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**ADMINISTRATIVE ORGANIZATION REGULATION FOR THE**  
**MINISTRY OF WATER & IRRIGATION**  
**No. (54) FOR THE YEAR 1992**

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**Article One**  
**Title of Regulation & Operation**

This Regulation shall be called the (Administrative Organization of the Ministry of Water & Irrigation for the Year 1992) and shall go into operation as of the date of its publication in the official gazette.

**Article Two**  
**Definitions**

The following words and expressions, wherever mentioned in this Regulation, shall have the meanings assigned thereto hereunder unless the context provides otherwise:

Ministry:	Ministry of Water & Irrigation
Minister:	Minister of Water & Irrigation
Secretary General:	Secretary General of the Ministry
Directorate:	Any Directorate at the Ministry's Headquarters
Director:	Director of the Directorate

**Article Three**  
**Attached to the Minister**

Shall be attached to the Minister:

- a- Ministry of Water & Irrigation
- b- Water Authority
- c- Jordan Valley Authority

**Article Four**  
**Functions of the Ministry**

With due observance to the provisions of each of the Water Authority's Law No. (18) for the year 1988, Jordan Valley Development Law No. (19) for the Year 1988 and any other amending or substituting law thereof, the Ministry shall assume full responsibility for water and public sewage in the Kingdom as well as the projects pertaining thereto, formulation and transmission of the water policy to the Council of Ministers for adoption. Also, the Ministry shall assume full responsibility for the economic and social development of the Jordan Valley as well as carry out all the works which are necessary for the realization of this object.

**Article Five**  
**Administrative Staff**

- a- The Administrative Staff at the Ministry's headquarters shall consist of the Secretary General, Minister's Office and the following Directorates:
  - 1- Planning, Development & Information Directorate
  - 2- Financing & Loans Directorate
  - 3- Legal Affairs Directorate
  - 4- Citizens Service Directorate
  - 5- Citizens Service Directorate
  - 6- Financial & Administrative Affairs Directorate
  
- b- The Council of Ministers, may, upon the recommendation of the Minister, set up any new Directorate at the Ministry's headquarters, cancel or merge any of the existing Directorates with another.
  
- c- The Minister may, upon the recommendation of the Secretary General, set up the sections in the Directorates, cancel or merge any of them with another according to the interest of work.

**Article Six**  
**Secretary General**

The Secretary General shall be responsible towards the Minister for the implementation of the Ministry's policy and the running of its affairs according to the laws, regulations instructions and decisions in force.

**Article Seven**  
**Minister's Office**

The Minister's office shall assume the functions and duties entrusted to him by the Minister.

**Article Eight**  
**Director & Division Head**

- a- The Director shall be appointed by a decision from the Minister upon the recommendation of the Secretary General and shall report to the Secretary General and be directly responsible towards him for the implementation of the functions and duties entrusted to him.
- b- The Division Head shall be appointed in the Directorate by a decision of the Secretary General upon the recommendation of the Director and shall report to the Director and be directly responsible towards him for the implementation of the functions, duties and management of the Division's Affairs.

**Article Nine**  
**Functions of Directorates**

The Directorates shall be vested with the functions provided for in this Regulation and transmit the decisions or recommendations in respect thereof through the Secretary General to the Minister in order to take whatever he deems appropriate according to the Laws and Regulations in force.

**Article Ten**  
**Directorate of Planning, Development & Information**

The Directorate of Planning, Development & Information shall assume the following functions and duties:

- a- Participate in the preparation and development of permanent strategy for the water sector, formulation of long term plans and programs to secure the Kingdom's water requirements at all times and for various uses.
- b- Participate in the preparation of the programs that aim at increasing the sufficiency of use of water resources.
- c- Conduct and evaluate the studies pertaining to economic, social and population feasibility connected with the water policy and formulate work plans thereto.
- d- Conduct the studies, submit proposals on the productivity of the manpower working in the Ministry, formulate plans, development programs and training the cadres of all specializations.
- e- Participate in conducting the studies pertaining to water resources, evaluation and determination of the productive capacity thereto, formulate the basis for its preservation and protection from pollution.
- f- Conduct the studies, compile and organize the information pertaining to the quality of water, factories waste, follow up of changes in the water specifications and propose the necessary solutions for the treatment.
- g- Establish Information Bank through the utilization of computer in order to analyze and classify the information pertaining to the water sector and development thereof.

**Article Eleven**  
**Directorate of Financing & Loans**

The Directorate of Financing & Loans shall assume the following functions and duties:

- a- Study the financing aspects for the Ministry projects in cooperation with the concerned authorities.
- b- Prepare the development budget projects to the Ministry.
- c- Follow up the provision of the required financial resources with the concerned authorities and submit the relevant periodical reports.
- d- Follow up disbursements from the local and foreign loans, grants and technical aid.

**Article Twelve**  
**Directorate of Projects Follow Up**

The Directorate of Projects Follow Up shall assume the follow up of execution of the Ministry's projects and participate in the problems it faces as well as submit periodical reports that show the extent of work progress therein.

**Article Thirteen**  
**Director of Legal Affairs**

The Directorate of Legal Affairs shall assume the following functions and duties:

- a- Submit legal consultations and studies to the Ministry.
- b- Prepare draft laws, regulations and instructions pertaining to the Ministry and check same.

- c- Prepare and check the contracts and agreements as well as submit the legal opinion thereon.
- d- Study and follow up the cases of the Ministry and assist the barristers therein.
- e- Any other legal functions assigned thereto by the Minister or the Secretary General.

**Article Fourteen**  
**Citizens Service Directorate**

The Citizen Service Directorate shall assume the functions of carrying out of studies, preparing and designing of enlightenment, education and information which aim at the conservation of water consumption at houses, factories and agricultural field, as well as preservation of the environment including the public relations programs pertaining to the objects of the Ministry.

**Article Fifteen**  
**Directorate of Financial & Administrative Affairs**

The Directorate of Financial & Administrative Affairs shall assume the following functions and duties:

- a- Perform the activities pertaining to the mail, correspondence of the Ministries and organization of the files therein.
- b- Follow up the personnel affairs.
- c- Carry out the financial and accounting affairs, including the preparation of the Ministry's annual draft budget.
- d- Supervise the supplies and services at the Ministry as well as follow up the matters pertaining thereto.

**Article Sixteen**  
**Functions of the Directorates**

The Directorate shall exercise at the headquarters of the Ministry the functions provided for in this Regulation in coordination and cooperation with the Water Authority and Jordan Valley Authority according to the instructions issued by the Minister for this purpose.

**Article Seventeen**  
**Consultative Body**

- a- The Consultative Body shall be formed in the Ministry under the chairmanship of the Minister and membership of each of:
  - 1- Secretary General of the Ministry
  - 2- Secretary General of the Water Authority
  - 3- Secretary General of the Jordan Valley Authority
  - 4- Four qualified and experienced members to be appointed by the Council of Ministers upon the recommendation of the Minister for a two years term, renewable.
  
- b- The Body shall be invited to convene upon the invitation of its Chairman to review the matters on the agenda and its meetings shall be legal upon the attendance of the majority of its members. Its decisions shall be adopted unanimously or by the majority vote of the attendees.
  
- c- The Minister may invite any of the local or foreign consultants to attend the meetings of the Consultative Body to seek their opinion in the matters presented thereto without having the right to vote on its decisions.
  
- d- The Council of Ministers shall fix, upon the recommendation of the Minister, the financial remunerations of members of the Body provided for under item (4) of paragraph (a).

**Article Eighteen**  
**Competence of the Consultative Body**

The Consultative Body shall have competence in the following matters:

- a- Provide opinion, technical, economic, legal, financing, and administrative advice on the policies, programs and plans submitted thereto.
- b- Evaluate the present and future water objects, strategies and policies for the object of developing same.
- c- Study the achievements of the Ministry and Departments attached to the Minister, analyze its performance in the sector of water and irrigation as well as submit proposals which would provide coordination between these entities in order to formulate a work plan and national program in the water and irrigation sector.
- d- Any other matters which the Minister deems proper to present thereto.

**Article Nineteen**  
**Instructions & Executive Decisions**

The Minister may issue the necessary instructions and decisions for the implementation of the provisions of this Regulation including the following:

- a- Job descriptions of staff in the Ministry.
- b- Define the relationship and methods of communication and coordination between the Bodies of the Ministry.



**Article Twenty**  
**Cancellation**

This Regulation shall repeal any text in any other Regulation to the extent that the provision thereof conflict with the provisions of this Regulation.

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