



REPUBLIKA E SHQIPËRISË
MINISTRI PËR INOVACIONIN
DHE ADMINISTRATËN PUBLIKE



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Administratës Publike



THE PROGRESS OF **R E F O R M**

Minister of Innovation and Public Administration
Department of Public Administration



Public administration reform in Albania is a necessary and continuous Process, which is closely associated with the process of integration into The European Union (EU).



Public administration reform has been continuously among the priorities of the Albanian government as a key instrument for improving the quality of services provided to citizens and businesses, and as a condition for the country's integration processes.

With the entry into force of the Stabilization and Association Agreement (SAA) in 2009 Albania has focused on the development and implementation of transparent and impartial procedures for recruitment, human resources management, career development in the public service, continued training, promotion of ethics in public administration as well as e-governance.

The objectives and priorities of the Crosscutting Public Administration Reform Strategy 2015-2020 focus on the following areas:



**Policymaking
and the Quality
of Legislation**



**Organization
and Functioning
of Public
Administration**



**Administrative
Procedures and
Oversight.**



**Civil Service:
Human Resource
Management**



LEGAL FRAMEWORK

The legal framework on civil service and institutional setup has improved based on the:

#1

Law 90/2012 “On the organization and functioning of state administration”, unified legal framework and criteria for organizing and functioning of the state administration.

#2

Law 152/2013 “On Civil Servant” sustainable, professional, merit-based, with moral integrity and politically impartial civil service. Regulates the relations between the state and the civil servant.

#3

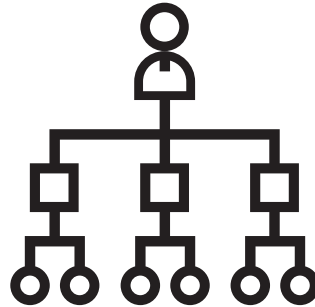
Law 10 405/2011 “On competences for defining the salaries and bonuses”, defines the competences to determine the salaries and bonuses in the Republic of Albania. Predictable salaries and performance based payments for the public employees.



FUNCTIONAL AND STRUCTURAL REFORM

Creating efficient and accountable public administration structures and decrease of corruption.
Setting up a public administration that provides quality services for citizens and businesses.

FUNCTIONAL REVIEW OF STATE INSTITUTIONS





FOCUSED ON CITIZENS

#1

Elimination of overlaps

#2

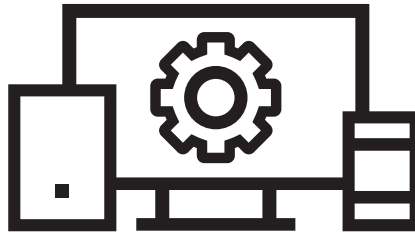
**Review of functions, the role
and structural organization**

#3

**Merging of institutions
or creation of new ones**



HUMAN RESOURCES



HRMIS

HUMAN RESOURCE MANAGMET INFORMATION SYSTEM

- ✓ Dialogue between HRMIS and different platforms
- ✓ Extending the uses of HRMIS in at all institutions
- ✓ Created and verification of personal file of each civil servant



JOB DESCRIPTION PRACTICAL GUIDE LINE

General rules (how to draft it)

Competences and skills

Step by step illustration

General JD drafted in the frame of the
Twinning Project

EXAMPLE OF JOB DESCRIPTION

LEGAL SPECIALIST (Specific description for the law drafters)		GENERAL SUPPORT SERVICES
Mission of the Unit		
Responsible for the legal activity of the institution and to participate in the elaboration of the legal draft acts.		
Overall purpose of the job position		
The legal specialist takes care for the legal framework compliance and quality of drafting legal acts.		
Main tasks		
<ul style="list-style-type: none">• Participates in the drafting of legal and sub-legal acts of the institution.• Updates the legal framework with the most recent normative acts and distribute this information within the institution for implementation.• Provides legal advice and expertise in the elaboration of normative texts.• Represent the institution in the working groups of the legal field.		
Special requirements		
Qualification: "Master of Science" degree in legal sciences. Experience: At least 2 years of experience in the area of legal services.		
Knowledge on:	Skills	
<ul style="list-style-type: none">• The Constitution and the current legal framework.• The European/International legal framework and its influence on the internal order• Update of the relevant Court decisions.• Administrative structure and organization of the institution. (who does what)	<ul style="list-style-type: none">• To possess the techniques for drafting normative texts.• To make combined analysis of the hierarchy of norms.• To protect the general interest and the legal security and stability (sustainability of the norms).• To adapt to the complexity of the legal framework.	



RECRUITING

Consolidation of recruiting process (Law 152/2013)

- Simplify the process and increasing the transparency
- Publish orientation materials (video tutorial)
- Job Fair (in partnership with major universities)
- Help desk for candidates

Improvement of the selection and assessment process of candidate that apply to be part of the civil service



Increase capacities of the Permanent **Selection Committees**



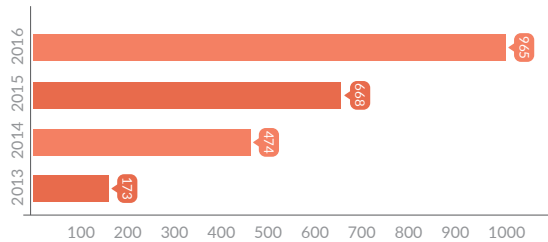
Improve quality of questions - **Bank of Questions**



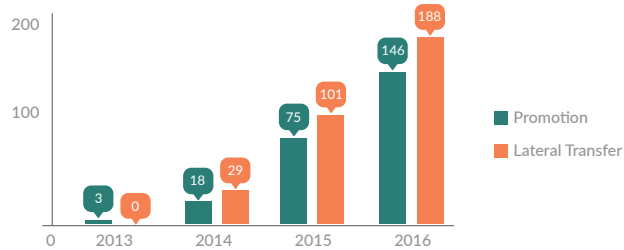
Improve quality of **interview**



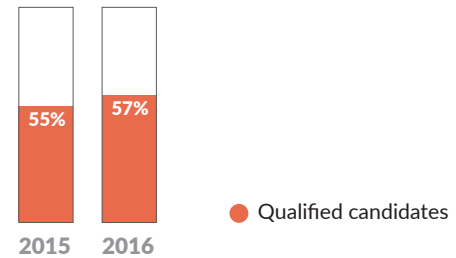
■ Employments in the civil service 2013-2016



■ CAREER DEVELOPMENT



Progress of successful applications 2015-2016





TRAINING

The strengthening of ASPA capacities is a strategic objective for the implementation of Public Administration Reform

Strengthening ASPA capacities through training by carrying out about **800 training** days and training **over 4000 civil servants**.

In-depth training for the TMC based on the program dedicated to **TMC** that includes 5 training modules and **280 hours**.

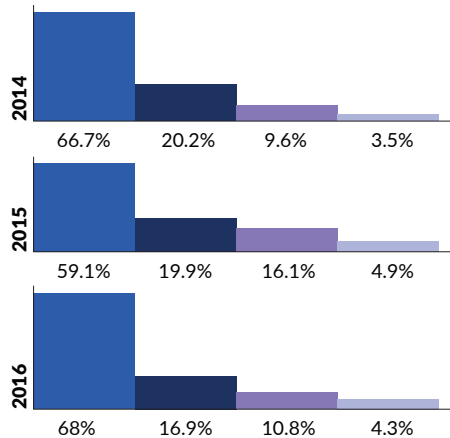
Increase the training quality by assuring the quality of curricula based on generally-accepted standards and training methodologies, by using **innovative methods**.

Strengthening the capacities in the area of anticorruption and good governance by **improving the curricula** on education, environment, public procurement for the civil servants in the middle management level and TMC

Strengthening the capacities of public administration at local level by drafting and implementing training programs in line with the **training needs**.



Comparative target group for 2014-2016



- Executive management
- Low-level management
- Middle management
- TMC

Indicators for 2016

VALUE:

INDICATORS:

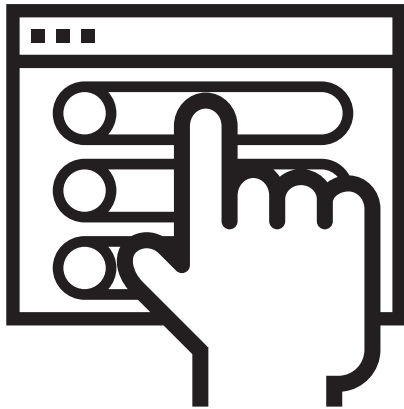
4640
189
726

CIVIL SERVANTS PARTICIPANTS
TRAINING COURSES
TRAINING DAYS



INNOVATIVE TOOLS

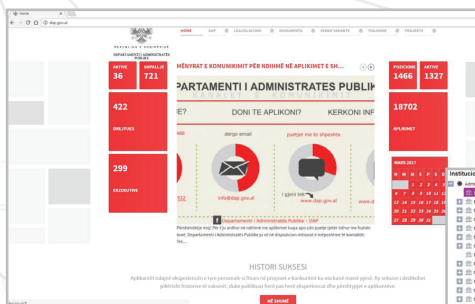
“Development of public administration, which provides high quality services for citizens and businesses in a transparent, effective, and efficient way through the use of modern technologies and innovative services and, that complies with the requirements of European integration through impartial, professional and accountable civil servants, part of efficient setups.”



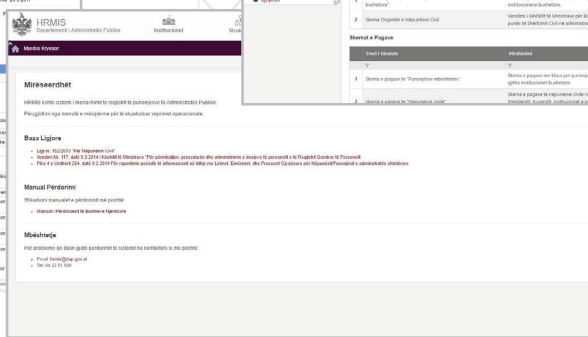
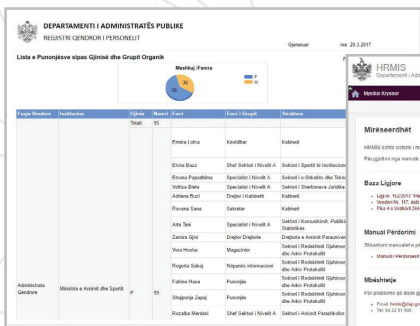
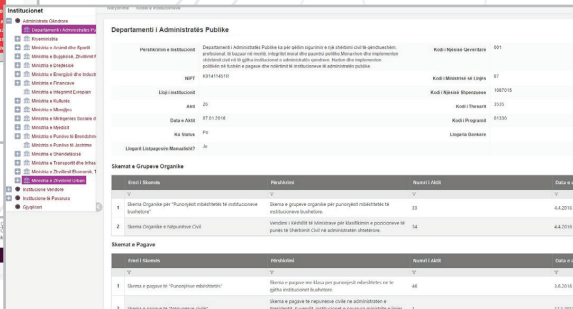
- ✓ ON LINE RECRUITMENT PORTAL
- ✓ HRMIS
- ✓ BANK OF QUESTIONS



WEB SITE



HRMIS





The Twinning Project “Support to the Albanian Civil Service Reform” provides assistance to Albania’s on-going efforts in building a modern and efficient public administration, able to provide high quality services to citizens and decision makers.

The overall objective is to assist in strengthening the public sector governance and efficiency by improving the management of human resources and the processes of the Albanian Public Administration in line with the Copenhagen criteria.

The project is implemented by:



France (Leader Partner)
through Ecole nationale
d'administration (ENA)



Italy (Junior Partner)
through Scuola nazionale
dell'amministrazione (SNA)



Department of Public
Administration (DoPA)



This project is financed
by European Union

The project has 3 components:

Implementation of the Civil Service Law (CSL);

Implementation of the Law on General Administrative Procedures (CAP);

Strengthening the capacities of the Civil Service.



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