



Office of Administration and finance

Xafiiska Maamulka iyo Maaliyada

**Qaybta Diiwaangalin NGO-yada:**

Urur waa koox leh sifo joogto ah oo ka kooban dad badan oo lagu abaabulo heer maxalli, heer Maamul ama heer caalami ah. Haddaba Dhammaan hay'adaha aan dowliga aheyn waa in ay iska diiwaan geliyaan Wasaaradda Qorshaynta, horumarinta iyo iskaashiga caalamiga ah ee maamulka SSC-khaatumo.

**Shuruudaha diwaangalinta hay'adaha Maxaliga:**

1. Warqadda codsiga oo leh shabadda hay'addaha laguna soo socodsiiyo xafiiska.
2. Profile ka hay'adda oo dhammeystiran.
3. Faahfaahinta xubnaha sare ee hay'adda (Board CV iyo Sawir).
4. Warqad cadaynaysa xubnaha lagala xidhiidhayo hay'adda.
5. Faahfaahinta notaayo la aqoonsan yahay, kuna saxiixan yihiin xubnaha sare ee hay'adda.
6. Faah-faahinta hantida ururka (Baabur, Qalab Xafiis, IWM).
7. Tirada shaqaalaha hay'adda.
8. Qorsha howleedka hay'adda ee sanadka soo socdo.
9. Khidmada diwaangalinta ururka (210).
10. Daabacaadda iyo horumarinta system-ka (25).

**Hubinta Dukumentiga iyo Magaca Hay'adda**

Wakhtiga xaqiijinta dukumentiiyada waa (3) maalmood

FG: Haddii sharuudaha kor ku xusan mid kood maqanyahay codsigaagu waa diidmo

Najma Omar Ahmed

Director of Admin and Finance

