Islamic Republic Of Afghanistan
Kabul Municipality

DISTRICTS TERMS OF REFERENCE
DISTRICT 17

H. E Mohammad Yonus Nawandesh

Signature: _____

1. District Purpose:

The purpose of the District Offices of the Kabul Municipality are to function as an effective, responsive, democratic, transparent and accountable local extension of the Kabul Municipality in the delivery of the day-to-day municipal services.

2. District Objectives:

To provide delivery of high quality, responsive city services that include sanitation, streets, drainages, parks, greenery, markets, revenue collection, permits, construction, maintenance, land regulations, financial management, budget development, capital improvement planning, administrative management, donor coordination and direct interaction with other government agencies in the city district jurisdiction.

3. District Scope and Responsibilities:

The scope and responsibilities of the District Offices are to:

- Implement KM policies and plans within the jurisdiction of the District
- Help generate revenues
- Control prices and measuring appliances, regulate and universalize the metric system in the district.
- Distribute price lists to businesses
- Grant trade licenses to various guilds in the city
- Register all formal and informal properties in the relevant district
- Control and supervise Businesses running within the district
- Prepare city statistics—information regarding the number of businesses, households, birth rates and death rates etc.
- Solve day-to-day problems of citizens such as attesting identification, attesting marriage certificates
- Raise public awareness regarding “City Culture”
- Implement small projects
- District offices should put the technical affair as priority for their work specifically work in engineering and construction sectors.
- Coordinate their purposed policies with Policy and Coordination departments in Kabul Municipality.

4. District *Tashkil*;

District office mainly staffed with Property, Sanitation, Revenue, Culture, Engineering and Statistics Managers. The District discharges its duties with the help of 27 personnel and 10 contracted staff making a total of 37 employees. Refer to Annex 1 for organizational chart.

5. Reporting:

District Office is obligated to report to the Deputy Administration and Finance of Kabul Municipality.

6. Liaison:

The District Office specifically coordinates overall activities i.e. administration and finance, city services, construction and technical with their respective deputies. While on specific issues such as Sanitation and Greenery, District office has to close working relations with Sanitation and Greenery Departments

Annexes

Annex 2
Job Descriptions

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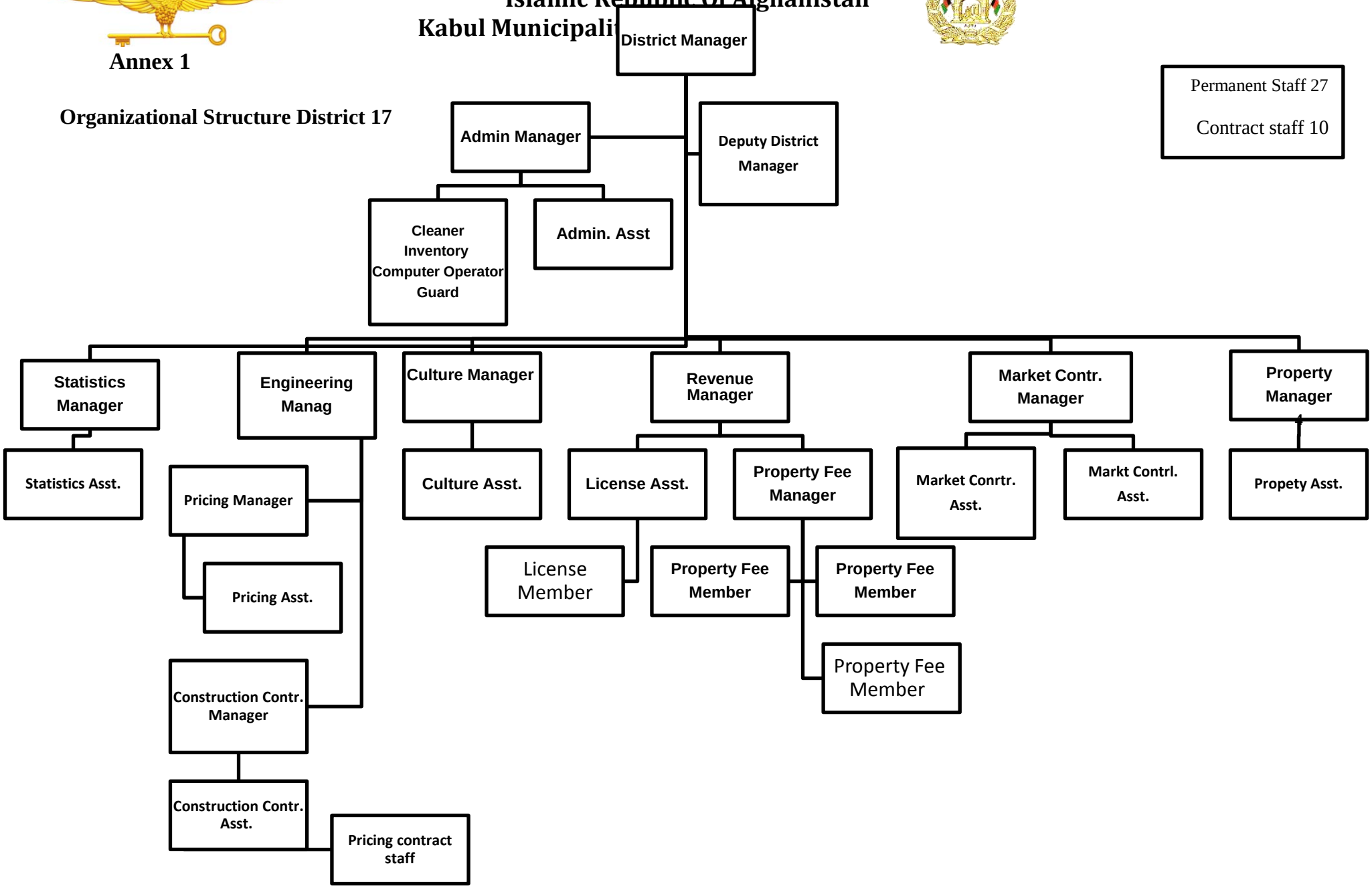
Annex 1

Organizational Structure District 17