



المركز الوطني للبحوث الزراعية
National Agricultural Research Center

**Instructions Defining Functions of Directorates,
Units, and Departments No. (1) for the Year 2018**

**Issued Under Article (B /16) of the
National Agricultural Research Center**

Bylaw No. (42) of the Year 1993 and its Amendments

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Article (1):

These Instructions shall be called (Instructions for defining functions of Directorates, Units and Departments No. (1) issued under Article (B /16) of the National Agricultural Research Center Bylaw No. 42 of 1993 and its amendments, and shall come into effect from the date of its approval.

Article (2):

The following words and phrases wherever stated in these Instructions shall have the meanings assigned to them below unless the context indicates otherwise:

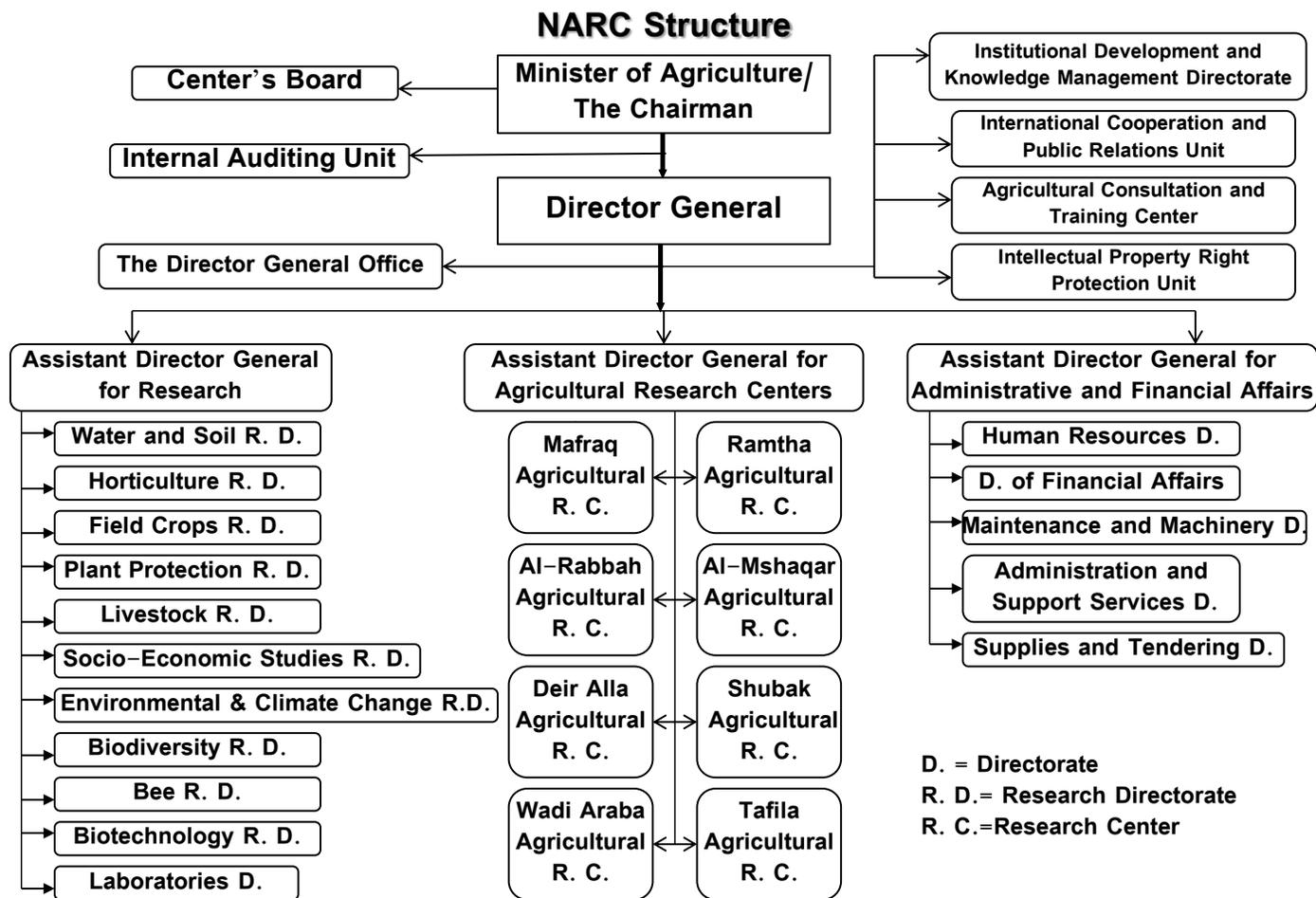
Minister	The Minister of Agriculture.
Center's Board	Board of the National Agricultural Research Center.
Center	National Agricultural Research Center.
Director General	Director General of the National Agricultural Research Center.
Bylaw	The National Agricultural Research Center Bylaw No. (42) of the year 1993 and its amendments.
Organizational structure	The structural form of the organization that defines the organizational units and their consequent functional positions arranged in the form of levels that take the form of a pyramid, which is linked by a formal line of authority that clarifies decision and responsibility points.
Organizational Unit	The basic component of the organizational structure with a specific administrative level. It is assigned to carry out the organization's tasks and / or activities. Its title and administrative level is determined according to the nature of these tasks and / or activities.
Director of the Directorate /Unit	The acting manager of the directorate/unit in the National Agricultural Research Center.

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Article (3):

The organizational structure of the National Agricultural Research Center according to Article (9) of the Center's Bylaw and its amendments consists of the following:

- A- The Minister.
- B- The Center Board.
- C- The Director General.
- D- Internal Auditing Unit.
- A- Assistant Director General for Research.
- B- Assistant Director General for Agricultural Research Centers.
- C- Assistant Director General for Administrative and Financial Affairs.
- D- The following directorates:
 - 1) Institutional Development and Knowledge Management Directorate.
 - 2) Agricultural Consultation and Training Center Directorate.
 - 3) Water and Soil Research Directorate.
 - 4) Horticulture Research Directorate.
 - 5) Field Crops Research Directorate.
 - 6) Plant Protection Research Directorate.
 - 7) Livestock Research Directorate.
 - 8) Socio-Economic Studies Research Directorate.
 - 9) Environment and Climate Change Research Directorate.
 - 10) Biodiversity Research Directorate.
 - 11) Bee Research Directorate.
 - 12) Biotechnology Research Directorate.
 - 13) Laboratories Directorate.
 - 14) Human Resources Directorate.
 - 15) Directorate of Financial Affairs.
 - 16) Maintenance and Machinery Directorate.
 - 17) Administration and Support Services Directorate.
 - 18) Supplies and Tendering Directorate.
 - 19) Ramtha Agricultural Research Center.
 - 20) Mafraq Agricultural Research Center.
 - 21) Al-Mshaqar Agricultural Research Center.
 - 22) Al-Rabbah Agricultural Research Center.
 - 23) Shubak Agricultural Research Center.
 - 24) Deir Alla Agricultural Research Center.
 - 25) Tafila Agricultural Research Center.
 - 26) Wadi Araba Agricultural Research Center.
- E- The following units:
 - 1) International Cooperation and Public Relations Unit.
 - 2) Intellectual Property Right Protection Unit.
- F- The offices:
 - 1) Director General Office.



National Agricultural Research Center

Article (4):

The linkage level according to Article (10) of the Bylaw:

Functions of the administrative units associated with the Minister of Agriculture:

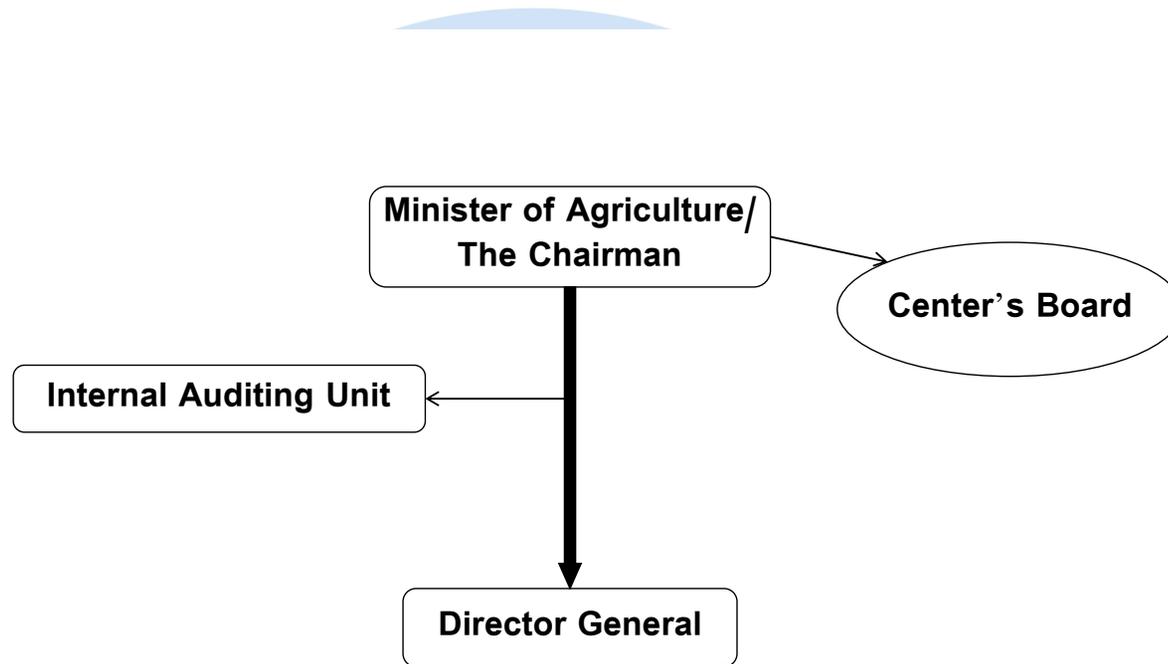
A. Internal Auditing Unit (Directorate Level):

Mission:

- Ensure the precision and accuracy of the data, accounting information, and financial statements.
- Verify the effectiveness and efficiency of financial operations.
- Protect financial resources and assets from misuse.
- Ensure compliance with applicable legislations to reduce errors and detect them if they occur.
- Adhere to the approved financial policies of government organizations and units.
- Practice administrative control and technical supervision to ensure that the Center achieves the objectives and general policies by reviewing the administrative decisions issued in this regard.
- Propose the development and amendment of the instructions regarding the Center's activities contributing to the control of resources utilization, and the preservation of public money.
- Report to the Director General after each action to ensure proper corrective procedures are taken.
- Conduct regular checks and audits on all the administrative, financial and technical activities and on the various administrative units in the Center to ensure their compliance with related legislations and instructions.
- Conduct sudden inspection and audit on all administrative, financial and technical activities of the various administrative units in the Center to ensure the application of the related legislations and instructions.
- Participate in all internal and external investigation committees.
- Follow up the implementation of the recommendations of the external financial and audit bodies (the Ministry of Finance, the Audit Bureau and others) by the various administrative units in the Center.
- Prepare the annual plan for the implementation of the tasks entrusted to the unit and follow-up its implementation.

The unit consists of the following departments that carry out the tasks entrusted to it:

- 1) Financial Auditing Department.
- 2) Administrative Auditing Department.
- 3) Technical Auditing Department.



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Article (5):

Functions of the administrative units associated with the Director General:

A. Assistant Director General for Research:

Mission:

- Supervise the activities and staff of the organizational research directorates affiliated with him, and exercise his authority according to the laws, regulations and the instructions of the Director General.
- Participate in the development of the general framework and programs necessary to implement the approved policies of the research directorates under his supervision, and synchronize their work with the work of the other directorates of the Center.
- Perform comprehensive review of research directorates' outputs, and follow-up on the effectiveness and achievements to ensure that they are consistent with the objectives and plans adopted for the transfer of modern technologies and research outputs to the extension.
- Provide the Director General with his technical feedback on the effectiveness and application of regulations, laws and instructions governing the work of the research directorates.
- Practice other administrative and financial authorities entrusted to him in accordance with applied regulations and instructions at the Center.
- Participate in the meetings of the permanent and temporary committees in the Center, and represent the Center in internal and external meetings and conferences in accordance with the instructions of the Director General.
- Study and analyze the periodic technical and administrative reports related to the activities of the Center.
- Review draft research and project proposals approval, and seek funding sources from international, regional and local partners.
- Carry out the tasks and responsibilities as deputy Director General in the absence of the Director General if instructed to do so.
- Perform any other duties assigned to him in the field of his competence.

B. Assistant Director General for Agricultural Research Centers:

Mission:

- Supervise the activities and staff of the agricultural research centers, and exercise his function and authority according to the laws, regulations, and instructions of the Director General.
- Participate in the development of plans of joint research programs and coordinate their job with the work of the research directorates and branch research centers of the Center.
- Follow up the results of the research centers' activities in addition to review and check their conformity with the approved objectives and plans.
- Submit proposals to the Director General on how to overcome the difficulties and obstacles that may arise in the branch research centers.

- Participate in studying proposals and initiatives for field work in branch research centers.
- Participate in the development of plans for branch research centers and agricultural stations.
- Participate in the meetings of the various committees in the center.
- Perform any duties assigned to him in his field of competence.

C. Assistant Director General for Administrative and Financial Affairs:

Mission:

- Assist in supervising the implementation of all tasks related to the financial management of the Center, ensuring the optimal utilization of available financial resources through financial authority and responsibility in accordance with the regulations, instructions and decisions issued in this regard.
- Assist in the preparation of the draft general budget law for the running and capital expenditures of the Center and its project budgets, and ensure the implementation of all budget items according to the approved legislation.
- Assist in reviewing and analyzing accounting results, working on auditing, verifying and preparing periodic reports thereon, and advising the higher management level and various positions of the Center in financial matters.
- Supervise the activities and staff of the Center's directorates linked to him, and exercise his functions and authorities according to the laws, regulations and instructions of the higher management head.
- Participate in the illustration of goals, development of plans and public policies, and making critical decisions concerning the Center in general.
- Provide suggestions for the development of administrative and structural management of the Center.
- Prepare periodic reports on employee performance and the achievements of the directorates, and evaluate them to monitor the improvement of performance and work progress.
- Ensure that all of the Center's requirements are met regarding furniture, equipment, and any other supplies and services in accordance with approved rules and regulations.
- Present necessary suggestions and recommendations for updating and formulating regulations and instructions on all administrative, financial and any other issue in accordance with the increase in the scale of work and its requirements.
- Perform any assigned duties concerning the branch research centers.

D. Institutional Development and Knowledge Management Directorate:

Mission:

- Prepare and formulate the Center strategic plan required to achieve the goals and objectives of its establishment, and in line with national goals and priorities.
- Prepare and review operational plans to ensure consistency with the institutional objectives.

- Prepare proposals and recommendations required for the development of the Strategic and Action Plans.
- Develop and prepare various plans within the scope of strategic planning (such as risk management plans, contingency plans, knowledge management plan, community responsibility) in coordination with specialized organizational units.
- Regular follow-up of work progress in the strategic plan implementation, and the operational plans of action.
- Update periodically the organizational framework and the infra-structure of the Center, and propose possible opportunities for improvement, as well as, development in cooperation with the relevant organizational units, and in accordance with the regulatory legislation.
- Design, review and simplify standard procedures for all operations, and develop performance indicators.
- Develop quality control of provided services, and continuous documentation of work procedures and their evaluation, simplification and update.
- Manage all issues related to the King Abdullah II Award for Excellence in Government Performance and Transparency.
- Evaluate performance and achievement at the level of the various strategic objectives, programs and organizational units of the Department, periodically and systematically, and make recommendations to address deviations.
- Act as the Center's representative and liaison officer with all concerned parties regarding the work progress at the Center.
- Apply laboratory quality control system number (17025) in all administrative, technical and revision aspects, and conduct verification and skill checks.
- Check the progress of work in accordance with procedures for all operations, and issue cases of non-conformity in case of violation and take corrective and preventive measures to prevent deviation.
- Develop a general comprehensive quality control system to achieve the requirements of operations at the Center.
- Measure the satisfaction of partners and service recipients by the performance of the Center on regular basis.
- Measure the satisfaction of staff members regarding work conditions and procedures, and consider their views for improvement.
- Manage suggestions and complaints received internally and externally, and prepare a record indicating the complaint /suggestion and actions taken, and make use of the development suggestions submitted by partners, service recipients and employees as much as possible.
- Determine the Center needs of computers and software to develop the performance of administrative units.
- Upgrade and maintain the computer network for the various administrative units.
- Maintain and sustain operating computer systems in the administrative units of the Center (administrative and financial systems).
- Monitor, update and maintain the Center's website.

- Study tenders for computer equipment and accessories.
- Coordinate with units concerned to document, simplify, re-engineer and configure procedures and services for electronic submission.
- Coordinate with the E-Government Program Department by preparing the necessary software, technological infrastructure and electronic connectivity requirements, enabling the Center to provide its services on-line.
- Review and revise scientific papers before publication.
- Review the publications (books, booklets and brochures) issued by the Center.
- Build a database of accredited scientific journals to help researchers in publishing their scientific papers.
- Support agricultural scientific research with recent publications.
- Confine and document the implicit knowledge of the Center.
- Coordinate with senior management and other organizational units to develop the necessary mechanisms to ensure access to, control, manage, store, and disseminate knowledge. Also develop procedures, facilities, assistive devices, documentation of operations, and implementation monitoring and follow up.
- Supervise the management and preservation of the Center knowledge sources, and effectively use them for achieving institutional objectives.
- Monitor all agricultural scientific materials at the national and global level.
- Collect and document Jordanian agricultural literature, and publish it globally, through the Jordanian National Agricultural Information System (NAIS).
- Provide the National Agricultural Library with new scientific references and international agricultural journals.
- Follow-up and supply the libraries of the branch research centers with needed resources.
- Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow-up its implementation.

The Directorate consists of the following departments, units and divisions, which carry out the tasks entrusted to them:

1. Strategic Planning and Operations Department, followed by:
 - 1.1 King Abdullah II Award for Excellence in Government Performance and Transparency Division.
 - 1.2 Strategic Planning Division.
 - 1.3 Process Engineering Division.
2. Monitoring and Evaluation Department, followed by:
 - 2.1 Follow-up Division.
 - 2.2 Evaluation Division.
3. Quality Control Department, followed by:
 - 3.1 Quality of Services Division.
 - 3.2 Laboratory Quality Control Division.

4. Electronic Transformation and Information Technology Department, followed by:
 - 4.1 Programming and Development Division.
 - 4.2 Technical Support Division.
 - 4.3 Electronic Government Division.
5. Review and Publication Department, followed by:
 - 5.1 Publication of Scientific Papers Management Division.
 - 5.2 Knowledge Documentation and Dissemination Division.
6. National Library of Agricultural Information Department, followed by:
 - 6.1 Books and Reference Materials and Periodicals Division.
 - 6.2 Electronic Resources and Audiovisual Materials Division.
 - 6.3 Acquisition and Agricultural Documentation Division.

E. International Cooperation and Public Relations Unit (Directorate level):

Mission:

- Inform the public about the current news and activities highlighting the important role of the Center in guiding and improving local agricultural situation.
- Inform decision-makers and legislators in the administrative and governmental bodies about the importance of agricultural scientific research represented by the Center, thus affecting the general economic situation in terms of the ability to influence the increase in production capacity of agricultural crops, livestock and agricultural exports.
- Highlight the role of the Center in the Jordanian agricultural development to convince international organizations and donors to obtain their support for projects in terms of finance and capacity building.
- Enhance the relations between the Center and international organizations /institutions related to agricultural research.
- Provide information highlighting the achievements, activities and events of the Center to various information media.
- Organize the Center's relations with the channels of mass media either printed or audio-visual.
- Monitor and document published or disseminated activities regarding the agricultural sector and the activities of the Center.
- Participate in preparing programs, publications and agricultural media.
- Function as public relations, international cooperation and information.
- Prepare the annual plan to implement the tasks entrusted to the unit and follow-up its implementation.

F. Agricultural Consultation and Training Center (Directorate level):

Mission:

- Provide consultation services in the agricultural specialties available in the center.
- Develop training programs in competence with scientific developments and technologies in agricultural research.

- Cooperate with specialized training centers in some areas and give them the opportunity to provide their distinguished services under the umbrella of the Center consultation and training center.
- Provide tailor-made training programs upon the request of institutions and partners.
- Build a database of technologies developed or upgraded at the Center.
- Formulate technology packages in the form of programs and activities.
- Build a database for pioneer farmers.
- Implement capacity-building activities for pilot farmers.
- Recommend technology transfer mechanisms to farmers.
- Responsible for technical consultancy, agricultural training and capacity-building of pioneer farmers.
- Prepare the annual plan for the implementation of the tasks assigned to the training center and follow-up its implementation.

G. Intellectual Property Right Protection Unit (Directorate Level):

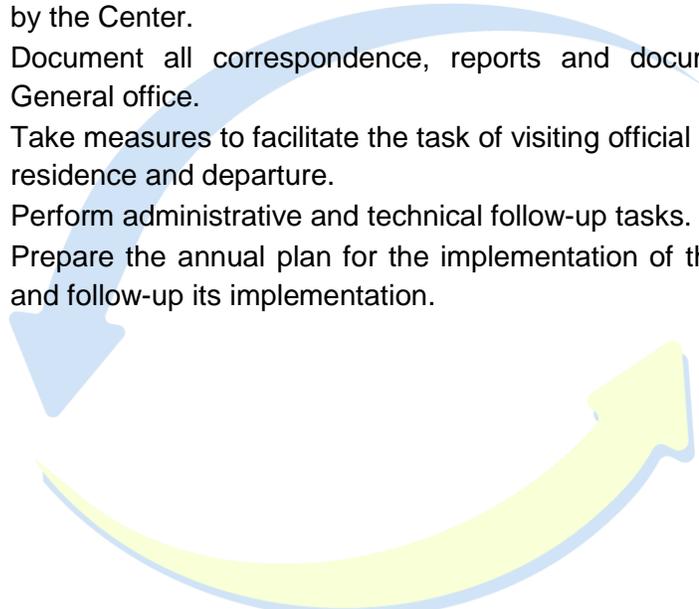
Mission:

- Create awareness and understanding of issues related to Jordanian laws, intellectual property, technology transfer, licensing, and the regulations of the Center.
- Implement and follow-up regulations regarding intellectual property rights issued by the Center's Board.
- Receive applications containing the disclosure of a plant variety, invention or industrial model, submitted by the researchers and study them for the purpose of evaluation, identification of novelty, and previous studies available, in addition to the possibility of their exploitation in local and international industry and agriculture.
- Protect and market plant varieties, inventions and industrial designs included in documents and applications.
- Study and determine documents to be published containing a disclosure of an invention, an industrial model, or a new plant variety.
- Cooperate with the Technology Transfer Coordinating Office in Al Hassan Science City and the Jordanian Technology Transfer network (as the unit is considered as part of the network), realizing the benefit of the Center's researchers, and linking researchers to this network.
- Supervise and follow-up on technology and intellectual property right licensing contracts of which the Center is a party.
- Register invention patents, new plant varieties, books, and any domain involving intellectual property right.
- Prepare the annual plan for the implementation of the tasks entrusted to the unit and follow-up its implementation.

H. The Director General Office (Directorate level):

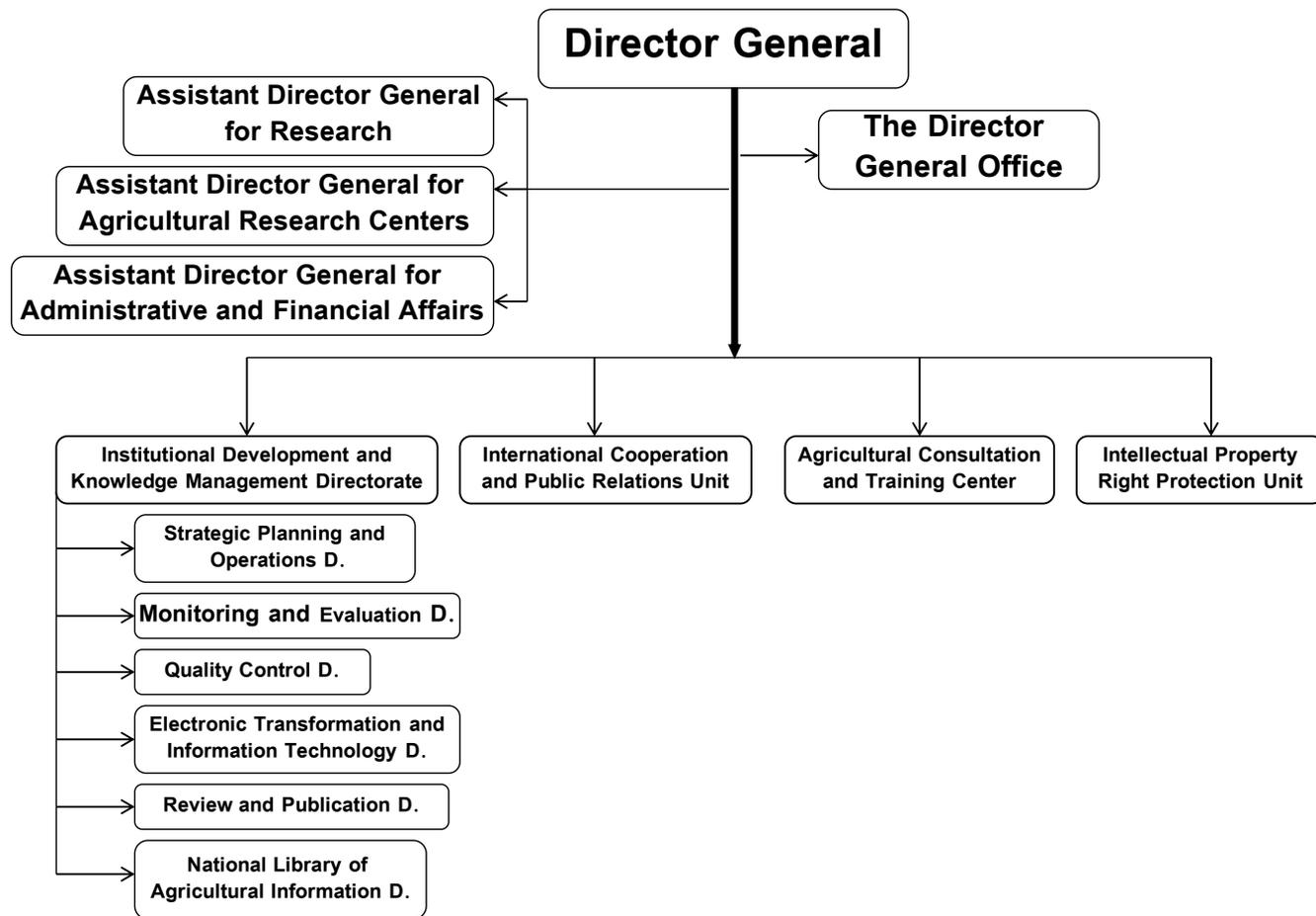
Mission:

- Supervise and organize the work of the Director General office.
- Study and organize the daily transactions and correspondence received by the Director General's Office, and check to obtain technical opinion in coordination with the concerned directorates.
- Prepare reports and technical information for the Director General in cooperation with the relevant directorates.
- Follow up the implementation of recommendations resulting from the meetings held by the Center.
- Document all correspondence, reports and documents related to the Director General office.
- Take measures to facilitate the task of visiting official personnel in terms of reception, residence and departure.
- Perform administrative and technical follow-up tasks.
- Prepare the annual plan for the implementation of the tasks assigned to the Office and follow-up its implementation.



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National Agricultural Research Center



National Agricultural Research Center

Article (6):

Functions of the administrative units associated with the Assistant Director General for Research:

A. Water and Soil Research Directorate:

Mission:

1. Conduct scientific and applied research for the optimal use of natural resources and their protection from deterioration in the following areas:
 - 1.1 Traditional and non-conventional irrigation water.
 - 1.2 Crop irrigation water requirements.
 - 1.3 Water harvesting.
 - 1.4 Desertification and land degradation.
 - 1.5 Efficient use of irrigation water and fertilizer.
2. Use and transfer of modern irrigation system techniques and renewable energy on farm level.
3. Qualify and capacity buildup of technical staff.
4. Document and publish results of agricultural research carried out by the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate shall have the following departments and divisions to carry out tasks entrusted to it:

1. Soil and Watershed Research Department, followed by:
 - 1.1 Soil Research Division.
 - 1.2 Water Harvesting Research Division.
 - 1.3 Watershed Hydrological Studies Division.
 - 1.4 Land Reclamation and Combating Desertification Research Division.
2. Irrigation Water Management Research Department, followed by:
 - 2.1 Irrigation Water Management and Crop Water Requirements Research Division.
 - 2.2 Non-Traditional Water Use for Irrigation Research Division.
3. Fertilizer Application Research Department, followed by:
 - 3.1 Soil Fertility Research Division.
 - 3.2 Fertigation Research Division.

B. Horticulture Research Directorate:

Mission:

1. Conduct applied scientific research in the following fields:
 - 1.1 Cultivation, evaluation and dissemination of new varieties of vegetables and fruits in different parts of the Kingdom under different conditions.
 - 1.2 Introduction and evaluation of new agricultural techniques such as soilless agriculture, grafting of vegetables and improved management of protected farming systems.
 - 1.3 Applying good agricultural practices and developing farm management.

- 1.4 Improve the quality of the horticultural products and reduce post-harvest losses.
- 1.5 Deal with emerging and temporal climatic conditions such as frost, drought and high temperature stresses.
- 1.6 Increase the productivity of the olive tree and improve the quality of the oil produced.
- 1.7 Preserve and develop the national heritage of olives and increase their utilization.
- 1.8 Increase the production of date palm trees and improve the quality of produced fruits.
- 1.9 Organic agriculture.
- 1.10 Develop and enhance food processing of farm products.
2. Provide laboratory analysis services to test the quality of olive oil and the vitality of date palm pollen.
3. Quality and capacity buildup of technical staff.
4. Document and publish the results of agricultural research carried out in the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Vegetable Research Department, followed by:
 - 1.1 Irrigated Vegetable Research Division.
 - 1.2 Rainfed Vegetable Research Division.
 - 1.3 Soilless culture Research Division.
2. Fruit Trees Research Department, followed by:
 - 2.1 Irrigated Fruit Trees Research Division.
 - 2.2 Rainfed Fruit Trees Research Division.
3. Olive Research Department, followed by:
 - 3.1 Production Research and Genetic Studies Division.
 - 3.2 Olive Oil Quality Research Division.
4. Organic Agriculture Research Department, followed by:
 - 4.1 Organic Vegetable Research Division.
 - 4.2 Organic Fruit Tree Research Division.
5. Date Palm Research Department, followed by:
 - 5.1 Production Research and Genetic Studies Division.
 - 5.2 Quality of Date Palm Fruits Research Division.
6. Post-harvest Research Department followed by:
 - 6.1 Post-harvest Division.
 - 6.2 Agricultural Value Chain Division.
 - 6.3 Agricultural Processing Division.

C. Field Crops Research Directorate:

Mission:

1. Conduct applied scientific research in the following fields:
 - 1.1 Development (evaluation and selection) varieties of field crops.
 - 1.2 Protection and sustainable crop production through good utilization of agricultural resources.
 - 1.3 Improve the integration between plant and livestock production.
 - 1.4 Reduce losses in agricultural products, arising from harvesting or damage from insects and plant diseases.
2. Optimize production inputs and sustain resources to address climate change.
3. Qualify and capacity buildup of technical staff.
4. Publish and document the results of agricultural research carried out in the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate shall have the following departments and divisions which carry out the tasks entrusted to it:

1. Cereals and Legumes Research Department, followed by:
 - 1.1 Grain Research Division.
 - 1.2 Legumes Research Division.
 - 1.3 Seed Multiplication Research Division.
2. Newly Introduced Crops Research Department, followed by:
 - 2.1 Medicinal and Aromatic Plants Research Division.
 - 2.2 Industrial Crops Research Division.
3. Agricultural Crop Systems Research Department.

D. Plant Protection Research Directorate:

Mission:

1. Conduct applied scientific research in the following fields:
 - 1.1 Use environmentally safe technologies to reduce the use of pesticides, produce safe crops and reduce the negative effects of pesticides on the local environment.
 - 1.2 Use modern technology in plant protection on protected crops, open field crops, and fruit orchards.
 - 1.3 Integrated pest management.
2. Transfer of information related to modern technology in plant protection.
3. Qualify and capacity buildup of technical staff.
4. Publish and document the results of agricultural research carried out in the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Insects and Spider Research Department, followed by:
 - 1.1 Economic Insects Research Division.
 - 1.2 Biological Pest Control Research Division.
2. Plant Disease Research Department, followed by:
 - 2.1 Plant Fungal Diseases Research Division.
 - 2.2 Plant Bacterial Diseases Research Division.
 - 2.3 Plant Viral Diseases Research Division.
 - 2.4 Nematode Research Division.
3. Harmful Weeds Department.

E. Livestock Research Directorate:

Mission:

1. Conduct applied scientific research in the following fields:
 - 1.1 Improve local breeds of sheep and goats (national Awassi sheep and Baladi goats) and local poultry using methods of selection and methods of genetic improvement within the strain.
 - 1.2 Animal feed, non-traditional feed production and optimum utilization of agricultural and industrial wastes.
 - 1.3 Fish farming and integrated farm management.
 - 1.4 Animal health using modern technologies in laboratory diagnosis and monitoring of animal diseases.
2. Transfer the results of research and related studies.
3. Qualify and capacity buildup of technical staff.
4. Publish and document the results of agricultural research carried out in the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Animal Production Research Department, followed by:
 - 1.1 Nutrition Research Division.
 - 1.2 Animal Research and Farm Management Division.
 - 1.3 Poultry Research Division.
 - 1.4 Animal Biodiversity Research Division.
2. Animal Health Research Department, followed by:
 - 2.1 Ruminant Diseases Research Division.
 - 2.2 Poultry and Fish Diseases Research Division.
 - 2.3 Laboratory Diagnosis Research Division.
3. Fish Research Department.

F. Socio-Economic Studies Research Directorate:

Mission:

1. Conduct research and scientific studies in the following fields:
 - 1.1 Management of agricultural activities and organizing production.
 - 1.2 Competitiveness of agricultural crops and their marketing opportunities.
 - 1.3 Economic feasibility and social acceptance of research results.
 - 1.4 Assessment of the use of available resources and food security.
 - 1.5 Assessment of green economy activities and new economic and social alternatives.
 - 1.6 Gender.
2. Qualify and capacity buildup of technical staff.
3. Publish and document the results of agricultural research carried out in the Directorate.
4. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Economic Studies and Adoption Research Department, followed by:
 - 1.1 Economic Studies Division.
 - 1.2 Adoption Studies Division.
2. Food Security Studies Research Department.
3. Green Economy and Gender Research Department, followed by:
 - 3.1 Green Economy Division.
 - 3.2 Gender Division.

G. Environment and Climate Change Research Directorate:

Mission:

1. Conduct research and studies that contribute to:
 - 1.1 Enhancing integrated management for sustainable natural resources, and land use planning.
 - 1.2 Conserving ecosystems and their pertaining services.
 - 1.3 Detecting climate change, its impact, and methods of adaptation.
 - 1.4 Drought monitoring and drought early warning.
2. Promote the use of technology in the agricultural sector through GIS applications, remote sensing and modeling.
3. Qualify and capacity buildup of technical staff.
4. Publish and document the results of agricultural research carried out in the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. GIS and Remote Sensing Research Department, followed by:
 - 1.1 Planning and Land Use Research Division.
 - 1.2 Modeling Research Division.
2. Climate Change and Drought Monitoring Research Department, followed by:
 - 2.1 Drought Research Division.
 - 2.2 Climate Change Research Division.
3. Environmental Systems Research Department, followed by:
 - 3.1 Environmental Systems Services Research Division.
 - 3.2 Water, Soil and Plant Pollution Research Division.
 - 3.3 Environmental Impact Studies Research Division.
 - 3.4 Use of Renewable Energy in Agriculture Research Division.

H. Biodiversity Research Directorate:

Mission:

1. Conduct scientific research and carry out the tasks in the following areas:
 - 1.1 Ex Situ and In Situ conservation of plant species (endemic wild plant species and local landraces), priority shall be given to plant genetic resources for food and agriculture.
 - 1.2 Develop legal frameworks and strategies for the conservation, utilization and exchange of genetic resources.
 - 1.3 Conduct floral surveys, and assessment of natural vegetation cover and restoration of habitats.
 - 1.4 Utilization and management of forests.
 - 1.5 Utilization and management of rangelands.
 - 1.6 Characterization and utilization of plant genetic resources for food and agriculture, including wild species and local landraces.
2. Qualify and capacity buildup of technical staff.
3. Publish and document the results of agricultural research carried out in the Directorate.
4. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Herbarium and Conservation of Wild Plants Research Department, followed by:
 - 1.1 Plant Systematic and Natural Evolution Research Division.
 - 1.2 Vegetation Cover and Habitat Restoration Research Division.
2. Rangeland Research Department.
3. Forestry Research Department.
4. National Seed Bank (*Ex Situ* Conservation) Research Department, followed by:
 - 4.1 Seed Curation and Physiology Research Division.
 - 4.2 Characterization and Utilization of Genetic Resources Research Division.
 - 4.3 Databases Division.

I. Bee Research Directorate:

Mission:

1. Conduct applied scientific research and studies in the following fields:
 - 1.1 Establishment of a research base to improve apiculture.
 - 1.2 Beekeeping.
 - 1.3 Promote the quality and excellence of honey.
 - 1.4 Honey bee diseases and pests.
2. Supervision and follow-up of the apiaries.
3. Qualify and capacity buildup of technical staff.
4. Publish and document the results of agricultural research carried out in the Directorate.
5. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Bee Hive Management and Queen Production Research Department, followed by:
 - 1.1 Apiaries Management Research Division.
 - 1.2 Queen Production Research Division.
 - 1.3 Bumble Bees Research Division.
2. Bee Laboratory Research Department, followed by:
 - 2.1 Bee Breeding Research Division.
 - 2.2 Diseases and Pests Research Division.
 - 2.3 Bee Products Research Division.
3. Pollination of Field Crops and Bee Plants Research Department, followed by:
 - 3.1 Pollination Research Division.
 - 3.2 Nectariferous Plants Research Division.

J. Biotechnology Research Directorate:

Mission:

1. Conduct applied scientific research in the following fields:
 - 1.1 Use of different biotechnologies in the selection and genetic improvement of plant varieties and plant genetic resources.
 - 1.2 Molecular characterization of plant varieties and genetic resources through DNA fingerprinting using various molecular markers.
 - 1.3 Propagation of plants and agricultural crops and production of plants free of diseases.
 - 1.4 In vitro production of medicinal plants to benefit from their active constituents.
 - 1.5 Propagation and conservation of rare and endangered plant species.
2. Detect genetically modified crops and foods.
3. Contribute to the development of Bio-safety regulations and legislation.
4. Apply quality control rules on the seeds of certified field crops varieties.

5. Run agricultural seed testing (germination, analytical purity, ...) according to the instructions of the International Seed Testing Association (ISTA).
6. Provide a database in the field of seeds.
7. Manage Al-Hussein Agricultural Research Station in coordination and cooperation with the research directorates.
8. Qualify and capacity buildup of technical staff.
9. Publish and document the results of agricultural research carried out in the Directorate.
10. Prepare the annual plan for the implementation of the work assigned to the Directorate and follow-up its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Molecular Biology Research Department.
2. Tissue Culture Research Department.
3. Seed Technology Research Department.
4. Al-Hussein Agricultural Research Station Department.

K. Laboratories Directorate:

Mission:

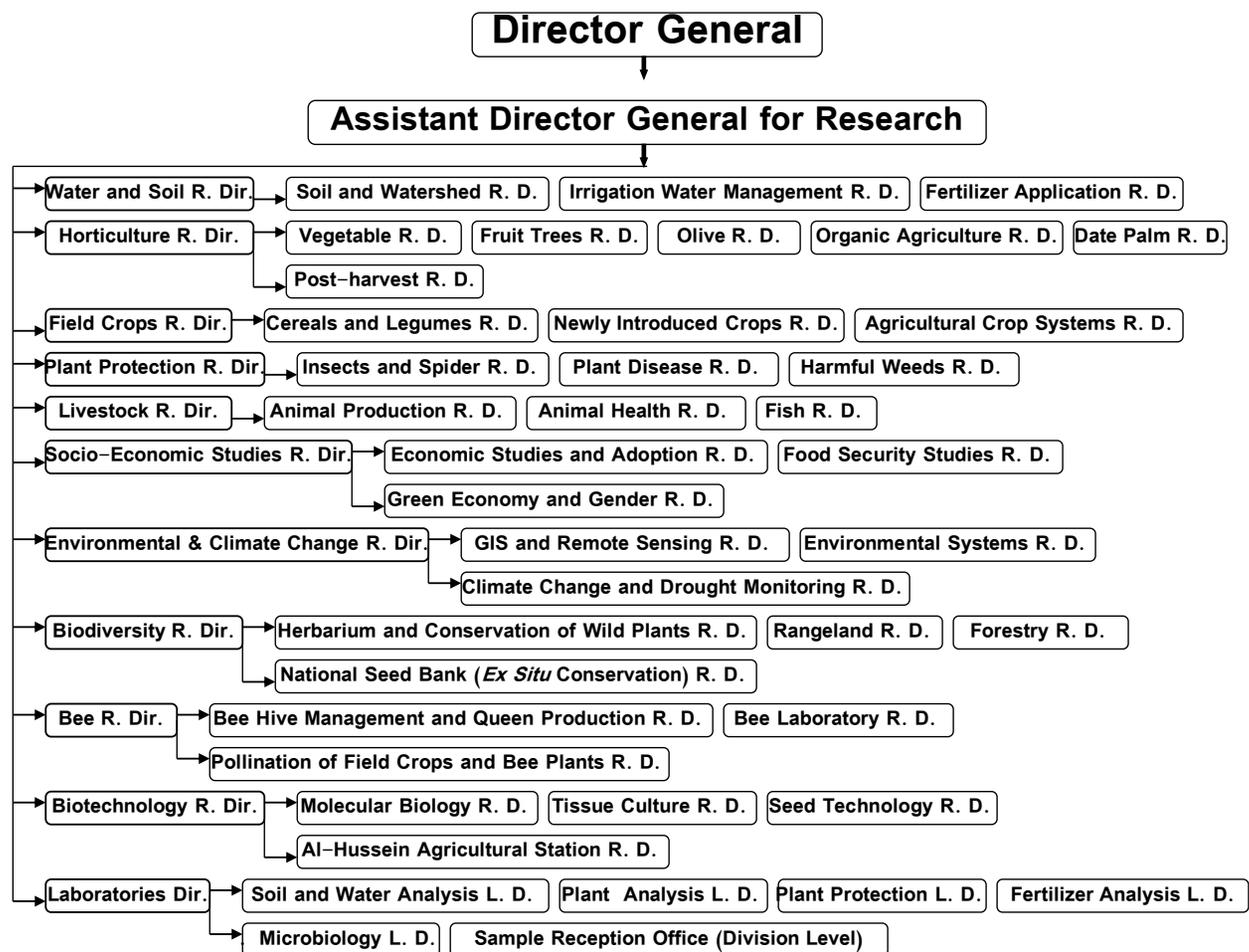
1. Diagnose fungal, insect, virus, and microorganism diseases plus the detection of their causes, methods of their prevention, and the safe conservation of crop production in terms of quantity and quality for the consumers.
2. Determine the content level of nutrient elements in the soil, irrigation water, and plants (deficiency or high levels) and give appropriate solutions.
3. Analyze samples of chemical and organic fertilizers produced locally or imported, to ensure that they conform to the technical specifications of their production.
4. Provide laboratory services for scientific research, farmers and agricultural companies in the following aspects:
 - 4.1 Sample analysis.
 - 4.2 Laboratory experiments inside the laboratories.
 - 4.3 Field inspection for farmer fields.
 - 4.4 Issue certificates of analysis for the export of agricultural products.
5. Train university students and graduate students, train agricultural engineers and newly graduated engineers in cooperation with Universities and the Agricultural Engineers Syndicate.
6. Qualify and capacity buildup of technical staff.
7. Document the results of agricultural research carried out in the Directorate.
8. Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow up on its implementation.

The Directorate has the following departments and divisions, which carry out the tasks assigned to it:

1. Department of Soil and Water analysis laboratory, followed by:
 - 1.1 Soil Analysis Laboratory Division.
 - 1.2 Water Analysis Laboratory Division.
 - 1.3 Soil and Water Analysis Laboratory Division / Deir Ela Center.
 - 1.4 Soil and Water Analysis Laboratory Division / Ramtha Center.
 - 1.5 Soil and Water Analysis Laboratory Division / Shubak Center.
 - 1.6 Soil and Water Analysis Laboratory Division / Mafraq Center.
 - 1.7 Soil and Water Analysis Laboratory Division / Tafileh Center.
2. Plant Analysis Laboratory Department, followed by:
 - 2.1 Plant Elements Analysis Laboratory Division.
 - 2.2 Feed Analysis Laboratory Division.
3. Plant Protection Laboratory Department, followed by:
 - 3.1 Virus laboratory Division.
 - 3.2 Nematode Laboratory Division.
 - 3.3 Fungi Laboratory Division.
 - 3.4 Bacteria Laboratory Division.
 - 3.5 Plant Protection Laboratory Division / Al-Rabbah Center.
 - 3.6 Plant Protection Laboratory Division / Deir Alla Center.
4. Fertilizer Analysis Laboratory Department, followed by:
 - 4.1 Organic Fertilizer Analysis Laboratory Division.
 - 4.2 Chemical Fertilizer Analysis Laboratory Division.
5. Microbiology Laboratory Department.
6. Sample Reception Office (Division Level).

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R. Dir. = Research Directorate

R. D. = Research Department

L. D. = Laboratory Department

Article (7)

Tasks of the administrative units associated with the Assistant Director General for branch Agricultural Research Centers:

A. Ramtha Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development within its concerned area.
2. Achieve the general objectives of the National Center for Agricultural Research within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs in the geographical area concerned.
7. Provide technical consultancy and services in agriculture within its geographical region.
8. Conserve plant and animal genetic resources.
9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Ramtha Agricultural Research Station Department.
2. Administrative and Financial Affairs Department, followed by:
 - 2.1 Finance Division.
 - 2.2 Administration Division.
3. Maru Agricultural Research Station Department, followed by:
 - 3.1 Administrative and Financial Division.
4. Ramtha Non-Conventional Water Research Station Department.

B. Mafraq Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.

4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs in the geographical area concerned.
7. Provide technical consultancy and services in agriculture within its geographical area.
8. Conserve plant and animal genetic resources.
9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Administrative and Financial Affairs Department followed by:
 - 1.1 Finance Division.
 - 1.2 Administration Division.
2. Khanasri Livestock Research and Rangelands Department followed by:
 - 2.1 Animal Health Division.
 - 2.2 Herd Management Division.
 - 2.3 Pasture Division.
 - 2.4 Finance Division.
 - 2.5 Administration Division.
3. Khalidiya Research Station for Saline Agriculture Department followed by:
 - 3.1 Administrative and Financial Division.

C. Mshaqar Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs in the geographical area concerned.
7. Provide technical consultancy and services in agriculture within its geographical region.
8. Conserve plant and animal genetic resources.

9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Mshaqar Agricultural Research Station Department.
2. Administrative and Financial Affairs Department, followed by:
 - 2.1 Finance Division.
 - 2.2 Administration Division.

D. Al-Rabbah Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs within the geographical area concerned.
7. Provide technical consultancy and services in the agricultural field in its geographical region.
8. Conserve plant and animal genetic resources.
9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Rabbah Agricultural Research Station Department.
2. Administrative and Financial Affairs Department, followed by:
 - 2.1 Finance Division.
 - 2.2 Division of Administration.
3. Ghor Safi Agricultural Research Station Department, followed by:
 - 3.1 Administrative and Financial Division.
4. Al-Ghwair Agricultural Research Station Department, followed by:
 - 4.1 Administrative and Financial Division.

E. Shubak Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs within the geographical area concerned.
7. Provide technical consultancy and services in the agricultural field in its geographical region.
8. Conserve plant and animal genetic resources.
9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Shubak Agricultural Research Station Department.
2. Administrative and Financial Affairs Department, followed by:
 - 2.1 Finance Division.
 - 2.2 Administration Division.

F. Deir Alla Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs within the geographical area concerned.
7. Provide technical consultancy and services in the agricultural field in its geographical region.
8. Conserve plant and animal genetic resources.

9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Deir Alla Agricultural Research Station Department.
2. Administrative and Financial Affairs Department, followed by:
 - 2.1 Finance Division.
 - 2.2 Administration Division.
3. Sharhabil ben Hassna Agricultural Research Station Department, followed by:
 - 3.1 Administrative and Financial Division.
4. Al-Karameh Agricultural Research Station Department, followed by:
 - 4.1 Administrative and Financial Division.

G. Tafila Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs within the geographical area concerned.
7. Provide technical consultancy and services in the agricultural field in its geographical region.
8. Conserve plant and animal genetic resources.
9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Administrative and Financial Affairs Department followed by:
 - 1.1 Finance Division.
 - 1.2 Administration Division.

H. Wadi Araba Agricultural Research Center (Directorate level):

Mission:

1. Prioritize agricultural scientific research in cooperation with the relevant bodies serving the purposes of sustainable agricultural development in its area.

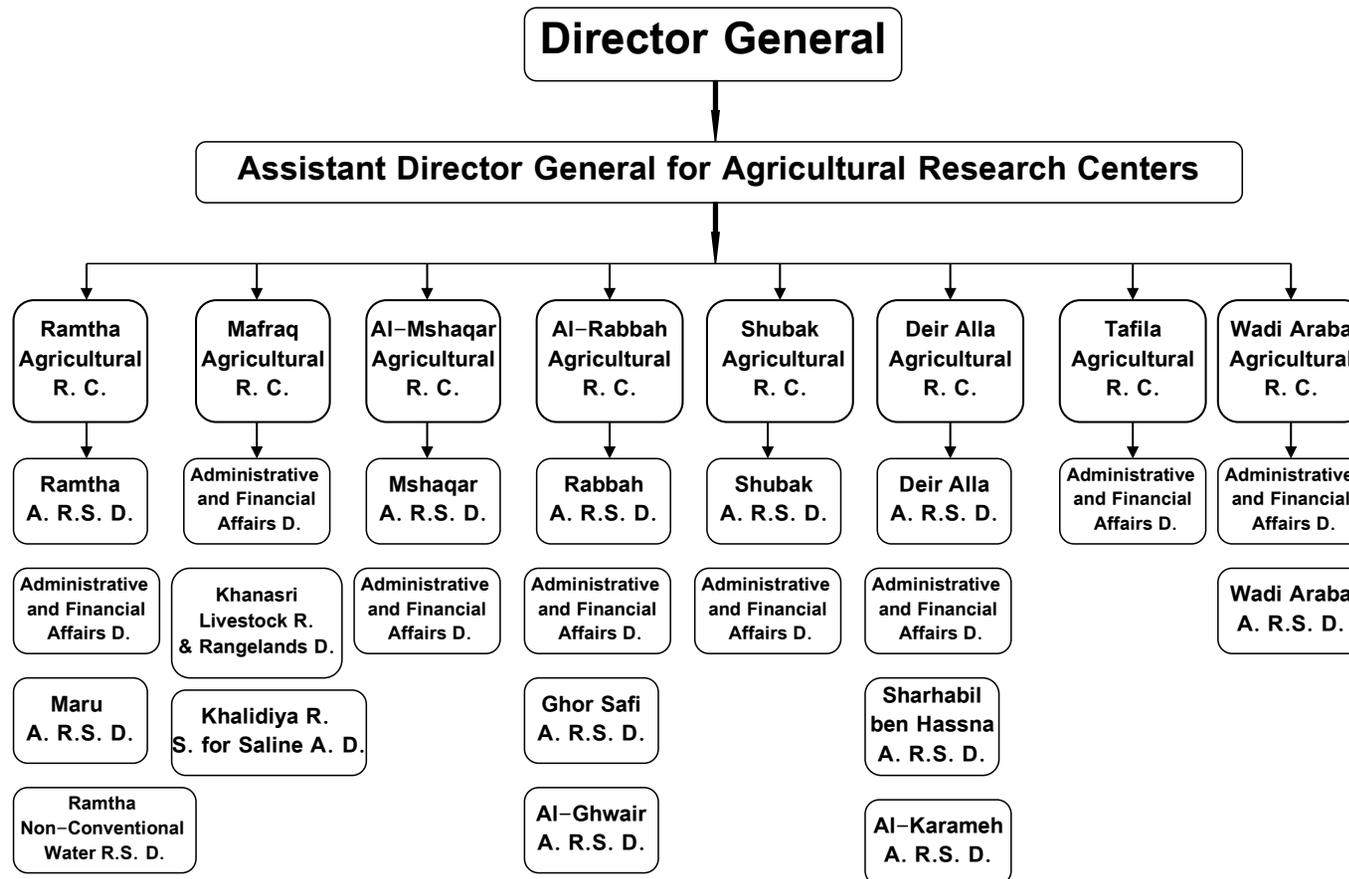
2. Achieve the general objectives of the National Agricultural Research Center within its geographical area.
3. Develop and adopt agricultural technology appropriate for local conditions to achieve optimal utilization of productive resources.
4. Circulate agricultural techniques transferred or adapted or updated among the relevant authorities.
5. Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
6. Cooperate with local institutions to implement agricultural research programs within the geographical area concerned.
7. Provide technical consultancy and services in the agricultural field in its geographical region.
8. Conserve plant and animal genetic resources.
9. Prepare the annual plan to implement the work assigned to the Center and follow-up its implementation.

The Departments and Divisions that follow the Center and carry out the tasks assigned to it are:

1. Administrative and Financial Affairs Department, followed by:
 - 1.1 Finance Division.
 - 1.2 Administration Division.
2. Wadi Araba Agricultural Research Station Department, followed by:
 - 2.1 Administrative and Financial Division.

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R. D.= Research Directorate
 A. R. S. D. = Agricultural Research Station Department

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Article (8):

Functions of the administrative units associated with the Assistant Director General for Administrative and Financial Affairs:

A. Human Resources Directorate:

Mission:

- Prepare policy development plans and develop human resources activities.
- Prepare annual training needs plan, and evaluate / measure the impact of training.
- Prepare and follow-up performance records for employees and send annual reports to the Civil Service Bureau.
- Prepare and update the job description card to suit the needs of the center.
- Develop the foundations of measuring the efficiency of human resources to increase productivity.
- Update the employees' information to be used in promotions, salaries, concessions, deductions and training courses.
- Prepare the formation table, the human resources requirement plans, and the processes of recruitment and replacement of staff.
- Implement the system of attendance control and staff commitment, and follow-up all related procedures.
- Prepare employee payroll records and clarify all changes that have occurred, in addition to deductions and financial dues for each employee.
- Prepare and update the employee's electronic file and card.
- Prepare all procedures related to health insurance, retirement, transportation, internal and external assignment, promotion and vacations of all kinds.
- Receive visitors at the information and reception desk, in addition to provide and facilitate their service.
- Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow-up its implementation.

The Directorate is followed by the Departments and Divisions that carry out the tasks assigned to it:

1. Human Resources Management and Planning Department.
2. Human Resources Development Department.
3. Salary Department.
4. Office of Public and Information Service (Division level).

B. Directorate of Financial Affairs :

Mission:

- Prepare the draft annual budget of the Center and discuss the projects funded by the Center, and implement the budget items according to the approved financial legislation.

- Classify financial accounts in accordance with the activities of the Center and the financial system in coordination with the Ministry of Finance.
- Organize the accounts of the Center, controlling expenditures and revenues, keeping financial restrictions, and preparing the financial position.
- Open and close bank accounts and making the necessary financial transfers according to the laws and regulations in force.
- Prepare financial reports and bank reconciliations according to applicable instructions and regulations.
- Analyze the accounting results, work on auditing them, verify their validity and prepare periodic reports thereon.
- Prepare and audit the various types of exchange documents: treasury, secretariats, advances, deductions, etc.
- Monitor allocations for all items of the Center's budget.
- Prepare monthly plans for all items of the Center's budget.
- Prepare financial commitments and transfers in accordance with applicable regulations.
- Prepare the financial position of the Center on all budget items on a monthly basis.
- Audit financial claims (general budget and projects) in coordination with the concerned in the directorates, and conduct the disbursements and the documentary cycle in accordance to the financial regulations in force.
- Prepare the financial position of the projects operating in the center.
- Prepare and disburse the remuneration of the entire Center's staff from projects and monitoring them in accordance with established regulations.
- Follow-up procedures for the disbursement of permanent and temporary advances and closing them in accordance with the applicable financial regulations, including:
 1. Prospects of petty cash according to the financial system.
 2. Advance on the account of travel (travel on official missions) according to the system of travel or the civil service system in force.
 3. Advances made to project accounts.
- Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow-up its implementation.

The Directorate is followed by the Departments and Divisions that carry out the tasks assigned to it:

1. Financial Audit Department
2. General Accounting Department
3. Project Accounting Department

C. Maintenance and Machinery Directorate:

Mission:

- Determine the needs of the center regarding machinery, vehicles, transport vehicles, agricultural equipment and accessories and follow up their availability in cooperation with the concerned authorities.

- Identify the center's needs of spare parts and follow up their availability, storage and distribution in cooperation with the concerned directorates.
- Ensure the safety of financial claims for the repair and maintenance of car parts and fuel consumption.
- Conduct repairs and maintenance of vehicles, machinery, water pumping units, and electricity generation and heating units.
- Identify the Center's needs of new buildings and constructions in coordination with the concerned directorates.
- Provide and maintain data on the Center's buildings and constructions.
- Identify the Center's requirements for maintenance requirements of building in cooperation with the concerned directorates.
- Conduct repairs and maintenance of buildings and premises of the Center.
- Prepare tender documents for construction projects, and checking them in cooperation with the relevant authorities.
- Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow-up its implementation.

The Directorate is followed by the Departments and Divisions that carry out the tasks assigned to it:

1. Transportation Maintenance Department
2. Agricultural Machinery Maintenance Department
3. Building-Maintenance Department

D. Supplies and Tendering Directorate:

Mission:

- Identify the Center's needs of supplies and equipment in coordination with the relevant authorities.
- Follow-up procedures to supply the Center's various needs.
- Document the warehouse assets of the Center and follow up on its assets.
- Perform audits and inventory of warehouses in all administrative units.
- Follow-up storage of warehouse assets.
- Prepare technical specifications for equipment, machinery, supplies, and buildings and their maintenance in cooperation with the relevant authorities.
- Provide the machinery, vehicles, equipment, devices, and supplies needed by the Center for its various activities through the submission of local and sub-tenders according to the regulations and instructions in force.
- Verify the availability of provisions and the financial obligations of tenders.
- Follow-up procedures for the formation of purchasing, receiving, technical committees, and committees for trashing operations of equipment.
- Provide the Center's needed supplies through their purchase in accordance with the regulations in force.

- Receive and verify the suppliers' claims submitted to the Center for the various projects, verify them and transfer them to the Directorate of Financial Affairs for proper disbursement.
- Follow-up guarantees of good implementation and maintenance.
- Prepare agreements between contractors and the Center.
- Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow-up its implementation.

The Directorate is followed by the Departments and Divisions that carry out the tasks assigned to them:

1. Supplies and Warehouses Department.
2. Accounting and Inventory Control Department.
3. Tender and Procurement Department

E. Administration and Support Services Directorate:

Mission:

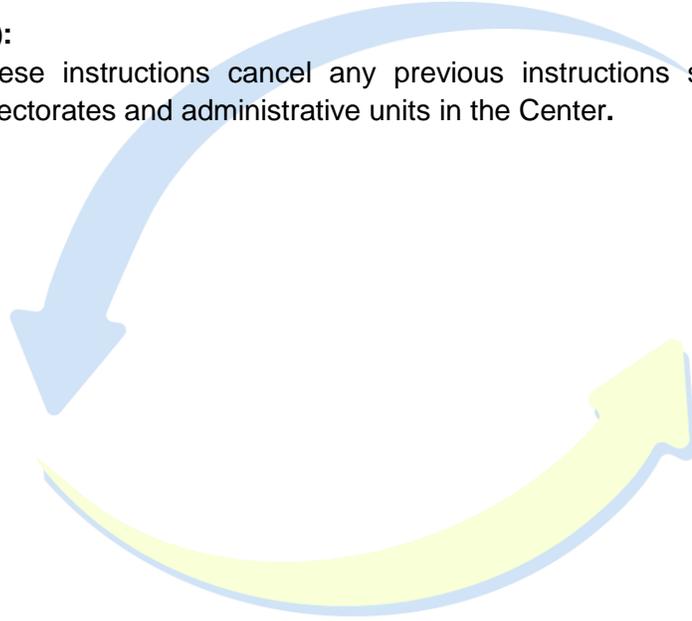
- Organize correspondence and communications for the Center.
- Archive all correspondence of the Center and their duly keeping.
- Organize the distribution of vehicles and machinery to the different Directorates of the Center.
- Ensure and maintain the Center's clean interior and exterior.
- Supervise the Center's telephone operator securing internal and external communications.
- Supervise the security work of the Center's buildings and parking areas.
- Supervise and maintain the glass houses including daily work, maintenance and control.
- Coordinate with the directors of the research directorates to complete all the requirements of the research experiments in the greenhouse, and facilitate the tasks of the researchers until the completion of all their work.
- Take care and carry out the day-to-day gardening work of the Center.
- Organize and facilitate the procedures of the Center's auditors.
- Deal with the visitors and solve any problem or issue in a way to reflect a good image of the Center, and allocate necessary time to provide service to them.
- Prepare the annual plan for the implementation of the tasks assigned to the Directorate and follow-up its implementation.

The Directorate is followed by the Departments and Divisions that carry out the tasks assigned to them:

1. Bureau Department
2. Transportation Department, followed by:
 - 2.1 Transportation Officer (Division level).
 - 2.2 Accident and Vehicle Monitoring Division.
3. Services and Daily Work Department, followed by:
 - 3.1 Cleaning Inspection Division.
 - 3.2 Gardening Division.

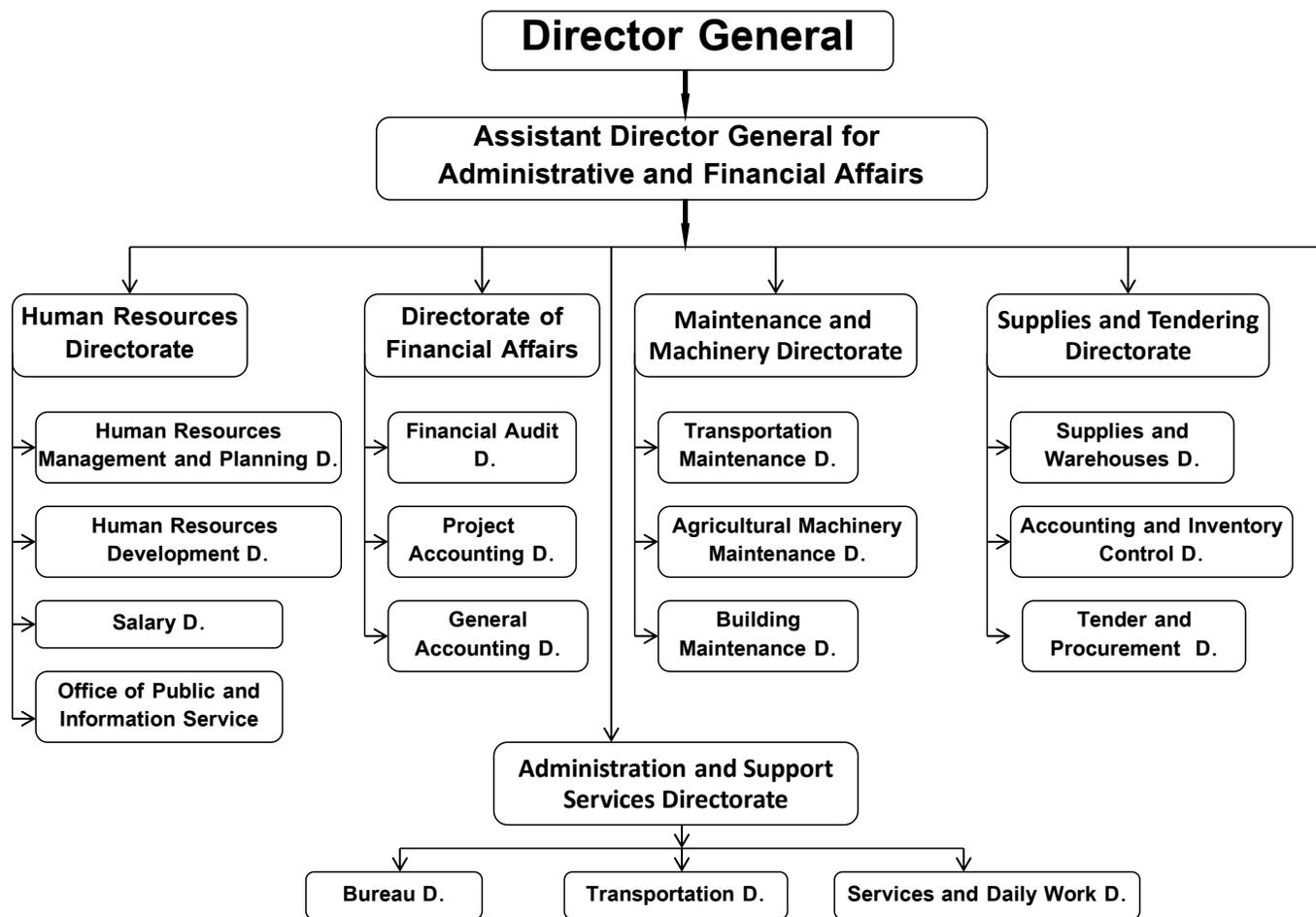
Article (9):

These instructions cancel any previous instructions specifying the functions of the directorates and administrative units in the Center.



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National Agricultural Research Center



D.= Department

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NATIONAL AGRICULTURAL RESEARCH CENTER