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ADDIS NEGARI GAZETA
OF THE CITY GOVERNMENT OF ADDIS ABABA

Proclamation No. 34/2012
The Secretariat of Addis Ababa City Council
Establishment Proclamation

WHEREAS, it is found necessary to enable the City Council of Addis Ababa to perform the duties and responsibilities enshrined under the Revised Charter of the City;

WHEREAS, it is found necessary to establish the Secretariat of the City Council as an organ having juridical personality in accordance with the Revised Charter Proclamation No 361/2003 Article 14 (2) (e) of the City Government;

NOW, THEREFORE, in accordance with sub-Article 1 and 2(e) of Article 14 of the Revised Charter Proclamation No 361/2003 of Addis Ababa, the City Council has issued this Proclamation as follows:

The Addis Ababa City Council office Proclamation
Part One
General Provisions

1. Short Title
This Proclamation may be cited as the “Secretariat of Addis Ababa City Council Establishment Proclamation No. 34/2012.”

2. Definitions
Unless the context requires otherwise, in this Proclamation:
2. “Council” means the City Council established Pursuant to Article 12 of the Revised Charter;
3. “Speaker” means Speaker of the City Council of Addis Ababa;
4. “Secretariat” means the Secretariat of the Addis Ababa City Council established Pursuant to Article 3 of this Proclamation;
5. “Head of the Secretariat” means Head of the Secretariat of the Council established Pursuant to this Proclamation.

3. Establishment
1. The Secretariat of the City Council of Addis Ababa (hereinafter called the “Secretariat”) is hereby established as an organ having distinct legal personality;
2. The Secretariat shall be accountable accountability to the Council.

Part Two
Organizational Structure Powers and Functions

4. Structure and organization of the Secretariat
1. The Secretariat of the Council shall have Head of the Secretariat, the necessary work unit and staffs;
2. The experts and other staff of the secretariat shall be administered in accordance with the civil service laws of the City.

5. Powers and Functions of the Secretariat

The Secretariat shall have the following powers and functions:-

1. Render general administrative services to the Council, its committees and other internal organs of same;

2. Arrange meeting halls required for the general assemblies of the Council and its various Committees;

3. Cause that the minutes and documents of the Council are recorded and kept properly;

4. Provide library, research and information services to the organs and members of the Council;

5. Cause that laws adopted by the Council are published in the Addis Negari Gazeta and follow up the publication and circulation of laws, periodicals and newsletters issued by the Council;

6. Cause the services of Cordial reception to be extended to visitors of the Council;

7. Own property, enter into contract, sue and be sued in its own name;

8. Perform such other duties as are conductive to the fulfillment of the activities of the organs and members of the Council.

6. Powers and Functions of Head of the Secretariat

The Head of the Secretariat, who shall be employed or deployed based on the criteria stipulated by the Speaker and is accountable to same, shall have the following powers and functions:

1. Exercise the powers and duties of the Secretariat specified under Article 5 of this Proclamation up on order of the Speaker;

2. Cause that the secretariat organize and supervise the activities of the organs and personnel of the Secretariat;
2. Perform and submit for approval the administration, promotion, employment and dismissal of employees of the Secretariat with due regard to the civil servant laws of City; and effect the same up on approval;
3. Prepare the annual budget and work program of the Secretariat; submit same to the Council through the Speaker for approval, and implement same upon approval;
4. Effect expenditure in accordance with the approved budget of the Council based on order of the Speaker; utilize same for the intended program of the Secretariat;
5. Prepare reports on the activities and financial accounts of the Secretariat and cause to be presented to the Council through the Speaker;
6. Administer property of the Secretariat in accordance with property administration laws of the City;
7. Perform such other activities as are assigned to him by the Speaker.

Part Three
Miscellaneous Provisions

7. Budget
The budget source of the Secretariat shall be from;
1. budget assigned to it by the City Government and
2. other legal revenue sources.

8. Books of Accounts
1. The Secretariat shall keep complete and accurate books of accounts;
2. Books of accounts and financial documents of the Secretariat shall be audited, by the Auditor General of the City annually.

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and documents the whole or partially be audited any time it deems necessary.


All legal activities that were being undertaken by the Addis Ababa City office of the Speaker of the Council shall be transferred to the Secretariat of the Addis Ababa City Council.

10. Amendment of the proclamation

The Council may amend this proclamation, where it finds necessary.

11. Power to Issue Regulation and Directive

1. The Addis Ababa City Council may issue regulation for the implementation of this proclamation;

2. The secretariat of the Addis Ababa City Council may issue directive necessary for the implementation of this Proclamation or Regulation to be issued for the implementation of thereof.

12. Effective Date

This Proclamation shall enter into force as of the 10th day of July, 2012.

Done at Addis Ababa
This 9th day of July 2012

Kuma Demeksa
Mayor of Addis Ababa City

3. Without prejudice to sub article 2 of this Article, the Speaker of the Council may order books of accounts...