



# Emiri Resolution No. 40 of 2009 on the Organisational Structure of the Ministry of Social Affairs 40 / 2009

Number of Articles: 21

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We, Tamim bin Hamad Al-Thani, Deputy Emir of Qatar,  
Having reviewed the [Constitution](#),  
[Law of Human Resources Management](#) No. 8 of 2009,  
[Emiri Resolution No. 16 of 2009](#) specifying the competencies of the ministries, and  
The proposal of the Council of Ministers,  
Hereby resolve as follows:

## Articles

### Article 1

The organizational Structure of the Ministry of Social Affairs (hereinafter “the Ministry”) shall consist of [the administrative units annexed](#) to this law as follows:

#### **Firstly: The administrative units responsible to the Minister:**

1. Office of the Minister.
2. Public Relations and Communication Unit.
3. International Relations Unit.
4. Internal Audit Unit.
5. Monitoring and Evaluation Unit.
6. Social Policies and Programs Planning Department.
7. Legal Affairs Department.

#### **Secondly: The administrative units responsible to the Undersecretary for the Ministry:**

1. Office of the Undersecretary.
2. Human Resources Department.
3. Financial and Administrative Affairs Department.
4. Information Systems Department.

#### **Thirdly: The units responsible to the Assistant Undersecretary for Social Affairs:**

1. Social Security Department.
2. Housing Department.
3. Social Security Department.

#### **Fourth: The Departments responsible to the Assistant Undersecretary for the Social Development Unit:**

1. Elderly and Disabled Persons Department.
2. Family Development Department.
3. Producing Families Development Department.
4. Private Associations and Institutions Department.

راجع قرار مجلس الوزراء رقم 39 (لسنة 2010) بتعديل تنظيم بعض الوحدات الإدارية التي تتألف منها وزارة الشؤون الاجتماعية وتعيين اختصاصاتها

## Article 2

The objectives of the Public Relations and Communication Unit shall be as follows:

1. Publishing information bulletins and media programmes designed to raise awareness about the role and activities of the Authority, in coordination with the administrative units concerned.
2. Monitoring information published in the press and other media channels about the Authority and its objectives, presenting it to those responsible, and preparing responses thereto.
3. Receiving customer complaints, responding to their queries and referring them to the parties concerned.
4. Making travel, hospitality and accommodation arrangements for the Ministry's guests and delegates of arriving and departing visitors, in coordination with the Financial and Administrative Affairs Department.
5. Organizing or participating in social, cultural and sporting activities for the staff, and supervising concerts that are held by the Authority or other parties.
6. Organizing fora, conferences and exhibitions that are held by the Authority, and preparing the appropriate budget, in coordination with the Administrative and Financial Affairs Department.

## Article 3

The objectives of the International Cooperation Unit shall be as follows:

1. Preparing working papers in relation to fora and conferences, and for local, regional and international meetings about the activities of the Ministry, in coordination with the parties concerned.
2. Preparing to attend conferences and meetings that are convened by international and regional organizations in connection with the activities of the Ministry, and in which the State is a participating member.
3. Preparing reports and responses requested by international and regional organisations in connection with the activities of the Ministry, in coordination with the administrative units concerned.
4. Studying and monitoring the implementation of the recommendations of regional and international authorities, in coordination with the authorities concerned in the country.
5. Preparing the necessary reports concerning the contributions of international and regional organisations and authorities in developing and strengthening the various activities in the fields of the Ministry's work, in coordination with the competent authorities.
6. Monitoring payment of financial contributions by the State to the organisations concerned with the Ministry's fields of work, and in which the State is a member, in coordination with the competent parties.
7. Examining capable means for initiating the role of the State in the field of social affairs in collaboration with Arab, regional and international organisations.
8. Collecting information and disseminating research published by similar organisations and authorities regionally, internationally and locally, in order to benefit from them.
9. Translating documents, books, scientific research and foreign correspondence relating to the terms of reference of the Ministry.

## Article 4

The objectives of the Internal Audit Unit shall be as follows:

1. Drafting annual audit plans for the administrative units of the Ministry, preparing reports on the outcome of audits, and submitting them to the Minister for authorization.
2. Monitoring compliance with laws and regulations, and making decisions relating to the activities of the Ministry.
3. Checking the compatibility of methods and systems of work within the functions and objectives of the Ministry, and raising the necessary proposals in this regard.
4. Monitoring financial documents including receivable bonds, payable bonds and other bonds after payment.
5. Investigating work problems and obstacles within the Ministry, finding out their causes, and proposing the appropriate solutions.
6. Reviewing financial instructions, proposing required amendments, and following up their implementation.
7. Controlling staff recruitment procedures, vacation, promotions and all other employee-related matters.
8. Verifying compliance with laws, policies and the governing decisions thereof.
9. Safeguarding funds, covenants, furniture, tools, buildings and other assets owned or managed by the Ministry.
10. Taking part in stock taking of the contents of warehouses and of other covenants.

## Article 5

The objectives of the Monitoring and Evaluation Unit shall be as follows:

1. Monitoring and evaluating the Ministry's strategic plan, and proposing suitable recommendations thereon to the Minister.
2. Monitoring and evaluating the effects of policies and projects implemented by the Ministry and proposing suitable recommendations thereon to the Minister.
3. Preparing periodical reports that the Ministry presents to the Supreme Council for Family Affairs on the policies adopted by the Council which the Ministry has implemented.
4. Preparing a summary containing the important facts and challenges highlighted by the reports and studies prepared by the various administrative units within the Ministry, and submitting recommendations to the Minister thereon.
5. Developing a database in relation to social security and development to enable the Ministry to monitor and evaluate the policies, programmes and services it provides.

## Article 6

The objectives of the Social Policies and Programs Planning Department shall be as follows:

1. Proposing and planning social programmes and policies in the country, in coordination with the authorities concerned.
2. Expressing opinion on matters referred to it by the Minister or by the Undersecretary.
3. Carrying out studies, research and statistics in the field of the Ministry's jurisdiction, in coordination with the administrative units concerned.
4. Collecting data, information and social studies from governmental and non-governmental institutions for purposes of classification and indexing.
5. Monitoring the implementation of social programmes and policies on periodical bases, submitting the outcomes of reports thereon to the Minister, and proposing suitable recommendations in that respect.
6. Controlling, developing and evaluating the activities of social training programmes.
7. Establishing and developing a work plan to monitor the studies and research published by the various Departments within the Ministry, analyzing their outcomes, preparing reports thereon, and submitting them to the Minister.
8. Establishing databases relating to the social sector in the country.

Preparing periodical reports about the activities of the Ministry

## Article 7

The objectives of the Legal Affairs Department shall be as follows:

1. Researching, studying and monitoring legal issues related to the activities of the Ministry, in coordination with the administrative units concerned.
2. Preparing drafts of legislative instruments that are related to the activities of the Ministry, and expressing opinion on the legal drafts referred to it.
3. Expressing legal opinion on matters referred to it.
4. Preparing draft agreements and memoranda of understanding that relate to the objectives of the Ministry, in coordination with the administrative units concerned.
5. Conducting investigations into irregularities attributed to the Ministry's staff, preparing the necessary memoranda on the outcomes of such investigations supported by legal opinion and recommendations to be presented to the competent authority, and following up the implementation of decisions taken thereon.
6. Following up disputes and cases in which the Ministry is a party, in coordination with the competent bodies.

## Article 8

The objectives of the Human Resources Department shall be as follows:

1. Implementing laws, policies and systems relating to personnel affairs.
2. Identifying the Ministry's needs for jobs and employees, in coordination with the various administrative units.
3. Preparing proposals of job descriptions, classifications and ranking, as well as monitoring their development and implementation.
4. Preparing the proposal for Chapter One budget estimates, in coordination with the Financial Affairs Department.
5. Implementing employee performance evaluation procedures.
6. Carrying out transfer and secondment procedures for employees.
7. Studying the entitlements of employees to holidays according to the law.
8. Preparing studies relating to the Ministry's functional structure, and proposing the necessary proposals for developing the organisational

structure thereof.

9. Identifying the training needs for the Ministry's employees and implementing and evaluating the extent of the benefits derived therefrom, in coordination with the various administrative units.
10. Establishing and modernizing the database relevant to the Ministry's Employee Affairs.

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## Article 9

The objectives of the Financial and Administrative Affairs Department shall be as follows:

1. Implementing laws, policies and the financial and administrative systems relating to the Ministry's work.
2. Preparing the annual budget proposal and final accounts of the Ministry, in coordination with the administrative units concerned.
3. Providing for the Ministry's needs of its various administrative units for necessities and equipment required for the performance of its duties, in coordination with the administrative units concerned.
4. Carrying out purchase and tender activities according to the rules and systems applicable in the country.
5. Supervising the implementation of allocated funds and reviewing income and expenditure accounts.
6. Receiving, sorting and recording incoming and outgoing mail.
7. Organizing the Ministry's archive and keeping documentation according to up-to-date methods.
8. Preparing expense vouchers and all other financial transactions.
9. Carrying out the necessary procedures for allocating government accommodation and paying out furniture allowances for employees of the Ministry, in coordination with the competent authorities.
10. Collecting fees and considerations in return for the services rendered by the Ministry.
11. Carrying out all administrative services.
12. Supervising the Ministry's stores.

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## Article 10

The objectives of the Information Systems Department shall be as follows:

1. Preparing plans and policies relating to the use of computers in the activities of the Ministry, and monitoring their implementation.
2. Programming, maintaining, retrieving and developing information systems, as well as the data necessary for the activities of the Ministry.
3. Providing and maintaining devices, programmes and electronic networks necessary for the system of mechanized functions of the Ministry, in coordination with the administrative units concerned.
4. Designing, operating and managing databases and all types of information.
5. Providing the necessary technical support for users of electronic networks in the Ministry and training users on the use of systems, programmes and computer devices and accessories thereof.
6. Setting up and monitoring the development of the Ministry's website on the global information network.

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## Article 11

The objectives of the Social Security Department shall be as follows:

1. Receiving and looking into applications for accessing Social Security services and other social support.
2. Deciding on the cases of beneficiaries of social security pensions by determining the amount, terms and conditions of their entitlement.
3. Monitoring the beneficiaries of social security services to ensure that the terms and conditions of their entitlement still continue to exist.
4. Implementing the necessary measures to rehabilitate the beneficiaries of social security in accordance with the provisions of the law and in coordination with the competent authorities.
5. Providing urgent relief to disaster victims according to the applicable laws and policies, in coordination with the competent authorities in the country.
6. Following up research, studies, reports and agreements in connection with social security and social insurance, with the aim of benefiting from them in the Department's field of competencies.

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## Article 12

The objectives of the Housing Department shall be as follows:

1. Conducting studies and research necessary for designing and developing housing policies in the country.
2. Coordinating and cooperating with governmental authorities and financial institutions with similar activities.
3. Receiving and considering requests to access the housing benefit system and implementing the necessary measures in accordance with established rules and procedures.
4. Implementing the provisions of the law, policies and decisions relating to housing.
5. Receiving complaints relating to accessing the housing benefit system and settling them in accordance with the provisions of the law.
6. Implementing the necessary procedures for maintaining the Department's houses and demolishing and rebuilding them when necessary.
7. Preparing and developing an integrated database system for the Housing Department.
8. Preparing and submitting periodical reports on the country's housing situation to the competent authorities.

## Article 13

The objectives of the Social Security Department shall be as follows:

1. Raising public awareness about the concept of social security.
2. Preparing and implementing programmes for the prevention of juvenile delinquency and for the rehabilitation of delinquents, and tackling related social problems.
3. Supervising social care homes specialized in caring for and rehabilitating juveniles.
4. Providing assistance for released prisoners and recovering addicts to adapt and integrate socially, in coordination with governmental and non-governmental institutions concerned.
5. Providing a healthy and appropriate social environment and job opportunities for released prisoners to prevent their return to deviant behaviour, in coordination with governmental and non-governmental institutions concerned.

## Article 14

The objectives of the Elderly and Disabled Persons Department shall be as follows:

1. Contributing to the implementation of strategies, plans and national policies in relation to disabled persons.
2. Developing and implementing programmes and services for the care and rehabilitation of elderly and disabled persons, in coordination with governmental and non-governmental institutions.
3. Raising the awareness of and educating society about the rights of elderly and disabled persons and executing training programmes for their staff, in coordination with governmental and non-governmental institutions.
4. Participating in conferences and representing the State in regional and international events relating to elderly and disabled persons.
5. Organising seminars, conferences and workshops to discuss issues relating to elderly and disabled persons.

## [Article 15 \(Amended By Cabinet Decision 39/2010\)](#)

The objectives of the Family Development Department shall be as follows:

1. Contributing to the implementation of strategies, plans and national policies on women, children and the family.
2. Enhancing social awareness of the challenges and issues facing families, as well as their effects and methods of prevention.
3. Implementing programmes and projects for the development of children's creativity and recreation culturally, socially and educationally, in coordination with relevant governmental and non-governmental institutions.
4. Implementing programmes aimed at developing and enhancing women's potential, in coordination with relevant governmental and non-governmental institutions.
5. Sensitizing and educating society about women's and children's rights and implementing training programmes in collaboration with relevant governmental and non-governmental institutions.
6. Participating in conferences and representing the State in regional and international events related to issues concerning women, children and the family.
7. Organizing conferences, fora and workshops to discuss issues concerning women, children and the family.
8. Supervising and licensing nurseries, setting the admission age of children, and adopting their educational curricula.

## Article 16

The objectives of the Producing Families Development Department shall be as follows:

1. Coordinating with institutions concerned with women and the family with the aim of establishing development projects that equip individuals and families economically and encourage self-reliance.
2. Modernizing and implementing projects to support and develop Producing Families through training and the provision of ancillary services.
3. Providing opportunities for marketing the outputs of Producing Family programmes.
4. Encouraging households' savings and rationalization.

## Article 17

The objectives of the Private Associations and Institutions Department shall be as follows:

1. Registering, publicising, controlling and supervising private institutions and associations in accordance with the law.
2. Controlling and supervising all charitable matters.
3. Keeping for each private institution or association a file containing a copy of its constitution or document of incorporation, as the case may be, as well as its articles of association, certificate of registration, and the decisions taken thereon.
4. Preparing studies in support of private associations and institutions to assist them in carrying out their duties and achieving their objectives.
5. Examining applications submitted by private associations and institutions for the purpose of approving their affiliation to, or partnership or amalgamation with, any association, corporation or club that is based abroad.
6. Organizing voluntary social work and initiating social participation.
7. Reviewing estimates of the draft annual budget and final accounts of private associations and institutions.

## Article 18

The objectives of the Office of the Minister and the Office of the Undersecretary shall be determined by a resolution of the Minister.

## Article 19

A resolution of the Council of Ministers may, upon the Minister's proposal, amend the organization of the Ministry's administrative units by addition, abolition or amalgamation, as well as define their terms of reference.

## Article 20

Based on the resolution of the Minister and as may be required by the public interest, Sections within the administrative units that comprise the Ministry, may be established. Such Sections may be, by a decision of the Minister cancelled or merged and their functions determined or otherwise amended. The Minister's resolution may only be enforceable following the approval by the Council of Ministers.

## Article 21

All competent authorities, each within its own jurisdiction, shall implement this resolution which shall come into force from the date of its publication in the *Official Gazette*.

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