

# Office of the General Director

(Administrative level of directorate)

## **Tasks:**

- 1) Supervising organization of the work of the General Director's office.
- 2) Studying and organizing the daily transactions and correspondence received by the Office of the General Director, checking them, and indicating the technical opinion in coordination with the concerned directorates.
- 3) Preparing the reports and technical information for the General Director in cooperation with the competent directorates.
- 4) Following up the implementation of the recommendations and results of the meetings that are held in the Center.
- 5) Documenting the correspondence, reports, and documents related to the office of the General Director.
- 6) Taking the measures that warrant facilitating the mission of visiting official individuals in terms of reception, accommodation, and departure.
- 7) The office is entrusted with administrative and technical follow-up tasks.
- 8) Preparing the annual plan for implementation of the works entrusted to the Office and following up their implementation.