

STATUTE  
OF THE ADMINISTRATIVE DEPARTMENT OF  
THE STATE OIL FUND OF THE REPUBLIC OF AZERBAIJAN

1. GENERAL PROVISIONS

- 1.1. The Administrative Department (the Department hereafter) is a structural unit of the State Oil Fund of the Republic of Azerbaijan (the Fund hereafter).
- 1.2. The Department is guided by the Constitution of the Republic of Azerbaijan, the laws of the Republic of Azerbaijan, the decrees and orders of the President of the Republic of Azerbaijan, the "Statute of the State Oil Fund of the Republic of Azerbaijan", the decrees and orders of the Fund, as well as this Statute in its activities.
- 1.3. The Department operates in collaboration with other structural units of the Fund in fulfilling the functions identified by this Statute.

2. THE MAIN OBJECTIVE OF THE ACTIVITIES OF THE DEPARTMENT

The main purpose of the Department is to support the activities of the Fund in the direction of achieving the strategic goals and strengthening the influence of the Fund by providing efficient use of available resources, creating healthy and favorable working conditions.

3. THE FUNCTIONS OF THE DEPARTMENT

The Department has the following functions:

- 3.1. To provide healthy and favourable working conditions at the Fund and ensure its continuity;
- 3.2. To ensure the effective use of the Fund resources;
- 3.3. To ensure the implementation of administrative matters assigned to the Fund by the Government of the Republic of Azerbaijan.

4. THE RESPONSIBILITIES OF THE DEPARTMENT

Department carries out the following responsibilities for the sake of performing functions established by this Regulation:

- 4.1. Participating in the process of conducting the accounting, inventory and write-off of fixed assets, inexpensive and perishable inventory of the Fund;
- 4.2. Conducting the preparation and application of the periodically renewed maintenance programs on the consumption in order to ensure the reduction of the utility costs of the Fund;
- 4.3. Controlling the organization of cleaning and catering services in the administrative building;
- 4.4. Providing food aid to families of the refugees and internally displaced persons settled in the region allotted to the Fund, on the basis of the instructions of the state governance during a year.
- 4.5. Ensuring the continuity of utilities (water, electricity, gas) in the administrative building;

- 4.6. Controlling the working condition of the equipment (heating, cooling, ventilation, fire detectors, lighting, elevator, generator, etc.) installed in the administrative building and organizing technical services of the equipment.
- 4.7. Conducting control over the execution of the contracts related to the administrative services;
- 4.8. Organizing the maintenance and repair work of the administrative building, auxiliary buildings and facilities, fixed assets of the Fund;
- 4.9. Ensuring that the vehicles of the Fund are in good condition;
- 4.10. Providing organizational and technical assistance to the preparation and holding of cultural and other events;
- 4.11. Providing heating, cooling, ventilation and acoustics indicators in the working fields in accordance with the Decision of the State Committee of Urban Development and Architecture of the Republic of Azerbaijan as well as ISO 171 and ISO 140 standards respectively;
- 4.12. Organizing the process of document handling and clerical work of the Fund efficiently;
- 4.13. Preparing and submitting the nomenclature-lists for approval based on proposals of the structural units;
- 4.14. Organizing the review of the integrity of documents incoming to, outgoing from and circulating internally in the Fund as well as their registration and delivery to the relevant addresses;
- 4.15. Organizing the registration and control processes of the documents incoming to the Fund;
- 4.16. Ensuring the admission of the executed documents from the structural units to the archive and their use in connection with the business necessity;
- 4.17. Ensuring the separation and liquidation of the documents by conducting their examination in accordance with the duration of documents storage;
- 4.18. Conducting market research on the orders of the structural units of the Fund regarding the goods (work and services);
- 4.19. Participating in the formation of the cost estimates of the Fund by determining the supposed price of the procured goods (work and services);
- 4.20. Conducting the record of procured goods by arranging admission and handover of these goods;
- 4.21. Supplying the structural units of the Fund with goods (works and services) on the basis of efficiency principles;
- 4.22. Applying modern technology on the activities of the department and acquiring new knowledge in order to increase the efficiency.
- 4.23. Making proposals to the management of the Fund on improving the material and technical basis of the administrative building of the Fund in order to ensure healthy and favorable working conditions and to enhance the labor productivity in the administrative building of the Fund;
- 4.24. Preparing the strategic plan of the department and submitting it to the management of the Fund;
- 4.25. Reviewing the letters, complaints and requests incoming to the department and taking appropriate measures, implementing other tasks of the management of the Fund in the field of administrative, clerical and support work.

## 5. ORGANIZATION OF THE OPERATIONAL PROCESS OF THE DEPARTMENT

- 5.1 The organizational structure and the number of employees of the Department are determined by the Executive Director of the Fund.

- 5.2 The operations of the Department are overseen by the Director of the Department. The Director of the Department is appointed to and dismissed from his position by the Executive Director of the Fund. The Director of the Department bears personal responsibility for the accomplishment of the responsibilities assigned to the Department.
- 5.3 The Director of the Department:
- 5.3.1 Allocates work the employees under his supervision, coordinates their activities and monitors the execution of duties and oversees employee discipline in the workplace;
- 5.3.2 Informs the management of the Fund on important issues about the activities of the Department;
- 5.3.3 Provides the management of the Fund with proposals regarding the enforcement of appropriate incentives and disciplinary measures for the employees of the Department.
- 5.3.4 Ensures the review of incoming letters, requests, complaints and proposals in accordance with the legislation;
- 5.3.5 Ensures the execution of the clerical work of the Department;
- 5.3.6 Represents the Department.
- 5.4 In the case of absence of the Department Director, his/her duties are delegated to the Deputy Director of the Department.
- 5.5 The employees of the Department are appointed and dismissed from their positions by the Executive Director of the Fund.
- 5.6 The Department consists of the following divisions: Administrative Management Division, General Division, and Material – Technical Division (the Division hereafter). The activities of the Division are overseen by the Head of Division. The Head of Division is appointed to and dismissed from his position by the Executive Director of the Fund. The Head of Division bears personal responsibility for the accomplishment of the responsibilities assigned to the Division. In the case of absence of the Head of Division, his/her duties are delegated to the one of the employees within the Division.
- 5.6.1 The responsibilities of the Divisions are indicated in “Responsibilities of the Department” section and covered in the articles 4.1 – 4.25:
- Administrative Management Division – 4.1-4.11  
General Division – 4.12-4.17  
Material – Technical Supply Division- 4.18. – 4.21.
- 5.6.2 The Head of Division:
- 5.6.2.1 Allocates work duties among the employees under his supervision, coordinates their activities and monitors the execution of duties and oversees employee discipline in the workplace;
- 5.6.2.2 Informs the Director of the Department on important issues about the activities of the Division;
- 5.6.2.3 Provides the Director of the Department with proposals regarding the implementation of incentives and disciplinary measures for the employees of the Division.
- 5.6.2.4 Ensures the execution of the clerical work of the Division.
- 5.6.2.5 Represents the Division.