

## **Personnel Organization**

Research and submit to the Director of Department:

**1.** Submit to the People's Committee the draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs area to the Department authorities;

**2.** Implement legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas the authority is delivered.

### **3. About the organizational structure:**

**a)** Submit to the People's Committee decided to decentralize the management apparatus for professional bodies, state units of the People's Committee;

**b)** Evaluation and submit to the City People's Committee on functions, tasks, powers and organizational structure of professional agencies, the departments of the specialized agencies and state units of the City People's Committee; to establishment plan, merger and dissolution of the state units of the City People's Committee for People's Committee in accordance with the decision;

**c)** Evaluation and submit to the Chairman of the city decide the establishment, dissolution and merger of inter-organizational coordination in accordance with municipal law;

**d)** Research and submit to the People's Committee set up elaborate plans, merger and dissolution of the specialized agencies of the People's Committee for People;

**e)** To coordinate with the relevant authorities of the city guide, monitor and supervise the implementation of the classification, ranking administrative agencies, units of the city under the provisions of law;

**f)** Evaluation or appraisal of the project involved the establishment, dissolution, ranking the state-owned enterprises; the arrangement, use and evaluation appointment, reappointment, rotation, commendation, discipline and different policy regimes for managers of state enterprises under the People's Committee assigned by the management of Chairman of the People's Committee.

### **4. About the management and use of staffing:**

**a)** Research and report to the People's Committee the personnel plans to submit to the People's Council decide the total payroll in the city and through the total administrative payroll of the city before they are submitted competent to decide;

**b)** Submit to the Chairman of the People's Committee decided to assign administrative payroll, the state enterprises;

**c)** To guide the management and staff to use the specialized agencies of the City People's Committee and the business units in accordance with state law.

**d)** To assist the City People's Committee incorporated the implementation of regulations on autonomy and self-responsible for the staffing agency and state autonomy, self-responsible for performing the tasks , organizational structure, staffing for public service units as prescribed by law.

### **5. Regarding to the Associations and Non-Governmental Organizations:**

**a)** Evaluation and submit to the Chairman of People's Committee decided to permit the establishment, merger, split, merge, rename, dissolution of the Assembly approved the charter, non-governmental organizations in the area under provisions of law;

**b)** To guide and supervise the implementation of the Charter of associations, non-governmental organizations in the city. People's Committee to handle according to competence for associations, non-governmental organizations that violate the provisions of law, Charters;

**c)** To coordinate with the specialized agencies the same level People's Committee, Chairman of City People's Committee decided to support the production and the regimes and policies for organizations under the provisions of law;

**d)** To manage and implement policies and regimes for officials and employees of municipal associations assigned staff;

**6.** Helping the People's Committee in performing the State management in the areas of work

assigned to the organization of ministries, central agencies and other local headquarters in the city. Evaluation of dossiers and procedures and advise the city People's Committee for the organization of ministries, central agencies and other local head office, branches, representative offices in the field of municipal management in the area city, the city People's Committee held the branch or representative offices in provinces in the country.

**7.** Monitoring, synthesize and report the performance indicators of progress by the city woman assigned to the Department of the Interior to implement.

**8.** Guide the specific document and skill to administrative unit, business units, associations, non-governmental organizations.

**9.** Sum up, the statistics under the guidance of the Ministry of Home Affairs on administrative organization, business units and other areas assigned.

**10.** Perform other tasks assigned by the Director.

### **Officers and Civil Servants**

Research and submit to the Director of Department:

**1.** Submit to the People's Committee the draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs under the jurisdiction area to the Department.

**2.** Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.

#### **3. On officials and public servants:**

**a)** To assist the City People's Committee for State management cadres, civil servants and state employees;

**b)** To advise the city People's Committee issued the documents for the recruitment, management, use, training, retraining and implement regulations and policies for cadres, civil servants and state employees as provided law;

**c)** Develop plans for training and retraining of cadres and civil servants chuccua city People's Committee to approve. Unified management and implementation of training plans, training of officials and public servants inside and outside nuocsau when City People's Committee for approval. Implementation of the subsidy for school officials and public servants as prescribed;

**d)** To guide and supervise the recruitment, management, use and implementation of policies and regimes for officials and public servants volume departments and branches of the City;

**)** The Chairman of City decisions or decisions under the authority of the recruitment, reception, assessment, transfer, appointment, reappointment, rotation, commendation and discipline regimes Other books for civil servants, government officials volume departments, branch;

**e)** Provide guidance and supervise the implementation of regulations on the standard title and structure of cadres, civil servants State recruit, manage and use public servants state of the City in accordance with the law and the Ministry of Home Affairs; the decentralized management of personnel records, public servants and employees as prescribed by law;

**g)** To implement policies to attract human resources in accordance with the City People's Committee and the treatment regime for cadres, civil servants and state employees.

**4.** Synthesis and statistics as directed by the City People's Committee, Ministry of Home Affairs on the quantity, quality, staff evaluation, public servants, government officials and other assigned areas.

**5.** Professional guidance on the work of Internal Affairs and other areas assigned to the administrative agencies, units of the city in the assigned areas.

**6.** Guide development, performance reporting Decree No. 19/2003/ND-CP of the Government promulgating the responsibilities of state administrative agencies of all levels to ensure that the Union level Vietnam Women participate in state management.

**7.** Make official cards.

**8.** Perform other tasks assigned by the Director.

### **Local Government**

Research and submit to the Director of Department:

**1.** People's Committee to draft decisions, directives, planning, long-term plans, five year and annual schemes and projects, programs under the jurisdiction of the State Department to monitor room.

**2.** To organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.

**3. On the management apparatus, using administrative payroll and career:**

**a)** To advise and assist the People's Committee set up elaborate plans, merger and dissolution of the specialized agencies of UBNDquan, according to district People's Committee with the People's Councils for decision according to their competence;

**b)** The city People's Committee decided to decentralize the management apparatus for professional bodies, state units of district People's Committees;

**c)** Develop staffing plan of the district to transfer Tochuc Office - Payroll General People's Committee report to the City People's Council shall decide the total payroll of local and general staff through local administration before submission to competent authorities for decision;

**d)** To guide, manage, use the payroll for the district People's Committees.

**4. On officials and public servants:**

**a)** To assist the City People's Committee for management of state cadres and civil servants of communes, wards;

**b)** To advise the city People's Committee issued the documents for the recruitment, management, use and implement regulations and policies for cadres chucphuong, commune under the provisions of law;

**c)** To guide and supervise the recruitment, management, use and implementation of policies and regimes for officials and public servants from the county, district officials and civil servants of communes, wards;

**d)** The Chairman of City decisions or decisions under the authority of the recruitment, evaluation, transfer, appointment, reappointment, rotation, commendation and discipline regimes and policies for officials, civil servants, government officials block district;

**)** To guide and supervise the implementation of regulations on the standard title, and structure; recruitment, management and use of officials and public servants from the county, district officials and civil servants wards communes in the city as prescribed by law and by the Ministry of Home Affairs.

**5. On the organization of government:**

**a)** To guide the organization and operation of the apparatus of local government at all levels in the area;

**b)** Coordinate with the specialized agencies to provide guidance district People's Committees on functions, tasks, powers and organization of the divisions, business units of the district People's Committees;

**c)** To organize and guide the election of deputies to People's Councils at all levels and coordinate with concerned agencies in organizing and guiding the work of the National Assembly elections under the provisions of law synthesis results of election of deputies to People's Councils at all levels;

**d)** Evaluation and approval of the City People's Committee president election results, Vice Chairman and other members of the People's Committees of districts. Helping the People's Council, the City People's Congress Standing Committee, Prime Minister of the ratification vote in accordance with law;

**)** To advise the People's Council, People's Committee in the training and retraining of the People's Councils at all levels statistics on the number and quality of People's Councils and People's Committees at all levels for members synthesis report as prescribed.

**6. Regarding the administrative boundaries and classification of administrative units:**

**a)** To monitor and manage the administrative boundaries of the city under the provisions of law and guidance of the Ministry of Home Affairs to prepare proposals and procedures related to the

establishment, merger, split, boundary adjustment, change the name of administrative units, urban upgrading in the city to submit to competent authorities for consideration and decision guidelines and implementation after ratification of the decision authorities. Chairman of the city to help implement and guide the classification and management of administrative units at all levels as prescribed by law;

**b)** General and records management, boundary maps, landmarks, city administrative boundaries under the guidance and regulations of the Ministry of Home Affairs;

**c)** To guide and inspect the activities of the village, the population in accordance with the law and the Ministry of Home Affairs.

**7.** Expert guidance and professional work related affairs for the People's Committee of districts, wards.

**8.** Track and organize activities for the Hoang Sa island district.

**9.** Synthesis and statistics as directed by the City People's Committee, Ministry of Home Affairs on the number of administrative units, districts, wards, communes and villages, urban groups, quantity, quality, and assess staff servants, government officials from the county, district officials and civil servants of communes, wards and other areas assigned.

**10.** To chair and coordinate with other bureaus and the funeral service for staff of the city manager from the ceiling.

**11.** Perform other duties assigned by the Director.

### **Public Administration Reform**

Research and submit to the Director of Department:

**1.** People's Committee to draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs under the jurisdiction area to the Department.

**2.** Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.

### **3. Regarding administrative reform:**

**a)** The Municipal People's Committee decided to assign the specialized agencies of the City People's Committee responsible for the content, the work of administrative reform, including institutional reform, reform of the administrative apparatus, construction and development of staff, civil servants, public finance reform and modernize the administration, monitoring, urge and inspect the implementation of the decision of the City People's Committee;

**b)** The city People's Committee, Chairman of City People's Committee shall decide on policies and measures to promote administrative reform, improve effectiveness and efficiency of management of state administrative agencies in the city shall and coordination among the line agencies of the central government on the city implement administrative reforms. Evaluation of the City People's Committee approved the scheme of administrative reform in departments and districts directly under the municipal People's Committee, the central agencies and other localities located in the city of Da Nang;

**c)** To guide, urge and inspect the specialized agencies of the City People's Committee and People's Committees of districts, communes, wards implementation of administrative reform program, the administrative reform plan of the city has approved the implementation of OSS, OSS in the city offices, district People's Committees and People's Committees of communes, wards in accordance with law and guidance of the city;

**d)** Construction work reports PAR monthly meeting of the City People's Committee; help build the city People's Committee to report to the Prime Minister, Ministry of Home Affairs on administrative reform as prescribed. To sum up the implementation of preliminary and the implementation of administrative reform in the city.

**4.** To direct and guide the organization of public service activities in areas under the jurisdiction of the department.

**5.** Guide, a general report check the implementation of the democracy in communes, wards and other administrative agencies, state units on the city as prescribed by law.

**6.** Coordinate monitoring the implementation of the workplace culture at the State administrative

agencies involved in administrative reform; Code of Conduct of officials and public servants working in the government apparatus the policy of the local city leaders about building staff and employees in a clean and strong.

7. Statistics, synthesize, build databases of information on administrative reforms and coordination with the Office of Information Technology application in the management, exploitation and use to serve the leadership and management of Department of the Interior. Synthesis and statistics as directed by the City People's Committee, Ministry of Home Affairs on administrative reform and other areas assigned.

8. Perform other duties assigned by the Director.

### **Home Affairs Inspection**

Research and submit to the Director of Department:

1. Submit to the People's Committee to draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs under the jurisdiction area to the Department.

2. Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.

3. To advise the Director of Planning issued the interior inspection of the city every year.

4. To perform the inspection, the inspection of the interior settle complaints and denunciations under the jurisdiction of the Director of Home Affairs; directly or citizens and organizations to further the Director of Public Affairs People under the Law on Complaints and Denunciations settle complaints and denunciations, anti-corruption, negative savings, wastefulness and handle law violations in the areas of work are City People's Affairs under the provisions of law.

5. To guide and supervise the implementation of regulations on inspection and settle complaints and denunciations in the interior areas of the city.

6. Synthesis and statistics as directed by the City People's Committee, Ministry of Interior on the inspection work and other assigned areas.

7. Perform other duties assigned by the Director of.

8. During the inspection, inspectors shall have the powers specified in the Inspection Law and the Decree of the Government detailing and guiding some articles of the Law on Inspection of State management scope of the department.

### **Record and Archive Management**

Research and submit to the Director of Department:

1. Submit to the People's Committee to draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs under the jurisdiction area to the Department.

2. Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.

3. Guide and inspect the administrative agencies, business organizations and state enterprises in the area to observe the regime of regulation law on archives.

4. Guide, professional testing, operations on the collection, protection, preservation and organization used for document storage agencies and units in the province and city Center Archive.

5. Evaluation, the Chairman of the city approved "list of source material and subject material deposited into the city center Store"; verified "list of all valid documents" of the Archives Center and the city agencies on the list of resources deposited in the Archives Center and Archives city districts.

6. Synthesis and statistics as directed by the City People's Committee, Ministry of Interior on clerical work, state archives and other assigned areas.

7. Perform other duties assigned by the Director.

### **Youth Enhancement**

Research and submit to the Director of Department:

1. Submit to the People's Committee to plan, plans, programs, schemes and projects related to youth and youth work; draft decisions, directives, planning, long-term plans, five year, year under the state management of youth work in the area.
2. Organize the implementation of legal documents on youth and youth work after it is approved.
3. Coordinate with other departments, branches and agencies, relevant organizations of the province in the propagation and dissemination, legal education for youth; address these important issues, interdisciplinary youth and youth work.
4. Coordinate with the organization of committees, the relevant agencies, provincial Youth Union and other youth organizations in the implementation of mechanisms and policies for youth and youth work.
5. Guide and inspect the implementation of the provisions of law on youth and youth work; the implementation of policies and regimes in the organization and management of youth, youth work in the city.
6. Implementation of international co-operation on youth assigned.
7. Oversee the inspection, investigation and resolution of complaints and denunciations related to youth and youth work is delivered.
8. Professional guidance of youth work for the facility-level agencies, departments, business units under the provincial People's Committees of districts and communes.
9. Annual report on youth work activities of the People's Committee and Ministry of Home Affairs.
10. Perform other duties assigned by the Director.

#### **Department Office**

Research and submit to the Director of Department:

1. Submit to the People's Committee the draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects.
2. Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under its assigned.
3. Implementation of international cooperation affairs and other areas assigned in accordance with the law and as assigned by the City People's Committee. Coordinate with the Department of Foreign Affairs general, newspapers caotinh conferencing, international conference on the city.
4. Implementation of the information, reports People's Committee, Ministry of the Interior and related industries on the performance of assigned tasks as prescribed. Preparation of program plans, the general content weekly, monthly, quarterly, six month and year of the department.
5. Research organization, the application of scientific advances, building information systems, information technology management, storage and information security, information service of the direction and management of the territorial Department and the professional needs and professional.
6. Management organizational structure, personnel, civil servants, the implementation of wage regime and policies, preferential treatment, commendation, discipline, training and retraining of professional, statistics on the number quality and assessment of cadres, civil servants and employees of the Department as prescribed.
7. Building regulations on the functions, duties, powers, organizational structure, relationships and responsibilities of the heads of the organizations within the Department under the provisions of law to the City People's Committee decision or decisions within its jurisdiction.
8. Financial management (including authorized fund) and assets of the Department under the provisions of law and decentralization of the city People's Committee.
9. Perform the legal work of the agency.
10. Organizations receiving and result-profile jobs under the scheme of administrative procedure reform under the "one stop" at the City People's Committee has approved.
11. Implementing a quality management system standard ISO 9001:2000 in the Department.
12. Implementation of emulation - the reward of industry and cities of the Interior Department of Interior agencies.

13. Perform clerical work, storage of bodies according to regulations of the agency management mark as prescribed printing and copying of documents as required by the Head of Department, local organizations and agencies implementing the odd job.
14. Implementing Regulation on democracy; office culture, protection of state secrets; for the advancement of women ... of Department of the Interior.
15. Concierge to do to comply with agency rules and supervise, inspect and urge the implementation of strict rules, regulations or agency regulations implementing the domestic work, for foreign; protection organizations, the work of the defense agencies.
16. Perform other duties assigned by the Director.

#### **Religious Affairs Committee**

Research and submit to the Director of Department:

1. Submit to the People's Committee to draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs under the jurisdiction of the Department of State assigned to the Board by monitoring and implementation.
2. Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.
3. Helping the People's Committee to direct, guide, inspect and implement the Party's guidelines and policies, state laws on religion and religious work in the city.
4. To chair and coordinate with relevant agencies to perform management tasks on the state of religion in the city in accordance with law and city People's Committee.
5. Professional guidance on religious work.
6. Acting as the link between government with religious organizations in the city.
7. Synthesis and statistics as directed by the City People's Committee of Home Affairs, Government Committee for Religious religious work and other assigned areas.
8. Perform other duties assigned by the Director.

#### **Emulation – Commendation Committee**

Research and submit to the Director of Department:

1. People's Committee to draft decisions, directives, planning, long-term plan, 05 years and every year and the schemes and projects, programs under the jurisdiction of the State Department for the Board to monitor.
2. Organize the implementation of legal documents, planning, plans, schemes, projects and programs approved, information, advocacy, guidance, inspection, dissemination, legal education in areas under state management is delivered.
3. Advise the City People's Committee and Chairman directed the city, uniform State management over emulation and commendation; specifying guidelines and policies of the Party and laws of the state of emulation and rewarded in line with the city's practice permanent duty of the Council Emulation - Commendation city.
4. Advise the Chairman of City Council Emulation and Commendation city-building programs, plans, content emulation, reward for each period and each domain in order to successfully implement the objectives of socio-economic, defense and local security, organizations movement; review, evaluation and propose reward form to ensure accuracy and timely manner in accordance with the law preliminary and final review of competition and coordinate with concerned agencies in advocacy, dissemination and replication of advanced models, and guide and supervise the implementation of the reward policy of the Party and State, the plan implementation, content emulation and commendation on the city implementing the organization and presented the commendation form prescribed by law.
5. Construction, management and use of funds emulation and commendation according to law, management, allocation, withdrawal, change in kind, as permitted and rewarded according to law.
6. Professional guidance on emulation and commendation.
7. Research organization, the application of scientific and technical building systems for information storage emulation and reward aggregate statistics under the guidance of City

People's Committee, Ministry of Home Affairs, Department Emulation - Rewards Central emulation, commendation and other assigned areas.

**8.** Perform other duties assigned by the Director of.

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