



ИНСТИТУТ ЗА АКРЕДИТАЦИЈА НА  
РЕПУБЛИКА МАКЕДОНИЈА

*Regulation on qualification requirements, tasks  
and duty for the IARM personnel*

Act: PR 09-2

Pursuant to Article 17, paragraph (7) of the Law on Public Sector Employees, ("Official Gazette" no. 27/14 and 199/14), the Director of the Institute for Accreditation of the Republic of Macedonia (IARM), on 01.22.2016, adopted the following:

## ***Regulation on qualification requirements, tasks and duty for the IARM personnel***

### **I. GENERAL PROVISIONS**

#### **Article 1**

This regulation establishes the total number of employees (administrative staff, service providers, subsidiary- technical staff) in the Institute for Accreditation of the Republic of Macedonia, schedule, code, name and job descriptions by organizational units and specific conditions required to perform works and tasks of the individual working positions.

#### **Article 2**

The activities and tasks carried out at the Institute for Accreditation of the Republic of Macedonia are determined according to their proximity, interconnectivity, type, range and degree of complexity, responsibility and other conditions for their execution.

#### **Article 3**

Activities, assignments and other special operating conditions determined by these Regulations are the basis for recruitment and deployment of staff at the Institute for Accreditation of the Republic of Macedonia.

#### **Article 4**

Chart review (working map) of jobs in the Accreditation Institute of the Republic of Macedonia is enclosed.

### **II. DISPOSITION OF ADMINISTRATIVE OFFICERS JOBS**

#### **Article 5**

In these Regulations 26 jobs are stipulated and described, 24 of which are administrative officers and 2 positions for subsidiary - technical personnel, deployed in organizational units according to the Regulation on Internal Organization of the Institute for Accreditation of Republic of Macedonia. 17 of the total are currently filled and arranged as follows:

Level	Systematized jobs	Filled jobs
B01	1	0
B02	3	1
B03	2	0
B04	8	5
B01	8	7
B02	0	0
B03	0	0
B04	0	0
Г01	2	2
Г02	0	0
Г03	0	0
Г04	0	0
Total	24	15

### **Article 6**

General conditions stipulated by the Law on Administrative Officers for the administrative officers are the following:

- To be a citizen of the Republic of Macedonia
- To use the Macedonian language actively,
- To be an full-aged,
- To be generally healthy for that workplace and
- Not to have a ban on performing profession, activity or duty pronounced with a final court judgment.

### **Article 7**

(1) Special conditions determined by the Law on administrative officers/other special law or collective agreement for administrative managerial officers of B category are the following:

- Vocational qualifications for all levels - level of qualifications VI A according to the Macedonian Qualifications Framework and at least 240 acquired ECTS credits or completed VII/1 degree;
- Active knowledge of computer office administration programs,
- Exam certificate for administrative management,
- Work experience, including:
  - For level B1 at least six years of professional experience of which at least two years on a managerial position in the public sector, at least ten years of professional experience of which at least three years of managerial job in the private sector,
  - For level B2 at least five years of professional experience of which at least two years on a managerial post in the public sector, at least eight years of professional experience of which at least three years of managerial job in the private sector or
  - For levels B3 and B4 at least four years of professional experience of which at

least one year of job in the public sector, at least six years of professional experience of which at least two years of managerial job in the private sector;

- Knowledge of one of the three most commonly used languages of the European Union (English, French, German), namely:
- For levels B1 and B2, holding an internationally recognized certificate issued by an official European testator, a member of the Association of Language Testators of Europe – ALTE, B2 CEFR level, or IELTS with 5-6 points, FCE, BEC, ILEK, IKFE, BULATS or Aptis or TOEFEL PBT at least 500 points TOEFEL CBT at least 175 points or TOEFEL IBT at least 60 points or DELF, TCF, TEF, or Goethe certificate, Test Duff and
- For levels B3 and B4, holding an internationally recognized certificate issued by an official European testator, a member of the Association of Language Testators of Europe – ALTE, B1 CEFR level, or IELTS with 3.5 to 4.5 points, PET, BEC P, BULATS, or Aptis or TOEFEL PBT at least 450 points, TOEFEL CBT at least 135 points or TOEFEL IBT at least 45 points or DELF, TCF, TEF or Goethe certificate.

(2) General work competencies required for advanced level:

- Problem solving and decision making on matters within its scope
- Learning and development;
- Communication;
- Achieving results;
- Working with others/teamwork;
- Strategic awareness;
- Orientation towards the clients/stakeholders;
- Leadership and
- Financial management.

## **Article 8**

(1) Special conditions set by law for professional administrative officers of category B are the following:

Vocational qualifications:

- For level B1 level of qualifications VI A according to the Macedonian Qualification Framework and at least 240 credits according to ECTS or completed VII/1 degree
- For levels B2, B3 and B4 level of qualifications VI B according to the Macedonian Qualification Framework and acquired at least 180 credits according to ECTS or completed VII/1 degree;
- Active knowledge of computer office administration programs,
- Work experience, including:
- For level B1 at least three years of professional experience,
- For level B2 at least two years of professional experience,
- For level B3 at least one year of professional experience or
- For level B4 with or without professional experience;
- Knowledge of one of the three most commonly used languages of the European Union (English, French, German), and possession of an internationally recognized certificate issued by an official European testator, a member of the Association of Language Testators of Europe - ALTE, A2 CEFR level or KET, IELTS with maximum 3 points, BULATS or Aptis or TOEFEL PBT with at least 400 points TOEFEL CBT least 95 points or TOEFEL IBT at least 30 points or DELF, TCF, TE, or Goethe certificate.

(2) General work competencies required for secondary level:

- Problem-solving and decision-making on matters within its working area;
- Learning and development;
- Communication;
- Achieving results;
- Working with others/teamwork;
- Strategic awareness;
- Orientation towards clients/stakeholders and
- Financial management.

### **Article 9**

(1) Special conditions determined by the Law on administrative officers of subsidiary - professional administrative officers of category Γ:

- Level of professional qualifications V or A level qualifications IV according to the Macedonian Qualifications Framework and gained 180 or 240 credits according to ECVET or MKSOO or at least college or high school.
- Active knowledge of computer office administration programs,
- Work experience, including:
  - For level Γ1 for at least three years of professional experience,
  - For level Γ2 for at least two years of professional experience,
  - For level Γ3 at least one year of professional experience or
  - For level Γ4 with or without professional experience;
- Knowledge of one of the three most commonly used languages of the European Union (English, French, German), and possession of an internationally recognized certificate issued by an official European testator, a member of the Association of Language Testators of Europe – ALTE, A1 CEFR level or BULATS or Aptis; or TOEFL PBT at least 310 points, TOEFL CBT at least 35 points or TOEFL IBT at least 10 points or DELF, TCF, TEF, or Goethe certificate.

(2) General work competencies required for basic level:

- Learning and development;
- Communication;
- Achieving results;
- Working with others/teamwork;
- Orientation towards the clients/stakeholders and
- Financial management.

## **III. DISPOSITION AND DESCRIPTION OF SUBSIDIARY-TECHNICAL PERSONNEL JOBS**

### **Article 10**

In these Regulations total 2 jobs of other subsidiary - technical personnel are established and described, distributed by units under the Rules on Internal Organization of the Institute for Accreditation of the Republic of Macedonia.

Level	Systematized job positions	Filled job positions
A01	2	2
Total	2	2

#### Article 11

General conditions for employment of other subsidiary - technical personnel are:

- To be a citizen of the Republic of Macedonia,
- To use the Macedonian language actively,
- To be full aged,
- To be generally healthy for that workplace.

#### Article 12

(1) Special conditions of employment of other subsidiary- technical staff of category A, level A01 are:

- Professional qualifications: high school
- Work experience: with or without,
- The position of courier requires a driving license, category B

### IV. DESCRIPTION OF JOB POSITIONS AT THE INSTITUTE FOR ACCREDITATION OF THE REPUBLIC OF MACEDONIA

#### Advisor to the Director

<b>Number</b>	1
<b>Code</b>	ACR-01-02-B01-001
<b>Level</b>	B1
<b>Title</b>	State Councilor
<b>Title of position</b>	Advisor to the Director
<b>Number of executors</b>	1
<b>Responsible to</b>	Director
<b>Type of education</b>	Electrical-mechanical engineering, Chemical technology, Machine engineering
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> <li>- Good knowledge of the policy and structure of accreditation in the EU and the activities associated with it;</li> </ul>
<b>Working goals</b>	Ensuring the integrity of the accreditation system, organizing appropriate form of participation in the work of other institutions and international organizations and the organization and management of promotional and training activities

<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Analysis of the development needs for new accreditation schemes and other assessments of conformity;</li> <li>- Information, training and counselling about the accreditation procedure and cooperation with other organizations;</li> <li>- Management and participation in the work of international organizations and organizations in the Republic of Macedonia to support the accreditation process;</li> <li>- Coordination of international activities;</li> <li>- Development, preparation and management training (assessors, conformity assessment bodies, state authorities);</li> <li>- Management of the information system;</li> <li>- Management of promotional activities and public relations;</li> <li>- Participation in building and maintenance of the quality management and information system for accreditation and coordination activities for its operations;</li> <li>- Other tasks within the operation range of the IARM entrusted by the Director.</li> </ul>
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## **DEPARTMENT FOR LABORATORY ACCREDITATION**

### **1. Head of the Department for laboratory accreditation**

1. Department for laboratory accreditation	
<b>Number</b>	2
<b>Code</b>	ACR-01-02-B02-001
<b>Level</b>	B2
<b>Title</b>	Head of Department
<b>Title of position</b>	Head of Department for laboratory accreditation
<b>Number of executors</b>	1
<b>Responsible to</b>	Director
<b>Type of education</b>	Electrical-mechanical engineering, Chemical technology, Biology
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Ensuring the integrity of the system for laboratory accreditation and organizing the work within the department.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Management, administration and organization of the work of the department according to the general requirements of accreditation bodies for</li> </ul>

	<p>testing laboratories, calibration and medical laboratories, coordination of the sectors within the department and coordination among the departments;</p> <ul style="list-style-type: none"> <li>- Care for resources (employees in the department , evaluators, financial and material resources) and their proper and rational use;</li> <li>- Information, training and counseling about the accreditation system for the employees in the department, and cooperation with other organizations;</li> <li>- Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>- Review of applications for accreditation and accompanying documents;</li> <li>- Organizing and conducting assessments for accreditation in the country and abroad;</li> <li>- Analyzing related bodies;</li> <li>- Analyzing data for announced changes of the accredited bodies regarding the fulfilling of accreditation requirements;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>
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## 2. Head Assistant of the Department for laboratory accreditation

2. Department for Laboratory Accreditation	
<b>Number</b>	3
<b>Code</b>	ACR -01-02-B03-001
<b>Level</b>	B3
<b>Title</b>	Head Assistant of Department
<b>Title of position</b>	Head Assistant of Department for laboratory accreditation
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Department
<b>Type of education</b>	Electrical-mechanical engineering, Chemical technology, Biology



<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Ensuring integrity of the laboratory accreditation system and organizing the work within the department.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Assistance in the management, administration and organization of the work of the department according to the general requirements of accreditation bodies for testing laboratories, calibration and medical laboratories, coordination of the sectors within the departments and coordination among the departments;</li> <li>- Care for the resources (employees in the sector, evaluators, financial and material resources) and their proper and rational use;</li> <li>- Information, training and counseling for the employees in the department about the accreditation system, and cooperation with other organizations;</li> <li>- Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>- Review of applications for accreditation and the accompanying documents;</li> <li>- Organization and elaboration of accreditation assessments in the country and abroad;</li> <li>- Analyzing related bodies;</li> <li>- Analyzing the data for announced changes of the accredited bodies regarding the fulfilling of accreditation requirements;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>

## Head of Section for accreditation of testing laboratories

1.Department for laboratory accreditation	
<b>1.1. Section for accreditation of testing laboratories</b>	
<b>Number</b>	4
<b>Code</b>	ACR -01-02-B04-001
<b>Level</b>	B4
<b>Title</b>	Head of Section
<b>Title of position</b>	Head of Section for accreditation of testing laboratories
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Department
<b>Type of education</b>	Chemical technology, Biology, Veterinary Medicine
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Providing development and maintenance of the accreditation system for laboratory accreditation in accordance with international rules and organization of work within the section.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of the specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>- Organization and performing of assessments for accreditation in the country and abroad;</li> <li>- Assessment of the work of the assessors;</li> <li>- Participation in the work of local and international organizations for support of the accreditation system in the relevant field;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Organization and support of the work of technical/sectoral committees and other working bodies;</li> <li>- Information, training and counseling about the accreditation system for the employees in the section, and cooperation with other organizations;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>

**Advisor – Coordinator** for accreditation of testing laboratories

1. Department for laboratory accreditation	
1.2. Section for accreditation of testing laboratories	
<b>Number</b>	5
<b>Code</b>	ACR -01-02-B01-001
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator</b> for accreditation of testing laboratories
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Chemical technology, Biology, Veterinary Medicine
<b>Other special conditions</b>	-
<b>Working goals</b>	Organization, monitoring and execution of the accreditation procedures
<b>Working duties and obligations</b>	<ul style="list-style-type: none"><li>- Providing general information about the accreditation, accreditation criteria of the IARM and the accreditation procedure;</li><li>- Organization of the accreditation procedures;</li><li>- Participation in the work of national and international organizations for support of the accreditation system;</li><li>- Other professional and technical administrative tasks delegated by the Head of Department/Section;</li><li>- Making proposals for training;</li><li>- Carrying out assessments in the country and abroad (after completion of a training for an assessor);</li><li>- Assessment of the work of the assessors, if competent;</li></ul> Tasks by the system of quality management; <ul style="list-style-type: none"><li>- Participation in building and maintenance of quality management system and giving proposals for improvement of the management system;</li><li>- Participation in building and maintenance of the information system for accreditation;</li><li>- Other tasks entrusted by the Director.</li></ul>

## Head of Section for accreditation of calibration laboratories

1. Department for laboratory accreditation	
<b>1.3. Section for accreditation of calibration laboratories</b>	
<b>Number</b>	6
<b>Code</b>	ACR -01-02-B4-002
<b>Level</b>	B4
<b>Title</b>	Head of Section
<b>Title of position</b>	Head of Section for accreditation of calibration laboratories
<b>Number of executors</b>	1
<b>Responsible to</b>	Head Assistant of Department
<b>Type of education</b>	Electrical-mechanical engineering, Chemical technology, Forestry and Horticulture
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Providing development and maintenance of the accreditation system for laboratory accreditation in accordance with international rules and organization of work within the section.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>-Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of the specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>-Organization and performing of assessments for accreditation in the country and abroad;</li> <li>- Assessment of the work of the assessors;</li> <li>- Participation in the work of local and international organizations for support of the accreditation system in the relevant field;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Organization and support of the work of technical/sectoral committees and other working bodies;</li> <li>- Information, training and counseling about the accreditation system for the employees in the section, and cooperation with other organizations;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>

**Advisor – Coordinator** for accreditation of calibration laboratories

1.Department for laboratory accreditation	
<b>1.3.Section for accreditation of calibration laboratories</b>	
<b>Number</b>	6
<b>Code</b>	ACR -01-02-B01-002
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator</b> for accreditation of calibration laboratories
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Electrical-mechanical engineering, Chemical technology, Forestry and Horticulture
<b>Other special conditions</b>	-
<b>Working goals</b>	Organization, monitoring and execution of the accreditation procedures
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Providing general information about the accreditation, accreditation criteria of the IARM and the accreditation procedure;</li> <li>- Organization of the accreditation procedures;</li> <li>- Participation in the work of national and international organizations for support of the accreditation system;</li> <li>- Other professional and technical administrative tasks delegated by the Head of Department/Section;</li> <li>- Making proposals for training;</li> <li>- Carrying out assessments in the country and abroad (after completion of a training for an assessor);</li> <li>- Assessment of the work of the assessors, if competent;</li> </ul> <p>Tasks by the system of quality management;</p> <ul style="list-style-type: none"> <li>- Participation in building and maintenance of quality management system and giving proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation;</li> <li>- Other tasks entrusted by the Director.</li> </ul>

## Head of Section for accreditation of medical laboratories

1.Department for laboratory accreditation	
<b>1.4. Section for accreditation of medical laboratories</b>	
<b>Number</b>	8
<b>Code</b>	ACR -01-02-B04-003
<b>Level</b>	B4
<b>Title</b>	Head of Section

<b>Title of position</b>	Head of Section for accreditation of medical laboratories
<b>Number of executors</b>	1
<b>Responsible to</b>	Head Assistant of Department
<b>Type of education</b>	Chemical technology, Biology, Veterinary Medicine
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Providing development and maintenance of the accreditation system for laboratory accreditation in accordance with international rules and organization of work within the section.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>-Providing general information about accreditation, accreditation criteria of the IARM and the accreditation procedure;</li> <li>-Organization and performing of assessments for accreditation in the country and abroad;</li> <li>- Assessment of the work of the assessors;</li> <li>- Participation in the work of local and international organizations for support of the accreditation system in the relevant field;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Organization and support of the work of technical/sectoral committees and other working bodies;</li> <li>- Information, training and counseling about the accreditation system for the employees in the section, and cooperation with other organizations;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>

#### **Advisor – Coordinator** for accreditation of medical laboratories

1.Department for laboratory accreditation	
<b>1.4. Section for accreditation of medical laboratories</b>	
<b>Number</b>	9
<b>Code</b>	ACR -01-02-B01-005
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator</b> for accreditation of medical laboratories
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section

<b>Type of education</b>	Chemical technology, Biology, Veterinary Medicine
<b>Other special conditions</b>	-
<b>Working goals</b>	Organization, monitoring and execution of the accreditation procedures
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Providing general information about the accreditation, accreditation criteria of the IARM and the accreditation procedure;</li> <li>- Organization of the accreditation procedures;</li> <li>- Participation in the work of national and international organizations for support of the accreditation system;</li> <li>- Other professional and technical administrative tasks delegated by the Head of Department/Section;</li> <li>- Making proposals for training;</li> <li>- Performing assessments in the country and abroad (after completion of a training for an assessor);</li> <li>- Assessment of the work of the assessors, if competent ;</li> </ul> <p>Tasks by the system of quality management;</p> <ul style="list-style-type: none"> <li>- Participation in building and maintenance of quality management system and giving proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation;</li> <li>- Other tasks entrusted by the Director.</li> </ul>

## DEPARTMENT FOR ACCREDITATION OF INSPECTION AND CERTIFICATION BODIES

### Head of Department for accreditation of inspection and certification bodies

3. Department for accreditation of inspection and certification bodies	
<b>Number</b>	10
<b>Code</b>	ACR -01-02-B02-002
<b>Level</b>	B2
<b>Title</b>	Head of Department
<b>Title of position</b>	Head of Department for accreditation of inspection and certification bodies
<b>Number of executors</b>	1
<b>Responsible to</b>	Director
<b>Type of education</b>	Electrical-energetic engineering, Machine engineering, Chemical technology
<b>Other special conditions</b>	- Registered assessor in the IARM or another accreditation body

	<ul style="list-style-type: none"> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Ensuring the integrity of the accreditation system of inspection and certification bodies and organizing the work within the Department
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Management, administration and organization of the work of the department according to the general requirements of accreditation bodies for inspection and certification bodies, coordination of the sectors within the department and coordination among the departments;</li> <li>- Care for resources (employees in the department , evaluators, financial and material resources) and their proper and rational use;</li> <li>- Information, training and counseling about the accreditation system for the employees in the department, and cooperation with other organizations;</li> <li>- Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>- Review of applications for accreditation and accompanying documents;</li> <li>- Organizing and conducting assessments for accreditation in the country and abroad;</li> <li>- Analyzing related bodies;</li> <li>- Analyzing data for announced changes of the accredited bodies regarding the fulfilling of accreditation requirements;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>



## Head Assistant of Department for accreditation of inspection and certification bodies

4. Department for accreditation of inspection and certification bodies	
<b>Number</b>	11
<b>Code</b>	ACR-01-02-B03-002
<b>Level</b>	B3
<b>Title</b>	Head Assistant of Department
<b>Title of position</b>	Head Assistant of Department for accreditation of inspection and certification bodies
<b>Number of executors</b>	1
<b>Responsible to</b>	Head Assistant
<b>Type of education</b>	Electrical-energetic engineering, Machine engineering, Chemical technology
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Ensuring the integrity of the accreditation system of inspection and certification bodies and organizing the work within the Department
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Assistance in the management, administration and organization of the work of the department according to the general requirements of accreditation bodies for inspection and certification bodies, coordination of the sectors within the departments and coordination among the departments;</li> <li>- Care for the resources (employees in the sector, evaluators, financial and material resources) and their proper and rational use;</li> <li>- Information, training and counseling for the employees in the department about the accreditation system, and cooperation with other organizations;</li> <li>- Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>- Review of applications for accreditation and the accompanying documents;</li> <li>- Organization and conduct of accreditation assessments in the country and abroad;</li> </ul>

	<ul style="list-style-type: none"> <li>- Analyzing related bodies;</li> <li>- Analyzing the data for announced changes of the accredited bodies regarding the fulfilling of accreditation requirements;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>
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#### Head of Section for accreditation of inspection bodies

2. Department for accreditation of inspection and certification bodies	
4.1. Section for accreditation of inspection bodies	
<b>Number</b>	12
<b>Code</b>	ACR-01-02-B04-004
<b>Level</b>	B4
<b>Title</b>	Head of Section
<b>Title of position</b>	Head of Section for accreditation of inspection bodies
<b>Number of executors</b>	1
<b>Responsible to</b>	Head Assistant of Department
<b>Type of education</b>	Electrical-energetic engineering, Machine engineering, Chemical technology
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Providing development and maintenance of the accreditation system for inspection bodies accreditation in accordance with the international rules and organization of work within the section
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>-Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of the specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</li> <li>-Organization and performing of assessments for accreditation in the country and abroad;</li> <li>- Assessment of the assessors' work;</li> <li>- Participation in the work of local and international organizations for support of the accreditation system in the relevant field;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-</li> </ul>

	<p>conformities;</p> <ul style="list-style-type: none"> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Organization and support of the work of technical/sectoral committees and other working bodies;</li> <li>- Information, training and counseling about the accreditation system for the employees in the section, and cooperation with other organizations;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>
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**Advisor – Coordinator** for accreditation of inspection bodies

<b>Number</b>	13
<b>Code</b>	ACR -01-02-B01-003
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator for accreditation of inspection bodies</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Electrical-energetic engineering, Machine engineering, Chemical technology
<b>Other special conditions</b>	-
<b>Working goals</b>	Organization, monitoring and execution of the accreditation procedures
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>-Providing general information about the accreditation, accreditation criteria of the IARM and the accreditation procedure;</li> <li>- Organization of the accreditation procedures;</li> <li>- Participation in the work of national and international organizations for support of the accreditation system;</li> <li>- Other professional and technical administrative tasks delegated by the Head of Department/Section;</li> <li>- Making proposals for training;</li> <li>-Performing assessments in the country and abroad (after completion of a training for an assessor);</li> <li>- Assessment of the work of the assessors, if competent ;</li> <li>Tasks by the system of quality management;</li> <li>- Participation in building and maintenance of quality management system and giving proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation;</li> <li>- Other tasks entrusted by the Director.</li> </ul>

## Head of Section for accreditation of certification bodies

2. Department for accreditation of inspection and certification bodies	
<b>4.1. Section for accreditation of certification bodies</b>	
<b>Number</b>	14
<b>Code</b>	ACR-01-02-B04-005
<b>Level</b>	B4
<b>Title</b>	Head of Section
<b>Title of position</b>	Head of Section for accreditation of certification bodies
<b>Number of executors</b>	1
<b>Responsible to</b>	Head Assistant of Department
<b>Type of education</b>	Machine engineering, Chemical technology, Veterinary Medicine
<b>Other special conditions</b>	<ul style="list-style-type: none"> <li>- Registered assessor in the IARM or another accreditation body</li> <li>- 2 years working experience in the field of accreditation and/or conformity assessment</li> </ul>
<b>Working goals</b>	Providing development and maintenance of the accreditation system for certification bodies accreditation in accordance with the international rules and organization of work within the section
<b>Working duties and obligations</b>	<p>-Providing general information about accreditation, the criteria for accreditation in the IARM, accreditation procedure, presenting the relevant standard, the websites of the European and international accreditation organizations, interpretation of the specific requirements for accreditation and assessment whether the activities of the client can be subject to accreditation;</p> <p>-Organization and performing of assessments for accreditation in the country and abroad;</p> <ul style="list-style-type: none"> <li>- Assessment of the assessors' work;</li> <li>- Participation in the work of local and international organizations for support of the accreditation system in the relevant field;</li> <li>- Participation in building and maintenance of the quality management system by providing and analyzing proposals for improvement of the documentation and any potential non-conformities;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Organization and support of the work of technical/sectoral committees and other working bodies;</li> <li>- Information, training and counseling about the accreditation system for the employees in the section, and cooperation with other organizations;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Director.</li> </ul>

## Advisor – Coordinator for accreditation of certification bodies

2. Department for accreditation of inspection and certification bodies	
<b>2.1. Section for accreditation of certification bodies</b>	
<b>Number</b>	15
<b>Code</b>	ACR -01-02-B01-004
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator</b> for accreditation of certification bodies
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Machine engineering, Chemical technology, Veterinary Medicine
<b>Other special conditions</b>	-
<b>Working goals</b>	Organization, monitoring and execution of the accreditation procedures
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>-Providing general information about the accreditation, accreditation criteria of the IARM and the accreditation procedure;</li> <li>- Organization of the accreditation procedures;</li> <li>- Participation in the work of national and international organizations for support of the accreditation system;</li> <li>- Other professional and technical administrative tasks delegated by the Head of Department/Section;</li> <li>- Making proposals for training;</li> <li>- Performing assessments in the country and abroad (after completion of a training for an assessor);</li> <li>- Assessment of the work of the assessors, if competent ;</li> </ul> <p>Tasks by the system of quality management;</p> <ul style="list-style-type: none"> <li>- Participation in building and maintenance of quality management system and giving proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation;</li> <li>- Other tasks entrusted by the Director.</li> </ul>

## Financial Department Head of Department

<b>3. Financial department</b>	
<b>Number</b>	<b>16</b>
<b>Code</b>	ACR-01-02-B02-003
<b>Level</b>	B2
<b>Title</b>	<b>Head of Department</b>
<b>Title of position</b>	<b>Head of Financial Department</b>

<b>Number of executors</b>	1
<b>Responsible to</b>	Director
<b>Type of education</b>	Economics
<b>Other special conditions</b>	/
<b>Working goals</b>	Organization, direction and coordination of the department work towards lawful and proper performance of the budget and financial-material operations according to the program and the laws.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Management, organization, directing and coordination of the department work and is responsible for timely, lawful and quality performance of its duties and tasks;</li> <li>- Deployment of tasks and duties for department employees and providing guidance for their execution;</li> <li>- Supervision of ex ante and ex post financial control;</li> <li>- Monitoring the budgetary and financial reporting;</li> <li>- Assessment of the administrative officers in the department;</li> <li>- Following legal regulations and other general acts related to the Law on budget execution and ensuring their implementation;</li> <li>- Preparation and elaboration of the draft Budget of the IARM for the next fiscal year and perennial budgetary projections;</li> <li>- Giving directions and instructions in preparing the annual, quarterly and monthly reports on the use of appropriations in the budget of the IARM for the current fiscal year;</li> <li>- Monitoring the compliance of the budget execution records for the current year to the accounting records;</li> <li>- Cooperation with the heads of departments/sections;</li> <li>- Monitoring collection of claims and liabilities;</li> <li>- Performs the most complex expert-operational tasks in the area of financial issues;</li> <li>- Conducting other activities entrusted by the Director.</li> </ul>

## Section for budget and budget control

### Head of Section

<b>3. Financial Department</b>	
<b>3.1. Section for budget and budget control</b>	
<b>Number</b>	17
<b>Code</b>	ACR -01-02-B02-006
<b>Level</b>	B4
<b>Title</b>	<b>Head of Section</b>

<b>Title of positions</b>	<b>Head of Section for budget and budget control</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Department
<b>Type of education</b>	Economics
<b>Other special conditions</b>	/
<b>Working goals</b>	Organization, direction and coordination of the section work towards lawful and proper work performance and realization of the budget according to the Law on budget execution.
<b>Workong duties and obligations</b>	<ul style="list-style-type: none"> <li>- Organization and coordination of the work in the section and responsibility for timely, lawful and quality work performance;</li> <li>- Deployment of tasks and duties of the section employees and providing guidance for their execution;</li> <li>- Delivering instructions from the Head of Department and providing guidelines for their implementation;</li> <li>- Coordination of the process of developing, establishing, implementing and maintaining the financial management and control;</li> <li>- Implementation of control audit trail established by the Director;</li> <li>- Controlling availability of the planned funds in the budget/financial plan before undertaking responsibilities;</li> <li>- Conducing supervision of the revenue for their fully and timely collection;</li> <li>- Peperation of proposals on the revised budget of the IARM;</li> <li>- Preparation and elaboration of the Draft Budget of the IARM for next fiscal year and perennial projections related to the budget;</li> <li>- Following legal regulations and other general acts related to the Law on budget execution and ensuring their implementation;</li> <li>- Monitoing the budgetary and financial reporting;</li> <li>- Participation in preparation of the annual report pursuant to the Law on Public Internal Financial Control;</li> <li>- Cooperation with the heads of departments/sections;</li> <li>- Participation in building and maintenance of the quality management system and giving proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Performing other tasks entrusted by the Director.</li> </ul>

**Independent officer**

<b>3. Financial Department</b>	
<b>3.1. Section for budget and budget control</b>	
<b>Number</b>	<b>18</b>
<b>Code</b>	ACR -01-02-Γ01-001
<b>Level</b>	Γ1
<b>Title</b>	<b>Independent officer</b>
<b>Title of position</b>	<b>Independent officer – budget and budget control</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Economic high school
<b>Other special conditions</b>	/
<b>Working goals</b>	preparation of the budget and preparation of preliminary activities in process of control of budget operations.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Conducting simple activities and tasks based on specific directions with constant supervision and control of the Head of Section;</li> <li>- Participation in preparation of materials and documents for the control process of the budget of the IARM;</li> <li>- Participation in close scrutiny of the completeness and accuracy of the entire financial documentation;</li> <li>- Collecting data and participation in the control of the availability of the planned appropriations;</li> <li>- Following and enforcement of regulations on financial management and control</li> <li>- Technical help in preparing financial plans</li> <li>- Participation in building and maintenance of quality management system and making proposals for improvement of the management system.</li> <li>- Participation in building and maintenance of the information system for accreditation;</li> <li>- Performing other tasks entrusted by the Director.</li> </ul>

**Section for accounting and payments****Head of Section**

<b>3. Financial Department</b>	
<b>3.1. Section for accounting and payments</b>	
<b>Number</b>	<b>19</b>
<b>Code</b>	ACR-01-02-B02-007
<b>Level</b>	B4
<b>Title</b>	<b>Head of Section</b>
<b>Title of position</b>	<b>Head of Section for accounting and payments – chief accountant</b>
<b>Number of executors</b>	1



<b>Responsible to</b>	Head of Department
<b>Type of education</b>	Economics
<b>Other special conditions</b>	/
<b>Working goals</b>	Organization, direction and coordination of the work in the section towards legal and proper conduct of the financial and material operations according to the program and law.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Organization and coordination of the work in the section and is responsible for their timely, lawful and quality completion</li> <li>- Deployment of tasks and duties for department employees and providing guidance for their execution;</li> <li>- Delivering instructions from the Head of Department and providing guidelines for their implementation;</li> <li>- Coordination of the process of developing, establishing, implementing and maintaining the financial management and control;</li> <li>- Conducting ex post financial control of documentation before payment;</li> <li>- Monitoring conclusion of contracts with public utilities about IARM's costs;</li> <li>- Monitoring legislation and other regulations in the field of finance and ensuring their implementation;</li> <li>- Planning funds for salaries based on established parameters and movements and monitoring the calculation and payment of salaries to the employees;</li> <li>- Controlling the entire documentation for material and financial operations;</li> <li>- Preparation of proposals on the revised budget of the IARM;</li> <li>- Preparation of Procurement Plan and its implementation;</li> <li>- Following the legal regulations and other general acts in the field of public procurement and ensuring their implementation;</li> <li>- Organization of regular annual inventory of the IARM's assets in terms of financial and material operations;</li> <li>- Organization of preparation and elaboration of the annual financial account in accordance with the classification of income and the classification of expenditures made by the Minister of Finance;</li> <li>- Cooperation with the heads of departments/sections;</li> <li>- Participation in building and maintenance of quality management system and making proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation;</li> <li>- Performing other tasks entrusted by the Director.</li> </ul>

**Section for accounting and payments**  
**Independent officer - treasurer**

<b>3. Financial Department</b>	
<b>3.1. Section for accounting and payments</b>	
<b>Number</b>	<b>20</b>
<b>Code</b>	ACR-01-02-Γ01-002
<b>Level</b>	Γ1
<b>Title</b>	<b>Independent officer</b>
<b>Title of position</b>	<b>Independent officer - treasurer</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Economic or legal technician
<b>Other special conditions</b>	/
<b>Working goals</b>	Independent performing of treasury operations
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Performing cashier operations, all payments and credits and their booking in the cashier book;</li> <li>- Proposing maximum amount of the treasury;</li> <li>- Preparing documentation for business trips and their submitting them to the Central Bank and Treasury;</li> <li>- Raising cash to cover travel orders according to the Regulation on business trips, performing payments and their recording into the cashier book;</li> <li>- Performing all cash inflows and outflows relating to financial performance in cash and with transfer orders and their recording in the cashier book;</li> <li>- Raising the conclusions from the Treasury Office of the Ministry of Finance;</li> <li>- Reporting for timely, lawful and quality performance of their activities within the scope of the cashier operations;</li> <li>- Monitoring and enforcement of certain regulations concerning cashier operations;</li> <li>- Performing other duties and tasks concerning cashier operations and tasks within the IARM operation, entrusted by the Head of Department or the Director of the IARM.</li> </ul>

**Section for legal and general affairs**  
**Head of Section**

<b>Section for legal and general affairs</b>	
<b>Number</b>	<b>21</b>
<b>Code</b>	ACR-01-02-B04-008
<b>Level</b>	B4
<b>Title</b>	<b>Head of Section</b>
<b>Title of position</b>	<b>Head of Section for legal and general affairs</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Director
<b>Type of education</b>	Legal Sciences, Pedagogy, Informatics
<b>Other special conditions</b>	/
<b>Working goals</b>	Organization, direction and coordination of the work in the section towards legal and proper performing of the legal operations.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Management of section and organization of its work;</li> <li>- Preparation of laws and regulations relevant to the work of the IARM;</li> <li>- Preparing various documents and decisions for adoption by the Council and the Director of the IARM;</li> <li>- Providing legal opinions in the field of obligatory law, labor law, administrative law, etc;</li> <li>- Continuously monitoring and implementing laws and regulations of interest for the operation of the IARM;</li> <li>- Participation in the preparation of general acts;</li> <li>- Preparing contracts for accreditation;</li> <li>- Participation in the performance of obligations arising from contracts signed at the international, regional and bilateral levels;</li> <li>- Participation in building and maintenance of quality management system and giving proposals for improvement of the management system;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordinating activities for its work;</li> <li>- Cooperation with the heads of departments/sections;</li> <li>- Performing other duties delegated by the Director.</li> </ul>

**Section for legal and general affairs**  
**Coordinator for legal affairs**

<b>Section for legal and general affairs</b>	
<b>Number</b>	<b>22</b>
<b>Code</b>	ACR -01-02-B01-006
<b>Level</b>	B1

<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator for legal affairs</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Legal Sciences
<b>Other special conditions</b>	/
<b>Working goals</b>	Performing tasks from the legal area
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Providing legal opinions in the field of obligatory law, labor law, administrative law etc;</li> <li>- Assistance in the drafting of laws and regulations relevant to the work of the IARM;</li> <li>- Preparing acts and decisions for adoption by the Council of the IARM;</li> <li>- Continuously monitoring laws and regulations that are of interest for the operation of the IARM;</li> <li>- Performing personnel work (contracts, decisions, registration and deregistration of workers, etc.);</li> <li>- Preparation of contracts for accreditation;</li> <li>- Participation in building and maintenance of quality system management and giving proposals for improvement of the management system.</li> <li>- Participation in the construction and maintenance of the information system for accreditation</li> <li>- Performing evaluations (upon completed training for assessors)</li> <li>- Performing other duties as directed by the Head of the Section for legal and general affairs or the Director.</li> <li>- Providing legal opinions in the field of obligatory law, labor law, administrative law etc;</li> <li>- Assistance in the drafting of laws and regulations relevant to the work of the IARM;</li> </ul>

## Section for legal and general affairs

### Coordinator for professional - administrative tasks

<b>Section for legal and general affairs</b>	
<b>Number</b>	<b>23</b>
<b>Code</b>	ACR -01-02-B01-007
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of education</b>	<b>Coordinator for professional - administrative tasks</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section

<b>Type of education</b>	Pedagogy, Legal Sciences
<b>Other special conditions</b>	/
<b>Working goals</b>	Performing tasks from the administrative, technical and general area.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Administrative and technical matters;</li> <li>- Archiving items;</li> <li>- Preparation, sending and receiving mail;</li> <li>- Receiving clients;</li> <li>- Working at call center;</li> <li>- Performing technical preparations regarding meetings;</li> <li>- Keeping records on the presence of employees</li> <li>- Performing trainings organization;</li> <li>- Participation in building and maintenance of the quality management system and giving proposals for its improvement;</li> <li>- Participation in building and maintenance of the information system for accreditation and coordination of the activities for its work;</li> <li>- Performing other duties within the scope of work of the IARM, entrusted by the Head of Department or Director.</li> </ul>

**Section for legal and general affairs**  
**Coordinator for human resources**

<b>Section for legal and general affairs</b>	
<b>Number</b>	<b>24</b>
<b>Code</b>	ACR - 01-02-B01-008
<b>Level</b>	B1
<b>Title</b>	<b>Advisor</b>
<b>Title of position</b>	<b>Coordinator for human resources and general affairs</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Legal Sciences, Human resources management, Economics
<b>Other special conditions</b>	/
<b>Working goals</b>	Implementation of certain functions from the section's operation and individual performance of the most complex tasks and duties in the field of selection, recruitment and mobility of administrative officers required for achievement of the strategic objectives and function of the IARM as well as other general matters.

<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Participation in performing functional analysis of jobs, controlling the draft job descriptions and preparing draft regulations on internal organization and systematization of jobs;</li> <li>- Monitoring and ensuring the proper implementation of laws and by-laws in the area of human resources relating to selection, employment and mobility in the public service;</li> <li>- Membership in the Commission for selection of candidates for employment and organization and conduct of the exam;</li> <li>- Preparing all kinds of acts and documents relating to the selection and recruitment of candidates through public and internal competition, agreements for pursuing civil/public officers, deployment of officers, participating in the process of introducing the work and mentoring by providing expert advice, and performing activities related to the termination of employment of the officers;</li> <li>- Preparing responses to complaints in case of appeals regarding selection procedure in recruitment of employees;</li> <li>- Communication with the Ministry of Finance, Ministry of information society and administration and the Agency of Administration on matters related to employment and mobility in the civil/public service;</li> <li>- Coordination of the implementation of semi interview, annual assessment and participation in the calculation of the evaluation points;</li> <li>- Conducting "exit" interviews with employees who leave the Institute at their request in order to determine the reasons for termination of employment and performing analytical processing of the answers;</li> <li>- Participation in the preparation of the work plan for the section and the reports on the section work progress, providing professional assistance and advice for lower position officers in the section and cooperation with the other employed officers;</li> <li>- Performing other activities within the function of the section;</li> <li>- Preparing and implementing procurement procedures.</li> </ul>
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## Section for legal and general affairs

### Hygiene officer

Section for legal and general affairs	
<b>Number</b>	<b>25</b>
<b>Code</b>	ACR -04-05-A01-001
<b>Level</b>	A1
<b>Title</b>	
<b>Title of position</b>	<b>Hygiene officer</b>
<b>Number of executors</b>	1

<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Secondary education (high school)
<b>Other special conditions</b>	/
<b>Working goals</b>	Hygiene maintenance in the IARM's premises
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Performing daily activities for hygiene maintenance in the premises of the employer;</li> <li>- Careful maintaining of the equipment while cleaning it;</li> <li>- Particular care of household management, serving, hygiene in the kitchenette and other ancillary premises (warehouses, toilets, stairs) and the things in them;</li> <li>- Careful and responsible handling of electrical appliances, hygiene products and other products;</li> <li>- Performing other additional – technical activities by order of the Director or the Head of section.</li> </ul>

**Section for legal and general affairs**  
**Courier**

<b>Section for legal and general affairs</b>	
<b>Number</b>	<b>26</b>
<b>Code</b>	ACR -04-05-A01-002
<b>Level</b>	A1
<b>Title</b>	
<b>Title of position</b>	<b>Courier</b>
<b>Number of executors</b>	1
<b>Responsible to</b>	Head of Section
<b>Type of education</b>	Secondary education (high school)
<b>Other special conditions</b>	Driving licence, "B" - category
<b>Working goals</b>	Performing additional technical activities related to smooth functioning of the IARM's work.
<b>Working duties and obligations</b>	<ul style="list-style-type: none"> <li>- Delivering acts of the IARM to the Government of the Republic of Macedonia, state administrative bodies, institutions and other legal entities;</li> <li>- Photocopying of documents etc.</li> <li>- Assistance with the distribution of office supplies;</li> <li>- Other additional technical tasks entrusted by the Head of Section or the Director.</li> </ul>

## VI. TRANSITIONAL AND FINAL PROVISIONS

### Article 13

These Regulation may be amended in a manner and procedure as with its adoption.

### Article 14

With the entry into force of this Regulation, the Regulation for systematization of jobs in the Accreditation Institute of the Republic of Macedonia number 02- 474/3 from 30.10.2014 year, shall cease to be valid.

### Article 15

This Regulation shall enter into force on the date of its adoption, and shall apply after receiving approval from the Ministry of Information Society and Administration.

No.02-55/1  
22.01.2016

Director,  
Trpe Ristoski, PhD

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### CHART REVIEW OF THE WORKING POSITIONS IN The Institute for Accreditation of the Republic of Macedonia

***	Code of the position					Title of the position	Described and provided working positions	Filled working positions
	И	Г	ПГ	К/Н	Б			
1.	ACR	01	02	Б01	001	Advisor to the Director	1	0
<b>DEPARTMENT FOR LABORATORY ACCREDITATION</b>								
2.	ACR	01	02	Б02	001	Head of Department for Laboratory Accreditation	1	0
3.	ACR	01	02	Б03	001	Head Assistant of the Department for Laboratory Accreditation	1	0



***	Code of the position					Title of the position	Described and provided working positions	Filled working positions
	И	Г	ПГ	К/Н	Б			
Section for accreditation of testing laboratories								
4.	ACR	01	02	B04	001	Head of Section for accreditation of testing laboratories	1	1
5.	ACR	01	02	B01	001	Coordinator for accreditation of testing laboratories	1	1

#### Head of Section for accreditation of calibration laboratories

6	ACR	01	02	B04	002	Head of Section for accreditation of calibration laboratories	1	1
7	ACR	01	02	B01	002	Coordinator for accreditation of calibration laboratories	1	1

#### Section for accreditation of medical laboratories

8	ACR	01	02	B04	003	Head of Section for accreditation of medical laboratories	1	0
9	ACR	01	02	B01	005	Coordinator for accreditation of medical laboratories	1	1

### DEPARTMENT FOR ACCREDITATION OF INSPECTION AND CERTIFICATION BODIES

10.	ACR	01	02	B02	002	Head of Department for accreditation of inspection and certification bodies	1	1
11.	ACR	01	02	B03	002	Head Assistant of Department for accreditation of inspection and certification bodies	1	0

#### Section for accreditation of inspection bodies

12.	ACR	01	02	B04	004	Раководител на одделение за акредитација на инспекциски тела	1	1
13.	ACR	01	02	B01	003	Координатор за акредитација на инспекциски тела	1	1

#### Section for accreditation of certification bodies

14.	ACR	01	02	B04	005	Head of Section for accreditation of certification bodies	1	1
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15.	ACR	01	02	B01	004	Coordinator for accreditation of certification bodies	1	1
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**Financial Department**

16.	ACR	01	02	B02	003	Head of Financial Department	1	0
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**Section for budget and budget control**

17.	ACR	01	02	B04	006	Head of Section for budget and budget control	1	0
18.	ACR	01	02	Г01	001	Independent officer for budget and budget control	1	1

**Section for accounting and payments**

19.	ACR	01	02	B04	007	Head of Section for accounting and payments – chief accountant	1	1
20.	ACR	01	02	Г01	002	Independent officer - treasurer	1	1

**Section for legal and general affairs**

21.	ACR	01	02	B04	008	Head of Section for legal and general affairs 3	1	0
22.	ACR	01	02	B01	006	Coordinator for legal affairs	1	1
23.	ACR	01	02	B01	007	Coordinator for professional - administrative tasks	1	1
24.	ACR	01	02	B01	008	Coordinator for human resources and general tasks	1	0

**Other assistant-technical personnel**

25.	ACR	04	05	A01	001	Hygiene officer	1	1
26.	ACR	04	05	A01	002	Courier	1	1
27.	Total:						26	17