



**Islamic Republic Of Afghanistan
Kabul Municipality**



HUMAN RESOURCES DEPARTMENT TERMS OF REFERENCE

H. E Mohammad Yonus Nawandesh

Signature: _____



1. Department Purpose:

- Support the vision of the Government of Afghanistan in the development of an unbiased Civil Service
- The delivery of improved services through effective, efficient and capable staff
- Retaining qualified staff through various incentives
- Provide all necessary facilities for establishing effective, service-oriented and a capable department
- Implement the strategies of the Kabul Municipality for effective results

2. Department Objectives:

- To strengthen the civil services through recruitment of highly qualified and committed staff in accordance with the provisions of relevant laws, regulations, procedures, guidelines, and other formal laws of the Independent Civil Service Commission;
- Building the capacity of KM staff through seminars, workshops and other similar measures;

3. Department Scope and Responsibilities:

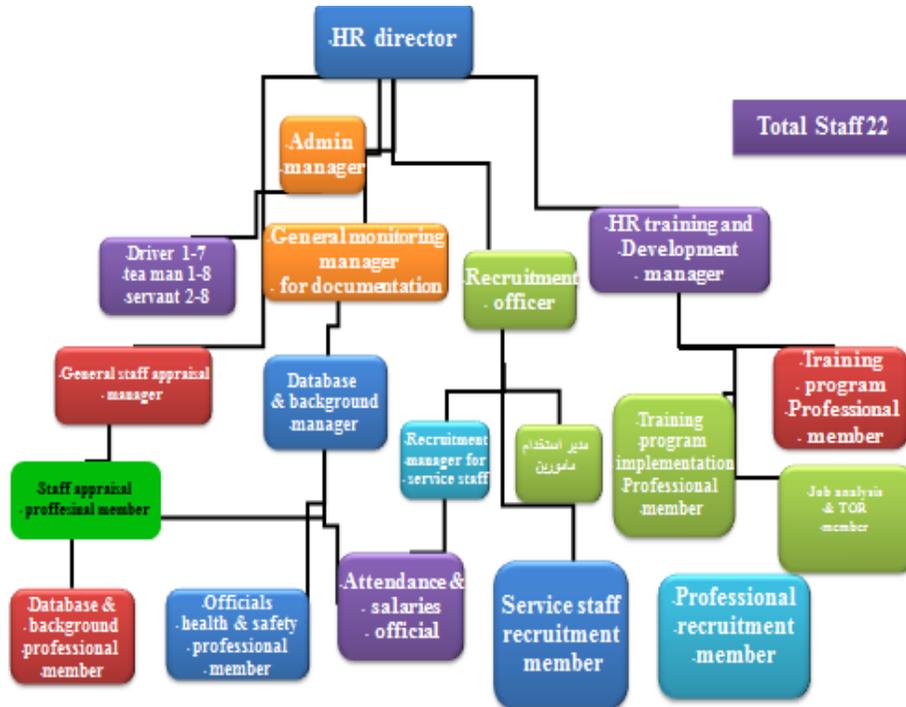
The scope and responsibilities of Human Resource Department are as follows:

- Implement the new system of salary with close cooperation of Independent Civil Service Commission (ICSC) and according to National Labor Law and other effective laws of the country;
- Oversee the implementation of objectives and programs of relevant departments taking into account the objectives and programs of the Kabul Municipality;
- Make recommendations for staff appointments, transfers, terminations, retirements, promotions, deployments, records, deaths, and resignations;
- Conduct programs, workshops, seminars to build the capacity of employees with close assistance of ICSC;
- Ensure cordial relations between central and district offices to better implement the HR policies;

4. Department *Tashkil*;



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5. Reporting:

HR Department reports to the Administration and Finance Deputy.

6. Liaison:

HR Department liaises its activities with ICSC, line Ministries, government organizations, Kabul Municipality DGs and District Managers

Annexes

Job Descriptions