

Annex resolution of the Minister of Local Government No. (1500) for the year 2021

On the adoption of a unified organizational structure of

Municipalities

Chapter 1

Main divisions of the organizational structure

Article (1)

The unified organizational structure of municipalities consists of the following organizational divisions:

First: The municipal council and its affiliates

1. Shura Council
2. Specialized committees.
3. Secretariat of the Municipal council

Second: The Mayor of the municipality

Third: The city manager.

Fourth: Administrative Units:

1. Department of Environmental Health.
2. Department of Urban Planning.
3. Department of Local Revenue.
4. Department of Finance.
5. Department of Human Resources.
6. Department of public hygiene services.
7. Department of local facilities and public works.
8. Department of Economic and investment affairs.
9. Department of Projects.
10. Department of Community Development.

Fifth: Offices:

1. Mayor's affairs Office.
2. City manager's affairs Office.
3. Legal Affairs Office.
4. Internal Audit Office.

5. Citizen Service Office.
6. Office of Women's Support and Empowerment.
7. Office for disabled people's affairs.
8. Public Relations and Media Office.
9. Office of Entrepreneurship and Business Incubators.
10. Office of Planning, monitoring, and Performance Evaluation.
11. Licences Office.
12. Branches and localities Affairs Office.

Chapter 2

Duties and Competences of the Municipal Council

Article (2)

The Municipal Council

It undertakes the competencies, tasks and responsibilities stipulated in Law No. (59) of 2012 regarding the local administration system and its executive regulations in accordance with the legislation into force.

Article (3)

Shura Council

It is the advisory body of the Municipal Council, it undertakes the competences, tasks, and responsibilities stipulated in Law No. (59) of 2012 regarding the local administration system and its executive regulations and other tasks assigned to it by the Municipal Council in relation to the nature of its work

Article (4)

Specialized Committees

The Municipal Council shall have specialized committees. Their organization, names and scope of action shall be issued by a decision of the Minister of Local Government.

Article (5)

Municipal Council Secretariat

It specializes in:

1. Preparing meetings for the Municipal Council and inviting members on behalf of the mayor, as the case may be
2. Preparing the agendas for the Municipal Council meetings in coordination with the Mayor of the Municipality
3. Documenting and recording the proceedings of the Municipal Council meetings.
4. Keeping a record of the minutes of the Municipal Council and the specialized committees' meetings.
5. Keeping and archiving documents related to the Municipal Council.
6. Following up on the meetings minutes and their approval by the mayor and members of the Municipal Council
7. Circulating the minutes of the Municipal Council meetings to the members of the Municipal Council to take the necessary measures in their regard.
8. Overseeing the specialized committees' rapporteurs of the Municipal Council.
9. Preparing and receiving correspondence in the name of the Municipal Council or any of its members, registering them, and submitting them to the Council or a member of the Council, as the case may be.
11. Assigning the necessary applicable procedures of the minutes of the municipal council meetings to the mayor or the city manager of the municipality office, as the case may be, to take the necessary actions in their regard in accordance with their respective competences.
12. Following up on correspondences and the implementation of the decisions and circulars issued by the council. Ensuring their circulation procedures and implementation and providing summary reports thereon
13. Following up on the committees' work formed according to the decisions of the Council and receiving the minutes and reports of their meetings and present them to the Council.
14. Ensuring the provision of support services to the council members and following up on the completion of the necessary arrangements for their travel and movement in coordination with the competent organizational units of the municipality
15. Preparing periodic reports on the activities of the Council's secretariat and presenting them to the Mayor.
16. Any other tasks entrusted to the Council's secretariat in accordance with the legislation into force

Chapter 3

Functions and Competencies of the Municipal mayor and city manager

Article (6)

The mayor

The Mayor is considered the first executive officer of the municipality and undertakes the functions, tasks, powers and responsibilities stipulated in Law No. (59) of 2012 regarding the local administration system and its executive regulations, and the tasks, competencies and works assigned to him in accordance with the regulations in place.

Article (7)

Municipality's city manager office

He undertakes the competencies, tasks and responsibilities stipulated in Law No. (59) of 2012 regarding the local administration system, its executive regulations and the legislation in force, as well as tasks and competencies assigned by the mayor of the municipality. He is subject to the direct supervision of the mayor.

Chapter 4

Units

Article (8)

Environmental Health Department

It specializes in the following:

1. Proposing local plans and policies for environmental sanitation programs that shall preserve public health and environmental safety in the municipality in accordance with the legislation in place.
2. Participating in the local committees to conduct environmental reviews and studies, to set norms and standards for environmental sanitation development projects, urban planning and urbanization.
3. Participating in the bidding process for public hygiene work, including collection, transfer and evacuation
3. Participation in the bidding process for public hygiene, including collection, transfer and deportation
4. Reviewing and approving payments related to public hygiene services

5. Following up and monitoring the treatment and safe disposal programs of solid and liquid hazardous waste from sewage, medical waste, landfill, ponds and swamps in the municipality and waste sorting centers.
6. Supervising and following up the implementation of environmental and health legislation regulating the integrated management of solid waste within the municipality.
7. Participating in the preparation of books of requirements and specifications for the provision of public hygiene services and solid waste management and preparing follow-up reports.
8. Disseminating the culture of separating and sorting garbage from the source in the municipality.
9. Monitoring the quality and disinfection of drinking water and ensuring the safety of water supply and sanitation water from pumping stations, lifting and treatment, any other aspects related to treated water use and disposal.
10. Organizing the work of the water laboratory to ensure the safety and quality of drinking water supplied from the sources, systems and public networks. Monitoring and checking the pipelines, taking and analyzing samples periodically and taking health and environmental measures in coordination with the operator for water and sanitation services in the municipality.
11. Conducting seasonal sampling of analyzes for bathing beaches and summer resorts and conducting periodic analyzes in two stages before the summer season to determine suitable places for swimming, fishing and in particular the installation of instructional boards.
12. Supervising precious metals laboratories
13. Monitoring and controlling air pollution.
14. Supervising and monitoring public health pest control works by defining safe control methods, used pesticides, periodic spraying lines, and by preparing the executive schedule for field control work.
15. Combating abandoned and stray animals in streets and public spaces.
16. Coordination with the of Environmental Sanitation unit of the municipality, to develop health and environmental requirements in a simplified technical guide, to follow up, monitor and to cover the technical aspect without being in contradiction with the issued legislation and specifications.
17. Monitoring and following up on industrial, service and handicraft activities having an environmental impact, and ensuring their compliance with the technical norms and standards, and that their products do not harm human health and the surrounding environment in terms of disturbance, noise and emissions such as fumes, gases and radioactive pollution affecting public health.
18. Supervising the work of laboratories and environmental sanitation laboratories, developing them to keep up with modern technologies.

19. providing health and environmental approvals on the proposed lands for the establishment of cemeteries and graveyards, monitoring and following up on their operation of guarding works, excavation and construction of graves, providing water, materials and equipment necessary for their operation, conducting periodic cleaning, and preparing monthly burial statistics with the operators of cemeteries and graveyards.
20. Monitoring the work of cemeteries and graveyards and supervising the transfer and evacuation of remains and corpses inside and outside.
21. Carrying out periodic health control and ensuring the availability of hygiene in commercial, industrial, artisanal activities in the public and private sectors which are directly related to consumer protection, citizen health and food safety in the municipality This includes butchers, poultry slaughterhouses, cafes, restaurants, hotels, recreation areas, barbershops, health, educational and tourist facilities.
22. Ensuring the continued cleanliness of parks, streets, squares, houses, galleries, building stairs, closed public places dedicated for citizens' gatherings and other public localities, and ensuring that they observe the necessary health conditions.
23. Ensuring the application of sanitary conditions in the bathing beaches, in public showers and in toilets.
24. Ensuring the cleanliness of public transportation.
25. Ensuring the implementation of the requirements that guarantee public safety in the operations of construction, demolition, repair, restoration and modification.
26. Ensuring that health conditions are met in places where dairy products are sold such as, beverage factories, bakeries, ready-made food factories and food industries.
27. Taking health measures, including warnings to stop the activity until the violation is removed, and follows up on its implementation with the Municipal Guard.
28. Monitoring slaughterhouses through the veterinary unit affiliated to the municipal Environmental Sanitation unit, examining livestock before and after slaughtering and applying the inspection stamp on the meat suitable for consumption according to the type and age of the carcass (sheep / goats / camels / cows) and supervising the disposal of meat unfit for human consumption and following up on meat handling through transport, sale and conservation
29. Forming seasonal work teams to inspect health and environment for seasonal activities, especially during religious and social seasons.
30. Cooperating with the animal health authorities in monitoring and controlling common diseases and avoiding their transmission and spread in accordance with health procedures.
31. Following-up on public safety procedures and programs for the prevention of occupational hazards for individuals and monitoring the extent to which public and private bodies adhere to the obligation to apply technical requirements and standards inside and outside buildings.

32. Participating in the proposal and development of the overall objectives of the municipality's strategic plan
33. Participating in public safety training programs in coordination with the relevant authorities.
34. Considering the most prominent problems and obstacles of environmental sanitation and public safety programs within the scope of the municipality, and propose scientific and simplified practical solutions and possible alternatives in cooperation and coordination with the relevant units.
35. Encouraging cooperation with environmental civil society organizations to participate in municipal environmental protection and sanitation awareness programs and providing logistical support to higher education students that concerns their research and studies in environmental health and public safety programs and representing the municipality in environmental forums and environmental sanitation programs.
36. Monitoring forest and reserves protection programs, and the operation of parks and gardens.
37. Organizing work relations in coordination and cooperation with the relevant municipal units and sections, with regard to joint works related to environmental sanitation.
38. Preparing periodic reports and statistics on the achievements and work of the units and the performance of its employees, and contribute to submitting proposals to improve performance, develop work, and transmitting a copy to the General Unit of environmental Sanitation for the statistical procedures at the state level.
39. Granting health and environmental approvals, carrying out health and environmental inspection work on all activities of all kinds, editing violations, issuing warnings and orders, and implementing seizure and lockout procedures in accordance with the legislation into force.
40. Examining and deciding on the applications referred from the licensing office and issuing the necessary approvals in accordance with the regulating legislation
41. Proposing decisions and procedures regulating the administration work.
42. Reporting on the progress of the administration.
43. Any other tasks assigned in accordance with the legislation in force.

Article (9)

Urban planning Department

It specializes in:

1. Proposing architectural models and styles that are in line with the architectural style of the municipality.
2. Reviewing urban design projects and presenting them to the relevant committees for approval.
3. Reviewing the architectural drawings of large and small projects undertaken by public authorities and individuals and submitting them to the relevant committees for approval.
4. Proposing the regulations governing the buildings and their uses, and their compliance with health and technical conditions.
5. Studying and developing the aesthetics of the municipality by coordinating the use of buildings, distributing colors, landscaping gardens, spaces and street equipment, and complying with the approved architectural patterns.
6. Proposing the controls regulating the uses of parks and public spaces and follow up on their implementation.
7. Inventorying and documenting the cultural, architectural and historical heritage, protecting antiquities and preserving the architectural and urban identity in coordination with the competent authorities.
8. Considering requests for technical descriptions, carrying out the required field visits, preparing the necessary reports and presenting them to the architectural committee.
9. Contributing to the committees for the initial and final delivery of projects.
10. Assisting judicial control officers in controlling violations and abuses of plans, presenting what is required to be presented to the competent authorities, and referring what is required to be removed to the country council to issue a removal decision.
11. Overseeing and implementing the legislation regulating urbanization and development.
12. Preparing the necessary technical reports for irregularities and abuses during urban plans.
13. Take the necessary measures in cooperation with the municipal guard in implementing the removal decisions.
14. Monitoring the implementing companies in ensuring public safety, removing construction waste, and maintaining the security and safety of the construction area.
15. Following up on court cases regarding infringements of plans and breaches of legislation.
16. Participating in committees to identify violations and control schemes.

17. Follow-up the engineering offices in preparing the organization lines and periodic examinations
18. Participating in the preparation of urban and detailed plans.
19. Apply legislation regulating the use of banners, billboards and advertising spaces.
20. Proposing ways to develop the municipal transportation network.
21. Follow-up the implementation of traffic lights of all kinds.
22. Monitoring traffic in general, study traffic jams and propose solutions.
23. Proposing the implementation of parking stations.
24. Participating in the relevant committees with the competent authorities in following up on the implementing procedures of the traffic plan.
25. Keeping and documenting plans at all levels according to the latest systems
26. Supervising the General Archives of Urban Planning and working on its development and management.
27. Supervising electronic networks, and equipment used in urban planning.
28. Overseeing the management of the municipality's properties, documenting and protecting them, and proposing ways to manage and invest them as well as undertake the tasks of inventorying private properties in real estate located on the site of public benefit projects, and taking action regarding their expropriation and compensation of owners and documenting them in the name of the municipality or the state, as the case may be.
29. Creating and building an information system about digital maps, databases and digital documents using geographic information systems (GIS)
30. Overseeing the development and implementation of programs, policies and procedures related to infrastructure planning and geographic information systems to maintain a suitable environment for living and the requirements of sustainable development goals in line with local culture and identity.
31. Work on inventorying municipal public space and identifying places for advertising boards for the purpose of opening a bid for renting them.
32. Examining the applications referred from the licensing office and issuing the necessary approvals to issue licenses in accordance with the relevant regulations
- 33.** Proposing decisions and procedures that regulate the administration work
- 34.** Reporting on the progress of the municipal work.
- 35.** Any other tasks assigned to it in accordance with the legislation in place.

Article (10)

Local Revenue Management Department

It specializes in:

1. Collecting and controlling municipal revenues and developing proposals for collecting uncollected revenues.
2. Keeping the records and books stipulated in the Local Revenue System Regulations and any other records that are required to be kept.
3. Direct supervision of the main treasury, subsidiary and qualitative treasury of local revenues in the municipality.
4. Direct supervision of the collectors works while ensuring the correct use of collection tools according to the legislation in force.
5. Implementation of settlements with subsidiary and qualitative treasuries and the necessary bank settlements for municipal local revenue accounts.
6. Receiving, delivering and maintaining financial receipts for local revenues and stamps of municipal fees and tickets.
7. Receiving and executing requests to replace financial receipts, municipal fees, and tickets from subsidiary safes and collectors.
8. Opening records of municipal royalties and recording all the operations that take place in their regard.
9. Following up on the collection, deposit, registration and recording of local revenues on their due dates.
10. Following up on cash revenues and ensuring their transfer at the specified times to calculate municipal local revenues.
11. Contributing in the preparation of the necessary studies for the development and diversification of local revenues, in coordination with the competent organizational divisions
12. Verifying the use of approved tools, models, and mechanisms adopted in the collection of local revenues.
13. Following-up and ensuring the transfer of financial balances from the main, subsidiary and qualitative local revenue accounts in banks to the main local revenue account in the municipality.
14. Studying the reasons for the inability to collect the revenues due to the municipality and suggesting the appropriate treatment for that.
15. Preparing projected annual local revenue estimates
16. Executing local account reconciliation and revenue reconciliations in coordination with subsidiary and qualitative treasuries.
17. Following-up on the opening of bank accounts for local revenues to the main subsidiary and qualitative treasuries with banks.

18. Ensuring that the accounting system and the approved documentary cycle are used to collect local revenues.
19. Following up on the necessary bank reconciliation for the local revenue accounts for the main, subsidiary and qualitative treasuries.
20. Preparing statistics on the volume of municipal local revenues and for each revenue item
21. Preparing the final account of the municipality's local revenues for the ended fiscal year.
22. Developing a periodic reporting on the functioning of the Local Revenue Unit, the main, branch and qualitative treasuries of the municipalities
23. Any other tasks assigned to it in accordance with the legislation in force.

Article (11)

Finance Department

It specializes in:

1. Executing disbursement operations from the budget sections in accordance with the approved allocations.
2. Preparing disbursement permissions for legal deductions and referring them to the competent authorities.
3. Keeping books and records related to the municipality's accounts, including records of all payments made outside the budget, and preparing accounting entries in accordance with the applicable legislation and regulations.
4. Preparing the balance sheet of the municipality according to the state financial law and the list of accounts and the budget, adopted by the internal auditor and the financial controller and presented to the city manager of the municipality office and then to the mayor and the municipal council then referring it to the competent authorities.
5. Conducting financial analysis of the municipal budgets and balance sheet. Prepare periodic and annual reports.
6. Cashing out temporary and permanent financial covenants, and making the necessary adjustments in a timely manner
7. Conducting the necessary monthly reconciliations for the municipality's bank accounts, and preparing the monthly settlement notes
8. Following-up on payments of municipal obligations towards suppliers, contractors and others.
9. Following-up on letters of guarantee in terms of duration, renewal and related accounting aspects.

10. Following up and examining open documentary credits first and foremost to see what was used and what is left unused until the end of the financial year
11. Preparing the municipal project files, so that the actual expenses of each project are monitored separately.
12. Supervising localities, ensuring that localities are committed to record-keeping, and conducting the necessary restrictions first and foremost by keeping the item cards and recording the supplied and paid items
13. Ensuring that all security and safety procedures and requirements are available in localities.
14. Planning the warehousing policy according to the incoming items, the appropriate places for their storage and methods of storing them and ensuring the validity of the localities and their absorptive capacity.
15. Providing the facilities and the necessary capabilities to the annual inventory committee that is formed in the municipality.
16. Providing adequate means of transportation and handling to ensure the ease and safety of stock handling.
17. Review the personal covenant of equipment, tools and devices and follow up on related procedures.
18. Dividing inventory into permanent, consumer and scrap items in accordance with the budget, accounts and warehouses regulations.
19. Participating in examining the shipments supplied to the warehouses and ensuring their conformity with the standard and technical specifications specified in the supply orders.
20. Applying the approved classification and coding guide for stored items.
21. Inventorying control (the upper limit – the lower limit – the reorder point) and reporting in monthly and periodic reports
22. Direct supervision of the payment treasury and the organization of its work in accordance with the legislation in force.
23. Keeping cash and checks in accordance with the country's financial law, the charts of accounts and budget
24. Keeping communication cards and gasoline coupons and hold a record of their disbursement in accordance with the legislation in force and renewing them whenever necessary.
25. Completing the procedures for preparing disbursement permissions by editing and writing checks after completing their codification, following up on their signature by the legally authorized body and handing them over to the beneficiaries in accordance with the established rules.
26. Recording the disbursement approvals in the cash ledger allocated to each section and the calculation of deposits and accounts after disbursing them, and stamping the

document as “disbursed” so that the seal includes all the attachments of the disbursement approval.

27. Ensuring that all the checks have been disbursed during their validity period, preparing a list of the disbursed ones and taking the necessary measures in this regard.
28. Providing the municipality's needs of stationery materials, operating supplies and others by making contacts and exploring local markets with a view to obtaining the municipality's procurement needs at the lowest cost.
29. Receiving purchase requests from the organizational divisions of the municipality and identifying their needs and supplies.
30. Carrying out local purchases after the adoption of the Procurement Committee minutes and issuing the commissioning order or contract, as the case may be.
31. Providing offers and soliciting prices to be presented to the Municipal Procurement Committee
32. Participating in the inspections and examinations upon delivery of purchases and compare them with the required specifications in coordination with the organizational units requesting the supply of materials or the committees assigned to do so and take the necessary actions.
33. Overseeing the implementation of applicable laws, resolutions, regulations and general regulations in the field of finance.
34. Preparing proposals to achieve develop and simplify management functions for the purpose of raising the level of service delivery and performance in accordance with the applicable legislation.
35. Regular reporting on the progress of the department.
36. Any other tasks assigned in accordance with the legislation in force.

Article (12)

Human Resources Department

It specializes in:

1. Implementing laws, regulations, decisions, systems and rules relating to the affairs of municipal staff and organizing its functions affairs.
2. Creating, maintaining, and organizing employee members' files and including and maintaining any documents related to them according to the recognized norms and principles
3. Organizing and controlling attendance and departure processes and taking the necessary measures regarding violators in accordance with the legislation in force
4. Coordinating with the organizational divisions regarding the annual efficiency reports and ensuring that they are kept in the personnel files

5. Supervising programs on social solidarity among employees in accordance with the legislation in force.
6. Holding the Secretariat of the Personnel and training Committee and the membership of the Municipal Disciplinary Board.
7. Collecting information, preparing and updating human resources statistics using an electronic system.
8. Reporting on job performance rates for municipality employees and refer them to the staff Committee
9. Custody a record of vacations and complaints in accordance with the legislation in force.
10. Executing plans and decisions related to human resource development.
11. Contributing to the evaluation of companies and training centers
12. Contributing to the preparation of forms for identifying training needs and working on their analysis once they are completed by the employees and assessing the real gaps that are preventing the staff from achieving the highest levels of performance in coordination with the General Secretariat of the Supreme Council of Local Administration.
13. Participating in the elaboration of annual training plans and working on their implementation after their adoption by the Training Committee In coordination with the General Secretariat of the Supreme Council of Local Administration.
14. Following-up on the implementation of the annual training plan and evaluating training processes including trainers and trainees.
15. Receiving, recording, storing and distributing incoming and outgoing mails.
16. Carrying out archival work and organize it according to its classification to ensure that Files, documents, and correspondence are circulated and saved using the electronic archiving system.
17. Supervising the administrative affairs work related to the preparation of correspondence and the organization of its circulation and preservation.
18. Membership in the standing or interim committees as per the circumstances in accordance with the legislation in force.
19. Coordination, guidance, and follow-up between the unit's divisions.
20. Preparing proposals for the development of management work for the purpose of raising performance rates in accordance with the legislation in place.
21. Preparing the salaries of municipal employees in accordance with the regulations and decisions issued regarding wages and benefits.
22. Preparing files and municipal employees' payroll cards
23. Preparing forms, payrolls, wages, bonuses and social security procedures for staff retirement.
24. Implementing the changes, in terms of financial compensation ,that affect positively or negatively the employees in social and occupational terms (annual increases,

promotions, various bonuses, functional adjustments) in accordance with the approved budget

25. Applying and implementing salary deductions in particular absence from work in accordance with the legislation in force.
26. Implementing the prevailing legislation in relation to sick leaves, work injuries and other matters determined by law
27. Working to create, develop and disseminate the use of information technology, and simplify ways to benefit from it.
28. Developing plans and policies to introduce modern technology in the field of work in coordination with municipal organizational divisions.
29. Cooperating with the Office of Public Relations and Media with regard to technical support in the dissemination of media materials and website development.
30. Contributing in the training of municipal employees in the use of computers and programs.
31. Preparing and implementing plans for periodic and urgent maintenance, guarding and hospitality work cleaning and disinfection of the municipal office.
32. Managing, maintaining and controlling the movement of the municipal rolling stock and providing their fuel, oil requirements. Preparing a roaming book, carrying out compulsory insurance and technical examination
33. Developing the periodic reports on the progress of the department.
34. Any other tasks assigned in accordance with the legislation in force.

Article (13)

Public Hygiene Services Department

It specializes in:

1. Developing an operational plan to ensure the collection and transportation of municipal solid waste from garbage and commercial waste from homes, shops, public and private facilities, and from fields, squares, parks, and local markets to landfills and final disposal - it includes defining routes, itineraries, collection timing, collection points, and determining the employment needs, machinery, equipment and work to implement the plan.
2. Suggesting the estimated budget required for the collection, transportation and evacuation of municipal solid waste, street sweeping, and public health pest control works.
3. Implementing municipal plans (emergency plan) in emergency and force majeure cases and take preventive measures for implementation to avoid any threat or danger to public health and the environment resulting from mismanagement of municipal solid waste in coordination with the Environmental Sanitation Unit

4. Tracking and determining the location of vehicle routes by installing a GPS monitoring system by establishing a control room for monitoring and following-up in coordination with the Environmental Sanitation Unit
5. Collecting solid waste of all kinds in accordance with the approved plan and in accordance with the provisions of the legislation in force
6. Collecting and transporting residues from roads, sidewalks and garbage collection areas.
7. Proposing operating needs including manpower, equipment and machinery.
8. Carrying out work to control pests, insects and rodents harmful to public health.
9. Taking preventive public and occupational safety measures, and preparing a timetable for pest control work, including methods and routes for spraying pesticides, in coordination with the Environmental Sanitation Unit.
10. The safe use of pesticides in controlling pests and others, and the adoption of modern techniques and methods in a way that does not harm the public health in coordination with the Environmental Sanitation Unit
11. Carrying out periodic spraying of garbage collection places and bins.
12. Carrying out sweeping works for the main and secondary paved and asphalted streets and dust collection then transporting these wastes to the landfills sites in accordance with the operational plan that includes the itineraries and the timetable for sweeping and street cleaning.
13. Doing street washing work to complete the cleaning work and make the streets look decent
14. Identifying human resources needs and mechanisms for sweeping work.
15. Proposing the use of modern methods in the field of automated sweeping.
16. Carrying out periodic maintenance and repair work for machineries that are directly operated by the administration, prepare technical reports, and provide the necessary spare parts for their continued use in accordance with municipal controls and procedures in place.
17. Coordinating with the relevant municipal units to follow up and develop the municipal solid waste management process.
18. Following-up and reporting on the progress of private companies work, according to the follow-up procedures approved by the municipality.
19. Compliance and follow-up of public safety measures and procedures during the collection, transportation and evacuation of solid waste.
20. Working on spreading the culture of sorting and separating waste and garbage from the source and participating in programs of separation and valorization of waste in coordination with the municipal unit of environmental sanitation and civil society organizations.
21. Conducting surveys and studies to assess the level of hygiene services provided, including a periodic questionnaire for the residents of the municipality through various means of communication and take measures to improve them in coordination with the Municipal Unit of Environmental Sanitation and civil society organizations

22. Developing work plans in line with the available working forces and equipment and machineries in coordination with the Unit of Environmental Sanitation.23. Preparing the estimated budget necessary for the work of the units in coordination with the Environmental Sanitation Unit.
23. Collecting complaints from units and responding to all measures such as field visits and preparing the report in accordance with the legislation implemented in coordination with the unit of health in the municipality.
24. Participating in the evaluation and classification of private companies working in the field of solid waste and general hygiene work
25. Developing the periodic reports on the progress of the department.
26. Any other tasks assigned in accordance with the legislation in force

Article (14)

Department of Local Facilities and Public Works

Its competent to undertake the following:

1. Maintaining and organizing the work in accordance with the legislation regulated for that.
2. Making an inventory of buildings that may collapse, preparing reports, and referring them to the appropriate authorities.
3. Reporting to the competent authorities about any problems that may occur in public roads such as water, sanitation, electricity and others.
4. Preparing statistics and data for municipal facilities, auditing and analyzing them, and issuing an annual bulletin in this regard in cooperation with the competent authorities.
5. Receiving and responding to complaints and taking all measures such as field visits and preparing technical reports in accordance with the legislation in force, and in coordination with the competent organizational divisions
6. Following-up on the use of buildings and land in accordance with the usage certificates granted in this regard in coordination with the specialized organizational divisions
7. Following up and monitoring the unpermitted construction works, preparing the relevant technical reports and refer them to the competent authorities in coordination with the Municipal Guard, as well as preparing the technical reports ordered by the Public Prosecution and police stations
8. Applying regulations, technical standards and requirements relevant to permissible weights, as well as protecting roads from the placement of liter and determining the distances prescribed for the construction of buildings on both sides.
9. Ensuring the safety of roads by equipping them with traffic signs and flexible fences and protecting them from animals and others, in coordination with the competent organizational divisions.

10. Conducting studies and research to develop and modernize paving and asphaltting methods, and maintenance of pits and depressions, in coordination with the competent organizational divisions of the municipality.
11. Proposing sites for parks and green spaces projects according to the standards and the adopted urban plans
12. Contributing to the development of technical designs in relation to the construction and development of the municipality facilities in coordination with the specialized organizational divisions
13. Proposing the establishment of utilities, public toilets, fountains. Locating, operating, cleaning and maintaining them.
14. Managing the operation of municipal roads, public lighting and parking lots
15. Managing and operating municipal water towers and sanitation networks
16. Managing the operation of the municipal domestic gas and other utilities in accordance with the legislation in force.
17. Carrying out the operation and management of gardens, parks, squares and facilities, ensure their sustainability, by conducting gardening works and maintenance of the irrigation systems, recreation arcades, games, lighting, fencing and others.
18. Carry out landscaping and edging trimming works on main and secondary streets
19. Managing cemeteries within the scope of the municipality, maintaining and fencing them, proposing expansions, or finding new cemeteries in accordance with the legislation in force.
20. Examining the requests referred from the Licensing office and issuing the necessary approvals for the issuance of licenses in accordance with the regulations in place
21. Supervising the management of municipal slaughterhouses in accordance with the legislation in force.
22. Organizing and managing local, seasonal and weekly markets according to the legislation.
23. Preparing the periodic report on the progress of the department activities.
24. Any other tasks assigned in accordance with the legislation in place.

Article (15)

Department of Economic Affairs and Investment

Its specialized in the following.

1. Preparing a database for the sectors and permanent economic activities in the municipality, as well as for the available and untapped production resources, and proposing means and mechanism to benefit from them.
2. Identifying the needs and status of operational programs related to the economic development of the municipality according to the legislation in force.

3. Implementing the provisions of the legislation governing the protection of consumer rights, combating commercial fraud and taking the necessary measures in accordance with applicable laws and regulations
4. Coordinating with the competent authorities on the examination, analysis and compliance procedures to the standard specifications of goods and merchandise in the markets to protect vital needs and protect the consumer from commercial fraud
5. Coordinating and cooperating with consumer protection associations and specialized civil society organizations.
6. Studying the investment opportunities and other local and available investment alternatives and proposing the establishment of investment projects within the municipality and collecting relevant data and statistics.
7. Developing the municipal investment plan and implementing the necessary studies for local revenues development and diversification.
8. Evaluating municipal investment projects, and investment opportunities in the public and private sectors, proposing the implementation of the viable ones
9. Creating the appropriate investment and competitive capabilities for economic activities to encourage and increase municipal investment opportunities.
10. Proposing investment incentives and encourage investors to participate in the program of economic development in line with the available resources in the municipality.
11. Preparing investment plans and promoting them within the limits of the competencies granted to municipalities and setting financial programs to support projects
12. Suggesting mechanisms and methods to benefit from and invest in the municipality's properties
13. Proposing, studying and expressing an opinion on investment projects and taking the necessary measures for their adoption and approval.
14. Receiving investment requests from investment institutions and investors in accordance with legal requirements, and contributing to the evaluation of technical and economic feasibility studies for municipal investment projects.
15. Study and evaluate investment applications, express a recommendation to the municipal council and to the competent authorities to obtain approval.
16. Conducting economic and investment studies for the municipality
17. Working to improve the investment climate by studying and proposing exemptions, incentives and advantages for projects aimed at developing the municipality and improving its efficiency in coordination with the competent authorities.
18. Coordination with relevant units and offices in investing in the municipality's revenue returns to investigate future investments
19. Propose and implement strategic plans that will develop and promote the handicraft industry in the municipality.

20. Proposing studies, research and statistics related to the handicraft industry at the local level to develop investment mechanisms and propose ways to maintain these industries as a Libyan heritage.
21. Proposing and implementing work programmes to cooperate with relevant institutions that will contribute to the development of the handicraft industries within the municipality and take the necessary regulatory procedures to improve the markets for handicraft industries, particularly in terms of supplying materials and supplies related to crafts sector
22. Organizing exhibitions and special markets to introduce handicraft industries within the municipality. Proposing and implementing plans and programs to train citizens living in the municipality in traditional professions and crafts, in coordination with the competent authorities.
23. Following up on the implementation of the municipality's investment plan through preparing monthly and quarterly reports and forwarding them to the municipality's mayor.
24. Examining the applications referred from the Licensing office, issuing the necessary approvals for the issuance of licenses in accordance with the regulations into force
25. Proposing plans and programs for the investment of public space within the municipality.
26. Developing periodic reports on progress of the Department.
27. Any other tasks assigned in accordance with the legislation in force.

Article (16)

Department of Projects

Its specialized in the following:

1. Managing, operating, and maintaining municipal utilities in coordination with the relevant organizational divisions
2. Preparing technical estimations, calculating the initial cost of projects, and preparing all necessary procedures and documents for project implementation.
3. Coordinating with the Urban Planning Unit in preparing the necessary maps, drawings and specifications for project implementation.
4. Raising and defining the sites necessary for the implementation and establishment of municipal projects in coordination with the Unit of Urban Planning, and conducting field tests for these projects
5. Contributing to the development of proposals for the necessary infrastructure projects of water, sanitation, roads, etc., and the development of project proposals to solve the bottlenecks that the municipality is suffering from.
6. Coordinating with the municipal competent organizational units and the relevant state agencies and institutions to provide the project sites with the infrastructure of water, sanitation, electricity and gas, as well as coordinating with the Unit of Urban Planning and

the Unit of Local Utilities and Public Works in issuing the necessary licenses for the implementation of those projects.

7. Coordinating with the specialized organizational divisions concerned with geographic information systems (GIS) to ensure the inclusion of municipal projects in the system and following-up on updates, progress report and other information related to municipal projects and provide the Ministry of Local Government with this information.
8. Completing the procedures for handing over the site to the executing company after signing the contract.
9. Carrying out supervision work of projects and presenting the executive position and a brochure of the completed works in accordance with the provisions of the Administrative Contracts Regulations
10. Supervising the implementation of maintenance projects, construction of buildings, water and sanitation networks, paving roads, gardens, parks, public lighting and other municipal facilities.
11. Providing change request in cases of unforeseen business in accordance with the provisions of the Administrative Contracts Regulations.
12. Complying with the plans and specifications required for the implementation of projects in accordance with the necessary procedures for quality control.
13. Monitoring the consulting firms assisting to supervise municipality projects
14. Following-up and evaluation of projects, preparing the executive position and percentages of completion according to the schedule, and submission of following-up on reports and final report.
15. Reviewing the work plan provided by the implementation tools and ensures the availability of human resources, mechanisms, equipment, materials, and others, and document them.
16. Preparing reports on the municipality's suspended projects, reasons for stopping, and proposed solutions.
17. Receiving the extracts from the implementation tools of the contracted municipality projects, reviewing them, approving them and referring them to take the necessary actions.
18. Preparing the final payment certificate and the payment following-up report on the extracts submitted from the implementation tools.
19. Following up of implementation tools in terms of their commitment to public safety measures, timetable and business items during project implementation processes.
20. Preparing studies, research, technical specifications and engineering designs.
21. Contributing to the submission of studies and research for the purpose of developing and modernizing the methods of paving, painting and maintenance of excavations and landings within the scope of the municipality in coordination with the competent organizational divisions.

22. Reviewing the preliminary studies of the specialized technical issues that are presented to the mayor and suggest the necessary recommendations in this regard.
23. Preparing designs and engineering drawings, documenting and preserving them using modern scientific methods.
24. Contributing to the preparation of studies and technical specifications for municipal projects in coordination with the competent organizational divisions.
25. Contributing to the inventory and study of dilapidated and ramshackle buildings in coordination with the Unit of Local Utilities and Public Works in coordination with the competent organizational divisions
26. Studying applications referred from the licensing office granting the necessary approvals to issue licenses in accordance with the regulations into force.
27. Providing periodic and exceptional reports on the work progress of the Department.
28. Any other tasks assigned in accordance with the legislation in force.

Article (17)

Department of Community development

It specializes in the following:

1. Developing the youth sector, preparing and implementation of youth programs within the scope of the municipality.
2. Preserving the local and national cultural heritage and encouraging traditional and crafts industries in coordination with the competent organizational divisions.
3. Supporting folklore teams and poets' clubs, organizing cultural events and permanent exhibitions of traditional industries and traditional folk collectibles, and supporting and activating them
4. Preparing the necessary systems for preserving and documenting cultural production and folklore and working on their classification, indexation and conservation according to the latest methods in this field.
5. Carrying out a comprehensive inventory of heritage and folklore teams, poets' clubs, and exhibitions of traditional industries and following them up.
6. Contributing to the advancement, support and encouragement of the cultural movement in various arts and literature
7. Encouraging and supporting creators, promising talents and initiatives in the cultural field and in literature.
8. Activating the cultural scene, cultural salons, and meetings with elites, writers and intellectuals.
9. Coordinating with the organizational division in charge of youth affairs to prepare plans and programs for holding youth festivals and cultural weeks.

10. Managing the municipal library and covering its needs in books and magazines through specially prepared programs.
11. Issuing introductory books of the municipality - cultural, literary, and historical and heritage - after obtaining the required approvals for publication from the competent authorities.
12. Supporting and encouraging programs for upgrading, educating children, and working at various levels, in coordination and cooperation with the relevant authorities.
13. Encouraging the authoring, reviewing and publishing movement in the municipality.
14. Seeking to support cultural institutions and intellectuals and support their work.
15. Encouraging creativity and creative competition in the various cultural fields.
16. Conducting contacts and coordination with local publishing houses to organize book exhibitions, literature and arts work, within the framework of the programs decided in particular by the Municipal Council.
17. Following up on the implementation of spatial development projects with community participation.
18. Supporting and encouraging the sports activities of federations, associations, and clubs within the municipality.
19. Developing executive programs related to recreational activities in the municipality in accordance with the legislation in force.
20. Executing sports programs and supervising sports competitions
21. Contributing to the development of indoor and open-door sports fields and playgrounds in accordance with international standards.
22. Communicating with clubs, local people, and competent authorities, and propose sports projects.
23. Coordinating between civil society organizations to achieve the goals for which they were established and discuss with them fields of cooperation.
24. Strengthening the role of civil society organizations, supporting, developing them, and preserve their independence.
25. Working with civil society organizations in order to create an effective partnership in the field of activities and programs aimed at developing awareness in society.
26. Identifying all civil society organizations located within the administrative scope of the municipality.
27. Following up on the activities and programs implemented by civil society organizations.
28. Coordinating with the Shura Council regarding the study and evaluation of the proposals submitted to the municipality.
29. Implementing of community meetings in coordination with the competent organizational units of the municipality.
30. Proposing plans to provide aspects of social, health and psychological care for the elderly

31. Suggesting plans and programs to improve the standard of living for people with limited income.
32. Suggesting plans and programs to ease the burden on orphans and widows.
33. Examining the applications referred by the licensing office and granting the necessary approvals to issue licenses in accordance with the regulations.
34. Conducting a social survey within the municipality.
35. Proving periodic reports on the work progress of the Department.
36. Any other tasks assigned to it in accordance with the legislation in force.

CHAPTER 5

Offices

Article (18)

Mayor's affairs Office

It specializes in the following:

1. Preparing memos for the mayor's meetings and presenting them to him before recording them.
2. Preparing for holding and convening the mayor's meetings and preparing their agendas.
3. Recording the mayor's incoming and outgoing mails in a special archive, in order to ensure their relevant dispatching.
4. Preparing and receiving correspondences, registering them, and presenting them to the mayor, with the necessity of attaching the antecedents of the subject as the case may be.
5. Recording the minutes of the meetings and documenting the decisions in special registers that are sealed and numbered and are communicated to the concerned organizational units in the municipal office.
6. Follow up the implementation of the decisions and instructions issued by the mayor.
7. Ensuring the provision of support services to the mayor's office and following up on making the necessary arrangements for his travels and movements, in coordination with the competent organizational divisions.
8. Documenting and classifying the reports and notes prepared by the specialists and presenting them to the mayor of the municipality.
9. Organizing the mayor's interviews and communications and ensure timely information.
10. Collecting data and information requested by the mayor, in coordination with the competent organizational divisions.
11. Preparing periodic reports on office's work.

12. Any other tasks assigned to him in accordance with the legislation in force.

Article (19)

The city manager affairs Office

It specializes in the following:

1. Providing and preparing notes for meeting agenda items and presenting them to the city manager.
2. Preparing and inviting for meetings and providing the necessary needs for that.
3. Recording and documenting the minutes of the city manager's meetings.
4. Following up on the committees' works, chaired by the city manager or participating as a member, and receive the committees' minutes of meetings and reports
5. Ensuring the provision of support services to the city manager's office and following up on the completion of the necessary arrangements for his travels and transfers, in coordination with the competent organizational divisions.
6. Following up on the implementation of the instructions and assignments issued by the city manager to units and offices and ensure the relevant procedures for their circulation and work, by providing brief reports about them.
7. Registration and documenting the city manager's mails.
8. Preparing and documenting the city manager's correspondence.
9. Preparing periodic reports on work of the office received from the archives.
10. Any other tasks assigned to him in accordance with the legislation in force.

Article (20)

Legal Affairs Office

It specializes in the following:

1. Preparing the required draft decrees and legal memoranda.
2. Expressing an opinion and providing legal advice to the municipal council, the mayor, the City manager and all organizational divisions in the various legal issues presented to them.
3. Examining and expressing an opinion on complaints and grievances and presenting them to the mayor of the municipality.
4. Cooperation with the competent legal authorities to prepare the defenses, responses, and legal memoranda that clarify the municipality's point of view in related disputes within its administrative scope.
5. Supervising the documentation of legal issues related to the municipality work, and keeping references, evidence, statements and indexes related to legal affairs.

6. Following up on the legislation and proposing amendments regarding the municipality's interests and competencies.
7. Drafting and reviewing contracts and memoranda of understanding to which the municipality is a party.
8. Participating in the membership of the permanent and temporary committees, as the case may be, and in accordance with the legislation in force.
9. Participating in the commission of inquiry and membership in the disciplinary council of the municipality.
10. Supporting the municipal library with references and legal documents related to municipal work.
11. Custody records of decisions.
12. Coordinating with the organizational divisions of the municipality regarding the provision of documents and data related to the lawsuits filed by the municipality
13. Providing periodic reports about the work of the office.
14. Any other tasks assigned in accordance with the legislation in force.

Article (21)

Internal audit office

Its specialized in the following:

1. Reviewing and examining all disbursement permissions and ensuring that all documents are available, completed and prepared in accordance with the applicable legislation and accepted accounting principles.
2. Reviewing and examining the local revenue documents after their completion to ensure that they are correct and regular and in accordance with the regulations of the local revenue system and collection methods.
3. Verifying that the expenditures are in accordance with the items approved in the budget, and in line with the law and the legislation into force.
4. Examining the accounting records and books, whether in paper or in electronic support, to ensure their regularity, validity and integrity based on the accounting guidelines.
5. Reviewing payrolls and verifying the correctness of their data.
6. Verifying the implementation of the legislation related to salaries, bonuses, allowances, incentives and legal deductions.
7. Reviewing and auditing procedures for documentary credits carried out by the municipality.
8. Reviewing the spending of the permanent and temporary covenants and replacing them, verifying the attached documents, and making sure that the spending limits are adhered to in accordance with the provisions of the legislation in force.

9. Reviewing the work of the main, subsidiary and qualitative treasuries, examining their books, records and documents, and verifying that the inventory was carried out in accordance with the established rules and procedures.
10. Conducting periodic and random inventory operations on cash, covenants in safes, and on merchandise in warehouses, and proving that in the inventory report.
11. Reviewing the financial reports and final accounts prepared by the financial affairs department and ensure their accuracy and compliance with the country's financial law, regulations and instructions issued pursuant thereto.
12. Monitoring the functioning of the financial affairs department in the municipality and its administrative units to ensure compliance with relevant regulations and legislation and verify their adequacy and suitability.
13. Reviewing all contracts and agreements concluded by the municipality to ensure their compliance with the financial rules and regulations
14. Examining the complaints referred to the office about financial violations and other violations in accordance with the powers granted to the office.
15. Evaluating the internal control systems, including the accounting system, to verify their security and suitability, identifying deficiencies, if any, and suggesting the necessary means and procedures to treat them in a way that ensures the protection of the municipality's funds and properties from embezzlement, loss or manipulation.
16. Evaluating the adequacy of the organizational chart of the municipal units in terms of clarity of powers and responsibilities and the separation of conflicting competencies and other organizational aspects.
17. Evaluating the level of performance of the administrative units in the municipality for their set objectives, and analyzing the reasons for differences, if any.
18. Providing advice when preparing the estimated project budget for the municipality.
19. Providing advice to the municipality's administrative units to add value to their operational processes by strengthening internal control systems or developing governance and risk management applications.
20. Working on developing and strengthening the concept of self-control in the municipality.
21. Preparing periodic reports and submitting them to the mayor of the municipality.
22. Any other tasks assigned to him in accordance with the legislation in force.

Article (22)

Citizen Service Office

It's specialized in the following tasks:

1. Organizing and arranging the reception and orientation of citizens to the local organizational units related to the services required by the citizen.

2. Organizing Inquiries, receiving visitors and guests, directing and guiding them to the competent organizational divisions to complete their transactions.
3. Receiving inquiries and complaints from citizens, shop mukhtars, or parents' committees related to municipal services and others, and referring them to the competent organizational units in the municipality.
4. Referring the complaints that the specialized technical offices were unable to resolve to the mayor of the municipality.
5. Following up on the progress of complaints and grievance procedures within the municipality and take all measures to ensure that they are answered in a timely manner, in coordination with the Planning, Follow-up and Performance Evaluation Office.
6. Following up on complaints received from Municipal Guard offices and police stations and technical reports ordered by the Public Prosecution Office, in coordination with the competent organizational divisions in the municipality.
7. Developing the work of the office by electronically archiving complaints related the organizational divisions work in the municipality.
8. Following up on the questionnaires issued by the Planning, Follow-up and Performance Evaluation office about the opinions and satisfaction of citizens municipal service delivery.
9. Contributing to the development of strategies to face emergencies and public disasters.
10. Studying the periodic reports submitted by the concerned authorities regarding the obstacles that prevent the optimal handling of situations of risks, emergencies and crises, and develop appropriate solutions to overcome those obstacles.
11. Determining the municipality's needs in terms of resources, mechanisms, equipment, requirements and means for risks and crisis management, emergencies, and disasters.
12. Developing the necessary plans and executive programs to generalize public and occupational safety services within the municipality.
13. Participating in suggesting, developing and following up on the provision of equipment and supplies for security, public and individual safety.
14. Conducting inventory operations in coordination with the competent authorities related to the treatment of emergency situations, such as electricity, civil defense, security directorates and other competent technical authorities.
15. Verifying the conditions of safety rules that should be met in the various industrial, commercial and agricultural activities, professions, businesses and establishments located within the municipality are implemented in a manner that ensures the protection of lives, public and private property, in coordination with the concerned stakeholders.
16. Monitoring the implementation of prevention and safety requirements in residential, commercial and industrial buildings and public facilities in the public and private sectors.

17. Following up and monitoring the procedures for the periodic and preventive maintenance of fire prevention means and emergency exits, as well as the equipment for ambulance and rescue.
18. Following up on accidents related to public safety, record and write reports about them, explaining their causes, and including the means and preventive precautions to avoid their recurrence.
19. Contributing to the preparation of the annual plan for the periodic and random inspection of public and private places and headquarters within the municipality and places of public works in roads and buildings to ensure the application of public safety rules and requirements.
20. Supervising the process of receiving and directing complaints and emergencies and reporting them to the competent authorities, each according to his competence, and ensuring a prompt response.
21. Preparing periodic and exceptional reports on the work progress of the office and submitting them to the mayor of the municipality.
22. Any other tasks assigned in accordance with the legislation into force.

Article (23)

Women's Support and Empowerment affairs Office

Its specially tasked with:

1. Proposing local policies to empower women economically, socially and culturally.
2. Determining the obstacles and problems that women face in the municipality and proposing appropriate solutions.
3. Receiving and examining complaints related to women's affairs and referring them to the competent authorities to solve them.
4. Conducting studies and research related to encourage women to establish their own projects and proposing the necessary programs and projects to create a stimulating environment for women's economic empowerment.
5. Establishing a database of women's practices of economic activity and investment opportunities available within the municipality, and working to update these data periodically, and contribute to providing a suitable environment for female entrepreneurs in coordination with the competent organizational divisions.
6. Presenting proposals related to the types of administrative and financial support for women projects and presenting initiatives that contribute to the economic empowerment of women in coordination with the competent organizational divisions.
7. Implementation of workshops, seminars, conferences and training programs that contribute to spreading the culture of economic empowerment of women in the municipality and

contribute to providing them with the necessary skills and knowledge in coordination with the competent organizational divisions.

8. Contributing to the preparation of studies, research and data collection and information necessary for the preparation of indicators for measuring women's economic empowerment.
9. Organizing awareness and educational campaigns to raise society's awareness of the importance of women's empowerment and development.
10. Proposing local policies and plans to activate the role of women in the municipality.
11. Working to create appropriate conditions for female employees in the municipality.
12. Cooperating and networking with municipalities, state institutions and local organizations to achieve common goals with regard to supporting and empowering women in the municipality.
13. Contributing to the establishment of women's cultural salons in coordination with the relevant organizational divisions in the municipality, and civil society organizations that are concerned with women's issues.
14. Contributing to raising women's culture, and adopting projects for talent development in various cultural, artistic and creative fields.
15. Issuing bulletins, reports, research and press articles in support of women's businesses.
16. Providing periodic reports on office work.
17. Any other tasks assigned to him in accordance with the legislation in force.

Article (24)

Office of Disabled people's affairs

Its specially tasked with:

1. Implementing legislation and decisions related to disabled people in municipalities.
2. Studying legislation, laws, regulations, and decisions related to disabled people and working to follow up on their implementation and development.
3. Making an Inventory and creating an integrated database of disabled peoples and classifying and tabulating the data in a way that facilitates the provision of the service to them
4. Proposing plans and programs to develop and raise the competencies of disabled people to enable them to obtain job opportunities in the public and private sectors within the municipality.
5. Contributing to programs to attract disabled people entrepreneurs in coordination with the competent organizational divisions of the municipality.
6. Supporting the participation of disabled people in conferences, exhibitions, and workshops, which contributes to raising their capabilities.
7. Organizing cognitive activities for disabled people, developing their capabilities, and setting up recreational programs.

8. Contributing to solving problems that hinder the integration of disabled people into society.
9. Proposing plans, measures and technical specifications necessary to facilitate the movement of disabled people and their access to buildings, institutions and car parks in coordination with the competent organizational divisions.
10. Providing additional channels for communication with disabled people, providing direct support services and enabling them to send their inquiries to the competent authorities.
11. Verifying, when executing municipal projects, the availability of special requirements to meet the needs of disabled people, such as special paths and guiding signs, and the availability of their seating places so that municipal facilities meet their needs, according to the nature of those needs, and review the conditions of existing facilities to provide for those needs.
12. Contributing to proposing laws and regulations related to the work of centers for disabled people.
13. Contributing to drawing up the necessary plans and programs for the development of work in the centers and schools of disabled people.
14. Overseeing the integration of disabled people into society through specialized centers and institutes.
15. Coordinating with the competent authorities to open classrooms to educate disabled people in public schools in areas that do not have their own schools, institutes and centers
16. Holding scientific and cultural forums, symposia and conferences in relation with disabled people and participating in what is being held at the local level in coordination with the competent organizational divisions.
17. Providing periodic reports on work of the office.
18. Any other tasks assigned in accordance with the legislation into force

Article (25)

Public Relations and Media Office

Its specially tasked with:

1. Organizing special events for the municipality and supervising the participation of the municipality in public events.
2. Contributing to the organization of sports, recreational and cultural activities, and trips for municipality employees in coordination with the competent organizational divisions.
3. Participating with the specialized organizational divisions in preparing a communication plan for the municipality and citizens and activating community participation.
4. Preparing the visitors' badge and staff badges inside the municipal office and creating a visitor's log.
5. Completing the personal procedures of the municipality's employees.

6. Linking communication and technical cooperation with other municipalities
7. Collecting and analyzing the data and information necessary to develop plans and programs to support the development of the municipality's relationship with the various segments of citizens.
8. Preparing to participate in seminars, conferences and workshops that are related to the municipality work.
9. Carrying out ceremonies in, reception, hospitality and accommodation for the municipality's guests from inside or outside in coordination with the competent divisions of the municipality and the relevant authorities.
10. Preparing and implementing the municipality's media plan after its approval by the municipality mayor.
11. Communicating and coordinating with the various media regarding the municipality's activities.
12. Following up on the municipality's website, in coordination with the relevant organizational divisions.
13. Preparing bulletins to cover the activities carried out and supervised by the municipality.
14. Suggesting, preparing, and executing advertising campaigns, mass media programs, media bulletins, producing documentary tapes, and issuing publications that highlight the civilized and historical aspect, as well as the works carried out by the municipality at the spatial level.
15. Monitoring publications through the various media and social networks and preparing responses in cooperation with the competent organizational divisions.
16. Following up on citizens' complaints, grievances and views expressed in the mass and electronic media, and refer them to the Citizen Service Office
17. Organizing interviews and press conferences held by the municipality.
18. Supervising the elaboration of the municipality annual report in coordination with the relevant organizational divisions.
19. Providing periodic reports on the work of the office.
20. Any other tasks assigned in accordance with the legislation into force.

Article (26)

Entrepreneurship and business incubators

Its specially tasked with:

1. Suggesting and implementing plans and programs to attract pioneering and creative ideas and transform them into real marketed projects and products
2. Establishing an integrated database in the field of entrepreneurship, commercial activities, craftsmanship, industrial activities, and others.
3. Providing all forms of support in the field of training, rehabilitation and consultancy in various fields, including creating the appropriate environment for business incubators.
4. Preparing the necessary proposals and studies to develop business incubators.
5. Supporting entrepreneurs in networking, attracting financing institutions, and building partnerships with investors, banks and other related parties.
6. Contributing to the preparation of feasibility studies in cooperation with the Department of Economic Affairs and Investment
7. Planning, implementing and participating in competitions between entrepreneurs.
8. Cooperating with educational institutions, civil society organizations and other relevant parties to spread the culture of leadership and initiative in society.
9. Developing innovative ideas to create pioneering projects that serve the local community and meet the needs of the national market in proportion to the potential of the investor, in cooperation with the Unit of Economic Affairs and Investment.
10. Creating the appropriate environment for the establishment of micro-projects and propose the establishment and provision of the necessary buildings for these projects.
11. Contributing to the organization of exhibitions, to introduce and market the products of small projects, in coordination with the competent organizational divisions.
12. Providing a fully equipped office space, meeting rooms, and necessary devices and equipment to support entrepreneurs and emerging business owners.
13. Providing legal, administrative, technical, and marketing advice to entrepreneurs.
14. Facilitating the approvals, licenses and lending guarantees necessary for small projects.
15. Providing all support and assistance in establishing small and micro projects, this contributes to the advancement of the national economy, providing job opportunities and achieving spatial development in the municipality
16. Helping protect intellectual property rights.
17. Following up on projects through periodic field visits, to ensure the continuity and development of emerging projects.
18. Preparing the necessary studies, statistics and indicators resulting from the activities that are supported by the office in cooperation with the competent organizational divisions.
19. Examining applications referred from the licensing office and granting the necessary approvals to issue licenses in accordance with the relevant regulations
20. Providing periodic reports on the work of the office.
21. Any other tasks assigned in accordance with the legislation into force.

Article (27)

Planning, Follow-up and Performance Evaluation Office

Its specially tasked with:

1. Participating in defining the municipality's vision, mission, strategic and operational objectives.
2. Participating in preparing the executive and detailed plans for the projects that the municipality is implementing, and ensuring that they meet the national plan.
3. Being a member of the committee to prepare the municipal budget plan and implement it in stages in cooperation with the competent organizational divisions and in accordance with the budget publication
4. Receiving, examining, analyzing and collecting the proposals of units, offices, branches and localities in the municipality regarding their projects and plans in the development field.
5. Participating in community meetings when developing a municipal plan in coordination with the Municipal Council, and the competent organizational divisions
6. Preparing follow-up reports on the implementation of the programs and projects of the economic and social development plan at the municipality level.
7. Proposing development projects and infrastructure projects in the municipality, in coordination with the competent organizational divisions of the municipality.
8. Following up on preparing the citizen's budget model and publishing it through the various media.
9. Collecting information, data and reports on the municipality and its activities, reviewing, categorizing and analyzing them, preparing reports and extracting the necessary indicators.
10. Providing reliable information, specialized studies and statistics using the latest scientific and technical methods that support relevant decisions.
11. Meeting the requests and needs of the organizational divisions in the municipality and its branches for information, data, documents, and responding to their inquiries.
12. Studying the difficulties and obstacles that hinder the implementation of the implemented plans and policies and suggesting ways to address them.
13. Opening special register for public and private companies in accordance with the provisions of the Administrative Contracts Regulations.
14. Evaluating the registered companies and classifying them according to their capabilities and evaluation rates.
15. Developing the necessary mechanisms to ensure the actual capabilities of the implementation tools and suppliers, and work on the implementation of field visits to the projects implemented by the implementation tools and the preparation of visit reports.
16. Working on collecting and documenting all information and data related to implementation tools and suppliers registered in the municipality in an electronic system.
17. Issuing certificates for implementation tools and suppliers registered in the municipality.

18. Taking all necessary measures to obtain certificates of international specifications.
19. Monitoring the work of the committees and work teams and evaluating their work.
20. Preparing follow-up reports and evaluating the performance of the work of the units, offices, committees and other organizational divisions and forwarding them to the mayor of the municipality.
21. Following up the ongoing work, documentary cycle and administrative correspondence in the municipality.
22. Studying the difference between the existing situation and the ideal situation and submit reports to the mayor of the municipality.
23. Setting standards to measure the performance of the organizational divisions in the municipality.
24. Follow up on the implementation of the agreements concluded between the municipality and other authorities.
25. Ensuring the use of procedures manuals, matching the work performed thereto, and taking corrective actions.
26. Measuring citizens' satisfaction with the quality of services and taking all necessary measures to raise the quality of the services delivered.
27. Preparing the periodic and exceptional reports on the work progress of the municipality and submitting to the mayor.
28. Any other tasks assigned in accordance with the legislation into force.

Article (28)

Licenses office

It's specialized in the following:

1. Receiving all requests for issuance, cancellation and renewal of licenses of various types and referring them to the competent organizational divisions to take all technical measures in accordance with the legislation in force.
2. Issuing and renewing licenses for practicing commercial, industrial and craft activities, building licenses, demolition, alterations, maintenance, excavation and other licenses prescribed for the municipality in accordance with the legislation in force.
3. Custody records and documentations of licenses, organizing and archiving them, and creating a database
4. Verifying the applicant identity and the validity of the submitted documents.
5. Verifying that the applicant has no violations or any expired licensing documents, as well as making sure that the requested activity and the place of its practice can be approved.

6. Receiving requests to amend licenses, whether related to assignment, change of legal form, trade name, or other procedures while ensuring that they do not conflict with the legislation in force.
7. Verifying that all legal procedures required to issue new licenses are completed, and that all approvals and permissions required to be issued by the competent organizational divisions are fulfilled, in accordance with what is determined by the regulatory legislation.
8. Allocating a file number for each new license.
9. Verifying that the trade name corresponds to the name on the license
10. Use the electronic systems in documentation and follow-up work.
11. Preparing periodic reports on work of the office.
12. Any other tasks assigned in accordance with the legislation in force

Article (29)

Office of branches and localities

It's specialized the following tasks:

1. Supervising the heads of the branches and mokhtars of localities located in the geographical scope of the municipality according to the circumstances.
2. Following-up on the work of the branches and localities and carry out the tasks assigned to them in accordance with the legislation in force.
3. Monitoring the setting up of the community committees in the localities and refer reports on their activities.
4. Contributing to the community participation programs in coordination with the chiefs of branches and localities.
5. Providing localities with administration certificates and all supplies.
6. Coordinating between the parties to settle disputes arising from the civil disagreements between branches or localities.
7. inventorying, recording, and developing a database for foreign residents residing in the localities of the municipality and include all necessary data in coordination with the localities.
8. Coordinating and following-up with the Office of the Citizen Service in handling complaints and proposals received by the branches and localities.
9. Following up on the formation of conciliation and arbitration committees in accordance with the legislation in force
10. Identification of Libyan and foreign tenants in the municipality in coordination with the Mokhtars of localities
11. Preparing the periodic report on the work progress of the office.
12. Any other tasks assigned in accordance with the legislation in place.

Chapter 6

General provisions

Article (30)

The assignment of occupants of leadership positions in the municipality (directors of departments, offices, sections, and units) shall be by the mayor in accordance with the conditions and controls established for occupying leadership positions.

Article (31)

The provisions of the unified regulatory structure apply to all municipalities in the Libyan state.

Article (32)

Administrative Units under the mayor's authority

1. Department of Environmental Health
2. Department of Urban Planning
3. Department of Local Revenue
4. Department of Finance
5. Mayor's Office
6. Office of Legal Affairs
7. Office of internal audit
8. Office of Planning, Follow-up and Performance Evaluation
9. Office of branches and localities

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Administrative Units under the city manager authority

1. Department of Human Resources
2. Department of public Hygiene Services
3. Department of local facilities and works.
4. Department of Economic and Investment Affairs.
5. Department of projects.
6. Department of Community Development.
7. City manager affairs office.
8. Office of Citizen Service.
9. Office of Women's Support and empowerment.

11. Office of Disabled people's affairs
12. Office of Public Relations and Media.
13. Office of Entrepreneurship and Business Incubators.
14. Licences Office.