

UNMIK/DIR/2004/6
9 April 2004

ADMINISTRATIVE DIRECTION NO. 2004/6

**IMPLEMENTING UNMIK REGULATION NO. 2001/9
ON THE CONSTITUTIONAL FRAMEWORK FOR PROVISIONAL
SELF-GOVERNMENT IN KOSOVO**

The Special Representative of the Secretary-General,

Pursuant to the authority given to him under United Nations Interim Administration Mission in Kosovo (UNMIK) Regulation No. 2001/9 of 15 May 2001 on the Constitutional Framework for Provisional Self-Government in Kosovo,

Taking into account UNMIK Regulation No. 2001/36 of 22 December 2001 on the Kosovo Civil Service,

Acting at the request of the Office of the President of Kosovo,

For the purpose of establishing the position of Secretary of the Office of the President of Kosovo,

Hereby issues the following Administrative Direction:

Section 1

Secretary of the Office of the President of Kosovo

A position of Secretary of the Office of the President of Kosovo (hereinafter the "Secretary") is hereby established. The Secretary shall have the necessary qualifications, competence, experience and high professional integrity to manage the resources of the Office of the President of Kosovo (hereinafter the "Office") for which he or she is responsible.

Section 2

Appointment and Responsibilities

2.1 The Secretary shall be appointed by the President of Kosovo (hereinafter the "President"), on the basis of the civil service selection procedure. The Secretary shall be directly accountable to, and shall discharge his or her responsibilities in close coordination with, the President.

2.2 The Secretary shall be responsible for:

(a) The overall administration and management of the Office and ensuring implementation of the functions entrusted to it;

(b) Providing accurate information as well as impartial and expert advice to the President;

(c) Staffing and organizing the Office and issuing administrative instructions on any matters pertaining to its functions;

(d) The effective and efficient management of resources provided to the Office;

(e) Implementing non-discriminatory personnel policies within the Office, including equitable gender representation, in all areas and levels and ensuring the composition of the staff reflects the multi-ethnic character of Kosovo; and

(f) Ensuring that recruitment of the staff for the Office is based on professional qualifications, competence and merit and is undertaken through fair and open competition.

2.3 The President may remove the Secretary from office in accordance with established procedures on the grounds of professional incompetence or misconduct or if the Secretary has been convicted of a criminal offence and sentenced to serve a prison term of six months or more.

Section 3
Entry into Force

The present Administrative Direction shall enter into force on 9 April 2004.

Harri Holkeri
Special Representative of the Secretary-General