auditing methodology; prepares and presents to the minister for approval the plan of professional training and professional development of internal auditors, develops special methodologies, where needed, for the Group activities; presents to the minister the report on the internal auditing work, report on the results of each individual audit and all important findings, recommendations and activities aimed at improving the operation of the subject of the audit; sends to the minister periodical progress reports on the implementation of the annual internal auditing plan, reports on the sufficiency of resources for internal audits and reports on all cases in which the activities of the head of internal audit and internal auditors were limited; establishes cooperation with the Central Unit for Harmonization and External Auditing; performs other most complex activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, public internal auditor certification exam; state license exam; at least seven years of work experience in auditing, financial control or accounting and finance; computer literacy.

Title: senior advisor

69. Position of the senior internal auditor

1

Participates in the work of the auditing team as the team leader or member, ensures the realization of instructions or recommendations at the order of the Group head ; performs the internal audit of the audit subjects and internal audit of the use of EU funds in accordance with the existing standards, participates in the making of the appropriate auditing documents, realizes the phase of collection and processing of auditing proof, as the leader of the auditing team coordinates the work of the auditing team and controls the collected and processed auditing proof, ensures the realization of assigned audits within the planned deadline, volume and scope, participates in the drafting of audit reports, analyzes the

objections of the audit subject to the draft report, forms the audit file, performs other activities at the order of the Group head .

Requirements: Higher education acquired at the second level studies of economics or organizational sciences (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, three of which should be in auditing, financial control or accounting and finance; computer literacy.

Title: independent advisor

70. Position of internal auditor

1

Participates in the work of the auditing team, performs the internal audit of the audit subjects and internal audit of utilization of the EU funds in accordance with standards, collects and processes auditing evidence, implements account controls and testing in accordance with the adopted methodology, forms auditing findings for the audits he/she was assigned within the team, provides recommendations for the improvement of activities at the audit subject; forms the audit files, monitors the implementation of recommendations made in the reports on previous audits, follows the statistics of internal audits; performs other activities and tasks at the order of the group head .

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years; state license exam; at least three years of work experience in auditing, financial control or auditing and finance; computer literacy.

Title: advisor

71. Position in charge of analytical activities in audits

1

Participates in the work of the audit team with the constant supervision of the team or Group head ; makes preliminary testing at the audit subject and tests the system of internal control; collects auditing proof, applies analytical procedures, controls accounts and performs different tests; creates the auditing findings for the areas of audit he/she has been assigned, with the mandatory verification by the team leader; copies the auditing proof, regulations and other necessary documents for the permanent and current files; participates in the forming of the auditing file; performs other activities at the order of the Group head .

Requirements: Second-level academic degree in law or economics (master's degree, specialized academic studies, specialized professional studies), or education acquired at undergraduate studies of at least four years, state license exam, one year of professional work experience or at least five years of experience at state bodies, computer literacy.

Title: junior advisor

XI INDEPENDENT POSITION OUTSIDE ALL INTERNAL UNITS

72. Position in charge of cooperation with the International Criminal Tribunal for the Former Yugoslavia

1

Makes proposals for decisions on the extradition of indictees to the International Criminal Tribunal for the Former Yugoslavia (ICTY); prepares material for the government and National Council for Cooperation with the ICTY; cooperates with international criminal courts and acts in connection with more complex applications by physical and legal persons and international organizations filed before the UN bodies; acts in accordance with the requests of the War Crimes Prosecutor's Office, provides professional assistance to the Special Prosecutor's Office for War Crimes and cooperates with other states, international governmental and non-governmental organizations and domestic associations;

provides legal guarantees for the signing of contracts which the Republic of Serbia concludes with foreign banks and other financial organizations; performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least five years of professional work experience, computer literacy, English language proficiency.

Title: independent advisor

XII DIRECTORATE FOR THE MANAGEMENT OF SEIZED ASSETS

73. Director 1

Heads the Directorate, plans, directs and supervises the work at the Directorate; performs the most complex tasks within the Directorate's competence; cooperates with state and other bodies, organizations and public services; performs other activities at the order of the minister.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, bar exam, at least nine years of professional work experience.

2nd group position

XIII SECTOR FOR THE MANAGEMENT OF SEIZED ASSETS DERIVING FROM CRIME

74. Assistant director 1

Heads the Sector, plans, directs, supervises and coordinates the work of the Sector, performs the most complex tasks within the Sector's competence; performs other activities at the order of the director.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least nine years of professional work experience.

5th group position

1) Department in charge of professional management of seized assets

75. Department head 1

Heads and plans the work of the Department, provides professional guidance, coordinates and supervises the work of civil servants and employees at the Department; monitors the market value of the seized assets; participates in the conclusion of contracts on the safekeeping of the temporarily seized objects with competent institutions and the National Bank of Serbia; prepares draft decisions on the destruction of assets and draft decisions on the giving away of assets that are not sold after more than a year; controls and coordinates the public procurement procedure; prepares draft plans for the training of civil servants and members of the judiciary in connection with the seizure of proceeds of crime; controls the

keeping of records on the seized assets; cooperates with state and other bodies, organizations and public services; performs other activities at the order of the assistant director and director.

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least seven years of professional work experience, computer literacy.

Title: senior advisor

76. Position in charge of the management of permanently seized assets 2

Performs activities in connection with the forfeiture and free transfer of permanently seized objects of historic, artistic and scientific value to institutions in charge of their safekeeping; participates in the public tenders for the sale of permanently seized assets; participates in bargaining during the sale of movables; prepares the necessary documents on the permanently seized assets and sends them to the Republic Directorate for the Property owned by the Republic of Serbia; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least five years of professional work experience, computer literacy.

Title: independent advisor

77. Position in charge of the management of temporarily seized assets 3

Performs activities in connection with the seizure and sale of movables with the aim of preserving their value and participates in the transfer of temporarily seized assets to another physical or legal person for the purpose of sale; participates in the transfer for safekeeping of temporarily seized objects of historic, artistic and scientific value to institutions in charge of their safekeeping; participates in the transfer for safekeeping of temporarily seized foreign currencies, foreign cash, objects made of precious metals, precious and semi-precious stones and pearls to the National Bank of Serbia; participates in the preparation of contracts on the safekeeping of temporarily seized objects with competent institutions and the National Bank of Serbia; participates in the public tender for the sale of temporarily seized assets; participates in bargaining during the sale of movables, perishable goods and animals; acts in connection with the indemnification claims of the owners of temporarily seized assets; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

78. Position in charge of the management of seized instrumentalities, objects and proceeds of crime 3

Performs activities in connection with the management of seized instrumentalities and objects of general crime, white-collar crime and misdemeanors, proceeds of general crime, white-collar crime and misdemeanors and assets presented as bond in criminal and misdemeanor procedures; keeps records of the instrumentalities and objects of general crime, white-collar crime and misdemeanors and proceeds of general crime, white-collar crime and misdemeanors; takes over the instrumentalities and objects of general crime,

white-collar crime and misdemeanor and prepares the necessary documents for their taking; keeps the appropriate registers; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law or economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

79. Position in charge of cooperation with state bodies 1

Performs activities referring to the Directorate's cooperation with courts, public prosecutors' offices, Interior Ministry bodies, Republic Geodetic Institute, public utility companies and institutions at the local level, in the procedure of temporary and permanent seizure of assets; prepares letters to these bodies about the data referring to all possible changes in seized assets; presents other data, information and reports to these bodies at their request or at the order of the Directorate director; keeps the appropriate records; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

80. Position in charge of registering seized assets 1

Enters information about the owner of seized assets in the register; registers information about assets and their state at the time of seizure from the owner; registers data on the value of the assets seized from the owner; notes in the register whether the assets are to be taken from the owner temporarily or permanently, as well as whether the temporarily seized assets have remained at the owner or were entrusted to another physical person; creates a record on the data entered in the register of seized assets; performs other activities at the order of the Department head.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

XIV GENERAL, MATERIAL AND FINANCIAL ISSUES SECTOR

81. Assistant director 1

Heads the Sector, plans, directs, supervises and coordinates the work of the Sector, performs the most complex tasks within the Sector's competence; performs other activities at the order of the director.

Requirements: Higher education acquired at the second level studies of law, economics, technics or technology (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least nine years of professional work experience.

5th group position

82. Position in charge of human resources 1

Prepares individual documents in connection with the hiring and placement of staff and termination of employment; participates in the preparation of draft rules on the internal organization and job classification at the Ministry in the part referring to the Directorate; participates in the staffing of vacancies; evaluates civil servants; collects and processes documents necessary for registering its employees and deleting them from the registers of competent funds and other appropriate services; updates the database of employees and enters the information in the Central Register of Human Resources; prepares responses to appeals in the first instance procedure and completes the cases for submission to the second-instance body; performs activities in connection with workplace safety and health; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

83. Position in charge of finance and accounting

2

Creates the financial plan, prepares requests for the annual funds for the Directorate and follows the realization of funds of the Directorate in accordance with the approved annual budget, monthly quotas and approved appropriations for the Directorate; prepares and proposes changes in quotas and appropriations for the Directorate and compares the balances in the Treasury ledger and Directorate subledgers; prepares periodical and annual reports on the realization of the budget; prepares decisions and orders for the payment of salaries to the employees at the Directorate and for all other payments at the Directorate and keeps records of the funds spent for these purposes; realizes contracts that the Directorate has concluded for its needs; calculates fees and per diems for business trips of employees and appointed persons in the country and abroad; keeps a record of fixed assets; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the second level studies of economics (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

84. Position in charge of planning and implementing public procurement procedures 1

Drafts the public procurement plan for the Directorate; plans and implements public procurement procedures for the needs of the Directorate; participates as a member in the work of commissions for the public procurement of works, services and goods; processes requests for the protection of bidders' rights; makes the annual and periodical reports on the realization of the Directorate's public procurement procedures; looks after deadlines for the submission of bids and adoption of decisions; engages in business communication in the process of bid preparation and conclusion of contracts; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the second level studies of law (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years; state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

85. Position in charge of assessing the value of seized real estate 1

Assesses the market value of seized real estate; monitors the market value of seized real estate; makes efforts to sell the permanently seized assets at or above the current market price; cooperates with institutions and physical persons hired to evaluate the seized real estate, where expert skills are needed for their evaluation; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the second level studies of law, economics technics or technology (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy.

Title: advisor

86. Position in charge of coordinating the development of IT infrastructure 1

Installs and maintains the systemic and communication software, computer networks, computers, printers and other peripheral equipment; installs and maintains the active and passive communication equipment and maintains the local area network (LAN) at the Directorate; instructs the users how to work using computers and internet connections; monitors viruses on the internet and applies antivirus protection; makes video presentations and designs the Directorate's business material, performs documentation activities and registration of IT resources; takes an active part in the planning and making of technical documents for the entire IT system of the Directorate; plans the IT training programs and their implementation and offers professional assistance in their implementation; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the second level studies of science, mathematics, technics or technology (master's degree, specialized academic studies, specialized professional studies), or at undergraduate studies lasting at least four years, state license exam, at least three years of professional work experience, computer literacy, English language proficiency.

Title: advisor

87. Position in charge of financial and material issues 2

Prepares decisions and orders for the payment of salaries at the Directorate; keeps a record of the expenditure for this purpose; prepares and proposes changes in quotas and appropriation for the Directorate; prepares payment decisions and orders for the Directorate; calculates fees and per diem for business trips of employees' in the country and abroad; prepares and completes tax forms; prepares reports on the expenditure of funds; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the first level studies of social and humanistic studies (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, at least three years of professional work experience, computer literacy.

Title: associate

88. Position in charge of supporting financial and material issues 1

Participates in the preparation of decisions and orders for the payment of salaries to the employees at the Directorate; prepares the changes in quotas and appropriations for the Directorate; participates in the preparation of payment decisions and orders for the

Directorate; completes tax forms; prepares reports on the expenditure of funds; performs other activities at the order of the assistant director.

Requirements: Higher education acquired at the first level studies in a field of study or area of professional practice in social and humanistic studies (basic undergraduate studies, basic applied studies) or at studies lasting up to three years, state license exam, nine months of professional work experience or at least five years of experience at state bodies, computer literacy.

Title: junior associate

89. Position in charge of office and administrative issues

3

Receives, distributes, registers and sends mail; creates and forwards letters; informs the parties about the movement of cases; prepares documents necessary for registering employees and deleting them from the register at the competent funds and other appropriate services; performs administrative activities in connection with the business trips of employees at the Directorate, schedules business meetings for the assistant director and director of the Directorate; performs other activities at the order of the assistant director.

Requirements: Four-year high school or grammar school education; state license exam, at least two years of professional work experience, computer literacy.

Title: clerk

90. Driver – messenger

2

Drives the official vehicle; looks after the proper working order and current maintenance of the official vehicle and is responsible for safe driving; keeps a register of expenditure of fuel coupons; performs messenger activities for the needs of the Directorate; performs other activities at the order of the assistant director.

Requirements: Three- or four-year high school or specialized education, one year of work experience, driver's license of the B or C category.

4th type of positions for employees

91. Storage worker

2

Receives and keeps movables and accompanying documents; controls the movement through the warehouse of persons in charge of delivering goods to the warehouse; keeps the appropriate register of seized goods; performs other activities at the order of the assistant director.

Requirements: Four-year high school or specialized education, one year of work experience.

4th type of employees' positions

TRANSITIONAL AND FINAL PROVISIONS

Article 44

Once the present Rules take effect, the justice minister shall within 30 days place civil servants and employees to the jobs described in the present Rules.

Article 45

The Rules on the Internal Organization and Job Classification at the Ministry of Justice No. 110-00-35/2008-13 of July 21, 2008, 110-00-43/2008-13 of October 22, 2008

and 110-00-7/2009-13 of February 23, 2009 shall cease to be applicable on the date when the present Rules take effect.

Article 46

The present Rules shall take effect, upon receiving the government approval, on the eighth day after the day of publication at the Justice Ministry's notice board.

MINISTER

Snežana Malović

No.: 110-00-106/2010-13
Belgrade, July 15, 2010