

Pursuant to Article 63 of the Act on Science and Higher Education (Official Gazette nos. 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17), and pursuant to the Act on Salaries in Public Services (Official Gazette, nos. 27/01, 39/09), Regulation on Job Titles and Coefficients of Job Complexity in Public Services (Official Gazette, nos. 25/13, 72/13, 151/13, 09/14, 40/14, 51/14, 77/14, 83/14, 87/14, 120/14, 147/14, 151/14, 11/15, 32/15, 38/15, 60/15, 83/15, 112/15, 122/15 10/17, 39/17, 40/17, 74/17, 122/17, 9/18 and 57/18), and pursuant to Article 40 of the Statute of the Faculty of Veterinary Medicine of the University of Zagreb, after consultation with the union, the Faculty Council of the Faculty of Veterinary Medicine of the University of Zagreb, at its 30th regular session held on 22nd May 2019, adopted the following:

REGULATIONS ON THE ORGANIZATION AND SYSTEMATIZATION OF EMPLOYMENT POSITIONS AT THE FACULTY OF VETERINARY MEDICINE OF THE UNIVERSITY OF ZAGREB

GENERAL PROVISIONS

Article 1

- (1) Regulations on the Organization and Systematization of Employment Positions at the Faculty of Veterinary Medicine of the University of Zagreb (hereinafter: the Regulations) regulates the internal organization of the Faculty of Veterinary Medicine (hereinafter: the Faculty), the authorities and competences of organizational units, the relationships between organizational units, the authorities and competences of the Heads of organizational units, and other questions of importance for the internal organization of the Faculty. In addition they also regulate the job titles of teaching staff and associates, officials and employees, and the special requirements for concluding employment contracts.
- (2) The number of those holding individual employment positions and the complexity coefficient of work in those employment positions shall be established in accordance with the decisions of the competent bodies of the Faculty, the University of Zagreb, and the relevant decisions by the competent ministry.

Article 2

The Faculty is a public institution of higher education, which, as a component of the University of Zagreb, organizes and conducts university study courses in the field of veterinary medicine, and scientific and professional work, primarily in the field of veterinary medicine, biomedicine, and health care, and in the field of the biotechnical and natural sciences.

II. THE INTERNAL ORGANIZATION OF THE FACULTY

Article 3

(1) For the sake of the more efficient performance of the tasks for which the Faculty was founded, the following basic organizational units may be organized and formed:

1. Divisions
2. Institutes/clinics
3. A university veterinary hospital
4. Scientific and teaching facilities
5. The Faculty administration.

(2) In order to advance the work of the Faculty within the basic organizational units referred to in paragraph 1, point 2, of this Article, the following organizational units may also be organized and established:

1. Teaching departments
2. Centres
3. Scientific-teaching laboratories
4. Accredited laboratories

(3) In order to advance the work of the Faculty within each basic organizational unit, the following organizational units may also be organized and established:

1. Offices
2. Departments
3. A bookshop
4. A library
5. A museum

(4) The organizational units shall be founded pursuant to the Act, the Statute and these Regulations.

Article 4

Apart from the organizational units referred to in Article 3 of these Regulations, other organizational units may also be founded at the Faculty, pursuant to the Act, the Statute and these Regulations.

Article 5

The following organizational units are organized at the Faculty:

I. The Basic and Pre-Clinical Sciences Division

1. The Institute for Anatomy, Histology and Embryology

- a) the Laboratory for Molecular Diagnostics
- b) the Laboratory for Histology, Histochemistry, and Immunohistochemistry
- c) the Anatomic Laboratory
- d) the Archaeological Laboratory.

2. The Institute of Veterinary Biology

- a) the Laboratory for Molecular Genetics,
- b) the Laboratory for Zoology
- c) the Laboratory for Cell and Regenerative Biology
with cell/tissue bank
- d) the Laboratory for Cell and Molecular Immunobiology
- e) the Laboratory for Animal Chlamydiosis

3. The Institute of Physics

4. The Institute of Physiology and Radiobiology

- a) the Haematological Laboratory
- b) the Biochemical Laboratory
- c) the Gas Chromatography Laboratory

5. The Institute of Chemistry and Biochemistry

- a) the Chemistry Laboratory
- b) the Biochemical Laboratory

6. The Patho-physiological Institute

- a) the Haematology Laboratory,
- b) the Biochemical Laboratory

7. The Institute of Social and Human Sciences

- a) The Department of Physical and Health Education
- b) The Foreign Languages Department
- c) The Department of Intellectual Skills
- d) The Department of the History of Veterinary Medicine

II. The Clinical Departments of the Veterinary Faculty:

1. Out-patients' Clinic

2. Surgery, Orthopaedics and Ophthalmology

- a) The Centre for Experimental Surgery

3. Reproduction and Obstetrics

- a) The Molecular Diagnostics Laboratory

4. The Institute of Veterinary Pathology

- a) The Histopathology and Cytology Laboratory
- b) The Molecular Pathology Laboratory

5. The Institute of Radiology, Ultrasound Diagnostics and Physical Therapy

- a) The Centre for Diagnostic Imaging
- b) The Centre for Rehabilitation and Sports Medicine

6. The Institute for Forensic and Judicial Veterinary Medicine

- a) The Forensics Laboratory

7. Internal Diseases

- a) The Centre for Clinical Pathology
 - I. The Haematology Laboratory
 - II. The Biochemistry Laboratory
 - III. The Cytology Laboratory

III. The Animal Production and Biotechnology Division

1. The Institute of Animal Hygiene, Behaviour and Welfare

- a) The Laboratory for Water and Soil Analysis, and Testing Microclimates and the Effectiveness of Sanitation Products

2. The Institute of Hunting and Wild Animals

- a) The Wild Animal Research Laboratory

3. The Institute of Fish and Bee Biology and Pathology

- a) The Laboratory for Bee Diseases - APISlab
- b) Laboratory for Fish Diseases
- c) The Molecular Research Laboratory
- d) The Laboratory for Keeping and Research into Freshwater Fish

4. The Institute of Animal Nutrition and Dietetics

- a) The Laboratory for Animal Feed Safety and Quality Control

5. The Institute of Animal Breeding and Livestock Production

- a) The Laboratory for Applied Genetics in Animal Breeding

IV. The Veterinary Public Health and Food Safety Division

1. The Institute of Pharmacology and Toxicology

- a) The Chromatograph (HPLC) Laboratory
- b) The Toxicology Teaching Laboratory

2. The Institute of Food Hygiene, Technology and Safety

- a) The Food Hygiene, Technology and Safety Laboratory

3. The Institute of Microbiology and Infectious Diseases, with Clinic

- a) The Bacteriology Laboratory
- b) The Mycology Laboratory
- c) The Virology Laboratory
- d) The Equine Viral Arteritis Laboratory (ARTERlab)
- e) The Laboratory for Diagnosis of Bacterial Equine Diseases (EquiBAKlab)
- f) The Equine Infectious Anaemia Laboratory – IAKlab
- g) The Leptospirosis Laboratory - LEPTOlab

4. The Institute of Parasitology and Invasive Diseases, with Clinic

- a) The Parasitology Laboratory
- b) The Laboratory for Diagnostics of Trichinellosis - LabT
- c) The Human Serological Diagnostics Laboratory
- d) the Animal Serological Diagnostics Laboratory

5. The Institute of Poultry with Clinic

- a) The Chlamydia Laboratory - CHLAMlab
- b) The Bacteriology Laboratory
- c) The Virology Laboratory
- d) The Molecular Diagnostics Laboratory

6. The Institute of Veterinary Economics and Epidemiology

V. The University Veterinary Hospital

- a) The Central Pharmacy

VI. The Scientific-Teaching Facilities

1. The Faculty Farm

2. The Educational Hunting Range, Črnovšćak

VII. The Faculty Administration

1. The Dean's Office

- a) The Dean's Office
- b) The Office for EU Projects and Technology Transfer
- c) The Quality Control Office
- d) The Office for International Cooperation
- e) The Student and Career Counselling Service
- f) The Office for Integrated Undergraduate and Graduate Studies
- g) The Office for Postgraduate Studies

2. Secretariat

- a) The Department for Legal Affairs and Human Resources
- b) The IT Department
- c) The Maintenance and Technical Department
- d) The Occupational Safety Department
- e) The Central Faculty Archives and Administrative Office
- f) The Library

3. Accounting

- a) The Bookkeeping Department
- b) The Accounting and Finance Department

4. The Central Library

5. The Veterinary Faculty Museum

Divisions

Article 6

- (1) Divisions are the higher organizational form of the Faculty, established on the basis of the related and connected scientific, teaching and professional work of institutes/clinics.
- (2) Divisions are composed of at least five institutes/clinics.
- (3) The institutes/clinics may be separated from the division and joined to another one following a proposal by the council of the division where the institute/clinic is currently located and the council of the division to which it is to be joined.
- (4) The proposal must be supported by both division councils by a two-thirds' majority.
- (5) The final decision on separation and joining shall be rendered by the Faculty Council by a simple majority of votes of all its members.
- (6) Divisions organize and conduct scientific, teaching and professional work in the appropriate scientific branches.

Article 7

The fundamental duty of the divisions is to promote the scientifically based development of all scientific-teaching and professional disciplines represented within the division.

The Foundation of Divisions

Article 8

A division shall be organized for no less than five institutes/clinics which are linked on the basis of their related scientific, teaching and professional work.

Article 9

- (1) Proposals for the foundation of a division, together with a document explaining the need to found it, shall be submitted by the institutes/clinics which wish to found a new division.
- (2) The council of the division in which the institutes/clinics which have submitted the request shall discuss the proposal for founding a new division and give their opinion on this.
- (3) The proposal to found a division and the positive opinion of the division council shall be sent to the extended Dean's advisory committee, for their opinion on the foundation.
- (4) The proposal to found a division, the positive opinion of the council of the division of which the institutes/clinics which submitted the request are a part, and the positive opinion of the extended Dean's advisory committee, shall be forwarded to the Faculty Council, which will render a final decision on founding the division.
- (5) The document explaining the justification of founding the division must contain:
 1. the proposal to found the division submitted by at least five institutes/clinics
 2. information about its equipment, facilities and employees
 3. the expected improvement to scientific and professional activities resulting from the foundation of the new division.

The scope of work of divisions

Article 10

The scope of work of divisions is:

1. coordination of the work of the institutes/clinics in the division
2. giving opinions on the affiliation or disassociation of institutes/clinics with the division
3. giving opinions on the foundation of institutes/clinics to be added to the division
4. giving opinions about the foundation of centres and launching accreditation procedures for laboratories within the institutes/clinics belonging to the division
5. other tasks assigned within the competence of the division, pursuant to a decision by the Dean, the extended Dean's advisory committee, or the Faculty Council.

The Division Head

Article 11

- (1) The work of the division shall be managed by the Division Head, pursuant to Article 12 of the Statute.
- (2) The Head shall be a member of the extended Dean's advisory committee and participate in adopting proposals for organizational amendments and systematization of jobs at the Faculty,

and rendering other fundamental legal acts of the Faculty.

(3) The Head shall also undertake other tasks pursuant to the Statute, and other tasks assigned by a decision of the Dean, the extended Dean's advisory committee, the division council or the Faculty Council.

(4) The Head may be relieved of their duty, pursuant to Article 13 of the Statute.

(5) The election and term of office of Heads of Divisions are regulated by the Statute and separate regulations.

INSTITUTES/CLINICS

Article 12

- (1) Institutes/clinics are basic organizational units established on the basis of the criterion of the logical connection between their scientific, teaching and professional work.
- (2) Institutes/clinics are composed of Faculty employees with scientific-teaching, teaching, associate, professional titles or employment positions, employees who perform auxiliary tasks in scientific, teaching and professional work (senior technical associates, technical associates, senior laboratory workers, laboratory workers etc.) and administrative and other technical staff.

Foundation of institutes/clinics

Article 13

- (1) The proposal to found an institute/clinic must contain a document explaining the justification of founding a new institute/clinic.
- (2) The proposal shall be submitted to the Head of the division within which it is planned to found the institute/clinic, and the Heads of the divisions in which the proponents are currently employed.
- (3) The proposal to found an institute/clinic must be accepted by a two-thirds majority of all the members of the division in which the institute/clinic is to be founded.
- (4) The proposal to found an institute/clinic and the positive opinion of the division council shall be sent to the extended Dean's advisory committee, for their opinion on its foundation.
- (5) The proposal to found an institute/clinic, the positive opinion of the council of the division and the positive opinion of the extended Dean's advisory committee, shall be forwarded to the Faculty Council, which will render a final decision on founding the institute/clinic.
- (6) The document explaining the justification of founding the institute/clinic must contain:
 - a) information about its equipment, facilities and employees
 - b) information about the courses in which classes will be held
 - c) a description of the clinical activities in the case of a proposal to found a clinic
 - d) the expected contribution to the advancement of scientific, teaching and professional work.
- (7) Institutes/clinics that have already been established when these regulations come into

force shall retain their current status.

- (8) For the foundation of a clinic, in addition to the requirements needed for founding a new institute/clinic listed in these regulations, it is also necessary to meet the requirements prescribed in separate regulations.

The scope of work of institutes/clinics

Article 14

(1) The scope of work of an institute/clinic is:

1. proposing and conducting scientific, teaching and professional work
2. proposing and conducting teaching plans in its own course subjects for all types of courses.
3. proposing plans for staff employment
4. proposing and conducting procurement of scientific, teaching and professional equipment from Faculty funds
5. proposing and conducting commercial business transactions
6. proposing and conducting financial transactions

(2) Proposals within this scope of work shall be submitted to the Faculty Council, which shall render a final decision for individual areas, with the exception of point 5, pursuant to the Statute.

The Heads of institutes/clinics

Article 15

(1) The work of institutes/clinics shall be managed by a Head, pursuant to Article 17 of the Statute.

(2) The Head shall be a member of the advisory committee of the division and participate in rendering decisions at the level of the division, pursuant to the Statute.

(3) The election and term of office of Heads of institutes/clinics are regulated by the Statute and separate regulations.

TEACHING DEPARTMENTS

Article 16

(1) Teaching departments are organizational units organized within the institutes/clinics with the task of conducting teaching activities.

(2) Teaching departments are management by the Head of Department, pursuant to Article 24 of the Statute.

(3) The manner of election and term of office of Heads of Department are prescribed by the Statute.

The foundation of a teaching department

Article 17

(1) A teaching department may be founded within an institute/clinic.

(2) Proposals for the foundation of a teaching department, following a decision of the advisory committee, shall be submitted to the competent Head by the institute/clinic, enclosing a document explaining the justification for founding a teaching department.

(3) The proposal to found a teaching department must be accepted by a decision of the council of the division of which the institute/clinic is part that submitted the proposal.

(4) The proposal to found a teaching department and the positive opinion of the division council shall be sent to the extended Dean's advisory committee, for an opinion on its foundation.

(5) The proposal to found a teaching department, the positive opinion of the council of the division of which the institute/clinic which submitted the request is a part, and the positive opinion of the extended Dean's advisory committee, shall be forwarded to the Faculty Council, which will render a final decision on founding the teaching department.

(6) The document explaining the justification of founding the teaching department must contain:

- a) information about its equipment, facilities and employees
- b) information about the courses in which classes will be held
- c) the expected contribution to the advancement of teaching work.

CENTRES

Article 18

(1) Centres are organizational units of institutes/clinics, organized to perform specific professional or research activities, of interest to the work of the Faculty.

(2) Centres are an integral part of an institute/clinic.

(3) Centres are managed by a Head, who has a Doctorate degree and is employed at the institute/clinic.

(4) The Head shall be appointed by the Head of the institute, following the proposal by the institute/clinic

(5) The term of office of the Head of the centre shall be three years, and is linked to the

term of office of the Head of the institute.

(6) The number of consecutive terms of office of the Head of the centre is not limited.

Foundation of a Centre

Article 19

- (1) A centre may be founded within an institute/clinic.
- (2) A proposal to found a centre shall be submitted to the competent Head of the division by an institute/clinic on the basis of a decision by the advisory committee of the institute/clinic, enclosing a document showing the justification of founding a centre.
- (3) The proposal to found a centre must be accepted by a decision of the council of the division of which the institute/clinic is a part that filed the proposal.
- (4) The proposal to found a centre and the positive opinion of the division council shall be sent to the extended Dean's advisory committee for an opinion on its foundation.
- (5) The proposal to found a centre, the positive opinion of the council of the division of which the institutes/clinics which submitted the proposal are a part, and the positive opinion of the Dean's advisory committee in its extended form, shall be forwarded to the Faculty Council, which will render a final decision on founding the centre.
- (6) The document explaining the justification of founding the centre must contain:
 - a) information about its equipment, facilities and employees
 - b) the defined area of professional or scientific work for which the centre is to be founded
 - c) the predicted sources and methods of financing the centre
 - d) the expected contribution to the advance of professional or scientific work.

LABORATORIES

Article 20

(1) Laboratories are organizational units within an institute/clinic. (2)

Laboratories must be equipped for the work they perform. (3)

Laboratories may be scientific-teaching or accredited.

Scientific-Teaching Laboratories

Article 21

- (1) Scientific-teaching laboratories are integral organizational units of an institute/clinic which primarily serve for the conduct of scientific-research and teaching activities, but they may also perform professional work.
- (2) The work of a scientific-teaching laboratory is managed by a Head, who has attained a Doctor of Science degree and is employed at the institute/clinic.
- (3) The Head of the scientific-teaching laboratory is appointed by the Head of the Institute following a proposal by the advisory committee of the institute/clinic.
- (4) The term of office of the Head of a scientific-teaching laboratory is three years, and is linked to the term of office of the Head.
- (5) The number of terms of office of the Head of a scientific-teaching laboratory is not limited.

Founding a Scientific-Teaching Laboratory

Article 22

- (1) Laboratories are founded within an institute/clinic.
- (2) The decision to found a scientific-teaching laboratory shall be rendered by the institute/clinic on the basis of a decision by the advisory committee with:
 - a) information about its equipment, facilities and employees
 - b) the defined field of scientific, teaching and professional work for which the scientific-teaching laboratory is to be founded
 - c) the expected contribution to the advance of scientific, teaching and professional work.
- (3) The decision on the foundation of the scientific-teaching laboratory and the document on the justification for founding the scientific-teaching laboratory shall be send to the competent Head and the Dean.

Accredited Laboratories

Article 23

- (1) Accredited laboratories are integral organizational units within an institute/clinic which, alongside performing scientific-research and teaching activities, primarily serve to provide professional services on the market.
- (2) The status of accredited laboratory, the organization and field of accreditation are listed and defined in the Quality Handbook of the Veterinary Faculty of the University of Zagreb, according to standard HR/EN.ISO.17025.

- (3) The work of the accredited laboratory is managed by the laboratory Head, who is appointed by the Head, on the basis of a decision by the advisory committee of the institute/clinic within which the accredited laboratory operates.
- (4) The term of office of the Head of the accredited laboratory is three years, and is linked to the term of office of the Head.
- (5) The number of terms of office of the Head of an accredited laboratory is not limited.

Initiating the procedure for accreditation of a laboratory

Article 24

- (1) A proposal for initiating the procedure for accreditation of a scientific-teaching laboratory shall be filed with the competent Head on the basis of a decision by the advisory committee, by the institute/clinic of which the scientific-teaching laboratory is a part, enclosing a document on the justification of accreditation of the laboratory.
- (2) The proposal to initiate the procedure of accreditation must be accepted by a decision of the council of the division of which the institute/clinic which filed the proposal is a part.
- (3) The proposal to initiate the procedure of accreditation and the positive opinion of the division shall be sent to the extended Dean's advisory committee, which will provide its opinion on the accreditation procedure.
- (4) The proposal to initiate the procedure for accreditation, the positive opinion of the council of the division of which the institutes/clinics which submitted the proposal are a part, and the positive opinion of the Dean's advisory committee in its extended form, shall be forwarded to the Faculty Council, which will render a final decision on the initiation of the procedure of accreditation.
- (5) The document explaining the justification of accreditation of the laboratory must contain:
 - a) information about its equipment, facilities and employees
 - b) the defined field of accreditation of the laboratory and its justification
 - c) the predicted sources and methods of financing the accreditation
 - d) the responsible persons appointed for undertaking the accreditation.

THE UNIVERSITY VETERINARY HOSPITAL

Article 25

- (1) The University Veterinary Hospital is an organizational unit of the Faculty, established for the advancement and coordination of professional and clinical work, in line with the teaching areas and specialized fields of the clinics/institutes within it, organized pursuant to Article 20 of the Statute.

- (2) Within the University Veterinary Hospital there is a Central Pharmacy, whose work is retail trade in medication for the needs of performing basic activities.
- (3) The Head of the pharmacy is appointed by the Head of the University Veterinary Hospital on the basis of a decision by the advisory committee of the University Veterinary Hospital.

The Head of the University Veterinary Hospital

Article 26

- (1) The professional and clinical work within the University Veterinary Hospital is coordinated by the Head of the University Veterinary Hospital, pursuant to Article 21 of the Statute.
- (2) The election and term of office of the Head of the University Veterinary Hospital are prescribed by the Statute.

THE SCIENTIFIC-TEACHING FACILITIES

Article 27

- (1) The scientific-teaching facilities are the organizational units which serve to advance the scientific-research, teaching and professional activities of the Faculty.
- (2) The scientific-teaching facilities may be scientific-teaching facilities owned by the Faculty or scientific-teaching facilities organized pursuant to agreements, concessions or other legal acts, pursuant to the law and the Statute.
- (3) A proposal to found a scientific-teaching facility may be made by an organizational unit of the Faculty, enclosing a document on the justification of founding the scientific-teaching facility, which must contain:
 - a) information about its equipment, facilities and employees
 - b) information about the courses in which classes will be held
 - c) information about the field of scientific and professional work which will be conducted in the scientific-teaching facility
 - d) sources and means of financing
 - e) the expected contribution to the advance of scientific, teaching and professional work.
- (4) A decision on founding a scientific-teaching facility shall be rendered by the Faculty Council, following a proposal by the extended Dean's advisory committee.
- (5) After the foundation, the Faculty Council shall adopt Regulations on the work of the scientific-teaching facility.
- (6) The scientific-teaching facility shall be managed by the Head of the scientific-teaching facility, appointed pursuant to Article 25 of the Statute.

THE FACULTY ADMINISTRATION

Article 28

(1) The Faculty Administration is the central service and an independent organizational unit of the Faculty, on the level of a Faculty division, which performs management and organizational tasks, legal, general and human resources, accounting, book keeping, administrative and technical work, maintenance work, and auxiliary tasks which are of common interest for the performance of the work of the Faculty as a public institution as a whole.

(2) The Faculty Administration consists of the following organizational units:

1. The Dean's Office
2. The Secretariat
3. Accounting
4. The Central Library
5. The Veterinary Faculty Museum

Article 29

The work of the Faculty Administration is managed by the Dean, as the Head of a public institution, pursuant to legislation, the Statute of the University of Zagreb and the Statute.

The procedure for election, the rights and obligations of the Dean are established by the Statute.

Article 30

The Dean is assisted in managing the Faculty Administration by the Vice-Dean and the assistant Deans, within the competence passed on to them, and the Faculty Secretary, as the executive body of the Dean and the Faculty Council.

The Dean's Office

Article 31

- (1) The Dean's Office is an organizational unit of the Faculty, organized on the level of a division the central service within the Faculty Administration, managed by the Dean.
- (2) The Dean's Office comprises the following basic organizational units: offices organized on the level of departments of the central service, the office for integrated undergraduate and graduate study courses, organized on the level of a sub-department in the central service, and the office for postgraduate studies, organized on the level of a section in the central service.

- (3) The scope of work of the offices is performing activities of common interest for the Faculty in the field defined by their title.
- (4) The Heads of the offices referred to in Article 5 of these Regulations are appointed through public calls for candidates to permanent positions in the post of office Head/manager, and they are responsible for their work to the competent Vice-Dean and Dean, and the Faculty Council.
- (5) Exceptions from the above paragraph are the Quality Control Office, the Office for International Cooperation and the Student and Career Counselling Service, whose Heads are appointed by the Dean from Faculty employees, at the beginning of his/her mandate, for a period of three years.
- (6) New offices may be founded within the Dean's Office, following a proposal by the Dean, with a document on the justification of founding that office, which must contain:
 1. information on the proposed field of work of the new office
 2. the proposed staff of the office, mentioning in particular the necessity of employment of new employees or the appointment of staff from the existing employees at the Faculty.
 3. the expected benefits for work of common interest for the Faculty.
- (7) The final decision on founding a new office on the basis of a proposal by the Dean and the enclosed document on the justification of founding the office, shall be rendered by the Faculty Council.

The Secretariat

Article 32

- (1) The Secretariat is an organizational unity of the Faculty within the Faculty Administration on the level of a division in the central service.
- (2) Within the Secretariat are the organizational units departments, the Central Faculty Archives, the administrative office, and the Library.
- (3) The Department for Legal Affairs and Human Resources is an organizational unit on the level of a department of the central service, within which there is a sub-department for human resources.
- (4) The Information Technology Department and the Occupational Safety Department are organizational unity on the level of departments of the central service.
- (5) The Maintenance and Technical Department is an organizational unit on the level of a Grade 2 department. Within the Maintenance and Technical Department there is a maintenance service on the level of a Grade 3 department.

- (6) The Central Faculty Archives and Administrative Office are organizational units on the level of a section of the central service.
- (7) The Library is an organizational unit organized on the level of other Grade 3 organizational units
- (8) The scope of work of the Secretariat and its organizational units is to perform activities of common interest for the Faculty in the fields defined by their title.
- (9) The Head of the Secretariat is the Faculty Secretary, who is appointed through a public call for candidates to the post of Faculty Secretary in a permanent position, pursuant to Article 49 of the Statute, and is responsible for their work to the Dean and the Faculty Council.
- (10) The Heads of the organizational units within the Secretariat are appointed through a public call for candidates to the post of Head in a permanent position, and are responsible for their work to the Faculty Secretary and the Dean.
- (11) An exception to the previous paragraph is the Library Head who is appointed by the Dean following a proposal by the Secretary from the existing employees working in the Faculty Administration.
- (12) New organizational units on the level of departments, sub-departments or sections of the central service may be founded within the Secretariat following a proposal by the Dean, containing a document on the justification of their foundation, which must contain:
1. information on the proposed field of work of the new organizational unit
 2. the proposed staffing of the new organizational unit, especially regarding the manner of employment or redistribution of staff
 3. the expected benefits for work of common interest for the Faculty.
- (13) The final decision on founding a new organizational unit within the Secretariat, on the basis of a proposal by the Dean and the document enclosed on the justification of founding the office, shall be rendered by the Faculty Council.

Accounting

Article 33

- (1) The Accounting Division is an organizational unit of the Faculty within the Faculty Administration on the level of a division in the central service.
- (2) The following organizational units are within the Accounting Division: the Bookkeeping Department and the Accounting and Financing Department, which are organized on the level of sections.

(3) The realm of work of Accounting and its departments is the performance of material and financial tasks.

(4) The Head of Accounting is appointed through a public call for candidates to the position of Head of the Accounting Division, to a permanent post, and is responsible for their work to the competent Vice-Dean, the Dean and the Faculty Council.

(5) The Heads of the Departments within the Accounting Division are appointed through a public call for candidates to permanent posts, and are responsible for their work to the Head of Accounting, the competent Vice-Dean and the Dean.

(6) New organizational units may be founded within the Accounting Division following a proposal by the Dean, containing a document on the justification of their foundation, which must contain:

1. information on the proposed field of work of the new organizational unit
2. the proposed staffing of the new organizational unit, especially regarding the manner of employment or redistribution of staff
3. the expected benefits for work of common interest for the Faculty.

(7) The final decision on founding the new organizational unit on the basis of a proposal by the Dean and the document enclosed on the justification of founding the office, shall be rendered by the Faculty Council.

The Central Library

Article 34

(1) The Central Library of the Veterinary Faculty is an organizational unit on the level of a section, as part of the Faculty Administration, which provides scientific and professional publications and information to students and Faculty staff.

(2) The work of the Library is run by the Head who is selected pursuant to the Libraries Act, and the decision on the appointment is confirmed by the Faculty Council following a proposal by the Dean.

(3) The work of the Library is guided and run by the Library Committee, which is established pursuant to the Libraries Act.

Article 46
The Veterinary Faculty Museum

Article 35

(1) The Veterinary Faculty Museum is an organizational unit on the level of a section within the Faculty Administration.

(2) The Head of the Veterinary Faculty Museum is appointed by the Dean from amongst the Faculty employees at the beginning of his/her term of office for a period of three years, and the Head is responsible to the Dean for their work.

(3) The Veterinary Faculty Museum consists of collections whose Heads are appointed by the Dean, following proposals by the advisory committee of the institute/clinic to which the collections belong. The Heads of collections are appointed from the employees of the institute/clinic to which the collections belong and are responsible for their work to the Head of the institute/clinic of which the collections are a part, the museum Head and the Dean.

(4) The work of the Veterinary Faculty Museum is regulated by the Museums Act and other legislation governing the work of museums, and as a museum that is part of a public institution, the Institutions Act.

**III. THE ORGANIZATION OF EMPLOYMENT POSITIONS AT THE
FACULTY OF VETERINARY MEDICINE
OF THE UNIVERSITY OF ZAGREB**

Article 36

Employees are employed at the Faculty in employment positions and posts within the individual organizational units listed in Article 5 of these Regulations.

Article 37

The employment positions and posts in the divisions, the University Veterinary Hospital and the institutes/clinics are:

Grade 1 employment positions:

- Head of department, Head of institute
(internal titles: Head of department, Head of the University Veterinary Hospital, the Heads of institutes/clinics)
- Head of department - senior lecturer
(internal title: Head of department - senior lecturer)
- Head of department - lecturer
(internal title: Head of - lecturer)

Article 46

At the institutes/clinics, teaching, scientific and professional work is performed by teaching staff and associates appointed to the following posts:

Grade 1 employment positions:

1. Teaching staff in scientific-teaching posts:

- distinguished professor
- full professor
- associate professor
- assistant professor

2. Teaching staff in teaching posts:

- senior lecturer
- lecturer

3. Associates in associate posts:

- post-doctorand
- teaching/research assistant

4. Associates in professional posts:

- professional advisor in the system of scientific and higher education
- senior professional advisor in the system of scientific and higher education
- professional associate in the system of scientific and higher education

Auxiliary teaching, administrative and professional tasks in institutes/clinics are performed by staff in the following positions:

Grade 2 employment positions:

- senior technician
- senior laboratory worker
- senior professional officer

Grade 3 employment positions:

- technical associate
- laboratory worker
- professional officer
- assistant technical associate

Article 38

In the organizational unit of the Scientific-Teaching facilities, the organization and implementation of scientific, teaching and professional work is performed by employees in the following employment positions:

Grade 1 employment positions:

Article 46

- professional advisor in the system of scientific and higher education
- senior professional advisor in the system of scientific and higher education
- professional associate in the system of scientific and higher education
(*internal titles: professional associate/senior professional associate/ professional advisor at a scientific- teaching facility*)

Grade 3 employment positions:

- technical associate
(*internal title: technical associate at a scientific-teaching facility*)

Article 39

In the organizational units of the Faculty Administration, tasks that are of common interest for the work of the Faculty as a whole as a public institution are performed by employees in the following positions and posts:

Grade 1 employment positions:

- Dean
- Vice-Dean
- Head of a division in the central service.
(*internal title: Faculty Secretary, Head of Accounting*)
- Head of department in the central service.
(*internal titles: Head of Legal Affairs and Human Resources, the Head of the Office for EU Projects and Technology Transfer*)
- Head of a sub-department in the central service.
(*internal titles: Head of the Dean's Office, Head of the Sub-Department for Human Resources, Head of the Office for Integrated Undergraduate and Graduate Studies*)
- section Heads, office Heads and Heads of other organizational units
(*internal titles: Head of the Office for Postgraduate Studies, Head of the IT Department, Head of the Occupational Safety Department, Head of the Central Faculty Archives and Administrative Office, Head of the Bookkeeping Department, Head of the Accounting and Finance Department*)

Grade 2 positions:

- Department Head
(*internal title: Head of the Maintenance and Technical Department*)

Grade 3 positions:

- Department Head
(*internal titles: Head of the Office for International Cooperation, Head of the Quality Control Office, Head of the Student and Career Counselling Service, the Head of the Office for Integrated Undergraduate and Graduate Studies, the Head of the Office for Postgraduate Studies, the Head of the Central Faculty Archives and Administrative Office*)

Article 46

Grade 1 employment positions:

- senior professional advisor (of a specific profession or for specific tasks)
- professional advisor (of a specific profession or for specific tasks)
- professional associate (of a specific profession or for specific tasks)

(internal titles: professional associate/ professional advisor/ senior professional advisor for public relations; professional associate/ professional advisor/senior professional adviser for the Office for EU Projects and Technology Transfer; professional associate/professional advisor/ senior professional advisor in the Office for International Cooperation; professional associate/ professional advisor/ senior professional advisor in the Quality Control Office; professional associate/ professional advisor/ senior professional advisor in the Student and Career Counselling Service; professional associate/ professional advisor/ senior professional advisor in the Office for Integrated Undergraduate and Graduate Studies; professional associate/ professional advisor/ senior professional advisor in the Veterinary Faculty Museum)

- library advisor
- senior librarian
- graduate librarian

(internal titles: graduate librarian /senior librarian / library advisor in the Central Faculty Library)

Grade 2 employment positions:

- senior professional officer (of a specific profession or for specific tasks)
(internal titles: senior professional officer in the Office for Integrated Undergraduate and Graduate Studies, senior professional officer in the Office for Postgraduate Studies, senior professional officer, senior professional officer in the Department of Legal Affairs and Human Resources, Environment Protection Officer, Fire Protection Officer, Purchasing and Procurement accountant)

- senior IT officer
(internal title: senior IT officer)

Grade 3 employment positions:

- professional officer
(internal titles: professional officer in the Office for International Cooperation, professional officer in the Quality Control Office, professional officer in the Student and Career Counselling Service, professional officer the post room (receipt and dispatch of post).
- administrative officer
(internal titles: administrative officer in the Administrative Office, administrative officer in the Faculty Archives)
- bookkeeping officer - financial accountant

Article 46

(internal titles: customer and supplier payments and account balance officer ; treasurer and officer for auxiliary ledger inflow and outflow analysis)

- other Grade 3 employment positions
(internal titles: technician, housekeeper in the Dean's Office, cleaner)
- assistant librarian
(Internal title: assistant librarian)

IV. TRANSITIONAL AND CONCLUDING PROVISIONS

Article 40

Amendments and supplements to the Regulations shall be adopted according to the same procedure as the Regulations.

When these Regulations come into force, the existing employment positions and the employment agreements of employees and all the rights stemming from them shall remain unchanged.

Article 42

As an exception, with the express agreement of the employer and the employee, and **having sought the opinion of the unions**, the existing employment positions and employment agreements may be amended whilst retaining the rights attained.

Article 43

In addition to the tasks described in the Annex, if necessary, Faculty employees, by order of the employer, alongside the tasks defined under their employment position, shall for a short period of time perform the tasks of other employment positions for which they are capable, and which are related to the employment position for which they have concluded an employment agreement.

Article 44

When these Regulations come into force, the Regulations on the Internal Organization of the Veterinary Faculty of 21st December 2012 shall no longer be in force (class: 012-03/12-01/30, reg. no.: 251-61-01/139-12-1) and the Regulations on Organization of Employment Positions of 2008 (class: 012-03/08-08/5, reg. no: 61-01/139-08-1).

Article 45

- (1) The number of teachers and associates necessary shall be established on the basis of the study programmes and teaching plans, and the number of students on courses at the Faculty, in line with the legislation, subordinate legislation and collective agreements relating to science and higher education.

Article 46

- (2) The total coefficient of the employment positions of officials, employees and other administrative employment positions in the Faculty Administration which are financed from the state budget, may not be greater than 15% of the total coefficients of all the employment positions at the Veterinary Faculty financed from the state budget.
- (3) The organization of employment positions with the current number of employees and the projection of the number of employees needed per organizational unit, and a tabular presentation of employment positions by organizational units shall be adopted by a simple majority of votes of all members of the Faculty Council within six months after these Regulations come into force.

These Regulations shall come into force after they have been approved by the Senate of the University of Zagreb, on the eighth day after the day they are published on the notice board and the web site of the Faculty.

Agreed by the Chief Union Representative of
the Independent Union of Science and Higher
Education of the Republic of Croatia:

The Dean:

Prof. Dr. Sc. Ljiljana Bedrica

Prof. Dr. Sc. Nenad Turk.

Secretary:

Josip Brstilo, mag. iur.

Class: 012-04/18-01/01
Reg. no. 251-61-42-19-04

Zagreb, 22nd May 2019.

These Regulations were confirmed at the 12th regular session of the Senate of the University of Zagreb, 9th July 2019. The Regulations were published on the Veterinary Faculty's web site on 11th July 2019, and come into force on 19th July 2019.

ANNEX

JOB DESCRIPTIONS AND REQUIREMENTS FOR CONCLUSION OF EMPLOYMENT AGREEMENTS

I. DIVISION OF THE FACULTY OF VETERINARY MEDICINE

Head of Division (*Grade 1 position, Head of department, Head of institute*)

Tasks: Pursuant to the Statute of the Faculty of Veterinary Medicine of the University of Zagreb

Requirements: - an employee with a scientific-teaching title may be appointed Head of a division pursuant to the provisions of the Statute and the general acts of the Faculty of Veterinary Medicine.

II. INSTITUTE/CLINIC

Head of Institute/Clinic (*Grade 1 position, Head of department, Head of institute*)

Tasks: - pursuant to the Statute of the Faculty of Veterinary Medicine of the University of Zagreb

Requirements: - an employee with a scientific-teaching title may be appointed Head of an institute/clinic pursuant to the provisions of the Statute and the general acts of the Veterinary Faculty

Head of Department - Senior Lecturer/Head of Department - Lecturer (*Grade 1 position, Head of department - senior lecturer; Head of department - lecturer*)

Tasks:

- management of the department
- organization of classes and professional work
- other tasks mentioned for the position of senior lecturer/lecturer

Requirements: - for Head of department - senior lecturer an employee of the Veterinary Faculty may be appointed who has a teaching title as senior lecturer with a permanent employment agreement at the Veterinary Faculty, and with an employment position in a department, pursuant to the provisions of the Statute and the general acts of the Veterinary Faculty.

- for Head of department - senior lecturer, an employee of the Veterinary Faculty may be appointed who has a teaching title as senior lecturer with a permanent employment agreement at the Veterinary Faculty, and with a position in the department, pursuant to the provisions of the Statute and the general acts of the Veterinary Faculty.

Distinguished Professor; Full Professor; Associate Professor; assistant professor (*Grade 1 employment position*)

Tasks:

- to propose and conduct all forms of teaching in the integrated undergraduate and graduate and postgraduate studies
- to propose, run and participate in scientific and professional projects
- to publish the results of scientific and professional work
- to participate in scientific and professional meetings
- to perform scientific and highly professional work on the market as part of the work and within the infrastructure of the Faculty
- to write or participate in the work on and/or edit textbooks, handbooks and other teaching materials
- to participate in the work of the Faculty Council and its working bodies
- to participate in the education of younger teaching staff
- to be a mentor for those writing graduate, specialization and PhD papers
- to perform other tasks defined in the study programme, the Statute and general acts of the Faculty and the University of Zagreb, and the law
- to perform other tasks within the scope of work of the scientific-teaching profession and professional activities, by order of their superiors.

Requirements: - selection and advancement are prescribed by the Act, the Statute and the general acts of the University and the Faculty.

Senior Lecturer; Lecturer (*Grade 1 employment position*)

Tasks:

- to propose and conduct all forms of teaching in the integrated undergraduate and graduate in the subject for which they were chosen
- to participate in professional work
- to publish the results of professional work
- to participate in professional meetings
- to write, or participate in the work on textbooks, handbooks and other teaching materials
- to participate in the work of the Faculty bodies
- to perform other tasks defined in the study programme, the Statute and general acts of the Faculty and the University of Zagreb, and the law
- to perform other tasks within the scope of work of the scientific-teaching profession and professional activities by order of their superiors

Requirements: - the requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Post-doctorand/Assistant (*Grade 1 employment position*)

Tasks:

- to participate in proposing and preparing classes and in preparing and running the written and practical parts of examinations
- to participate in holding exercises and consultations
- to give lectures pursuant to a separate decision by the Faculty Council
- to be a mentor to students as part of the mentor system for the integrated undergraduate and graduate studies in Croatian and English
- to participate in scientific and professional work
- to publish the results of scientific and professional work
- to perform scientific and highly professional work on the market as part of the work and within the infrastructure of the Faculty
- to participate in scientific and professional meetings
- to participate in preparing textbooks, handbooks and other teaching aids
- to participate in the work of the Faculty bodies
- to perform other tasks defined in the study programme, the Statute and general acts of the Faculty and the University of Zagreb, and the law
- to perform other tasks within the scope of work of the scientific-teaching profession and professional activities, by order of their superiors.

Requirements: - the requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional Advisor/Senior Professional Advisor/ Professional Associate in the system of science and higher education (*Grade 1 employment position*)

Tasks:

- to perform professional work related to preparations for teaching, scientific research and the professional work of the institute/clinic
- to perform scientific and highly professional work on the market as part of the work and within the infrastructure of the Faculty
- to participate in scientific and professional work
- to publish the results of scientific and professional work
- to participate in scientific and professional meetings
- to participate in preparation of textbooks, study notes and other teaching aids
- to participate in the work of the Faculty bodies
- to perform other tasks within the scope of work of the scientific-teaching profession and professional activities by order of staff of the institute/clinic in scientific-teaching posts and superiors.

- Requirements:**
- Doctor of Veterinary Medicine, and if the nature of the work requires, to have higher education in the field of biomedicine, natural or biotechnical sciences
 - for appointment to the title and position of professional advisor - at least five years' work experience with that title and in the position of senior professional advisor in the same or related work, positive assessments by superiors in that period, and advanced knowledge of computer work and English language, both spoken and written.
 - for appointment to the title and position of senior professional associate - at least five years' work experience with that title and in the position of professional associate in the same or related work, positive assessments by superiors in that period, and advanced knowledge of computer work and English language, both spoken and written.
 - for appointment to the title and position of professional associate - at least one year's work experience in the same or related work, and knowledge of computer work and English language, both spoken and written.

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Technician (*Grade 2 employment position*)

- Tasks:**
- to assist in planning work with students during classes and whilst undertaking professional work
 - preparation of materials for classes, professional and scientific work
 - to undertake technical tasks related to the organization of the written and practical parts of examinations
 - to undertake all technical tasks related to the organization, preparation for and implementation of all forms of classes in the integrated studies course and the postgraduate course, and life-long learning
 - to undertake all administrative tasks, especially those related to the integrated and postgraduate courses, and life-long learning
 - to measure, analyse and process results
 - to receive and dispatch official mail through the Faculty's reception office, and keep records accordingly
 - to order materials for the needs of scientific, teaching and professional work
 - to deal with documentation to be submitted to the Faculty archives
 - to perform other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

- Requirements:**
- undergraduate university or professional studies in biomedical or natural sciences
 - computer skills
 - knowledge of English language
 - at least one year's experience in the same or similar work

Senior Laboratory Worker (*Grade 2 employment position*)

- Tasks:**
- to plan and organize work in a laboratory
 - to receive and prepare samples for laboratory testing
 - to collect and process samples, prepare materials and apparatus for laboratory testing
 - to conduct laboratory tests, and process and analyse the results
 - to maintain the laboratory apparatus and equipment and other items
 - to take care of the calibration of instruments and maintenance of laboratory apparatus
 - to undertake administrative tasks related to the work of the laboratory in general
 - to assist in planning and implementation of work with students during classes and student research
 - to undertake technical tasks related to the organization of the written and practical examinations
 - preparation of materials for classes, professional and scientific work
 - to undertake all technical tasks related to the organization, preparation for and implementation of all forms of classes in the integrated and postgraduate course, and life-long learning
 - to undertake control of and breeding of laboratory animals
 - performs other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

- Requirements:**
- undergraduate or professional studies in biomedical or natural sciences
 - computer skills
 - knowledge of English language
 - at least one year work experience in a laboratory

Senior Professional Officer (*Grade 2 employment position*)

- Tasks:**
- to run and organize the administrative aspect of the work of the institute/clinic
 - to organize and distribute documentation sent to employees of the institute/clinic
 - responsible for keeping records related to teaching and staffing matters

- to undertake procurement of necessities for teaching, scientific research and professional work
- performs other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

- Requirements:**
- undergraduate or professional studies in social sciences
 - computer skills
 - knowledge of English language
 - at least one year's experience in the same or similar work

Technical Associate (*Grade 3 employment position*)

- Tasks:**
- to undertake all technical tasks related to the organization, preparation for and implementation of all forms of classes in the integrated and postgraduate course, and life-long learning
 - preparation of materials for classes, professional and scientific work
 - to undertake technical tasks related to the organization of the written and practical examinations
 - to undertake all administrative tasks, especially those related to the integrated and postgraduate courses, and life-long learning
 - to participate in the professional work of the institute/clinic in line with their qualifications and the work of the institute/clinic
 - to measure, analyse and process results
 - to receive and dispatch mail through the Faculty's reception office, and keep records accordingly
 - to order materials for the needs of scientific, teaching and professional work
 - to deal with documentation to be submitted to the Faculty archives
 - to perform other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

- Requirements:**
- high school diploma - veterinary technician, and if the nature of the work requires, high school diploma in biomedical, natural or biotechnical science
 - computer skills
 - knowledge of English language

Laboratory Worker (*Grade 3 employment position*)

- Tasks:**
- to receive and prepare samples for laboratory testing

- to collect and process samples, prepare material and apparatus for laboratory testing
- to conduct laboratory tests, and process and analyse the results
- to maintain the laboratory apparatus and equipment and other items
- to take care of the calibration of instruments
- to undertake administrative tasks related to the work of the laboratory in general
- to assist in planning and implementation of work with students during classes and student research
- to undertake technical tasks related to the organization of the written and practical examinations
- preparation of materials for classes, professional and scientific work
- to undertake all technical tasks related to the organization, preparation for and implementation of all forms of classes in the integrated and postgraduate course, and life-long learning
- to undertake care of and breeding of laboratory animals
- performs other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

Requirements: - high school diploma in veterinary or medical fields, and if the nature of the work requires, a high school diploma in natural or biotechnical science

- computer skills
- knowledge of English language

Professional Officer (*Grade 3 employment position*)

Tasks: - to organize and undertake the administrative aspect of the work of the institute/clinic

- to organize and distribute documentation sent to employees of the institute/clinic
- to keep records related to teaching and staffing matters
- undertakes procurement of necessities for teaching, scientific research and professional work
- performs other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

Requirements: - high school diploma from a "*gimnazija*" (grammar high school) or in a social science

- computer skills
- knowledge of English language

Assistant Technical Associate (*Grade 3 employment position*)

Tasks:

- to perform technical tasks for maintenance of the premises and equipment
- to perform technical tasks related to the teaching, scientific and professional work of the institute/clinic
- to perform other tasks related to the employment position, as required by staff of the institute/clinic in scientific-teaching and associate positions, and other superiors

Requirements: high school diploma

III. THE UNIVERSITY VETERINARY HOSPITAL

Head of the University Veterinary Hospital (*Grade 1 position, Head of department, Head of institute*)

Tasks: pursuant to the Statute of the Faculty of Veterinary Medicine of the University of Zagreb

Requirements: an employee with a scientific-teaching title may be appointed Head of the University Veterinary Hospital, pursuant to the provisions of the Statute

Professional Advisor/Senior Professional Advisor/ Professional Associate in the system of science and higher education in the Central Pharmacy (*Grade 1 employment position*)

Tasks:

- to sell medications in the Central Pharmacy
- to order the necessary medication on the basis of orders by staff of the University Veterinary Hospital
- is responsible for storing and keeping records of the use of medication and the condition of medication in the pharmacy
- to monitor professional literature and the availability of medication on the market
- to perform other tasks related to the employment position as ordered by the Head of the University Veterinary Hospital.

Requirements:

- Doctor of Veterinary Medicine or Master of Pharmacy
- advanced computer skills
- knowledge of English language

For appointment to the title and position of professional advisor in the system of science and higher education in the Central Pharmacy - at least five years' work experience with that title and in the position of senior professional advisor in the same or related work, positive assessments by superiors in that period, and knowledge of computer work and English language, both spoken and written.

For appointment to the title and position of senior professional advisor in the system of science and higher education in the Central Pharmacy - at least five years' work experience with that title and in the position of professional advisor in the same or related work, positive assessments by superiors in that period, and knowledge of computer work and English language, both spoken and written.

For appointment to the title and position of professional associate in the system of science and higher education in the Central Pharmacy - at least one year's work experience in the same or related work, and knowledge of computer work and English language, both spoken and written.

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

IV. THE SCIENTIFIC-TEACHING FACILITIES

Professional Advisor/Senior Professional Advisor/ Professional Associate in the system of science and higher education in Scientific-Teaching Facilities (*Grade 1 employment position*)

- Tasks:**
- to organize and undertake the necessary activities for the regular work of the scientific and teaching facilities
 - to perform professional tasks related to preparations for classes, scientific research and professional work which is performed at the scientific-teaching facilities
 - to perform scientific and highly professional work for the market, which is performed within the framework of the activities and infrastructure of the Faculty in the scientific and teaching facilities
 - to participate in scientific and professional work
 - to publish the results of scientific and professional work
 - to participate in scientific and professional meetings
 - to participate in preparation of teaching aids
 - to participate in the work of the Faculty bodies
 - to perform other tasks related to the employment position as ordered by the Head of the scientific-teaching facilities

- Requirements:**
- Doctor of Veterinary Medicine
 - advanced computer skills
 - knowledge of English language
 - B-category driving licence

For appointment to the title and position of professional advisor at the scientific-

teaching facilities - at least five years' work experience with that title and in the position of senior professional advisor in the same or related work, positive assessments by superiors in that period, and knowledge of computer work and English language, both spoken and written.

For appointment to the title and position of senior professional associate at the scientific and teaching facilities - at least five years' work experience with that title and in the position of professional associate in the same or related work, positive assessments by superiors in that period, and knowledge of computer work and English language, both spoken and written.

For appointment to the title and position of professional associate at the scientific and teaching facilities - at least one year's work experience in the same or related work, and knowledge of computer work and English language, both spoken and written.

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Technical Associate at the Scientific-teaching Facilities (*Grade 3 employment position*)

- Tasks:**
- to perform technical tasks in maintenance and securing the work of the scientific-teaching facilities
 - to undertake all technical tasks related to the organization, preparation for and implementation of all forms of classes in the integrated and postgraduate course, and life-long learning
 - to perform all administrative tasks related to the work of the scientific-teaching facilities and the conduct of all forms of classes in the integrated and postgraduate study courses, and life-long learning, which are conducted at the scientific-teaching facilities
 - to perform technical tasks in maintenance and securing the work of the scientific-teaching facilities
 - to receive and dispatch mail through the Faculty's reception office, and keep records accordingly
 - to perform other tasks related to the employment position as ordered by the Head of the scientific-teaching facilities, and other superiors

- Requirements:**
- high school diploma - as veterinary technician or high school diploma in the biotechnical field
 - advanced computer skills

- knowledge of English language
- B-category driving licence

V. THE FACULTY ADMINISTRATION

The Dean's Office

Dean (*Grade 1 position*)

Tasks: pursuant to the Statute of the Faculty of Veterinary Medicine of the University of Zagreb, the Statute of the University of Zagreb and the Act on Scientific Activities and Higher Education

Requirements: an employee of the Faculty may be elected as Dean who holds the scientific-teaching title of distinguished professor, full professor or associate professor, pursuant to the general acts of the Faculty and the University.

Vice-Dean (*Grade 1 position*)

Tasks:

- to assist the Dean in managing the Faculty in the realm of authority transferred to them, and the field defined by the decision to appoint
- to organize and coordinate the work of the organizational units of the Faculty Administration on the basis of the transferred authority
- to manage the work of the committees and commissions within their competence
- to replace the Dean when he/she is absent, if the Dean so authorises
- to perform other tasks by order of the Dean and the Faculty Council

Requirements: - an employee of the Faculty who holds a scientific-teaching post may be selected to be Vice-Dean pursuant to the Statute of the Faculty of Veterinary Medicine of the University of Zagreb.

THE DEAN'S OFFICE

Head of the Dean's Office (*official, Grade 1 position, Head of a sub-department in the Central Service*)

Tasks:

- to undertake general and administrative tasks for the Dean and the Vice-Dean
- to undertake verification and copying of correspondence and reports of written notes, according to office standards

- to keep a record of mail received and dispatched
- to look through, note and distribute the Dean's and Vice-Dean's mail and files
- to undertake correspondence for the needs of the Dean and Vice-Dean
- to prepare the daily and weekly schedule of meetings for the Dean and Vice-Dean
- to organize meetings of the Dean's advisory committee, in its extended and narrow composition
- to keep records and write travel warrants for Faculty employees
- to cooperate in the preparation of meetings and conferences organized by the Faculty
- to receive telephone calls and give the necessary information
- to receive and distribute e-mails
- to keep minutes of meetings
- to up-date the address records of Faculty associates
- to perform other tasks related to the employment position by order of the Dean and Vice-Dean

- Requirements:**
- Bachelor's and graduate university degrees in social sciences or humanities
 - advanced computer skills
 - three years' work experience in the same or similar work
 - knowledge of English language

Professional Associate for Public Relations (*official, grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to prepare public announcements/press releases under orders of superiors
 - to prepare material for publication on web sites and social networks
 - to participate in editing the web site and official profile on social networks
 - to do work related to media appearances by Faculty staff
 - to monitor the media presence of the Faculty and keep records of it
 - to receive requests and undertake activities related to exercise of the right to access to information, in coordination with the Faculty secretary and the Head of the Department of Legal Affairs and Human Resources
 - to enter data into the computer data base
 - to process and exchange electronic documents
 - to enter documents in the computer system in order to create data bases and electronic publishing
 - to keep the prescribed registers and draw up reports
 - to prepare documentation for the archives
 - to perform other tasks related to the employment position by order of the Dean and Vice-Dean

- Requirements:**
- Bachelor's and graduate university degrees in social sciences or humanities
 - three years' work experience in the same or similar work

- advanced computer skills
- knowledge of how to create a web site
- knowledge of English and one other major language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional Advisor for Public Relations (*official, grade 1 employment position, professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to independently draw up press releases
 - to prepare and post material and press releases on the web sites and social networks
 - with the approval of superiors, to correspond with representatives of the public media
 - to analyse the media presence of the Faculty in the public media and propose measures for improvement
 - to analyse the media notifications about the Faculty and its staff and to report to the Dean and the competent Vice-Dean
 - to advise Faculty staff about media appearances
 - to analyse requests and approve activities related to exercise of the right to access to information, in coordination with the Faculty secretary and the Head
 - to analyse data in computer data bases and draw up reports
 - to supervise the entry of documents in the computer system in order to create data bases and electronic publishing
 - to supervise the management of the prescribed registers and drawing up reports
 - to perform other tasks related to the employment position by order of the Dean and Vice-Dean

- Requirements:**
- Bachelor's and graduate university degrees in social sciences or humanities
 - at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
 - a positive evaluation by employers in their previous place of work
 - advanced computer skills
 - knowledge of how to create a web site
 - knowledge of English and one other major language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Advisor for Public Relations (*official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- in coordination with the Dean, to approve press releases by Faculty staff

- to supervise and coordinate posts on web sites and social networks
- to coordinate editing of the web site and the official profile on social networks with other Faculty staff
- to correspond independently with representatives of the public media
- to monitor, analyse and report to the Dean about media appearances by Faculty staff
- to prepare Faculty staff for media appearances
- to propose and supervise implementation of measures to improve the public visibility and media presence of the Faculty
- to supervise activities related to exercise of the right to access to information, in coordination with the Faculty secretary and the Head of the Department of Legal Affairs and Human Resources
- to propose the creation of data bases related to public relations
- to propose procedures to the Dean related to public relations
- to perform other tasks related to the employment position by order of the Dean and Vice-Dean

- Requirements:**
- Bachelor's and graduate university degrees in social sciences or humanities
 - at least 5 years' work experience in this post or the employment position of professional advisor doing the same or similar work
 - a positive evaluation by employers in their previous place of work
 - advanced computer skills
 - knowledge of how to create a web site
 - knowledge of English and one other major language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

THE OFFICE FOR EU PROJECTS AND TECHNOLOGY TRANSFER

Head of the Office for EU Projects and Technology Transfer (*officer, Grade 1 position, Head (Head) of a department in the central service*)

- Tasks:**
- to organize the work of the Office for EU projects
 - to monitor calls for applications for projects
 - to report regularly to the Faculty Administration on available projects
 - to inform Faculty staff about open calls for applications
 - to find and correspond with potential project associates in this country and abroad
 - independently or in cooperation with Faculty staff, to collect the necessary documentation for registering a project
 - to register projects, independently or in cooperation with Faculty staff

- to supervise the implementation of and perform administrative work related to Faculty projects
- to advise and assist project Heads in all phases of registration and realization of the project
- to monitor the opportunities and perform tasks related to transfer of knowledge and technology into industry
- to perform other tasks related to the employment position by order of the Dean and the competent Vice-Dean

- Requirements:**
- higher education
 - additional qualifications for administrative project management
 - work experience in the same or similar work of at least five years
 - management of at least one project or work on at least three, of which at least one was international
 - advanced computer skills
 - knowledge of English and one other major language

Professional Associate for the Office for EU Projects and Technology Transfer (*official, grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to monitor calls for applications for projects
 - at the request of superiors and in cooperation with Faculty staff, to participate in collecting documentation needed for applications
 - at the request of superiors and in cooperation with Faculty staff, to participate in registering projects
 - to perform simple administrative tasks related to Faculty projects
 - to assist project Heads in all phases of registration and realization of the projects
 - to keep records and prepare reports on the work of the Office for EU Projects
 - to perform other tasks related to the employment position as ordered by the Head of the Office for EU Projects and Technology Transfer

- Requirements:**
- higher education
 - additional qualifications for administrative project management
 - at least two years' work experience in the same or similar work
 - work experience on at least two projects, of which at least one international project
 - advanced computer skills
 - knowledge of English and one other major language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional advisor for the Office for EU Projects and Technology Transfer (*official, grade 1 employment position, professional advisor (of a specific profession or for specific tasks)*)

Tasks:

- to analyse calls for applications for projects and report to superiors
- to find potential project associates in this country and abroad
- independently or in cooperation with Faculty staff, to collect the documentation necessary for applications
- to register projects, independently or in cooperation with Faculty staff
- to perform more complex administrative tasks related to Faculty projects
- to advise project Heads in all phases of registration and realization of the project
- to analyse reports on the work of the Office for EU Projects
- to perform other tasks related to the employment position as ordered by the Head of the Office for EU Projects and Technology Transfer

Requirements:

- higher education
- additional qualifications for administrative project management
- at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
- a positive evaluation by employers in their previous place of work
- work experience on at least three projects, including at least one international project
- advanced computer skills
- knowledge of English and one other major language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Advisor for the Office for EU Projects and Technology Transfer (*official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks)*)

Tasks:

- to propose applications for projects
- to coordinate cooperation on applications and realization of projects with project associates in this country and abroad
- to supervise and coordinate collection of documents necessary for applications in cooperation with Faculty staff
- to supervise and coordinate applications for projects in cooperation with Faculty staff
- to supervise and coordinate the implementation and performance of administrative work related to Faculty projects
- to advise and assist project Heads in all phases of registration and realization of projects
- to analyse reports on the work of the Office for EU Projects, and propose necessary improvements

- to perform other tasks related to the employment position as ordered by the Head of the Office for EU Projects and Technology Transfer

- Requirements:**
- higher education
 - additional qualifications for administrative project management
 - at least 5 years' work experience in this post or the employment position of professional advisor doing the same or similar work
 - a positive evaluation by employers in their previous place of work
 - work experience on at least four projects, including at least one international project
 - advanced computer skills
 - knowledge of English and one other major language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

THE OFFICE FOR INTERNATIONAL COOPERATION

Professional Associate for the Office for International Cooperation (*official, grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to perform simple administrative tasks related to international exchanges of teaching staff and students
 - to monitor scholarships and calls for applications for international mobility for teaching staff, associates and students
 - to write reports on the activities of the Office for International Cooperation
 - to perform administrative tasks related to international cooperation
 - to undertake tasks related to organization of scientific and professional conferences
 - to assist in the organization of stays by teaching staff, associates and students from the Faculty abroad
 - to assist in the organization of stays by foreign teaching staff, associates and students at the Faculty
 - to draw up bilateral inter-institutional agreements on international cooperation, by order of superiors
 - to perform other tasks related to the employment position by order of the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:**
- Doctor of Veterinary Medicine or higher education in some other field
 - at least two years' work experience in the same or similar work

- knowledge of English and one other major language
- excellent communication skills
- advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional Advisor for the Office for International Cooperation (*official, grade 1 employment position, professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to perform more complex administrative tasks related to international exchanges of teaching staff and students
 - to organize international exchanges of teaching staff and students
 - to monitor and report to those interested on scholarships and calls for applications for international mobility of teaching staff, associates and students
 - to write reports on the work of the Office for International Cooperation and to propose implementation of measures to improve the work of the Office
 - to supervise administrative tasks related to international cooperation
 - to coordinate tasks related to organization of scientific and professional conferences.
 - to prepare and organize stays by teaching staff, associates and students of the Faculty abroad
 - to prepare and organize stays by foreign teaching staff, associates and students at the Faculty
 - independently to prepare and file in the archives bilateral inter-institutional agreements on international cooperation
 - to perform other tasks related to the employment position by order of the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:-** Doctor of Veterinary Medicine or higher education in some other field
- at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
 - a positive evaluation by employers in their previous place of work
 - knowledge of English and one other major language
 - excellent communication skills
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Advisor for the Office for International Cooperation (official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks))

- Tasks:**
- to plan the development, organize and manage the work of the Office for International Cooperation
 - to manage and supervise international exchanges of teaching staff and students
 - to coordinate applications for scholarships and calls for applications for international mobility of teaching staff, associates and students
 - to correspond with foreign institutions of higher education and professional organizations
 - to analyse reports on the work of the Office for International Cooperation and to propose to the Faculty Administration procedures to improve international cooperation
 - to coordinate stays by teaching staff, associates and students of the Faculty abroad
 - to coordinate stays by foreign teaching staff, associates and students at the Faculty
 - to perform all tasks to prepare for establishing international cooperation with foreign institutions of higher education and professional organizations
 - to propose to the Faculty Administration the signing of inter-institutional agreements on international cooperation
 - to perform other tasks related to the employment position as ordered by the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:-** Doctor of Veterinary Medicine or higher education in some other field
- at least 5 years' work experience in this post or the employment position of professional advisor doing the same or similar work
 - a positive evaluation by employers in their previous place of work
 - knowledge of English and one other major language
 - excellent communication skills
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Head of Department in the Office for International Cooperation (*official, Grade 3 position, Head of department*)

- Tasks:**
- to perform administrative tasks related to international cooperation
 - to undertake tasks related to organization of scientific and professional conferences
 - to assist in the organization of stays by teaching staff, associates and students from the Faculty abroad
 - to assist in the organization of stays by foreign teaching staff, associates and students at the Faculty
 - to collect and process data for writing reports on the work of the Office
 - to prepare official mail related to the work of the Office for International cooperation
 - to keep records and prepare documentation for storage in the central Faculty archives
 - to perform other tasks related to the employment position by order of the Head of the Office for International Cooperation, the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:**
- high school diploma from a "*gimnazija*" (general grammar high school) or in a social science
 - at least five years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

Professional Officer in the Office for International Cooperation (*official, Grade 3 position, professional officer*)

- Tasks:**
- to perform administrative tasks related to the work of the Office
 - to keep records and write reports on international cooperation
 - to register and distribute correspondence related to international cooperation
 - to perform other tasks related to the employment position by order of the Head of the Office for International Cooperation, the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:**
- high school diploma from a "*gimnazija*" (general grammar high school) or in a social science
 - knowledge of English language
 - advanced computer skills

QUALITY CONTROL OFFICE

Professional Associate for the Quality Control Office (*official, grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to monitor legislation in the field of quality control
 - by order of superiors, to draw up proposals to improve the system of quality control at the Faculty
 - to perform simple professional and administrative tasks related to the implementation of the quality control system at the Faculty
 - to undertake the administrative resolution of complaints related to the quality control system, by order and with the approval of superiors
 - to ensure administrative accessibility and distribution of documentation related to the quality control system
 - to manage the administrative tasks of the Quality Management Committee
 - to perform other tasks related to the employment position by order of the Head of the Quality Control Office, the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:-** Doctor of Veterinary Medicine or higher education in some other field
- additional education in implementation of the quality control system
 - at least three years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional Advisor for the Quality Control Office (*official, grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to monitor and analyse the effect of legislation in the field of quality control
 - to draw up proposals for improvement of the quality control system at the Faculty
 - to perform more complex professional and administrative tasks related to the implementation of the quality control system at the Faculty
 - to supervise the implementation of the quality control system at the Faculty
 - to receive complaints about the failure to respect the quality control system and to undertake administrative resolution of complaints
 - to educate staff about the quality control system
 - to supervise and ensure administrative accessibility and distribution of documentation related to the quality control system
 - to perform other tasks related to the employment position by order of the Head of the Quality Control Office, the competent Vice-Dean, the Dean or the Faculty Council

Requirements:- Doctor of Veterinary Medicine or higher education in some other field

- additional education in implementation of the quality control system
- at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
- a positive evaluation by employers in their previous place of work
- knowledge of English language
- advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Advisor for the Quality Control Office (*official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to propose and draw up proposals for improvement of the quality control system at the Faculty
 - to supervise the implementation of the quality control system at the Faculty
 - to supervise procedures for improvement of the quality control system at the Faculty
 - to analyse complaints about failures to respect the quality control system and supervise procedures to resolve complaints
 - to advise and educate staff about the quality control system
 - to supervise and ensure administrative accessibility, distribution and regular update of documentation related to the quality control system
 - to take part as an adviser in the work of the Quality Management Committee
 - to perform other tasks related to the employment position by order of the Head of the Quality Control Office, the competent Vice-Dean, the Dean or the Faculty Council

Requirements:- Doctor of Veterinary Medicine or higher education in some other field

- additional education in implementation of the quality control system
- at least 5 years' work experience in this post or the employment position of professional advisor doing the same or similar work
- a positive evaluation by employers in their previous place of work
- knowledge of English language
- advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Head of Department in the Quality Control Office (*official, Grade 3 position, Head of department*)

- Tasks:**
- to perform administrative tasks related to the work of the Quality Control Office
 - to keep records and manage documentation of the Quality Control Office
 - to draw up documents and forms related to quality control
 - to ensure the availability and distribution of documentation related to the quality control system
 - to perform other tasks related to the employment position by order of the Head of the Quality Control Office, the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:**
- high school diploma from a "*gimnazija*" (general grammar high school) or in a social science
 - education in the field of quality control
 - at least five years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

Professional Officer in the Quality Control Office (*official, Grade 3 employment position, professional officer*)

- Tasks:**
- to perform administrative tasks related to the work of the Quality Control Office
 - to draw up records related to the work of the Quality Control Office
 - to draw up documents and forms related to quality control
 - to ensure the availability and distribution of documentation related to the quality control system
 - to perform other tasks related to the employment position by order of the Head of the Quality Control Office, the competent Vice-Dean, the Dean or the Faculty Council

THE STUDENT AND CAREER COUNSELLING SERVICE

Professional associate in the Student and Career Counselling Service (*official, grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to monitor legislation on students' rights and obligations and realization and protection of their rights
 - to perform simple administrative and professional tasks in the field of the work of the Student and Career Counselling Service

- to inform students about fulfilling their course obligations
- to monitor individual rights and interests of students and the occurrence and forms of violations
- to receive requests and complaints by students related to student problems in relationships with teaching staff and associates at the Faculty
- by personal contact, telephone or e-mail to provide information on how to resolve individual needs of students
- to give teaching staff information on how to adjust classes to the needs of students with disabilities
- to monitor opportunities for scholarships for students
- to create student dossiers with information about their affinities and desires for their future professional career
- to perform other tasks related to the employment position by order of the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:**
- doctor of veterinary medicine
 - at least one year's work experience in the same or similar work
 - excellent communication skills
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional Advisor in the Student and Career Counselling Service (*official, grade 1 employment position, professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to organize the work of the Student and Career Counselling Service
 - to conduct group counselling
 - to perform more complex administrative and professional tasks in the field of the work of the Student and Career Counselling Service
 - to counsel students about fulfilling their course obligations
 - to assist in resolving students' health problems
 - on the basis of complaints and requests by students, to conduct procedures and propose procedures to superiors to resolve students' problems in relationships with teaching staff and associates at the Faculty
 - through their activities, personal contact, by telephone or e-mail, to provide information and direct assistance and support to resolving specific needs of students
 - to work closely with the students' ombudsperson
 - to distribute information related to student scholarships
 - to talk with students in relation to employment and continuation of their careers
 - to mediate to ease finding work and employment of doctors of veterinary medicine
 - to perform other tasks related to the employment position by order of the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:** - Doctor of Veterinary Medicine
- at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
 - a positive evaluation by employers in their previous place of work
 - excellent communication skills
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Advisor in the Student and Career Counselling Service (*official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to propose and undertake improvements to the work of the Student and Career Counselling Service
 - to propose changes to procedures and acts of the Faculty pursuant to legislation on student rights and obligations and exercise and protection of their rights
 - to conduct individual and group counselling
 - to supervise individual rights and interests of students and the occurrence of and ways of resolving violations
 - at the request of students or on their own initiative, to point out students' problems in relationships with teaching staff and associates of the Faculty and to coordinate and supervise their resolution
 - to give teaching staff information on how to adjust classes to the needs of students with disabilities
 - to work closely with the students' ombudsperson
 - to correspond with commercial entities in order to obtain scholarships for students
 - to analyse students' employment and the continuation of their careers
 - to contact commercial entities in relation to the possibilities for employment of students and doctors of veterinary medicine
 - through cooperation with commercial entities to help students find work and employment of doctors of veterinary medicine
 - to perform other tasks related to the employment position by order of the competent Vice-Dean, the Dean or the Faculty Council

- Requirements:** - Doctor of Veterinary Medicine
- at least 5 years' work experience in this post or the position of senior professional associate doing the same or related work
 - a positive evaluation by employers in their previous place of work
 - excellent communication skills
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Head of Department in the Student and Career Counselling Service (*official, Grade 3 employment position, Head of department*)

- Tasks:**
- to perform administrative tasks in the Student and Career Counselling Service
 - to talk to students regularly and inform them of their rights and obligations
 - to ensure students are informed about opportunities for employment and receiving scholarships
 - to keep and up-date records on job offers for students and doctors of veterinary medicine
 - to distribute mail, archive documents, keep records and other administrative tasks of the Student and Career Counselling Service
 - to perform other tasks related to the employment position by order of the Head of the Student and Career Counselling Service, the competent Vice-Dean and the Dean

- Requirements:**
- high school diploma in veterinary, general grammar high school (*gimnazija*) or administrative fields
 - at least five years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

Professional Officer in the Student and Career Counselling Service (*official, Grade 3 employment position, professional officer*)

- Tasks:**
- to perform all administrative tasks in the Student and Career counselling Service
 - to talk to students regularly and inform them of their rights and obligations
 - to ensure students are informed about opportunities for employment and receiving scholarships
 - to keep and up-date records on job offers for students and doctors of veterinary medicine
 - to distribute mail, archive documents, keep records and other administrative tasks of the Student and Career Counselling Service
 - to perform other tasks related to the employment position by order of the Head of the Student and Career Counselling Service, the competent Vice-Dean and the Dean

- Requirements:**
- high school diploma in veterinary, general high school (*gimnazija*) or administrative fields
 - at least one year's experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

THE OFFICE FOR INTEGRATED UNDERGRADUATE AND GRADUATE STUDIES

Head of the Office for Integrated Undergraduate and Graduate Studies (*officer, Grade 1 position, Head (Head) of a department in the central service*)

- Tasks:**
- to organize and coordinate the work of the student office, including the duties of coordinator of computer systems and programs
 - to run the administrative part of the work of the Committee for Integrated Undergraduate and Graduate Studies
 - to give proposal for improvement of the work of the student office
 - to cooperate with the Dean, the Vice-Dean for classes, the Heads and Heads of institutes/clinics in relation to classes in the integrated undergraduate and graduate studies
 - to create timetables for all forms of classes
 - is responsible for creating IT packages
 - to organize regular medical examinations and vaccination of students
 - to monitor regulations and information on teaching integrated studies
 - to supervise the keeping of the main registers of students
 - is responsible for enrolment and de-registration of students and verification of qualifications for semester testing
 - to prepare reports on enrolment, requirements and study programmes, and other reports from classes in the integrated studies
 - to receive and process, then publish reports related to requests and complaints by students related to their studies
 - at the request of teaching staff and associates at the Faculty to prepare the issue of certificates related to classes in the integrated undergraduate and graduate studies
 - to perform administrative tasks related to recognition of examinations and transfer of students from other faculties
 - to prepare and submit documents to the Faculty archives
 - to give information to candidates for enrolment and students
 - to perform tasks related to printed diplomas and organizing graduation ceremonies
 - to verify the calculation of tuition fees
 - to perform administrative tasks related to demonstrators
 - to perform other tasks related to the employment position by order of the Dean and the competent Vice-Dean

- Requirements:**
- Doctor of Veterinary Medicine or higher education in social sciences
 - at least five years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

Professional associate in the Office for Integrated Undergraduate and Graduate Studies
(official, grade 1 employment position, professional associate (of a specific profession or for specific tasks))

- Tasks:**
- to provide basic information to candidates for enrolment in integrated studies in English and students on the English course
 - to perform simple professional and administrative tasks related to the integrated studies in English
 - to participate in drawing up a proposed timetable for all forms of classes on the integrated studies in English
 - to prepare reports on enrolment, requirements and the study programme in English language
 - to submit documents to the Faculty archives
 - to perform administrative tasks related to enrolment in the course in English
 - to keep records of payment of tuition fees
 - to write certificates at the request of students of the course in English
 - to perform other tasks related to the employment position by order of the Head of the Office for Integrated Undergraduate and Graduate Studies, the competent Vice-Dean and the Dean

- Requirements:**
- Doctor of Veterinary Medicine or higher education in social sciences
 - at least two years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Professional Advisor in the Office for Integrated Undergraduate and Graduate Studies
(official, grade 1 employment position, professional advisor (of a specific profession or for specific tasks))

- Tasks:**
- to correspond with candidates for enrolment in integrated studies in English and students on the English course about all the details of the course
 - to perform more complex professional and administrative tasks related to the integrated study course in English
 - to draw up a proposed timetable for all forms of classes on the integrated studies course in English
 - to analyse reports on enrolment, requirements, and the study programme in English, and to create promotional materials
 - to prepare documents for storage in the Faculty archives
 - to perform simple administrative tasks related to recognition of examinations and transfer of students from other faculties to the English language course
 - to perform other tasks related to the employment position by order of the Head of the Office for Integrated Undergraduate and Graduate Studies, the competent Vice-Dean and the Dean

- Requirements:**
- Doctor of Veterinary Medicine or higher education in social sciences
 - at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
 - a positive evaluation by employers in their previous place of work
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Advisor in the Office for Integrated Undergraduate and Graduate Studies (*official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to correspond with international agencies in order to encourage candidates to enrol in the integrated studies in English and with students on the English course
 - to approve the proposed timetable and to propose improvements in the conduct of all forms of classes on the integrated studies course in English
 - to propose and after approval by superiors, to undertake procedures for improvement of enrolment and requirements for the study program in English
 - to prepare documents at the request of the competent services of the University and the competent Ministry on the integrated studies course in English
 - to perform more complex administrative tasks related to enrolment, recognition of examinations and transfer of students from other faculties to the English language course
 - to perform other tasks related to the employment position by order of the Head of the Office for Integrated Undergraduate and Graduate Studies, the competent Vice-Dean and the Dean

- Requirements:**
- Doctor of Veterinary Medicine or higher education in social sciences
 - at least 5 years' work experience in this post or the position of senior professional associate doing the same or related work
 - a positive evaluation by employers in their previous place of work
 - knowledge of English language
 - advanced computer skills

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and the general acts of the Faculty and the University.

Senior Professional Officer in the Office for Integrated Undergraduate and Graduate Studies (*official, Grade 2 position senior professional officer (of specific profession or for specific tasks)*)

- Tasks:**
- to give information to candidates for enrolment and students
 - to organize the mentor system for first year students

- to participate in drawing up proposals of timetables for all forms of classes
- to monitor and create a timetable for use of lecture halls
- to keep records of examinations
- to prepare reports on enrolment, requirements and the study programme
- to keep the main register of students
- to keep student files
- to collect materials for creating IT packages
- to keep records of classes held
- to perform administrative tasks related to the enrolment procedure, recognition of examinations and transfer of students from other faculties
- to keep records and other tasks related to student identity cards
- to prepare and submit documents to the Faculty archives
- to keep records of payment of tuition fees
- to create certificates at students' request
- to perform other tasks related to the employment position by order of the Head of the Office for Integrated Undergraduate and Graduate Studies, the competent Vice-Dean and the Dean

Requirements:

- a university bachelor's degree or professional studies in social sciences
- knowledge of English language
- advanced computer skills

Head of Department in the Office for Integrated Undergraduate and Graduate Studies
(official, Grade 3 position, Head of department)

Tasks:

- to participate in creating the teaching plan
- to inform the Head of subject about changes to implementation of classes
- to collect records of all forms of classes in the integrated studies at the Faculty
- to monitor students' absences and to inform the Head of subject about them
- to collect materials for creating IT packages
- to give information to candidates for enrolment and students
- to inform students by means of the notice board and web pages about exam periods, the list of candidates, changes to teaching processes and other important information
- to receive registrations of degree theses
- to write certificates of students' status, examinations passed, completed studies etc.
- to undertake statistical processing of data on the integrated studies course
- to draw up lists of students by study years
- to undertake final verification of examinations passed before a student defends their degree thesis
- to participate in creating diplomas and organizing graduation ceremonies
- to prepare and submit documents to the Faculty archives
- to perform other tasks related to the employment position by order of the Head of the Office for Integrated Undergraduate and Graduate Studies, the competent Vice-Dean and the Dean

Requirements: - high school diploma from a "gimnazija" (general grammar high school) or in a social science

- at least two years' work experience in the same or similar work
- knowledge of English language
- advanced computer skills

OFFICE FOR POSTGRADUATE STUDIES

Head of the Office for Postgraduate Studies (*official, Grade 1 position, office Head*)

- Tasks:**
- to organize and coordinate the work of the Office for Postgraduate Studies
 - to manage the administrative tasks of the Committee for Ph.D. studies and the Specialized Studies Committee
 - to make suggestions for improvement of the work of the Office for Postgraduate Studies
 - to work with the Dean, the competent Vice-Dean, the Head of specialization studies and teaching staff on specialization studies and PhD courses
 - to propose the timetable of classes in coordination with the teachers and students
 - to monitor regulations and information on postgraduate classes
 - is responsible for enrolment and de-registration of students and verification of qualifications for semester testing
 - to prepare reports on enrolment, requirements and the study programme
 - to give information to candidates for enrolment and students
 - to draw up certificates for students of postgraduate studies
 - to establish the right to sit an examination and to verify the application for the exam accordingly
 - to perform tasks related to printing diplomas and organizing graduation ceremonies
 - to check the inflow of funds for the costs of the course
 - to perform other tasks related to the employment position by order of the Dean and the competent Vice-Dean

Requirements: - Doctor of Veterinary Medicine or higher education in social sciences

- at least three years' work experience in the same or similar work
- knowledge of English language
- advanced computer skills

Senior Professional Officer in the Office for Postgraduate Studies (*official, Grade 2 employment position, senior professional officer (of a specific profession or for specific tasks)*)

- Tasks:**
- to give information to candidates for enrolment and students
 - to undertake administrative tasks related to postgraduate studies in English
 - to participate in drawing up proposals of timetables of classes
 - to prepare reports on enrolment, requirements and the study programme
 - to perform administrative tasks related to recognition of examinations and transfer of students from other faculties
 - to create certificates at students' request
 - to perform other tasks related to the employment position as ordered by the Head of the office for postgraduate studies, the Dean and the competent Vice-Dean

- Requirements:**
- a university bachelor's degree or professional studies in social sciences
 - knowledge of English language
 - advanced computer skills

Head of Department in the Office for Postgraduate Studies (*official, Grade 3 position, Head of department*)

- Tasks:**
- to participate in creating the teaching plan
 - to inform the Head of subject about changes to implementation of classes
 - to keep records of all forms of classes in postgraduate studies at the Faculty
 - to give information to candidates for enrolment and students of postgraduate studies
 - to inform studies of postgraduate studies by means of the notice board and web site about examination periods, lists of candidates, changes to the teaching process and other information of importance for their studies
 - to receive registrations of specialization papers
 - to write certificates on status matters for postgraduate students, examinations passed, completed studies etc.
 - to enter grades for computer analysis
 - to run statistical analysis of data on postgraduate studies
 - to draw up lists of students by study years
 - to undertake final verification of examinations passed and other requirements before the defence of PhD and specialization papers, or specialization examinations
 - to keep records of the graduation of postgraduate students
 - to participate in creating diplomas and organizing graduation ceremonies
 - to deal with documentation for storage in the Faculty archives
 - to prepare the procedure for defence of theses and PhD papers and specialization papers and final specialization examinations
 - to perform other tasks related to the employment position as ordered by the Head of the office for postgraduate studies, the Dean and the competent Vice-Dean

- Requirements:**
- high school diploma from a "*gimnazija*" (general grammar high school) or in a social science
 - three years' work experience in the same or similar work
 - knowledge of English language
 - advanced computer skills

THE SECRETARIAT

Faculty Secretary (*official, Grade 1 position, Head of department in the central service*)

- Tasks:**
- to run management, administrative and professional affairs
 - to organize and manage the work of the Secretariat
 - to issue certificates of employees of the Secretariat in relation to their status
 - to issue status certificates to students in their student record books and important certificates
 - to undertake other tasks with the authority of the Dean
 - to make proposals and cooperate in employment policies and management of human resources in the Secretariat
 - to make proposals and cooperate in quality management in relation to the Secretariat
 - to undertake legal tasks relating to the status of affairs at the Faculty and tasks related to registration in the Companies Register
 - to draw up agreements on business with third persons
 - to assist Heads and Heads in resolving current legal and administrative matters
 - to participate in drawing up reports and studies insofar as they relate to the work of the Secretariat
 - to give opinions to administrative and professional bodies on draft acts and legal opinions on matters from the scope of work of the Faculty
 - to attend sessions of administrative bodies
 - to draw up claims and represent the Faculty in legal matters before courts and other bodies, and to organize the conduct of court cases
 - to give legal advice on the legality of concluding agreements by the Faculty with legal and physical persons
 - to take care of the correct implementation of current regulations
 - to propose and draw up working versions of standards and regulations with the help of professional bodies and committees
 - to monitor regulations and to undertake periodical training
 - to be responsible for coordinating the work of the Secretariat
 - to coordinate the work of the Secretariat with other organizational units
 - to perform other tasks related to the employment position by order of the Dean and the Faculty Council,

- Requirements:**
- integrated university studies in law
 - Bar Examination
 - ten years' work experience in the same or similar work
 - advanced computer skills
 - knowledge of English language

THE DEPARTMENT OF LEGAL AFFAIRS AND HUMAN RESOURCES

Head of the Department of Legal Affairs and Human Resources (*official, Grade 1 position, Head (Head) of a department in the central service*)

- Tasks:**
- aligns the work of management, administrative and professional tasks and ensures they function well
 - participates in drawing up professional reports and analyses relating to the functioning of administrative and professional work
 - gives professional advice to the competent bodies and employees of the Faculty
 - when necessary undertakes all financial and economic tasks
 - implements decisions of the management bodies and professional committees of the Faculty
 - undertakes all other professional tasks in that realm which are necessary for the unhindered performance of administrative and other functions at the Faculty
 - gives professional advice on public procurement matters
 - undertakes all the work of the Secretary in cases when he/she is prevented from doing so
 - to perform other tasks related to the employment position by order of the Secretary, the Vice-Dean and the Dean

- Requirements:**
- five years' work experience in similar or related work
 - licensed for public procurement work
 - advanced computer skills
 - knowledge of English language

Head of the Sub-department for Human Resources (*official, Grade 1 position, Head of a sub-department in the central service*)

- Tasks:**
- to undertake all staffing business for teaching and non-teaching staff
 - to perform tasks related to founding an employment relationship, allocation to employment positions, termination of employment, and in relation to that to draw up decisions, etc. within the authority they hold
 - to undertake tasks related to the health and pension insurance of employees
 - to send data to the competent ministry and the University on employment relations
 - to send data to the competent ministry in relation to the calculation of employees' salaries such as: changes to decisions on salaries, records of jubilee awards to employees, records of deadlines for salary raises etc.
 - to keep the Main Register
 - to keep records of decisions in the field of human resources, records on Heads and Heads (appointment and terminations) and to report accordingly to the organizational units
 - to keep records on the number and structure of employees, records of vacancies, records of appointments and re-appointments of employees to scientific teaching and associate titles, etc.
 - to issue certificates relating to employment
 - to write requests for consent for newly opened or vacated positions and substitutions for sick-leave and maternity leave
 - to perform administrative tasks related to publication of calls for candidates and

- notices related to employment of staff
- to provide data on retirement of employees
 - to monitor and study employment regulations
 - to work directly with clients
 - to perform administrative tasks for the Committee for Selection for Scientific, Scientific-teaching, Teaching and Associate Titles and Positions
 - to draw up statistical data for the needs of the Bureau of Statistics and the University
 - to perform other tasks related to the employment position by order of the Secretary, the Vice-Dean and the Dean

- Requirements:**
- integrated university degree in law
 - three years' work experience in the same or similar work
 - advanced computer skills
 - knowledge of English language

Senior Professional Officer in the Department of Legal Affairs and Human Resources
(official, Grade 2 employment position, senior professional officer (of a specific profession or for specific tasks))

- Tasks:**
- to draw up draft decisions on status rights, and rights from the collective agreement, annual leave, paid and unpaid leave, and jubilee awards
 - to draw up draft decisions on assessments and violations of official duty
 - to monitor the application of legislation related to their realm of work and to cooperate in drawing up reports on the application of legislation
 - to perform professional work related to analysis of job descriptions of employment positions
 - to perform professional work related to the employment status of workers
 - to perform tasks related to assigning work to service providers within their scope of work
 - to keep the prescribed records and personal records of officials and to issue certificates accordingly.
 - to perform tasks related to the exercise of health, pension and disability pension by staff
 - to perform other tasks related to the employment position by order of the Secretary, the competent Vice-Dean and the Dean.

- Requirements:**
- Bachelor's university or professional degree in the field of administration
 - two years' work experience in the same or similar work
 - advanced computer skills
 - knowledge of English language

THE IT DEPARTMENT

Head of the IT Department *(official, Grade 1 position, office Head)*

- Tasks:**
- to perform tasks in the realm of computer and communications systems and systems for organization, processing and exchange of electronic (digital) documents, which require particular independence, professional skills and responsibility in creating the appropriate professional studies/analyses
 - to give opinions, systematic solutions for IT systems and related categories (computers, computer networks, operating systems, user program solutions, databases and networks, information bases, IT training for user IT systems)
 - to participate in drawing up draft professional, organizational and implementation documentation and general acts necessary for improving the work of the IT system
 - to plan, organize and undertake tasks related to running IT applications
 - to coordinate activities related to the flow of information at the Faculty
 - to do other work in IT and electronic publishing and IT services
 - to perform other tasks related to the employment position by order of the Secretary, the Vice-Dean and the Dean

- Requirements:**
- undergraduate and graduate university degree in computer science
 - advanced knowledge of work on computers
 - knowledge of program language for databases
 - knowledge of at least one network operating system
 - knowledge of programming
 - knowledge of tools for creating web sites
 - five years' experience in IT work
 - knowledge of English language

IT Officer (*official, Grade 2 position, senior IT officer*)

- Tasks:**
- to participate in implementation and maintenance of program support
 - to participate in supervision of the work of IT equipment
 - to participate in providing basic IT training for staff at the Faculty

 - to participate in coordination of activities related to information flow at the Faculty
 - to participate in planning, developing and maintaining the University server
 - to participate in preparation and implementation of procurement of computer systems
 - to plan allocation, install, configure and maintain operation systems
 - to participate in tasks related to the IT service server
 - to keep documents on the activities involved in managing the servers
 - to perform other tasks as ordered by the Head of the service, the Secretary, the competent Vice-Rector and to be responsible to them for their work.
 - to perform other tasks related to the employment position as ordered by the department Head

the Secretary, the competent Vice-Dean and the Dean.

Requirements: - Bachelor's university or professional degree in a technical science (electrical engineering and computing or information technology)

- two years' work experience in work in information technology

- knowledge of English language

THE MAINTENANCE AND TECHNICAL DEPARTMENT

Head of the Maintenance and Technical Department (*official, Grade 2 position
Head of department*)

Tasks:

- to run the Maintenance and Technical Department

- to monitor and verify completed tasks

- to take measures to increase work efficiency in individual positions

- to plan and organize investments and technical maintenance of business premises and inventory

- to organize and verify work done to clean the Facility premises and green areas

- to issue orders related to maintaining the house rules

- to organize transfer of things and equipment in the business premises

- to assess the technical justification of requests for maintenance of business premises and inventory

- to issue work orders to service staff

- to verify the work done by external contractors and to accept their work

- to verify the execution of technical and investment work in relation to the contract obligations taken on, the bill of costs and other technical documentation

- to keep records of machines and tools borrowed by individual service staff

- to perform other tasks related to the employment position by order of the Secretary, the competent Vice-Dean and the Dean.

Requirements: - Bachelor's university or professional degree in a technical science

- two years' work experience in similar or related work

- advanced computer skills

- knowledge of English language

Technical Staff (*employee, Grade 3 employment position, other Grade 3 employment positions*)

- Tasks:**
- technical and general tasks
 - to undertake regular supervision of installations and report on necessary repairs
 - to maintain and repair woodwork, and electrical and plumbing installations
 - minor construction work
 - landscaping of Faculty grounds, yards and green areas
 - ensuring the removal of bulky waste
 - delivery of furniture and equipment
 - maintenance of footpaths and driveways inside the Faculty
 - to perform other tasks related to the employment position by order of the Head of the Maintenance and Technical Department, the Secretary, the Vice-Dean and the Dean

- Requirements:**
- high school diploma in a technical subject
 - at least one year's experience in the same or similar work

Head of the Maintenance Service (*official, Grade 3 position, Head of department*)

- Tasks:**
- to organize and verify the work of cleaning the Faculty premises, yard and green areas
 - to organize the work and issue work orders to cleaners in relation to cleaning and maintenance of the Faculty premises, yard and green areas
 - to perform other tasks related to the employment position by order of the Head of the Maintenance and Technical Department, the Secretary, the Vice-Dean and the Dean

- Requirements:**
- high school diploma
 - at least five years' work experience in the same or similar work
 - advanced computer skills

Housekeeper in the Dean's Office (*employee, Grade 3 position, other employment positions Grade 3*)

- Tasks:**
- to perform technical and general tasks in the Dean's Office
 - to maintain the cleanliness of the Dean's Office
 - to perform technical tasks during meetings in the Dean's Office
 - to ensure the availability of the basic needs of the Dean's Office
 - to perform other tasks related to the employment position by order of the Head of the Dean's Office, the office Head and the Department of Legal Affairs and Human Resources, the Secretary, the Vice-Dean and the Dean

- Requirements:**
- high school diploma
 - two years' work experience in similar or related work
 - knowledge of English language

Cleaner (*employee, Grade 3 employment position, other Grade 3 employment positions*)

- Tasks:**
- technical and general tasks involved in cleaning and maintenance of Faculty premises and yard
 - to perform other tasks related to the employment position as ordered by the Head of maintenance services and other superiors

- Requirements:**
- high school diploma
 - at least one year's experience in the same or similar work

THE OCCUPATIONAL SAFETY DEPARTMENT

Head of the Occupational Safety Department (*official, Grade 1 position, Head of department*)

- Tasks:**
- to prepare, organize and implement occupational safety measures
 - to organize and implement training for safety at work
 - to organize and be responsible for monitoring and instructing staff about the legal requirement for medical examinations
 - to implement and be responsible for implementation of legal requirements related to fire prevention, protection of the environment, waste management, the use of chemicals and other obligations from the occupational safety system
 - to provide professional assistance to their employer and those authorized by them, workers and their agents in implementation and improvement of occupational safety and fire prevention
 - to monitor information related to occupational injuries and occupational diseases and to write annual reports
 - to perform internal inspections in the field of the application of occupational safety measures and fire prevention
 - to organize and implement alcohol tests of staff and students
 - to be responsible for managing the programme for cases of emergency and extraordinary situations
 - responsible for keeping records in the area of occupational safety, fire prevention, environment protection, waste management, the use of chemicals, and other obligations in the field of occupational safety
 - responsible for writing internal regulations for fire prevention and safety, assessment of the risk of fire, technological explosions and risk, and evacuation and rescue plans in the case of extraordinary events
 - responsible for organizing timely technical testing of systems and equipment
 - responsible for organizing and monitoring the work of providers of physical protection
 - to coordinate with external associates in their field of competence (occupational

medicine, physical protection providers etc.)

- to work closely with the Head of the Maintenance and Technical Department
- to perform other tasks related to the employment position by order of the Secretary, the competent Vice-Dean and the Dean.

- Requirements:**
- Bachelor and graduate, or integrated university degree in biomedicine or technical sciences
 - professional state examination for occupational safety experts
 - professional state examination for persons responsible for fire prevention
 - professional examination for persons responsible for work with and supervision of dangerous chemicals from the Croatian Institute of Toxicology and Antidoping
 - professional examination for waste management officer from the competent institution
 - five years' work experience in similar or related work
 - advanced computer skills
 - knowledge of English language

Environment Protection Officer (*official, Grade 2 employment position, senior professional officer*
(*of a specific profession or for specific tasks*))

- Tasks:**
- to keep records of the entry and exit and care for all kinds of chemicals
 - to keep records of disposal and removal of all types of waste from the Veterinary Faculty according to the Waste Management Plan of the Veterinary Faculty, and the current regulations on environment protection and waste disposal
 - to perform other tasks related to the employment position as ordered by the department Head
- of the Occupational Safety Department, the Secretary, the competent Vice-Dean and the Dean

- Requirements:**
- Bachelor's university or professional degree in the field of occupational safety or a technical subject
 - professional state examination for occupational safety experts
 - professional examination for persons responsible for work with and supervision of dangerous chemicals from the Croatian Institute of Toxicology and Antidoping
 - professional examination for waste management officer from the competent institution
 - three years' work experience in the same or similar work
 - advanced computer skills
 - knowledge of English language

Fire Prevention Officer (*official, Grade 2 employment position, senior professional officer* (*of a specific profession or for specific tasks*))

- Tasks:**
- to implement fire safety measures
 - to verify the safety of fire extinguishing installations, apparatus and equipment
 - to keep records of maintenance of fire extinguishing apparatus
 - to inform the competent fire services if a fire breaks out
 - to use and manage equipment and devices for fire prevention
 - to extinguish fires
 - to rescue people, animals and property threatened by fire, explosions and natural disasters
 - to inform the competent bodies about important events and facts related to fire prevention and protection of property
 - to perform other tasks related to the employment position as ordered by the Head of the Occupational Safety Department, the Secretary, the Vice-Dean and the Dean

- Requirements:**
- Bachelor's university or professional degree in the field of occupational safety or a technical subject
 - professional state examination for occupational safety experts
 - professional state examination for persons responsible for fire prevention
 - three years' work experience in the same or similar work
 - advanced computer skills
 - knowledge of English language

THE CENTRAL FACULTY ARCHIVES AND ADMINISTRATIVE OFFICE

Head of the Central Faculty Archives and Administrative Office (*official, Grade 1 employment position, Head of section*)

- Tasks:**
- to organize and run the work of the central archives and administrative office
 - to perform all tasks pursuant to the Act on Archive Materials and Archives and the implementation regulations
 - to perform all tasks related to implementation of the Personal Data Protection Act (official for protection of personal data)
 - to perform all tasks pursuant to the Regulations on Protection and Processing of Archive and Registry Materials of the Faculty of Veterinary Medicine
 - Head of ARHINET for the Faculty of Veterinary Medicine
 - to align and direct the work of all archives at the Faculty of Veterinary Medicine
 - to receive registered and archive materials for storage in the archives
 - to organize the registered and archive materials by year and archive unit, and place it in the appropriate registries, files, dossiers, folders etc.
 - to keep records of materials, archive books and lists of materials
 - to keep records of materials issued for temporary use
 - to do other administrative work related to the archives
 - to take care of the physical protection of materials
 - to perform other tasks related to the employment position by order of the Secretary, the competent Vice-Dean and the Dean.

- Requirements:**
- Bachelor or graduate degree in social sciences or humanities
 - the professional examination for archive staff
 - at least five years' work experience in the same or related work
 - knowledge of regulations on protection of personal data and management of documentation
 - advanced computer skills
 - knowledge of English language

Head of Department in the Central Faculty Archives and Administrative Office
(official, Grade 3 employment position, Head of department)

- Tasks:**
- to organize, supervise and perform office tasks
 - to perform office tasks pursuant to the regulations in force
 - to run the work of keeping records pursuant to the regulations in force
 - to organize and coordinate the work of the Admissions Office
 - to work with clients and give information related to the tasks of the employment position
 - to keep the registry and records
 - to write reports on office work
 - to receive and prepare registered materials for storage in the archives
 - to receive and dispatch materials by telefax
 - to copy material for the needs of the registry and records
 - to register travel orders, decisions of the Faculty Council and other documents in the delivery book
 - to perform tasks related to dispatch and keeping records of materials for the Faculty Administration
 - to perform other tasks related to the employment position by order of the Head of the Central Faculty Archives and Administrative Office, the Secretary, the competent Vice-Dean and the Dean

- Requirements:**
- high school diploma in administration
 - at least five years' work experience in the same or related work
 - advanced computer skills
 - knowledge of English language

Administrative Officer in the Administrative Office *(official, Grade 3 employment position, administrative officer)*

- Tasks:**
- to perform office tasks pursuant to the regulations in force
 - to run the work of keeping records pursuant to the regulations in force
 - to organize and coordinate the work of the Admissions Office
 - to work with clients and give information related to the tasks of the employment position
 - to keep the registry and records
 - to write reports on office work

- to receive and prepare registered materials for storage in the archives
- to receive and dispatch materials by telefax
- to copy material for the needs of the registry and records
- to register travel orders, decisions of the Faculty Council and other documents in the delivery book
- to participate in the procedures of archiving and extraction of materials
- to perform tasks related to dispatch and keeping records of materials for the Faculty Administration
- to perform other tasks related to the employment position by order of the Head of the Central Faculty Archives and Administrative Office, the Secretary, the competent Vice-Dean and the Dean

Requirements:

- high school diploma in administration
- at least two years' work experience in the same or related work
- advanced computer skills
- knowledge of English language

Administrative Officer in the Faculty Archives (*official, Grade 3 employment position . administrative officer*)

Tasks:

- to select and organize archive material according to the instructions of the Head of the Central Faculty Archives and Administrative Office
- to prepare archive materials for use
- to participate in taking on archive materials from the organizational units of the Faculty
- to create aids for archive materials
- to participate in archiving and withdrawing materials
- to perform other tasks related to the employment position by order of the Head of the Central Faculty Archives and Administrative Office, the Secretary, the competent Vice-Dean and the Dean

Requirements:

- high school diploma from a "gimnazija" (general grammar high school) or in a social science
- at least two years' work experience in the same or similar work
- examination for the profession of archive technician
- advanced computer skills
- knowledge of English language

Professional Officer for reception and dispatch of mail (*official, Grade 3 employment position, professional officer*)

Tasks:

- tasks involved in receiving and registering, sorting and delivering mail to the organizational units
- dispatching mail
- scanning and photocopying documents and other materials
- to participate in archiving and withdrawing materials

- to perform other tasks related to the employment position by order of the Head of the Central Faculty Archives and Administrative Office, the Secretary, the competent Vice-Dean and the Dean

Requirements: - high school diploma from a "*gimnazija*" (general grammar high school) or in a social science

- at least two years' work experience in the same or similar work
- advanced computer skills
- knowledge of English language

THE BOOKSHOP

Professional Officer in the Bookshop (*official, Grade 3 employment position, professional officer*)

- Tasks:**
- to sell books, textbooks, handbooks, forms and faculty souvenirs
 - to manage the administration of the bookshop
 - to hand in the daily till takings
 - to take care of the storage of textbooks, handbooks, forms and faculty souvenirs
 - to perform other tasks related to the employment position by order of the Secretary, the competent Vice-Dean and the Dean.

Requirements: - high school diploma

- at least two years' work experience in the same or similar work
- advanced computer skills
- knowledge of English language

ACCOUNTING

Head of Accounting (*official, Grade 1 employment position, Head of a department in the central service*)

- Tasks:**
- to organize and coordinate all the work of the Accounting Department, pursuant to the legislation and Regulations on Budget Accounts and the accounting plan
 - to monitor bookkeeping on the principle of double bookkeeping and provide data individually by types of revenue and income, expenditure and payments, as well as the status of assets, debts and own funds
 - to monitor records in the business record books that they are founded on reliable, truthful, orderly and previously verified accounting documents
 - to organize an inventory of assets, pursuant to the Act and the Regulations
 - to draw up periodic statements and final statements
 - to report on business results
 - to participate in drawing up financial plans

- to fill out reports in the field of accounting for the competent institutions
- to pay attention to the application of the law and other regulations on budget accounts and other regulations to which institutions of higher education are subject, and to inform the responsible persons in good time about any irregularities
- to give suggestions for promoting the organization of the work of the department and reorganization within the department during the absence of individual members of staff
- to perform other tasks related to the employment position within the realm of budget accounts pursuant to the Budget Act and other tasks, by order of the Dean and the competent Vice-Dean

- Requirements:**
- Bachelor's and graduate university degrees in economics or business economics
 - five years' experience in managing an accounting department
 - advanced computer skills and work with accounting programs
 - knowledge of English language

Head of the Bookkeeping Department (*official, Grade 1 position, Head of section*)

- Tasks:**
- to coordinate the work within the bookkeeping department
 - to keep daily records and ledgers and align them with the auxiliary ledger pursuant to the law and the Regulations on Budget Accounts and the accounting plan
 - recording all changes arising in funds and sources of funds
 - verifying and records financial and bookkeeping documentation
 - managing analytical bookkeeping, securities and other financial instruments received and issued, and claims and debts on the basis of loans received and issued, and bank loans
 - to prepare documentation for publication of periodical statements and the final statement
 - to monitor and apply laws and other regulations from the scope of work of the employment position
 - keeping and storing documentation, pursuant to the regulations of budget accounts
 - drawing up monthly, quarterly and annual reports, pursuant to regulations
 - to perform other tasks related to the employment position as ordered by the Head of Accounting, the Dean and the competent Vice-Dean

- Requirements:**
- undergraduate and graduate university degrees in economics
 - three years' experience in book keeping work
 - advanced computer skills
 - knowledge of English language

Head of the Accounting and Finances Department (*official, Grade 1 employment position, Head of section*)

- Tasks:**
- to coordinate the work within the accounting and finances department
 - the orderly up-dating of data needed for calculation of employees' salaries, and other forms of payments, pursuant to regulations, such as sick leave and loans, and recording and up-dating them
 - to collect reliable documentation and data on the basis of which payments are calculated
 - to perform all tasks related to payment of salaries and other payments
 - to provide data for pensions and processing them in relation to the competent pension insurance institution
 - to monitor and apply laws and other regulations from the scope of work of the employment position
 - to keep and store documentation, pursuant to the regulations on budget accounts
 - drawing up monthly, quarterly and annual reports, pursuant to regulations
 - to perform other tasks related to the employment position as ordered by the Head of Accounting, the Dean and the competent Vice-Dean

- Requirements:**
- undergraduate and graduate university degrees in economics
 - three years' experience in book keeping and finances
 - advanced computer skills
 - knowledge of English language

Capital Assets and Procurement Accountant (*official, Grade 2 employment position, senior professional officer (of a specific profession or for specific tasks)*)

- Tasks:**
- managing analytical accounts of fixed non-financial assets by type, quantity and value, and other necessary data, and current non-financial assets (stocks of materials) by type, quantity and value
 - calculating and recording changes in capital assets, pursuant to the law
 - preparation of documentation and running the annual inventory of capital assets
 - recording the inventory differences established by the inventory
 - calculating depreciation and revaluation
 - aligning with the main ledger
 - keeping auxiliary documentation for the needs of individual statements
 - managing procurement pursuant to the Public Procurement Act and alignment with the procurement plan
 - monitoring the legislation and other regulations from within the scope of the employment position
 - keeping and storing documentation, pursuant to the regulations of budget accounts
 - drawing up monthly, quarterly and annual reports, pursuant to regulations
 - to perform other tasks related to the employment position as ordered by the Head of the Bookkeeping Department, the Head of Accounting, the competent Vice-

Dean and the Dean

- Requirements:**
- Bachelor's or professional degree in economics
 - three years' experience in book keeping work
 - advanced computer skills
 - knowledge of English language

Customer and Supplier Payments and Account Balance Officer (*official, Grade 3 employment position, accounting officer - financial bookkeeper*)

- Tasks:**
- invoicing buyers on the basis of reliable documentation - payment orders related to collection of claims
 - receipt of invoices from suppliers, recording them, taking care of documentation in preparation for payment
 - liquidation of documentation on the basis of which payments in and payments out are calculated through monetary transactions
 - filling out transfer orders for payment of all debts
 - keeping analytical records of buyers and suppliers and monthly alignment with the main ledger
 - drawing up an overview of open items of customers and suppliers, and their alignment
 - calculation of interest
 - drawing up the necessary auxiliary records
 - monitoring the legislation and other regulations from within the scope of the employment position
 - to keep and store documentation, pursuant to the regulations on budget accounts
 - drawing up monthly, quarterly and annual reports, pursuant to regulations
 - performs other tasks related to the employment position by order of the Head of the Accounting and Finances Department, the Head of accounting, the competent Vice-Dean and the Dean

- Requirements:**
- high school diploma in economics
 - three years' experience in book keeping work
 - advanced computer skills
 - knowledge of English language

Treasurer and Officer for the Auxiliary Analytical Income and Expenditure Ledger (*official, Grade 3 employment position, accounting officer, financial bookkeeper*)

- Tasks:**
- to receive payments in and pay out cash money on the basis of reliable documentation, pursuant to the regulations
 - calculation and payment of remuneration for transport, travel expenses and other non-taxable payments
 - sorting cash money
 - to manage cashier's cheques and their payment

- to check and verify the petty cash balance and documentation on the basis of which payments are made
- to align the cashier's log and appending documentation with financial accounting
- to register all revenues and expenditure by organizational unit and projects through auxiliary cards
- monthly alignment of revenues and expenditure with the card Heads
- monitoring the legislation and other regulations from within the scope of the employment position
- keeping and storing documentation, pursuant to the regulations of budget accounts
- drawing up monthly, quarterly and annual reports, pursuant to the regulations in force
- to perform other tasks related to the employment position by order of the Head of the Accounting Department, the Head of accounting, the competent Vice-Dean and the Dean

- Requirements**
- high school diploma in economics
 - three years' experience in book keeping work
 - advanced computer skills
 - knowledge of English language

THE CENTRAL LIBRARY

Head of the Central Library (*Grade 1 employment position, graduate librarian/ senior librarian/library advisor*)

- Tasks:**
- to plan, organize, and manage the work of the library
 - to prepare programmes and organize various forms of education for users
 - to manage purchasing policies (collection and analysis of users' requirements, selection and procurement of materials)
 - professional supervision of the performance of all library work and cooperation with related libraries
 - to coordinate the work of the libraries of the institutes/clinics
 - represents the Library before the Faculty and external professional bodies
 - to undertake training themselves, by monitoring the development of the librarian profession
 - to cooperate in scientific research work
 - as needed, to participate in classes on an graduate and post-graduate level
 - responsible for their work to the Dean and Vice-Deans
 - to perform other tasks related to the employment position by order of the Dean and Vice-Dean

- Requirements**
- Bachelor and graduate university degrees in librarianship (information and communications science), or higher education in a biomedical or biotechnical

- subject, with the appropriate professional examination
- the appropriate professional examination
- five years' work experience in the same or similar work
- knowledge of English language
- advanced computer skills

Graduate Librarian/Senior Librarian/ Library Advisor in the Central Library
(Grade 1 employment position; graduate librarian/senior librarian/ library advisor)

- Tasks:**
- to align work on the level of the network of the libraries of organizational units
 - to process documents in terms of form and content
 - to provide information according to the needs of specific user profiles
 - to create bibliographies and content reviews of publications on veterinary medicine
 - to acquaint users with all bibliographic and other information and guide them in use of international data sources
 - work with users (lending materials, supervision of the reading room, copying documents, inter-library borrowing)
 - work in the library archives
 - is responsible for their work to the Dean, the Vice-Dean and the Head of the library
 - to perform other tasks related to the employment position as ordered by the Dean, the Vice-Dean and the Head of the library

- Requirements**
- Bachelor and graduate university degrees in librarianship (information and communications science), or higher education in a biomedical or biotechnical subject, with the appropriate professional qualification
 - knowledge of English language
 - advanced computer skills

For appointment to the title and employment position of library advisor - at least five years' work in librarianship after attaining the title of senior librarian, professional knowledge acquired after attaining the title of senior librarian pursuant to the Regulations on the Requirements and Procedure for Attaining Professional Titles in Library Professions.

For appointment to the title and employment position of senior librarian - professional examination for graduate librarians, at least five years' work in the librarian profession after passing the professional examination for graduation librarians, knowledge acquired pursuant to the Regulations on the Requirements and Procedure for Attaining Professional Titles in Library Professions.

Other requirements for employment and advancement are prescribed by the Regulations on the Requirements and Procedure for Attaining Professional Titles in Library Professions, the Act on Scientific Activities and Higher Education and the general acts of the Faculty and the University.

Assistant Librarian (*Grade 3 employment position in institutions of higher education and public institutes*)

- Tasks:**
- keeping records of library materials
 - receiving and registering publications procured by purchasing, as gifts or by exchange
 - keeping card registers and records of procurement and exchanges of publications
 - recording current publications received
 - inventory and cataloguing of library materials
 - work with users (lending materials, supervision of the reading room, copying documents, inter-library borrowing)
 - keeping records and statistics of users and use of publications
 - work in the library archives
 - responsible for their work to the Dean, the Vice-Dean and the Head of the library
 - to perform other tasks related to the employment position as ordered by the Vice-Dean and the library Head.

- Requirements**
- high school diploma
 - professional examination for assistant librarians
 - advanced computer skills
 - knowledge of English language

THE VETERINARY FACULTY MUSEUM

Professional Associate in the Veterinary Faculty Museum (*official, Grade 1 employment position, professional associate (of a specific profession or for specific tasks)*)

- Tasks:**
- to perform simple professional tasks in the Veterinary Faculty Museum
 - to take care of maintenance and restoration of exhibits
 - to maintain the organization of collections
 - to keep records of exhibits
 - to perform other tasks related to the employment position as ordered by their superiors

- Requirements**
- Bachelor's and graduate university degrees or an integrated undergraduate and graduate university degree in social sciences (museum studies, archaeology, art history, history)
 - professional examination for museum curator
 - at least two years' work experience in the same or similar work
 - advanced computer skills

- knowledge of English language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and other subordinate legislation, and the general acts of the Faculty and the University.

Professional Advisor in the Veterinary Faculty Museum (*official, Grade 1 employment position, professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- to perform more complex professional tasks in the Veterinary Faculty Museum
 - to take care of maintenance and restoration of the existing exhibits and to propose procurement of new ones
 - to improve the organization of collections
 - to write proposals for restoration of exhibits
 - to participate in organizing exhibitions
 - to perform other tasks related to the employment position as ordered by their superiors

- Requirements:**
- Bachelor's and graduate university degree or integrated undergraduate and graduate university degree in social sciences (museum studies, archaeology, art history, history)
 - professional examination for museum curator
 - at least 5 years' work experience in this post or the employment position of professional associate in the same or similar work
 - a positive evaluation by employers in their previous place of work
 - advanced computer skills
 - knowledge of English language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and other subordinate legislation, and the general acts of the Faculty and the University.

Senior Professional Advisor for the Veterinary Faculty Museum (*official, grade 1 employment position, senior professional advisor (of a specific profession or for specific tasks)*)

- Tasks:**
- responsible for management of and work in the Veterinary Faculty Museum
 - to perform professional and administrative tasks in procurement of new exhibits
 - to improve the organization of collections and propose the formation of new ones
 - to propose and undertake procedures to improve the work of the Museum
 - to organize exhibitions
 - to correspond with other Museums in relation to staging exhibitions or exhibiting individual collections or exhibits
 - to perform other tasks related to the employment position as ordered by their superiors

- Requirements:**
- Bachelor's and graduate university degrees or an integrated undergraduate and graduate university degree in social sciences (museum studies, archaeology, art history, history)
 - professional examination for museum curator
 - at least 5 years' work experience in this post or the position of senior professional associate doing the same or related work
 - a positive evaluation by employers in their previous place of work
 - advanced computer skills
 - knowledge of English language

Other requirements for employment and advancement are established by the Act on Scientific Activity and Higher Education and other subordinate legislation, and the general acts of the Faculty and the University.