



# Kolegji AAB

FACULTY OF ECONOMICS – MASTER PROGRAM

DEPARTMENT: MANAGEMENT AND INFORMATICS

MASTER THESIS

## **ROLE OF PLANNING AND DEFINITION OF NEEDS FOR HUMAN RESOURCES IN PUBLIC ADMINISTRATION**

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## **INTRODUCTION**

The master thesis titled "Role of planning and definition of needs for human resources in public administration" is to treat a special segment of civil service in the Republic of Kosovo, even the most important segment for the entire civil service body in Kosovo - proper planning and definition of human resource needs in public administration.

Human resource planning is a process through which the enterprise lays out the needs, or the ways in which these needs are met. Defining staffing needs is a manager planning activity and at the same time the first step in building human resources policy.

### **Purpose**

What is the role of planning and defining human needs in the public administration of our country and whether special attention is paid to this issue, this is also the purpose of selecting this topic. Therefore, given this fact, it is in the interest of addressing this problematic in terms of critical thinking about the proper functioning of the public administration in Kosovo.

The primary purpose of this topic is to address the importance and role of planning for human resources, the effect of applying and the practices of legal provisions in public administration, and the presentation of concrete cases of application of these provisions. Human resource planning is intended to provide the right people in the right place, in the right time and at the lowest possible expense, in order to achieve efficiency at work.

### **Objectives**

My interest in dealing with this very sensitive and complex issue, which has to do with the strategic planning of human resources in public administration in Kosovo, is mainly due to the lack of serious treatment of this problematic.

## CONCLUSION

The structure of this masterwork is conceived in such a way as to highlight the role of planning and defining the needs for human resources in the public administration, respectively in the ministry of environment and spatial planning, as a special category of civil servants of Kosovo's state administration.

Since we have dealt with in detail the role of planning and functioning of the work of public administration employees, accompanied by its legal basis and with the duration in this case, let's re-emphasize the main aspects that are related to this process.

On the basis of all that has been said so far in this paper, I can conclude:

1. Human resources planning is the process through which the enterprise lays out the needs, respectively the ways in which these needs are met. Defining staffing needs is a manager planning activity and at the same time the first step in honoring human resource policy.
2. The development of every organization and human resources are closely interlinked. Goals within the organization can be realized if there is a strong stable structure of human resources in its own way.
3. Institutions of Public Administration in Kosovo do not prepare HR management plans. The lack of these plans can be explained by the inadequate internal communication of HR units with the level of management and the lack of clear long-term strategies in policy development that affect the lack of HR plans needed to support these strategies.
4. The role and function of civil servants in public administration has a good and strong legal basis such as: the law on civil service of Kosovo, the law on civil service of the Republic of Kosovo; the law on administrative procedures; the law on the Independent Oversight Board for Kosovo Civil Service.
5. To implement these laws, a large number of internal guidelines and regulations are in place that are in the function of the implementation of these laws and which directly affect the protection of civil servants in Kosovo.
6. Although legal infrastructure to some extent exists, there is still a lot of things that need to be improved and implemented correctly.

7. Most importantly, within time to plan human resources and organizations to foresee within time the necessary resources that are the foundation for achieving the goals of each organization. This process will familiarize us with the situation we have and where we want to go. So, it is a process through which the enterprise designs its future, the way and means for realizing this future.
8. The process of human resources planning is based on the enterprise strategy, namely the development policy of the enterprise.
9. A defense segment for civil servants is their advancement, which is also foreseen by law. Advancement of civil servants is mainly through their promotion, which is foreseen by special sub-legal acts. Given this situation, much remains to be done to advance this category as the promotion of employees is not based on merit and commitment but most of it is based on the daily politics that unfortunately prevails most obviously in our country.
10. No functional and democratic state can function without a proper professional administration and professional and efficient civil service, which will be in the service of the citizens of the country.
11. Still a part of the institutions has staff files below the standard level, standardized job descriptions, disciplinary commissions and complaints that apply the principles often made with influential and pressure-sensitive instruments in decision-making.