**Islamic Republic Of Afghanistan**
**Kabul Municipality**

# DISTRICTS TERMS OF REFERENCE
# DISTRICT 20

H. E  Mohammad Yonus Nawandesh

Signature: _____

## 1. District Purpose:

- 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.

## 2. District Objectives:

- Achieving the objectives and implementing the strategy of Kabul Municipality,

## 3. District Scope and Responsibilities:

The scope and responsibilities of District Office are to:

- Implement KM policies and plans within the jurisdiction of the District
- Revenue generation
- Control prices and measuring appliances, regulate and universalize the metric system in the district.
- Distribute price list to businesses
- Grant trade licenses to various guilds in the city
- Property registration,
- Control and supervise Business
- 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
- Report on different issues happening in districts to the Policy and Coordination department and related departments
- 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 13 personnel and 7 contracted staff making a total of 20 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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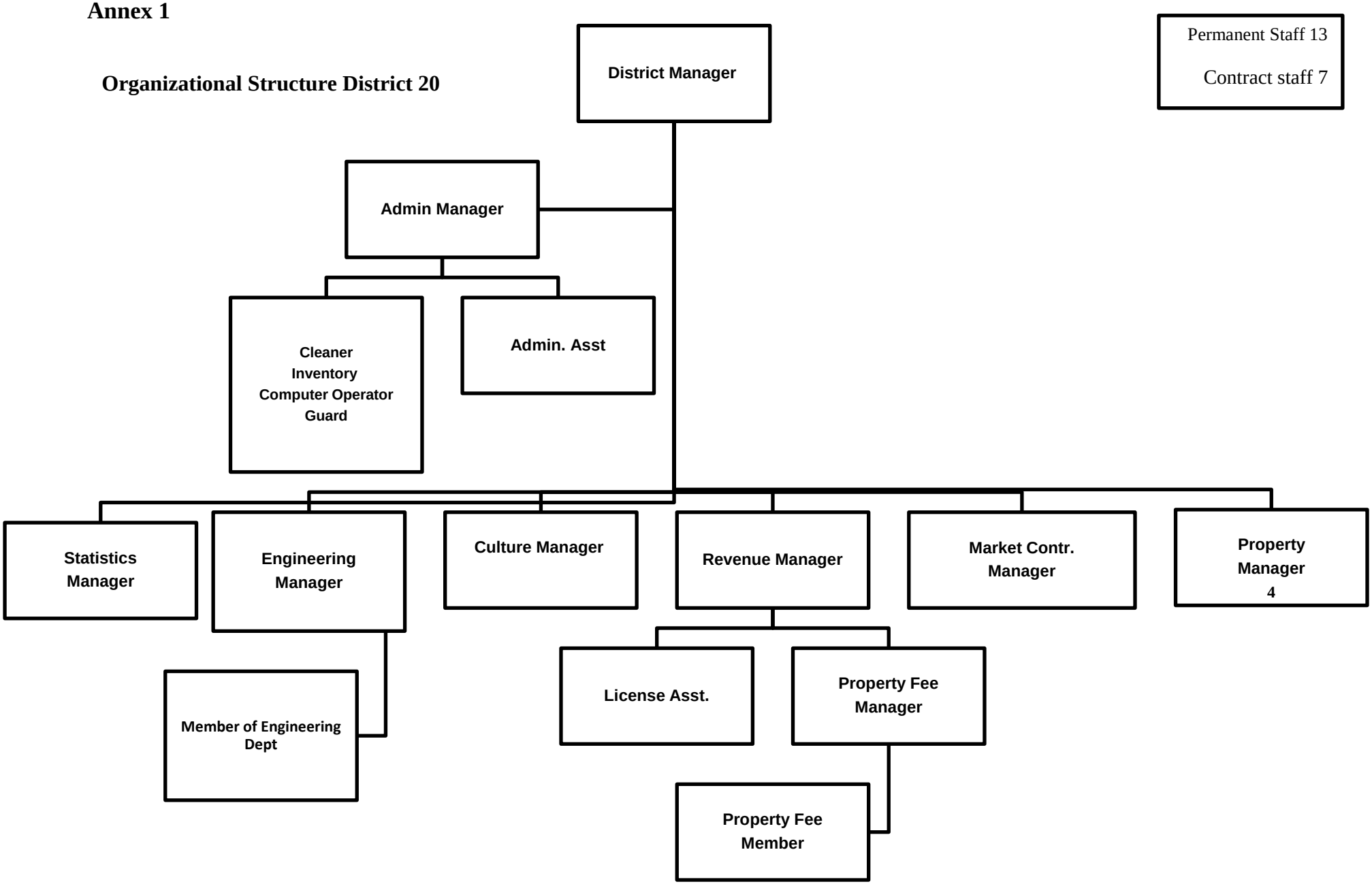
**Annex 1**

**Organizational Structure District 20**