

Financial regulations -NIHR

Powers and employees and workers tasks code policy in the Organization

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Introduction

Executive Director of the Organization

Duties

1. Entering negotiations regarding decisions concerning the Organization of the following topics (organizing partnerships and their termination with governmental and non-governmental organizations and donors...).
2. Representing the Organization at meetings and conferences that require his presence.
3. Chairing periodic and urgent meetings with department heads in the organization.
4. Direct supervision on programs, projects, and activities concerning the organization.
5. Signing the correspondences with governmental and non-governmental institutions and organizations.
6. Chairing some committees of the Organization if necessary.
7. Participating in strategic planning for the organization.

Powers

1. Ratifying the decisions of the committees and by reference.
2. Granting bonuses to employees and workers of the organization.
3. Ratifying the decisions concerning the suspension and termination of service of employees and workers in the organization.
4. Disbursement of funds by the financial powers in the Organization's financial regulations and policies.
5. Ratification of the decisions concerning the career ladder for staff and workers in the organization. Exercise the powers granted to him by the President and members of the governing body of the organization under article 10 of the rules of procedure of the organization.

CFO

Duties

1. Overseeing the preparation of monthly, quarterly, and annual financial reports of the organization.
2. Follow up and oversee all daily and monthly financial revenue and expenditure audit.
3. Overseeing the preparation of the Organization's fiscal budget (monthly, biannual, and annual) and validation.

4. Auditing the data of inputting the money in the Fund of the Organization and financial revenues and expenses record.
5. Overseeing and following up the preparation and following up of weekly and daily record of the organization.
6. Monitoring the cash audit in the Fund of the Organization and reviewing the disclosures.
7. Auditing the (time sheet) of the employees and workers of the organization.
8. Overseeing and following up the work of the accountant for settling accounts with authorized banks.
9. Direct oversee on the department employees.
10. Preservation of the assets and properties of the organization.
11. Issuance of instructions for the opening and closing dates of monthly and annual accounts.
12. In charge on the Organization's financial disbursements.

Powers

1. Signing the cheques and financial bonds and approving disbursements.
2. Financial disbursements under specific powers in the financial regulation and its policies in the organization.
3. Signature and ratification on financial transactions.
4. Grants, bonuses, and promotions for the employees and workers of the Department.
5. Leaves for employees and workers of the Department and by the powers vested to him.
6. Determining the estimated annual budgets for the implementation of the programs of the Organization.
7. Selection and nomination of committees of the Financial Department.

Programs and projects Department Manager

Duties

1. Direct supervision on Department employees.
2. Participation in writing the Organization's programs and projects.
3. To be responsible to the Organization's Executive Director regarding the tasks entrusted to him in the department.
4. Following up and evaluating the performance of workers in the Department in addition to the implemented programs and projects and monitoring their indicators.
5. Receiving the daily, monthly, quarterly, and annual reports on the workflow in the department.
6. Defining the roles and responsibilities of the employees within the Department.
7. Participation in conferences and courses within and outside the organization.
8. Reporting to the Executive Director of the organization.

9. Issuing guidance and awareness handbooks about business and development of its mechanisms.
10. Identifying field community needs which are relied upon to attract and convince the financiers, donors, and partners.
11. Supervision and development on organizing courses.

Powers

1. Disbursement order of the financial amounts within the limits of the disbursement powers.
2. Participating in multiple departments that are introduced in the organization.
3. Grants, bonuses, and promotions for the employees and workers of the Department.
4. Deciding to enter into partnerships with implemented works of the Organization, terminate, and extend.
5. Deciding to hold meetings of the Department and its management.
6. Expressing consultations regarding the implementation of programs and projects in addition to their duration and the money it needs to achieve its goals.

Administration and personnel Department

Duties

1. Preparation of work plans and specifying the timelines for the implementation of tasks for all personnel actions.
2. Implementation of controls and procedures for recruitment as well as instructions issued by the management of the Organization to monitor and develop the workflow.
3. Preparation of advertisements for job vacancies by advertising means accredited to the organization.
4. Preparation of studies, data, and statistics of the employees of the Organization and on demand.
5. Following up attendance and leave of employees and workers in the Organization and asking the employee of extraction of disclosures and sending them to supervisors for reviewing.
6. Overseeing the study and analysis of complaints by employees, workers, and stakeholders depending on the Organization's complaints policy.
7. Overseeing the receiving and compiling applications for jobs that are advertised and delivered to the concerned authority concerned to choose the best ones.
8. Continuous study of regulations and controls of hiring, salaries, and wages and submitting their suggestions and recommendations to the management of the organization.

9. Organizing training courses for employees of the Organization and stakeholders beneficiaries groups when necessary.
10. Following up the evaluation of job performance of the employees of the organization.
11. Following up the renewal of the contracts of the employees and worker based on the job performance evaluation and needs of the organization.
12. Implementation of procedures of all types of leaves.
13. Preparation of certificates and endorsement letters about the service and work in the organization.
14. Restriction to achieving gender balance in all departments and posts in the organization.

Powers (Department Director): -

1. Approval on promotion, bonuses, and salary decisions.
2. Granting leaves to the employees of the department according to the powers specified to him by the Organization's Executive Director.
3. Chairing periodic, quarterly, and annual meetings of the employees of the Department.
4. Directing to the disbursement of funds according to the powers specified to him in funds disbursement policy.
5. Renewing the contracts of employees of the Department and according to their job performance evaluation and the need to them.

Media and public relations department.

Duties

1. Reception of visitors to the Organization from various parties.
2. Organizing parties and events related to the activities of the organization.
3. Collaboration with departments and administrations of the organization.
4. Spokesman of the organization.
5. Preparation and promotion of activities of the organization with multimedia and oversee.
6. Monitoring, documentation, and evaluation of what is being promoted of news and information about the organization.
7. Preparation of materials that are posted by television or radio programs about the organization.
8. Following up the printing and publishing of different versions for programs and projects of the organization.
9. Communicating with individuals and media institutions about the activities of the organization.

Preparation, coordination, and supervision for public lectures and seminars implemented by the Organization.

Powers (Department Director): -

- 1- Leaves for employees and workers of the Department and by the powers vested to him by the executive director of the organization.
- 2- Chairing periodic, quarterly, and annual meetings of the employees of the Department.
- 3- Speak officially on behalf of the organization.
- 4- Directing to the disbursement of funds according to the powers specified to him in funds disbursement policy
- 5- Renewing the contracts of employees of the Department and according to their job performance evaluation and the need to them.
- 6- Represent the department in the national and international events.
- 7- Establishment and design of websites and procures and issues of the organization.

Woman and child department:

Duties:

- 1- Direct supervision on the department staff.
- 2- Accountable to the executive director of the organization regarding the duties assigned to him in the department.
- 3- Follow up and evaluate the performance of the employees in the department in addition to the programs and projects carried out related to women and children and keep up with its indicators.
- 4- Receive the daily, monthly, quarterly, and annual reports of the work progress.
- 5- Identification of roles and responsibilities of the workers within the department.
- 6- Participation in conferences and courses held in and out of the organization regarding women and children.
- 7- Report to the executive director.
- 8- Issuing guidance and awareness booklets on guaranteeing the rights and protection of women and children.
- 9- Identify the needs of the community in the field that depend on attracting and persuading financiers, donors and partners on women and children.
- 10- Supervising over organizing and developing courses.
- 11- Follow up and develop policies related to women and children.
- 12- Draw a response and referral map regarding the protection of women and children.
- 13- Supervising and managing shelters for battered women and children in need of protection.
- 14- Urge commitment to gender balance in all departments and functions of the organization.

Powers

- Order the disbursement of funds within the limits of the powers of exchange.
- Grants, bonuses and promotions for employees and workers in the department.
- Deciding, holding, and managing department-related meetings.
- Providing consultation on the implementation of programs and projects related to women and children.