



**Islamic Republic Of Afghanistan
Kabul Municipality**



CHIEF OF STAFF DEPARTMENT TERMS OF REFERENCE

H. E Mohammad Yonus Nawandesh

Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



1. Department Purpose:

The chief of staff department implements all activities through for the Kabul Mayor and Deputy Mayor according the Municipality law.

2. Department Objectives:

Announces all decrees, decree and resolution of Ministers counsel for related office, receiving all reports and send it to the higher related department, saving the documents in archives and given information about the requested documents form archive as per related department request

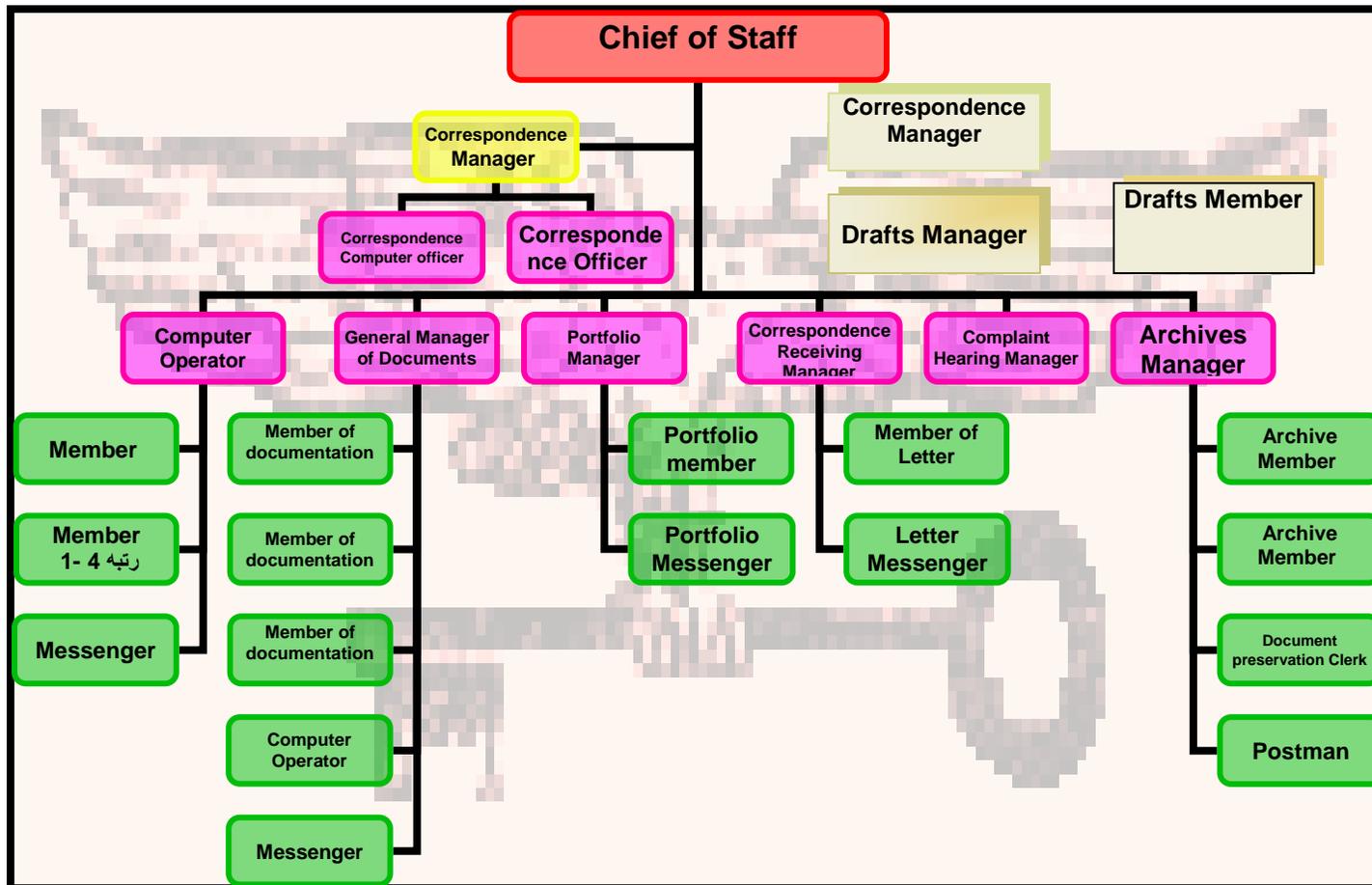
3. Department Scope and Responsibilities:

- Chief of Staff department had seven managers which are responsible for services
- Consideration to all requests
- Resolutions of admin meetings and decree
- Decree and resolutions of ministers' counsel and other decree which is send it by Kabul Municipality Mayor or Deputy Mayor
- Each of Managers has sprite job description, which are receiving order from the Chief of Staff Director.

4. Department *Tashkil*;



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5. Reporting:

All the employee of this department report to each related manager at end of working day.

6. Liaison:

- Cooperation with Deputy Mayor and Kabul Mayor
- in addition the documents which come from out of Kabul Municipality, taken the approval of Mayor or Deputy Mayor
- working as bridge between of governmental departments
- Considerate to all issue
- The Director of department is responsible for collective of information.

Annexes

Job Descriptions