

the goal

Determine the goal that will be achieved by implementing this policy, and why and how the company will benefit from it

The aim of this policy is to clarify the basic conditions for amending and developing an effective organizational structure, defining functions and powers, activating oversight, and providing flexibility and support to achieve the company's goals efficiently.

Field of application

Determine the areas and tasks to which this policy applies, and the exceptions, if any

☐ Organizational Development Department

☐ Employment Department

☐ Director of Human Resources Department

☐ Directors of departments and units

☐ Senior management

Politics

Defining relevant rules and policies, for example (standards, approvals...)

1.1.3 The Human Resources Department is responsible for building and developing the organizational structure based on work requirements and functional and organizational changes that occur through an official request sent by the department concerned with the amendment with a detailed explanation of the type and reasons for the amendment. The organizational structure or any of its amendments are not approved except after the approval of senior management. .

1.1.4 The director of each department/directorate/organizational unit is responsible for reviewing the organizational structure and submitting suggestions to develop it according to work necessities in coordination with the Human Resources Department.

1.1.5 In the process of building the organizational structure, consideration should be given to clarifying the roles and responsibilities of all functional levels, ensuring the effectiveness of control and not disturbing the trends of the flow of functional activities, the decision-making process, and the rules of internal communication.

1.1.6 It is the responsibility of the Human Resources Department to prepare a list of jobs resulting from the approved organizational structure and determine the job cadres for each department/organizational unit according to business needs and to achieve the company's objectives. These cadres or any amendments to them shall not be approved except with the approval of senior management.

1.1.7 The director of each department/directorate/unit of an organizational unit shall maintain the organizational structure which outlines all the functions included in the organizational unit and shall be responsible for reviewing and developing the structure in coordination with the Human Resources Department.

1.1.8 When any amendment is made to the organizational and administrative structure, the managers of the organizational units affected by the organizational amendment are assigned to amend the relevant policies, procedures and work mechanisms to be compatible and consistent with those amendments.

1.1.9 The administrative levels in the company are divided into:

☐ Senior management: This level includes the company's board of directors and the general manager or CEO, and is considered the main source of authority in the company.

☐ Main management: This level includes directorates of directorates and their deputies and reports directly to senior management. The management's responsibility is to implement the company's plans in accordance with the strategies and directives issued by senior management, and to develop strategic and operational plans for their directorates.

☐ Middle management: This level includes department managers and their assistants, and they report directly to the directorates of the directorates (middle management), and they are responsible for following up on the implementation of the work and functional activities of the employees who report to them and directing them.

☐ Supervisory roles include department/unit supervisors and are considered the lowest administrative entity in the organizational structure.

Terms and definitions

Identification of the terms and definitions used in this policy and their definitions:

Term Definition

The organizational structure is a plan that clarifies the organizational and administrative structure of the institution, and through it its administrative and functional divisions appear. Based on it, tasks, responsibilities and roles are distributed among the various organizational units, and through it the powers are determined and the relationships between departments and functions are clarified. Its influence also extends to the production process, and building the organizational structure on the basis of It is correct in promoting effective communication and teamwork through the correct channels and preventing interference, overlapping and conflicts

Staffing The maximum number of employees for each job position is determined according to the organizational structure, and the capacity of employees within each organizational unit is determined based on the workforce plan approved by senior management.

Related documents

☐ Organizational structure chart

☐ Application form for amending an organizational structure
the reviewer

☐ ISO:9001