



JURIDICAL  
AND  
HUMAN RESOURCES



DEPARTMENT

BANK OF ALBANIA

This department consists of two main divisions: the Juridical Division and the Human Resources Division, performing two main functions.

In 1992, the Bank of Albania had two lawyers who were then nominated as “legal advisers”. They did not form a real juridical unit, but were attached to the Governor’s cabinet. At the same time, four experts were employed with the Bank of Albania in the Human Resources Department.

In 1994-1995, the Division of Juridical Services was set up. It was manned by four lawyers. One lawyer was attached to the Supervisory Department. Later on, in 1996, a lawyer was moved to the Administration Department. There was no change in the number of experts assigned to the Human Resources Department.

In 1998, the Supervisory Council of the Bank of Albania endorsed the new structure of the Bank. Under this new structure, both these offices were reorganised in two separate units at the department level: the Juridical Department and the Human Resources Department.

In October 2000, the Supervisory Council of the Bank of Albania adopted its new structure, with the latter reflecting the subsequent status for the Juridical Department and the Human Resources Department that were merged into a single one: the Juridical and Human Resources Department. This department came under the Second Deputy Governor.

A division of duties and functions is made within this department. Hence, the following main duties and functions are assigned to the Juridical Division:

- It sees to it that all the by-laws enacted by the Bank of Albania conform to the Law “For the Bank of Albania”, the Law “For the Banks in the Republic of Albania,” and all the other legal and normative acts in force.
- It draws the attention to the violations of the law and the normative acts, or to the infringements of the agreements concluded by the Bank of Albania.
- It sees to it that all the legal and normative acts are equally and correctly applied by all the members of the Supervisory Council, including the Governor and the Deputy Governors, the employees, the internal and external inspectors, the agents and the correspondents of the Bank of Albania.
- It provides juridical assistance directly to the Supervisory Council at its request.
- It provides juridical assistance directly to the Governor and the Deputy Governors.
- It participates directly or indirectly in the negotiating, drafting and conclusion of contracts and agreements that the Bank of Albania is to conclude inside or outside of the country. The Juridical Division, likewise, may contribute “legal opinions” for their implementation.
- It is involved in the juridical interpretation of the legal acts, normative acts, contracts and agreements to be concluded by the Bank of Albania.
- It assists the other departments in preparing other acts, which are thereafter submitted to the managing bodies of the Bank of Albania for approval.
- It puts forward proposals for changes, additions and amendments to the legal and normative and non-normative acts affecting the economy and finance.
- It represents the Bank of Albania in the justice bodies.
- It seeks additional juridical assistance outside of the Bank of Albania.
- It provides juridical assistance to second-tier banks.
- It processes and checks on the correspondence inside and outside of the Bank, in compliance with banking and administrative practices.

The Human Resources Division has the following basic duties and functions:

- It sees to the planning of vacancies in conformity with the objectives of the institution and the human resource needs for a future period in the short and long run; it shapes up the careers of the staff of the Bank of Albania by pursuing efficient rotation-based policies reflecting the performance of the employees; it recruits employees by applying competitive policies and procedures; it makes sure that selection of candidates is subject to the standard procedures.
- It draws up programmes and policies for the managers and employees' training; it makes sure that transparent procedures are adopted in announcing the training programmes for the employees of the Bank of Albania.
- It sees to it that equal possibilities of employment are created by ensuring access to equal conditions for finding employment; it has the task of encouraging a positive approach in the recruitment of the competing candidates; it handles the employees' requirements and grievances with the purpose of affording equal employment possibilities, and avoiding discrimination at work.
- It looks after the employees' salaries and other remuneration by seeing to it that the appropriate pay policies are pursued to that effect, and their constant improvement reflect the changes in the structure of pays for the employees, the application of policies concerning stimulating and motivating pays in compliance with the results attained; it looks into the possibility of providing additional remuneration to the employees.
- It is involved in analysing the performance, providing job descriptions and assessing the performance by applying unified standards for the assessment of the employees' results during the probation period, as well as determining additional payment over salary taking into account the assessment made.
- It prepares and supervises negotiations with regard to individual work relations for the nominated employees; it oversees and deals with the administration of the disciplinary measures imposed on the employees violating the work regulations by their superiors, while ensuring that each case is subject to transparent procedures.
- It is involved in building up and implementing the social policies of the Bank of Albania with the aim of creating a friendly and motivating climate in the working environments; it deals with the employees' health problems; and it looks after the improvement of their living conditions by making sure that they receive housing loans.

The department deals with human resources and juridical relations, which, on account of their very nature, need to be developed and improved. Hence, even more ambitious objectives for the future have been set.

The department will focus on the improvement and completion of the regulatory and legal framework so as to bring about the approximation of the domestic legislation to the European Union legislation and the Central European Bank legislation. Due attention will be devoted to the legislation governing the Bank of Albania and the banking system, as well as currency exchange. The department will join the efforts to improve legislation on taxation, and the civil legislation, in general, for the parts affecting the banking activity.

Improvement in the performance of the department will also require the adjustment of this unit's structure to that of the Central European Bank and the member banks of the Central European Bank System. This will facilitate the performance of both functions independently from each other.

Likewise, the department intends to review the pay structure with the aim of rationalising it, and ensuring that it directly reflects every individual's performance. This will be achieved by simplifying the system of the performance assessment, and translating it into a more concrete indication of the individual performance, and associating it with a more appropriate monetary and non-monetary motivation.

Motivation will be fostered by ensuring that projects aimed at the improvement of the physical, psychological and technological conditions in the Bank are drafted and implemented. The concern for the appropriate employees' motivation and remuneration will go hand in hand with the enhanced qualification of the newly recruited employees, which will be achieved by adopting fairer recruitment procedures and elaborating the employees' training strategy.

The managers and employees of the Bank will be expected to contribute their strategic visions, and commit themselves to materialising them. This will be made possible by improving the role the superiors will be playing directly in the administration and development of the human resources, by outlining a perceptible way of how the employees can pursue their careers in the organisational hierarchy of the central bank, and in particular, by reducing the differences existing in the organisational structure, and in the regulatory framework of the Bank, which has so far contributed to creating an unstable, and to some extent, confusing environment there.