

Circular No. 5 of 2016  
Regarding  
Branching System in Organizational Structure

1. Definition:

A branch is an organizational unit emerging from a section in the organizational structure.

2. Branching justifications:

- a. An increase in the work volume making it hard to be managed effectively.
- b. A difficulty and complication of work at the section, which makes it necessary to accurately specify various parts.
- c. To reinforce the work proficiency at a section.
- d. To create careers that motivate distinct employees of a section.
- e. Distances of work components at a section, which makes it necessary to create an external branch.
- f. To provide clients with great services and improve their satisfaction level.

3. Branching guidelines:

- a. The section should be based on the organizational structure approved by the government department.
- b. The organizational structures at which branching is wanted have to be recent (no more three years since the first approval) and there have to be job structures on a yearly basis (employee distribution and housing) in the light of the approved organizational structure.
- c. The number of employees at a branch shall be no less than three including the branch manager.
- d. The section range shall be wide enough to take branching and be dividable.
- e. The section shall be at the level of 3<sup>rd</sup> degree (main section).
- f. Branching must not lead to the existence of individual employees at the section.
- g. The number of branches must not be less than two in case of section split.
- h. Branching shall not lead an increase in the operation cost of the section exceeding 25%.
- i. The branch shall have clear outputs and organizational borderlines free of dualism, confusion and repetition.

4. Branch manager job level and appointment conditions:

- Branch manager's level shall be at 4<sup>th</sup> degree and go up to 3<sup>rd</sup> degree.
- An education degree of no less than diploma.

- A branch manager shall have experience of no less than three years in the section field or similar works.
- A branch manager has to pass the promising leader preparation program (if there is any).
- A position allowance of 500 shall be made to the branch manager if the position requirements are met.
- Branch manager candidates shall be subject to career requirements and talent management as follows:

Degree	Job Title	Requirements
Third	Branch Manager	Supervision or specialization experience at fourth degree level of no less than two years.
Fourth	Branch Manager	Working for no less than three years as a specialist in the section work field or similar works.

5. Branching procedures:

- The government authority shall study the needs to have organizational branches in the light of the approved organizational structure, and it shall mention the justifications objectively and methodically according to the guidelines set forth herein.
- The government authority shall give the branch a job description, a mechanism of its operation link to the other units and performance standards; and it shall distribute the employees.
- Branching proposal shall be submitted to the Human Resource Department to study and present it to the Organizational Structure Committee to approve it.

6. Branch merge or termination:

- Branch may be merged or terminated in case the terms and conditions of its creation are no longer there.
- Branch may be merged or terminated in case organizational restructure according to the public interest requirements.
- Branched may be transferred to another section according to the restructure requirements and operation management provided such transfer does not lead to a decrease in the original section branch number specified herein.

Wishing everybody will comply with the above...

Best Regards...

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