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Organizational Structure of the Islamic Affairs and Awqaf General Authority [Fed. Cab. Res. 22 of 2009]

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Cabinet Resolution No. 22 of 2009

In respect of the Organizational Structure of the Islamic Affairs and Awqaf General Authority

The Cabinet of Ministers, after having perused:

The Constitution constitution,

Federal Law No. 1 of 1972 in respect of Ministries' Powers and Minister's Competencies and the laws amending the same,

Federal Law No. 7 of 1976 in respect of establishing the State Audit Bureau, and the laws amending the same,

Federal Law No. 7 of 1999 promulgating Pensions and Social Insurance and the laws amending the same,

Federal Law No. 29 of 1999 in respect of establishing the Awqaf General Authority, and the laws amending the same,

The Law by Decree No. 11 of 2008 in respect of Human Resources in the Federal Government,

The Ministerial Council for Services Resolution No. (200/12) of 2008 concerning approval of the project of the organizational structure of the Islamic Affairs and Awqaf General Authority, and

Subject to the recommendations of the Minister for Cabinet Affairs, and the Islamic Affairs and Awqaf General Authority Chairman of the Board, and the Ministerial Cabinet Approval.

Resolve as follows:

Article (1) Definitions

In the application of the provisions of this Resolution, the following words and expressions shall have the meanings shown opposite each of them unless the context requires otherwise:

The State

:

The United Arab Emirates

The Authority

:

The Islamic Affairs and Awqaf General Authority

The Board

:

The Islamic Affairs and Awqaf General Authority Board of Directors

Chairman

:

The Islamic Affairs and Awqaf General Authority Board of Directors Chairman

General Manager

:

The Islamic Affairs and Awqaf General Authority General Manager

Article (2)

The organizational structure of the Islamic Affairs and Awqaf General Authority shall be formed according to the provisions of this Resolution, and in the manner shown in the organizational map hereto [attached](#).

Article (3) The Authority Power and Duties

The Authority shall undertake the following:

1. Religious guidance and education in the State in establishment of the Principle of Balancenness, in view of building a safe and aware society.
2. Disseminating Islamic culture and boosting of religious awareness by the different means in collaboration with the concerned bodies.
3. Running and overseeing mosques in a manner that enables them to fully perform their mission.
4. Showing the opinion over the Sharia issues subject to a request from the competent bodies and persons.
5. Regulating and overseeing Hajj and Umrah affairs and establishing the necessary controls for the same.
6. Conducting and overseeing religious conferences, seminars, ceremonies, competitions and any other related activities.
7. Overseeing printing and distribution of the Holy Moshaf.
8. Overseeing the Holy Quran Memorization centers and Islamic institutes and the like.
9. Reviewing religious publications, recordings, posters, and brochures and deciding how far the same are suitable for circulation.
10. Qualifying and preparing mosques Imams and preachers in collaboration with the academic intuitions.
11. Granting work permits to mosques Imams, preachers and callers to prayer as per the operative laws and regulations.
12. Granting license to religious centers and Hajj and Umrah campaigns together with any relevant licenses as per the operative laws and regulations.
13. Overseeing Awqaf (Islamic endowments) that lie within the powers of the Authority.
14. Developing and investing Awqaf funds and proposing the relevant Awqaf and programs.
15. Well establishing the system of Awqaf and encouraging the able people for the same, in a manner that achieves the Sharia intentions of the same in serving the society.

16. Any other powers assigned to it as per the requirements of the Law.

Article (4) Authority Chairman

The Authority Chairman shall be in charge of running the Authority and managing its affairs, and he shall in particular:

1. Submitting the Authority's policy in respect of Islamic preaching and guidance and disseminating the Islamic culture and enhancing of Islamic awareness to the Board.
2. Submitting the Authority's policy as to running and overseeing of mosques in a manner that support their role and achieve their mission fully to the Board.
3. Submitting the plans and polices necessary for managing Awqaf investment to the Board.
4. Submitting the plan of managing and investing Awqaf charity funds the Authority has control and supervision of in addition to any other Awqaf the Authority shall have control and supervision over to the Board.
5. Coordination with the government and nongovernment bodies in respect of establishing projects that meet those giving such endowments (Awaqaf) requirements and the intentions of the Awqaf.
6. Submitting regular reports to the Board on the performance of work at the Authority.
7. Proposing drafts of regulations and laws relating to the objectives and powers of the Authority and submitting the same to the Board.
8. Appointing the Authority's employees as per the determination of the Authority's Personnel Regulations.
9. Carrying out any financial acts within the provisions of the financial executive regulations of the Authority.
10. Any other relevant powers vested in the Authority as per a certain law, regulation or resolution by the Board.

The Chairman may authorize the General Manager to exercise some of the former's powers.

Article (5) The Organizational Units under the Chairman

There shall be under the Authority Chairman the following Organizational Units:

1. [The Chairman Office.](#)
2. [Internal auditing office.](#)
3. [Strategic Planning, Performance Assessment and Corporate Distinction Office.](#)
4. [Authority Advisors.](#)
5. [General Manager.](#)

Article (6) Authority Chairman Office

The Authority Chairman office shall be in charge of providing administrative support and assistance, coordination and follow-up of the different issues relating to the Authority Chairman. The Office shall in particular exercise the following:

1. Performing the different secretarial works and securing, preparing and printing correspondences and reports relating to the Chairman.
2. Ensuring provision of data an information required by the Chairman, and making all preparations for meetings and visits of the Chairman and following up the same.

3. Organizing formal communications and correspondences with the different authorities, and carrying out the public relations activities and protocols relating to the Chairman.

4. Any other powers relating to the nature of the Office's work, and that are assigned to it by the Chairman.

Article (7) Internal Auditing Office

The internal auditing office shall exercise the internal auditing activities as per the bases, rules and criteria recognized legally, financially and administratively. The Office shall in particular exercise the following:

1. Carrying out the internal auditing activities as per the bases, rules and criteria recognized legally, financially and administratively; in order to ensure the extent of the organizational units compliance with the application of the financial and administrative regulations and laws in operation in the Authority.

2. Submitting a full report to the Board of Directors on the auditing results, and submitting the relevant recommendations and proposals.

3. Any other duties relating to the nature of the Office's work that are assigned by the Chairman.

Article (8) Strategic Planning, Performance And Corporate Distinction Assessment Office

The Strategic Planning, Performance And Corporate Distinction Assessment Office shall undertake all activities relating to preparation of strategic and operational plans of the Board, together with the activities of following up and assessment and development of performance, and services development, and implementation of the standards and programs of quality and distinction. The Office shall in particular exercise the following:

1. Setting up a specific methodology for drawing up the strategic and operational plans and drawing up policies together with the priorities for implementing the same and the mechanism for measuring the same in the Authority.

2. Preparing and developing the strategic and operational plans and the work programs of the Authority and evaluating the outcomes of applying the same.

3. Achieving conformity between work plans and programs in the Authority and the criteria of government quality and distinction preprograms.

4. Coordination for setting up plans for performance development in the Authority as per the performance evaluation results.

5. Designing the measurement indices and submitting performance reports to the Organizational Units in the Authority and the departments under the General Manager.

6. Applying the quality programs and the models and requirements for developing corporate performance and government distinction in a manner that enhances the distinction culture and distinct service for clients.

7. Developing work guides, regulations and procedures, and reengineering the same, and preparing the different studies relating to work development as per the performance measurement outcomes.

8. Applying the criteria and technologies of government services as per the approved strategies and projects.

9. Any other powers relating to the nature of the Office's work that are assigned to it by the General Manager.

Article (9) The Authority Advisors

The Authority shall have advisers in the different fields of work, who shall undertake studying the topics referred to them previously by the Chairman and forming their opinions over the same.

Article (10) Authority General Manager

The General Manger, subject to the Chairman supervision, shall undertake the tasks of managing the Authority and running its affairs. He shall in particular undertake the following:

1. Proposing policies and plans relating to the Authority work.
2. Enforcing the general resolutions and policies drawn up by the Board, and shall be responsible for that before the Chairman.
3. Following up the daily work at the Authority and issuing directions necessary for the same.
4. Monitoring the Authority's employees' performance.
5. Submitting regular reports to the Chairman on the work of the different departments and sections of the Authority.
6. Proposing the formation of committees and submitting such to the Chairman.
7. Appointing the Authority's employees as per the provisions stipulated by the Personnel regulations of the Authority.
8. Conducting the financial actions subject to the limits of the Authority Financial Regulations provisions.
9. Making proposals as to the Board agenda.
10. Any other powers that are assigned to him pursuant to a law, regulations, or resolutions by the Board or the Chairman.

The Manager may sub-delegate some of his powers to any of the Authority's employees whom he deems fit.

Article (11) The Organizational Units under the Authority's General Manager

Under the General Manager, there shall be the following Organizational Units:

1. [The General Manager's Office.](#)
2. [The Executive Director of the Islamic Affairs.](#)
3. [The Executive Director of the Awqaf Affairs.](#)
4. [The Executive Director of the Supporting Services.](#)
5. [The Authority's Branches.](#)

Article (12) The General Manager's Office

The General Manager's Office shall provide the administrative support and assistance and coordination and follow-up of the matters relating to the General Manager's nature of work. The Office shall in particular exercise the following:

1. Preparing for all meetings of the General Manager.
2. Organizing formal communications and correspondences with the different authorities and agencies.
3. Performing the different secretarial works and securing, preparing and printing correspondences and reports relating to the General Manager.
4. Any other powers that are assigned to it by the General Manager.

Article (13) The Executive Director of the Islamic Affairs

The Executive Director of the Islamic Affairs shall impellent the strategic policies and plans and oversees

the major operations and projects within the sector he is supervising. He shall in particular undertake the following:

1. Taking part in drawing up the Authority's policies and setting up the strategic plans and overseeing the implementation of the same within the sector he is supervising.
2. Drawing up the major work plans and programs and overseeing the implementation of the same after approving them.
3. Coordination between the Organizational Units under him in the Authority and overseeing the performance of the same and submitting the relevant performance reports to the General Manager.
4. Following up and developing performance in the Organizational Units under him.
5. Any other powers assigned to him by the General Manager.

The Executive Director of the Islamic Affairs may delegate some of his powers to those whom he sees fit.

Article (14)

The Organizational Units under the Executive Director of the Islamic Affairs:

1. [Mosques Department](#).
2. [Hajj and Umrah Department](#).
3. [Religious Centers and Institutes Department](#).
4. Iftar Department.
5. [Preaching Department](#).
6. [Research and Religious Publications Control Department](#).

Article (15) Mosques Department

The Mosques Department shall exercise the following powers:

1. Taking part in drawing up a general policy to be complied with in the mosques in respect of preaching and the topics of Juma (Friday) sermons and the Islamic occasions and the like, and monitoring the extent of the Mosques Imams and Preachers compliance with the sermons and the issued circulars.
2. Coordinating with the Juma Sermon Committee and distributing the sermon to the external offices.
3. Overseeing the unified call for prayer and ensuring the provision of regular maintenance.
4. Following up the good performance of religious rituals and the preaching and guidance in the mosques in collaboration with the Preaching Department.
5. Taking over mosques after establishing and providing and equipping the same with the required personnel and equipments.
6. Coordinating with the maintenance unit for notification of any failures in the mosques and ensuring the repair of the same.
7. Overseeing whatever relates to the mosques such as determining the mosques annual needs of personnel including preachers, imams and callers for prayer, and drawing up the distribution plan, following up work, and ensuring mosques preparedness for performing the rituals in an appropriate manner.
8. Coordinating with the government communication department for providing the appropriate media coverage of the religious occasions.
9. Any other powers relating to the nature of the Department's work that are assigned to it by the Executive Director of the Islamic Affairs.

Article (16) Hajj and Umrah Department

The Hajj and Umrah Department shall undertake the following:

1. Taking part in drawing up a general policy to be complied with in performing all activities relating to Hajj and Umrah.
2. Overseeing Hajj and Umrah activities and drawing up programs and controls necessary for such activities and following up the implementation of the same.
3. Licensing new Hajj and Umrah campaigns and renewing the current licenses.
4. Coordinating with the Hajj and Umrah campaigns in order to keep them notified of the latest things happening and creating channels for regular communication with them.
5. Auditing work at the Hajj and Umrah campaigns to ensure meeting the established controls and standards, and assessment of the campaigns performance and activities, and coordinating with the financial affairs relating to any violations.
6. Coordinating with the concerned bodies for rehabilitating those performing Hajj and Umrah (Educating those performing Hajj and Umrah).
7. Communicating and coordinating with the external bodies relating to Hajj and Umrah activities (KSA Ministry of Hajj and KSA consulates and the like).
8. Receiving complaints from those performing Hajj and Umrah and contractors and investigating the same.
9. Overseeing whatever relates to the Official Hajj Mission including the Mission members and administrators and preparing and performing the tasks and duties relating to the Official Mission and following up the same.
10. Any other duties relating to the nature of the Department's Work that are assigned to it by the Executive Director of the Islamic Affairs.

Article (17) Religious Centers and Institutes Department

The Religious Centers and Institutes Department shall undertake the following duties:

1. Drawing up plans for establishing government and nongovernment Quran Memorization Centers and monitoring the performance of the same.
2. Overseeing the permanent and summer government and nongovernment centers together with the different activities relating to Quran Memorization.
3. Performing the different administrative and technical procedures relating to government and nongovernment Quran Memorization Centers as per the issued resolutions.
4. Following up the performance of the government and nongovernment Quran Memorization Centers.
5. Any other duties relating to the nature of the Department's Work, and that are assigned to it by the Executive Director of the Islamic Affairs.

Article (18) Fatwa Department

The Fatwa Department shall undertake the following duties:

1. Receiving public enquires relating to Fatwas and immediately responding to the same.
2. Receiving written Fatwas from corporations and individuals and duly responding to the same in writing.
3. Receiving and responding to questions through the free Fatwa Center, and the website of the Authority and Manar Al-Islam Magazine, and the diverse mass media.

Article (19) Preaching Department

The Preaching Department shall exercise the following duties:

1. Religious guidance and direction in the country and well establishing the intermediation principle with the aim of building up and secure and aware society.
2. Spreading the Islamic culture and boosting the religious awareness via the different means.
3. Organizing the preaching and direction lessons in coordination with the Mosques Department and monitoring preachers and drawing up and monitoring implementation of the programs.
4. Holding seminars, meeting and lectures and presenting religious programs in the relevant occasions.
5. Holding religious ceremonies in the relevant occasions.
6. Holding lessons and lectures for Non-Arabic speakers.
7. Overseeing the granting and licensing of meetings, lessons, lectures and sermons.
8. Any other duties relating to the nature of the Department's Work that are assigned to it by the Executive Director of the Islamic Affairs.

Article (20) Research and Religious Publications Control Department

The Research and Religious Publications Control Department shall exercise the following powers:

1. Preparing and publishing the publications of the religious, national and international occasions.
2. Preparation of researches relating to social, political and economic issues from a religious perspective.
3. Preparation of research papers the Authority is participating with in the internal and external seminars and conferences.
4. Issuing scientific Sharia books (Quran and Sunna the disciplines, Fiqh and Fiqh fundamentals, and so on).
5. Coordinating with the concerned bodies for the purpose of issuing Al Fatwa Book and Al-Juma Sermons Book.
6. Providing Manar Al-Islam Magazine and the Authorities' website with the researches.
7. Official permission of printing the Holy Mosaf in the country.
8. Monitoring and reviewing the Moshafs and the translations of the meanings of the Holy Quran.
9. Monitoring Islamic books and researches together with other the religious reports and the Islamic publications issued by the Authority which are coming in from outside the country.
10. Monitoring the religious subjects and topics published in the different newspapers and magazines and making sure that they are not against the values and conduct of Islam.
11. Reviewing the different types of documents, publications and electronic recordings, as well as the posters and boards coming in from the Information National Council.
12. Keeping the documents and papers relating to the religious control.
13. Any other duties relating to the nature of the Department's Work, and that are assigned to it by the Executive Director of the Islamic Affairs.

Article (21) The Executive Director of the Awqaf Affairs

The Executive Director of the Awqaf Affairs shall implement the strategic policies and plans and overseas

the major operations and projects within the sector he is supervising. He shall in particular undertake the following:

1. Taking part in drawing up the Authority's policies and setting up the strategic plans and overseeing the implementation of the same within the sector he is supervising.
2. Drawing up the major work plans and programs of the sector and overseeing the implementation of the same after approving them.
3. Coordination between the Organizational Units under him in the Authority and overseeing the performance of the same and submitting the relevant performance reports to the General Manager.
4. Following up and developing performance in the Organizational Units under him.
5. Any other powers assigned to him by the General Manager.

The Executive Director of the Awqaf Affairs may delegate some of his powers to those whom he sees fit.

Article (22) Assets and Channels of Spending of Waqf Department

The Assets and Beneficiaries of Waqf Department shall undertake the following:

1. Drawing up plans of Waqf marketing campaigns in collaboration with the concerned bodies.
2. Receiving Waqf properties and funds in collaboration with the concerned bodies.
3. Participating in enhancing the relationship with those granting the Waqfs and providing them with information and data relating to the endowed assets as per the regulations in operation.
4. Directing those granting the Waqfs to the charitable projects.
5. Following up the vacant real estate properties of Waqf together with whatever relates to the same.
6. Monitoring the procedures of the processes of real estate properties sale and purchase as per the directions issued in this respect.
7. Managing the Waqf channels of spending and ensuring implementation of those granting the Waqfs requirements.
8. Any other duties relating to the nature of the Department's work, and that are assigned to it by the Executive Director of the Awqaf Affairs.

Article (23) Waqf Investments Department

The Waqf Investments Department shall undertake the following:

1. Drawing up plans for investment and development of Waqf properties as per the relevant policies and directions.
2. Managing Waqf liquid funds at the Authority according to the modern and Sharia investment methods in order to develop and invest the same on sound technical and economic bases.
3. Preparing the economic and technical plans and studies necessary for constructing the new buildings of the Waqf, Investment and Charitable properties and following up implementation of the same, in coordination in respect of which with the different competent departments.
4. Any other duties relating to the nature of the Department's work that are assigned to it by the Executive Director of the Awqaf Affairs.

Article (24) The Executive Director of Supporting Services

The Executive Director of Supporting Services shall Implement the strategic policies and plans and

oversee the major operations and projects within the sector he is supervising. He shall in particular undertake the following:

1. Taking part in drawing up the Authority's policies and setting up the strategic plans and overseeing the implementation of the same within the sector he is supervising.
2. Drawing up the major work plans and programs and overseeing the implementation of the same after approving them.
3. Coordination between the Organizational Units under him in the Authority and overseeing the performance of the same and submitting the relevant performance reports to the General Manager.
4. Following up and developing performance in the Organizational Units under him.
5. Any other powers assigned to him by the General Manager.

The Executive Director of the Supporting Services may delegate some of his powers to those whom he sees fit.

Article (25) The Regulatory Unites under the Executive Director of Supporting Services

Under the Executive Director of Supporting Services the following Organization Units exist:

1. [Government Communications Department.](#)
2. [Human Resources and Financial Affairs Department.](#)
3. [Public Services Department.](#)
4. [Information Technology Department.](#)
5. [Legal Affairs Department.](#)

Article (26) Government Communications Department

The Government Communications Department shall undertake the following:

1. Drawing up and implementing an integrated strategy of internal and external communication.
2. Researching the areas of communication and partnership with the different institutions and departments.
3. Carrying out the different information activities and developing the effective communication tools with the different categories of the clients.
4. Carrying out the different public relations activities relating to the Authority's work.
5. Translating the Authority's publications as required.
6. Translating the materials are required for posting on the Internet.
7. Translating correspondences between the Authority and the external bodies.
8. Any other duties relating to the nature of the Department's work that are assigned to it by the Executive Director of the Supporting Services.

Article (27) Human Resources and Financial Affairs Department

The Human Resources and Financial Affairs Department shall undertake the following:

1. Planning, developing, training and locating of human resources within the framework of the human resources Federal policies and strategic planning.
2. Carrying out the procedures of human resources affairs based on the policies of the human resources and the

civil service code.

3. Providing the administrative and artistic means of support and assistance to the different organizational units.
4. Drawing up the Authority's budget based on its strategic plan.
5. Application of the approved financial policies, regulations and procedures.
6. Providing the authorities' requirements of equipments, materials and services and monitoring the process of purchase, supply and the receipt of the same.
7. Any other duties relating to the nature of the Department's work, and that are assigned to it by the Executive Director of the Supporting Services.

Article (28) Public Services Department

The Public Services Department shall undertake the following:

1. Designing and planning the approved projects and following the implementation of the same in a manner that service the quick and good performance of the same.
2. Preparing and planning for the preventive and the remedial maintenance works of the mosques and establishments of Waqfs that are within the work of the Authority.
3. Receiving maintenance requests and carrying out the same within the available capabilities and in the required quality.
4. Preparing bids and tenders and the assignment orders relating to the new constructions and the maintenance works and preparing the awarding of such assignment orders and overseeing the implementation of the same, in coordination with the purchase and warehouses department.
5. Following up with the concerned bodies for issuing licenses of building nongovernment mosques, and approving the building plans after ensuring the conformity of the same with the technical specifications drawn up by the Authority for the mosques.
6. Coordinating with the Imams and Callers for Payer to ensure the existence of regular control over the mosques services, utilities and equipments and the cleaning works.
7. Preparing the periodical follow-up reports that include description of the status quo of each mosque/ endowment together with a statement of the things that hinder performance, and the relevant solutions for removing the same.
8. Any other duties relating to the nature of the Department's work that are assigned to it by the Executive Director of the Supporting Services.

Article (29) The Information Technology Department

The Informant Technology Department shall undertake the following:

1. Specifying the needs of technical programs and systems and developing the same and enhancing the electronic linking operations in accordance with the e-government requirements and the Authority's strategy.
2. Ensuring that preparedness, safety and security of different machines and technical operating systems and wanted to ring the performance of the same.
3. Providing the technical support and assistance to the different organizational units in the Authority.
4. Preparing website content management systems for the Authority website.
5. Any other duties relating to the nature of the Department's work, and that are assigned to it by the Executive Director of the Supporting Services.

Article (30) Legal Affairs Department

- 1. Preparing draft studies and laws, decrees and agreements and regulations relating to the Authority in preparation for submitting the same to the competent authorities.**
- 2. Preparing lawsuits to which the Authority is a party and coordinating with the competent authorities.**
- 3. Studying the grievances and complaints and conducting the administrative investigations on the subjects referred to it.**
- 4. Preparing and reviewing the direction of administrative contracts relating to the Authority' work.**
- 5. Any other duties relating to the nature of the Department's work that are assigned to it by the Executive Director of the Supporting Services.**

Article (31) The Authority Branches

The Authority branches within the geographical domain specified for the same shall undertake the following:

1. Implementing the Authority's mission as regards the activities of religious awareness, preaching and guidance.
2. overseeing mosques by monitoring the performance of those working at such mosques and following up the status of their service utilities and equipping them with the relevant requirements of maintenance and furniture.
3. Taking care of Awqaf affairs as per the plan drawn up by the Authority.
4. Overseeing the permanent, non-government and Waqf Quran Memorization Centers.
5. Monitoring the Hajj and Umarah campaigns affairs.
6. Any other duties relating to the nature of the Authority's nature of work that are assigned to it by the Organization Units of the Authority.
7. Each office shall have a manager assisted by a technical and administrative body.

Article (32)

The organizational structure of the Authority may be modified only by a resolution by the Ministerial Cabinet, and by virtue of the procedures applicable in this respect.

Article (33)

The Chairman shall pass the relevant resolutions necessary for implementing the organizational structure of the Authority, and he may form and create the organizational units under the departments stated in the organizational structure (section/branch) and determine the powers of the same, according to the procedures applicable in this respect.

Article (34)

This Decree shall be published in the Official Gazette and shall be operative as of the date of issuing the same.

[Signed]

Mohammed Bin Rashid Al Maktoum

Prime Minister

Issued on:

12th May 2009

17 Jumad Awal 1430

The Organizational Structure of the Islamic Affairs and Awqaf General Authority

		Board of Directors		
		Chairman of the Authority		
The Authority Advisers				The Authority Chairman Office
Strategic Planning, Performance Assessment And Corporate Distinction Office				Internal Auditing Office
		General Manager		
General Manager Office				Authority Branches
The Executive Director of the Supporting Services		The Executive Director of the Awqaf Affairs.		The Executive Director of the Islamic Affairs
Government Communications Department		Assets and Channels of Spending of Waqf Department		Mosques Department
Human Resources Department		Waqf Investments Department		Haji and Umrah Department

Human Resources and Financial Affairs Department		Waqf Investments Department		Religious Centers and Institutes Department
Public Service Department				Ifta Department
Information Technology Department				Preaching Department
Legal Affairs Department				Research and Religious Publications Control Department