

PRIME MINISTER

No.: 05/2018/QĐ-TTg

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hanoi, January 23, 2018

DECISION

ON THE FUNCTIONS, TASKS, POWER, AND ORGANIZATIONAL STRUCTURE OF THE NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

Pursuant to the Law on Organization of the Government dated June 19, 2015;

Pursuant to the Government's Decree No. 34/2017/ND-CP dated April 3, 2017 defining the functions, tasks, power, and organizational structure of the Ministry of Home Affairs;

At the proposal of the Minister of Home Affairs;

The Prime Minister promulgates the Decision defining the functions, tasks, power, and organizational structure of the National Academy of Public Administration which is under the Ministry of Home Affairs.

Article 1. Position and functions

1. The National Academy of Public Administration is a special public non-business unit under the Ministry of Home Affairs.
2. The National Academy of Public Administration is the national center that performs the functions of training and upgrading competencies, knowledge and skills in public administration, leadership and management for cadres, civil servants, and public employees; training of human resources; research on administrative sciences and giving advice to the Ministry of Home Affairs on public administration and state management.
3. The National Academy of Public Administration has legal status, its own seal, a bank account at the State Treasury, a head office located in Hanoi, and an international transaction name in English, which is The National Academy of Public Administration, abbreviated as NAPA.

Article 2. Tasks and power

The National Academy of Public Administration (hereinafter referred to as the Academy) has the following tasks and power:

1. Training cadres, civil servants, and public employees:

a / Assisting the Minister of Home Affairs in organizing the implementation of training programs and training content of public administration and state management for cadres, civil servants, and public employees nationwide;

b / Training officials on knowledge of state management before their appointment to leadership and management posts; training on knowledge of state management based on the standards of the civil service ranks, the standards of professional titles of public employees, and job positions.

c / Upgrading competencies, knowledge, and skills in leadership and management based on the standards of leadership and management posts;

d / Organizing training on legal knowledge, public administration, and state management for deputies to the People's Councils at all levels;

e/ Training cadres, civil servants, and public employees on knowledge, skills, and application of state-of-the-art technologies in state management;

f) Training on professional knowledge and skills based on the standards of the work of home affairs; training cadres, civil servants, and public employees on professional knowledge and skills in the areas falling under jurisdiction of the Ministry of Home Affairs;

g) Training cadres, civil servants, and public employees on professional knowledge and skills in emulation, commendation and religious affairs;

h) Training professional knowledge and skills in administrative management; training public employees according to their ranks and professional titles; training knowledge and skills in state management for cadres, civil servants, and public employees who are in the succession planning for leadership and management posts at district and higher levels, as assigned by competent authorities;

i) Training knowledge and skills in state management; training professional knowledge and skills in state management for cadres and civil servants at commune level and other groups of officials as assigned by competent authorities;

k) Training skills in public administration and state management for cadres, civil servants, and public employees in public non-business units and socio-political organizations, public managers, leaders, and others in the state-owned enterprises;

l) Participating in research on, surveys and assessment of training needs and quality of the training of cadres, civil servants, and public employees working in the Ministry of Home Affairs and in the work of home affairs; studying and making recommendations on renovation and enhancement of the training in accordance with the characteristics and requirements of the work of home affairs;

m) Training public administration, state management, public policy, and training methods for lecturers and researchers working in the institutions in charge of training cadres, civil servants and public employees, and other training target groups nationwide.

2. Training masters and doctors in the specializations regulated by law.

3. Research:

a / Research on administrative science, state management, and public policy to serve the training of the Academy;

b / Studying and providing scientific arguments on administrative reforms, civil service and civil servant reform, public policies, strategies and measures to enhance the capacity and quality of cadres, civil servants, and public employees, organization of the State administrative apparatus commensurate to each stage of development; updating the Academy's training content and programs for cadres, civil servants, and public employees and the graduate training programs;

c / Participating in developing programs and projects in the areas of public administration and state management as assigned by competent authorities.

4. Joining other units of the Ministry of Home Affairs in formulating strategies, programs, plans, regulations and legal normative documents as assigned by competent authorities.

5. Organizing the development of curricula, courseware, training materials for cadres, civil servants, and public employees according to the Academy's assigned tasks and power and as assigned by the Minister of Home Affairs.

6. Managing samples of degrees and certificates and granting degrees and certificates in the specializations trained by the Academy according to the provisions of law.

7. Testing and assuring the training quality of the Academy as assigned by the Minister of Home Affairs and according to the provisions of law.

8. Undertaking international cooperation in training, academic exchange, research on administrative science, state management, and related fields.

9. Publishing and circulating journals, newsletters, academic publications, textbooks and documents to serve the training and research on administrative science and state management in accordance with the provisions of law.

10. Making decisions on and directing the implementation of the program for administrative reforms of units under the Academy and other organizations as decided or assigned by the Minister of Home Affairs.

11. Conducting internal control, settling complaints and denunciations, preventing and combating corruption, negative behaviors and waste in all activities of the Academy according to the provisions of law.

12. Managing organization and apparatus, staffing, employment; implementing policies and incentives; training; emulation, reward and discipline for civil servants, public employees, and laborers of the Academy according to the provisions of law and as delegated by the Minister of Home Affairs.

13. Managing the provided finances and assets in accordance with the provisions of law.

14. Providing public services, performing other tasks and powers as assigned by competent authorities and in accordance with law.

Article 3. Organizational structure

1. Department of Personnel and Organization;

2. Office;

3. Department of Planning and Finance;

4. Department of International Cooperation;

5. Department of Refresher Training Management;

6. Department of Graduate Training Management;

7. Faculty of State - Law and Theoretical Foundations;

8. Faculty of Administrative Sciences and Organization - Personnel Management;

9. Faculty of Document and Administrative Technology;

10. Faculty of State Management of Economic Affairs and Public Finance;

11. Faculty of State Management of Social Affairs;

12. Institute of Administrative Studies;

13. State Management Review;
14. Center for Foreign Languages - Informatics and Information - Library;
15. National Academy of Public Administration Campus in Ho Chi Minh City;
16. National Academy of Public Administration Campus in Hue City;
17. National Academy of Public Administration Campus in the Central Highlands.

Article 4. Leadership

1. The Board of Directors of the Academy is composed of the President and no more than three Vice Presidents.
2. The President of the Academy shall be appointed or dismissed by the Prime Minister at the proposal of the Minister of Home Affairs. The Vice Presidents of the Academy shall be appointed and dismissed by the Minister of Home Affairs at the proposal of the President of the Academy.
3. The President of the Academy shall be responsible to the Minister of Home Affairs and the law for all activities of the Academy. The Vice Presidents of the Academy are responsible to the President of the Academy and to the law for their assigned work.
4. The President of the Academy shall promulgate the working regulations of the Academy; define the functions, tasks, power and organizational structure of the units under the Academy; set up, merge, divide or dissolve department's divisions, teaching divisions and equivalents, appoint and dismiss public employees who hold leadership or managerial posts of the units under the Academy.

Article 5. Effect and implementation responsibility

1. This Decision takes effect on March 15, 2018.
2. The earlier provisions which are contrary to this Decision are annulled.
3. Ministers, heads of the ministerial-level agencies, heads of the agencies under the Government, Chairpeople of the People's Committees of the provinces and centrally-run cities, and the President of the National Academy of Public Administration shall implement this Decision.

Recipients:

- Secretariat of the Party Central Committee;
- Prime Minister, Deputy Prime Ministers;
- Ministries, ministerial-level agencies, agencies under the Government;
- People's Councils, People's Committees of provinces and centrally-run cities;
- Office of the Party Central Committees, Party's Committees;
- Office of the Party General Secretary;
- Office of the State President;
- Nationalities Council, Committees of the National Assembly;
- Office of the National Assembly;
- Supreme People's Court;
- Supreme People's Procuracy;
- State Audit;
- National Financial Supervision Commission;
- Vietnam Bank for Social Policies;
- Vietnam Development Bank;
- The Central Committee of the Vietnam Fatherland Front;
- Central bodies of mass organizations;
- National Academy of Public Administration;
- Office of the Government: Chairperson-Minister, Vice Chairpeople, Assistants to the Prime Minister, Director-General of Vietnam Government Portal, Departments, Directorates, Units, Gazzettes;
- For archive: Correspondence Unit, TCCV (2). KN

PRIME MINISTER

Nguyen Xuan Phuc