

Administrative Structure of the General Directorate of Antiquities and Museums

The administrative organizational structure of the General Directorate of Antiquities and Museums consists of the **Director-General, the Antiquities Council, and the following directorates:**

A. Central Administration

1. Office of the Director-General

- Responsibilities:
 1. Receiving official and private foreign correspondence.
 2. Organizing visits, meetings, and public relations.
 3. Acting as the Secretariat of the Director-General.
 4. Monitoring the completion of the Directorate's tasks.
 5. Preparing cases for attendance at sessions and officially delivering them.
 6. Preparing memoranda and documents received by mail.
 7. Collecting media publications about the Directorate, informing the Director, and following up responses.
- Composed of: Secretariat, Correspondence Section, Follow-up Section.
- Director: A first-category employee with a degree in Arts.

2. Directorate of Administrative Development

- Responsibilities:
 1. Preparing the administrative development and strategy plan for the Directorate and following up its implementation.
 2. Reviewing laws, regulations, and internal systems governing the Directorate, especially regarding administration, procedures, performance evaluation, and incentive systems, and proposing necessary amendments.

3. Preparing human resources development plans and programs in cooperation with relevant directorates.
4. Conducting specialized research, studies, and organizing scientific seminars and workshops on administrative development.
5. Proposing citizen service development projects and ensuring their compatibility with administrative development strategies.
6. Proposing projects for developing information technology usage and preparing infrastructure for e-government initiatives, in coordination with relevant directorates.
7. Monitoring human resource needs and preparing training, qualification, and delegation plans to improve work efficiency.
8. Supervising administrative development units in provincial antiquities directorates and following up their work.
9. Performing any other tasks assigned in coordination with the Ministry of Administrative Development.

3. **Directorate of Restoration and Maintenance Engineering**
4. **Directorate of Buildings and Archaeological Documentation**
5. **Directorate of Excavation and Archaeological Studies**
6. **Directorate of Museum Affairs**
7. **Directorate of Historical Documents**
8. **Basil Center for Scientific Research and Archaeological Training**
9. **Directorate of World Heritage Sites**
10. **Directorate of Information Technology**
11. **Directorate of Legal Affairs**
12. **Directorate of Internal Audit**
13. **Planning and Statistics Department**
14. **Department of Old Damascus Antiquities**
15. **Department of Rural Damascus Antiquities**

B. Provincial Branches

1. Directorate of Antiquities and Museums – Aleppo

2. Homs Antiquities Department

- Al-Hosn Castle Department
- Palmyra Department

3. Hama Antiquities Department

- Apamea Division
- Masyaf Division
- Salamiyeh Division

4. Idlib Antiquities Department

- Jisr al-Shughur Division
- Ma'arrat al-Numan Division

5. Latakia Antiquities Department

- Salah al-Din Castle Division
- Ras al-Shamra Division

6. Tartus Antiquities Department

- Arwad Island Museum and Antiquities Division
- Banyas Division
- Safita Division

7. Daraa Antiquities Department

- Izra Division
- Bosra Division

8. As-Suwayda Antiquities Department

- Shahba Museum – Canal Antiquities Division
- Salakhid Division

9. Quneitra Antiquities Department

10. Raqqa Antiquities Department

11. Deir ez-Zor Antiquities Department

12. Al-Hasakah Antiquities Department – Qamishli Division

13. Jableh Antiquities Department

14. Rural Damascus Antiquities Department – Ma'loul Division

Under the Administrative Development Directorate, the following departments operate:

A. Institutional Development Department:

This department performs the following tasks:

1. Contributing to the development of systems and legislation regulating work in the General Directorate of Antiquities and Museums in coordination with the relevant directorates.
2. Working on developing organizational structures, frameworks, and job descriptions within the General Directorate of Antiquities and Museums in coordination with the relevant directorates.
3. Preparing performance management and productivity improvement systems related to work methods in the General Directorate of Antiquities and Museums.
4. Preparing specialized research and studies, and organizing seminars and workshops related to administration and administrative development.
5. Supervising the administrative development units in the antiquities departments in the field of developing legislation and systems regulating their work and monitoring their performance.

B. Analysis and Procedures Simplification Department:

This department performs the following tasks:

1. Conducting surveys and preparing statistical data related to current work mechanisms and procedures in the General Directorate of Antiquities and Museums.

2. Preparing plans and implementing programs that serve the development and simplification of procedures in collaboration with the relevant directorates.
3. Contributing to the automation of administrative work, building information systems, and documentation centers in coordination with the relevant directorates, relying on modern technologies that serve administrative development and support decision-making, reflecting in improved services for citizens.
4. Working on developing the IT linkage of the General Directorate of Antiquities and Museums with other public authorities and the local community to facilitate communication and provide services to citizens efficiently and promptly, in coordination with the Informatics Directorate.
5. Supervising administrative development units in ministry-affiliated entities regarding the use of information technology and simplification of procedures in their operations, and monitoring their performance.

C. Qualification and Training Department:

This department performs the following tasks:

1. Developing programs for the General Directorate of Antiquities and Museums' training and qualification needs, including required durations, and monitoring their implementation.
2. Incorporating the training and qualification needs of the General Directorate of Antiquities and Museums into agreements, protocols, and memoranda of understanding that the directorate intends to sign, in coordination with the relevant directorates.
3. Following up on the executive procedures for nominating employees in the General Directorate of Antiquities and Museums for training and qualification in coordination with the relevant directorates.
4. Organizing internal and external training courses for employees and maintaining related records.
5. Monitoring activities related to seminars, courses, and workshops conducted by the General Directorate of Antiquities and Museums regarding training and qualification.
6. Proposing qualification and training plans for employees in the antiquities departments across governorates in coordination with these departments.
7. Developing programs for the directorate's needs for external scholarships, training, and qualification, and striving to incorporate feasible ones into agreements, memoranda of understanding, and protocols, in coordination with the relevant directorates.

8. Following up on the implementation of clauses in protocols, memoranda, and agreements concerning training and qualification, in coordination with the relevant directorates.
9. Monitoring the affairs of trainees and those seconded for training in various fields until the completion of their training or assignment, in coordination with the relevant directorates.
10. Working to establish a qualified national training cadre capable of meeting most of the General Directorate of Antiquities and Museums' training and qualification needs.

D. The Qualification and Training Depa

1. Training and Qualification Unit:

This unit performs the following tasks:

1. Developing programs for the General Directorate of Antiquities and Museums' training and qualification needs, including required durations, and striving to incorporate feasible ones into agreements, memoranda, and protocols, in coordination with the relevant directorates.
2. Executing procedures for nominating employees in the General Directorate of Antiquities and Museums and antiquities departments in the governorates for training, in coordination with the relevant directorates.
3. Organizing internal and external training courses for employees and maintaining related records.
4. Monitoring activities related to seminars, courses, and workshops conducted by the General Directorate of Antiquities and Museums regarding training and qualification.
5. Proposing training and qualification plans for employees in antiquities departments across governorates, in coordination with these departments.
6. Coordinating with relevant directorates to secure training, scholarship, and qualification opportunities in Arab and foreign countries, and taking appropriate measures to benefit from them, in coordination with the State Planning Authority.
7. Following up on the implementation of clauses in protocols and agreements concerning training and qualification, in coordination with the relevant directorates.
8. Monitoring the affairs of trainees inside Syria across various fields until the completion of their training, in coordination with the relevant directorates.
9. Working to establish a qualified national training cadre capable of meeting most of the General Directorate of Antiquities and Museums' training and qualification needs.

10. Preparing reports evaluating the training and qualification activities attended by employees, the benefits derived, and obstacles encountered to prevent recurrence.

2. Scholarships and Secondment Unit:

This unit performs the following tasks:

1. Developing programs for the General Directorate of Antiquities and Museums' needs for scholarships, training, and qualification, and striving to incorporate feasible ones into agreements, memoranda, and protocols, in coordination with the relevant directorates.
2. Following up on the implementation of clauses in protocols and agreements concerning scholarships, training, and qualification, in coordination with the relevant directorates.
3. Executing procedures for nominating employees in the General Directorate of Antiquities and Museums and antiquities departments in the governorates for scholarships, training, and qualification, in coordination with the relevant directorates.
4. Monitoring the affairs of employees seconded for training abroad in various fields until the completion of their secondment, in coordination with the relevant directorates.
5. Preparing reports evaluating the training and qualification received by seconded employees, the benefits of the scholarship, and obstacles encountered to prevent recurrence.

3. Directorate of Engineering for Restoration, Maintenance, and Studies

Responsibilities:

1. Counting restoration and maintenance projects, supervising them, and reporting all matters related to them to the Directorate.
2. Preparing plans and photographic documentation of archaeological sites and historical buildings, classifying and preserving them.
3. Developing engineering studies for construction works and supervising their implementation.
4. Conducting standard photography, photogrammetry, and surveys using modern techniques for archaeological and historical sites and structures.
5. Developing work methods and materials and adopting modern restoration techniques.

Structure:

- Restoration and Maintenance Department
- Engineering Studies Department
- Technical Laboratory Department

Director Position:

- The Director of Engineering for Restoration and Maintenance must be a first-category employee holding a degree in Architecture or Civil Engineering, with at least five years of experience.
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Technical Laboratory Department**Responsibilities:**

1. Supervise workshop operations, continuously improving performance, reducing costs, and preventing waste.
2. Create molds of certain artifacts, replicate them, and manufacture display models with the General Director's approval.
3. Remove mosaics discovered, reassemble and treat them according to technical standards, and restore certain artifacts when necessary.
4. All woodworking and restoration work, as well as metalwork repair.
5. Restore stone inscriptions (marble and alabaster) to their original decorative condition.
6. Carry out necessary repairs in Directorate buildings and annexes, supervising heating, plumbing, and emergency water network works.
7. Prepare visual aids for museums and exhibitions.
8. Supervise electrical generators and perform all electrical repairs and installations in Directorate buildings and museums.
9. Prepare and install glass and plastic panels and exhibition materials.
10. Document movable and immovable artifacts for archaeological and museum purposes, prepare exhibitions, and provide museums with archival photographs.

11. Conduct laboratory research and perform maintenance on fixed and movable artifacts using modern scientific methods.

Structure:

- Laboratory Section
- Restoration and Maintenance Section
- Photography Section

Head of Technical Laboratory Position:

- A first-category employee holding a Bachelor's degree in Sciences.
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4. Directorate of Buildings and Archaeological Documentation

Responsibilities:

1. Record and register fixed artifacts and propose adequate measures to protect historical areas and archaeological sites.
2. Collect scientific information and documentation about buildings, sites, and historical cities, coordinating with the Directorate of Engineering for their preservation.
3. Advise on urban planning projects and grant construction permits for historical and archaeological buildings.
4. Supervise monitoring, prevent violations, and report them promptly.
5. Propose expropriation methods, usage policies, and cooperate with institutions related to cultural heritage protection, applying international agreements.
6. Monitor historical buildings and archaeological sites.
7. Prevent illegal excavation and artifact smuggling.
8. Preserve documents related to historical buildings and archaeological sites and only publish them with the General Director's approval.

Structure:

- Registration and Documentation Department
- Monitoring and Expropriation Department

Director Position:

- A first-category employee with a degree in Archaeology, History, or Engineering, and at least five years of experience.
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5. Directorate of Archaeological Excavations and Studies

Responsibilities:

1. Prepare excavation, survey, and archaeological investigation projects conducted by the General Directorate and supervise their execution.
2. Review requests from national and international scientific institutions for excavation permits and supervise their work according to regulations.
3. Propose excavation projects in Arab and foreign countries.
4. Provide reports on all national and foreign excavations and ensure final study results are delivered on time.
5. Organize dossiers of all excavations conducted in the country and collect related scientific documents, official reports, engineering plans, and geographic/topographic surveys.
6. Prepare a complete archive of archaeological findings.

Structure:

- Prehistoric Excavations Department
- Ancient Syrian Period Excavations Department
- Classical Period Excavations Department
- Islamic-Arabic Period Excavations Department

Director Position:

- A first-category employee with a degree in Archaeology, History, Art History, or Anthropology (Ethnology), and at least five years of experience.
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6. Directorate of Museum Affairs

Responsibilities:

1. Supervise museum establishment, provide expertise for development, and enrich museums to fulfill educational, cultural, and promotional roles.
2. Coordinate among national museums.
3. Coordinate with museum curators to prepare simplified and engaging museum publications and supervise filming of museums and historical buildings for dissemination to schools and authorized offices.
4. Prepare traveling archaeological and art exhibitions to rural centers and laboratories in the country and abroad, organizing museum data.
5. Supervise artifact registration in museums and provide guidance.
6. Host government guests and official delegations and organize their site visits.
7. Review export requests and consider rewards for contributing to artifact confiscations according to the Antiquities Law.
8. Preserve museum photos, records, and related materials.
9. Organize museum cultural programs: lectures, films, radio guides, and manuals.
10. Improve services provided to citizens and tourists to encourage museum visits.

Structure:

- Museum Documentation Department
- Museum Development Department
- Educational and Public Relations Department

Director Position:

- A first-category employee with a degree in Archaeology, History, Art History, or Anthropology (Ethnology), and at least five years of experience.

7. Directorate of Historical Documents:

It is responsible for the following tasks:

1. Collecting and preserving historical documents related to the country's history, which are considered movable antiquities and subject to the Antiquities Law, in addition to other documents.
2. Studying historical documents and publishing what is decided to be published according to legal procedures.
3. Supervising studies and research conducted by researchers according to established protocols.

The Directorate of Historical Documents consists of:

- State Documents Division
- Private Documents Division
- Ottoman Documents Division
- Press Documents Division
- Library, Publications, and Document Restoration Division

The Director of Historical Documents must be a first-class employee holding a bachelor's degree in Archaeology, Art History, or Anthropology (Ethnology) with at least five years of experience.

8. Al-Basel Center for Archaeological Research and Training:

It undertakes the following tasks:

1. Studying administrative requests from archaeological and foreign institutes, preparing their correspondence, and organizing the Directorate's relations with them.
2. Handling authorship, translation, publishing, encouraging these activities, and supervising them.
3. Supervising the distribution and sale of publications.

4. Supervising libraries, particularly the central library, providing it with books, and standardizing its classification.
5. Supervising the printing and sale of the “Annals” journal.
6. Organizing qualification and training courses on archaeology, museology, and restoration topics.

The Directorate of Archaeological Research and Training consists of:

- Authorship, Translation, and Publishing Division
- Libraries Division
- Training Division

The Director of Archaeological Research and Training must be a first-class employee holding a bachelor’s degree in Literature, History, Anthropology (Ethnology), Art History, or Engineering, with at least five years of experience.

9. Directorate of World Heritage Sites:

The Directorate is concerned with sites registered on the World Heritage List and sites on UNESCO’s tentative list, and works on formulating cooperation and preservation strategies with relevant international organizations and local authorities.

Its tasks include:

1. Developing strategies for preserving sites registered on the World Heritage List, in accordance with registration requirements and the World Heritage Convention.
2. Establishing an information bank for sites registered on the World Heritage List.
3. Participating in preparing registration files for archaeological sites on the World Heritage List.
4. Providing technical supervision for the management centers of archaeological clusters in Aleppo and Idlib and studying technical issues related to these clusters.
5. Providing administrative, technical, and financial assistance to sites registered on the World Heritage List.
6. Preparing working papers and agreements related to conferences, seminars, and international meetings concerning the activities of the Directorate-General of Antiquities and Museums, in coordination with public authorities.

7. Preparing reports and responses requested by regional and international organizations regarding the activities of the Directorate-General of Antiquities and Museums and its compliance with signed agreements, in coordination with relevant departments.
8. Studying and following up on the implementation of recommendations from regional and international organizations, in coordination with the competent authorities within the Directorate-General of Antiquities and Museums.
9. Organizing training courses and activities held by international and local organizations and universities related to tangible cultural heritage.

10. Directorate of Information Technology:

It undertakes the following tasks:

- A. Preparing projects for the procurement of technical equipment.
- B. Studying and preparing network projects to connect the directorates with each other.
- C. Supervising the operation of the computer network within the directorates.
- D. Supervising the main network servers (Internet, email, databases, etc.).
- E. Supervising the operation, maintenance, and updating of software.
- F. Technical supervision of websites.
- G. Supervising the distribution of internal and external emails.
- H. Preparing studies related to securing Geographic Information System (GIS) equipment.
- I. Studying software related to the GIS.
- J. Establishing archaeological databases and following up all updates.

The Directorate of Information Technology consists of the following departments and divisions:

1. Department of Equipment and Networks.
2. Department of Software and Databases.
3. Department of Geographic Information System (GIS).
4. Division of the Directorate of Information Technology Office.

1. Department of Equipment and Networks:

Responsibilities:

- A. Preparing technical equipment projects.
- B. Maintaining technical equipment.
- C. Studying and preparing network projects to connect directorates.
- D. Supervising the operation of the computer network within the directorates.
- E. Supervising the main network servers (Internet, email, databases, etc.).

Divisions within the Department of Equipment and Networks:

A. Equipment Division:

- Preparing maintenance projects for computer and technical equipment.
- Preparing procurement projects for computer and technical equipment and supervising their receipt.
- Determining the equipment needs of the directorates and ensuring their provision.
- Supervising the IT training lab and ensuring its readiness for training courses.

B. Networks Division:

- Preparing network projects to connect directorates in the provinces.
 - Supervising the operation of computer networks within directorates in all provinces.
 - Supervising the main network servers (email, Internet, databases, etc.).
 - Supervising data backup operations (files, emails, etc.) stored on the network.
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2. Department of Software and Databases:

Responsibilities:

A. Proposing software necessary for the work of the directorates.

B. Supervising software operation, maintenance, and updates.

C. Designing and implementing archaeological documentation databases and updating them continuously.

D. Technical supervision of websites.

E. Supervising email systems.

Divisions within the Department of Software and Databases:

A. Software Division:

- Proposing software necessary for the directorate's work.
- Supervising software operation, maintenance, and updates continuously.
- Monitoring antivirus and protection programs within computer equipment and networks and updating them regularly.

B. Databases Division:

- Supervising the design and implementation of archaeological documentation databases and continuously updating them.
- Supervising the creation of backup copies for data entered (within databases) for all directorates.
- Monitoring administrative changes in the internal system and preparing new requirements for implementation through software.
- Preparing database projects and supervising their implementation.

C. Internet and Email Division:

- Technical supervision of websites.
- Supervising the distribution of Internet services to divisions and departments.
- Supervising the distribution of internal and external emails and performing email backups.

3. Department of Geographic Information System (GIS):

Responsibilities:

1. Studying requirements for developing the GIS infrastructure.
2. Securing GIS software and updating it.
3. Preparing projects to provide GIS equipment in coordination with relevant directorates.
4. Supervising the maintenance of GIS equipment.
5. Establishing technical links between data available from relevant directorates with the GIS, integrated with archaeological database systems, to form the digital archaeological map.
6. Guiding relevant directorates carrying out GIS projects on how to convert data compatible with archaeological database systems to be ready for entry into the GIS.
7. Proposing the purchase of digital maps and aerial or satellite imagery.
8. Entering necessary data for GIS projects.

9. Supervising training, qualification, and development of directorate staff to complete the GIS usage strategy.

4– Division of the Directorate of Information Technology:

It performs the following tasks:

1. Receiving incoming mail and distributing it to departments according to the director's instructions.
 2. Dispatching outgoing mail properly after keeping copies.
 3. Providing translation, printing, and copying services for all directorate departments.
 4. Supplying stationery and office supplies and distributing them to staff as directed by the director.
 5. Expediting responses to correspondence and delivering them.
 6. Filing and classifying instructions, circulars, decisions, administrative orders, correspondence files, and other documents that must be preserved and organized.
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11– Legal Affairs Directorate:

It undertakes the following tasks:

1. Managing all legislation necessary for the directorate's tasks and introducing amendments as needed, in coordination with relevant directorates, in accordance with the public interest.
2. Preparing organizational decisions related to the directorate's work and amending them when necessary, in coordination with relevant directorates.
3. Monitoring legislation issued by the state and organizational decisions issued by the directorate, and preserving them in a way that allows quick reference when needed.
4. Classifying laws and legislation to create a complete collection that is easy to refer to, and disseminating relevant information to ministry departments.
5. Following up on all lawsuits filed against the directorate, preparing defenses, documents, and necessary materials, providing them to the State Cases Department, and tracking these lawsuits at all stages.
6. Conducting all legal studies assigned to it.

7. Publishing directorate projects in accordance with applicable laws and regulations.

The Legal Affairs Directorate supervises the following departments:

A – Legislation Department:

Tasks:

1. Preparing draft legal texts necessary for the directorate's tasks and drafts of amendments, in line with work requirements and public interest.
2. Preparing draft organizational decisions for the directorate's work and amending them when needed.
3. Reviewing draft legal texts and organizational decisions proposed by various directorates, coordinating them, and reconciling them with state laws and regulations.
4. Monitoring legal texts issued by the state, regulations issued by the state, and regulations and decisions issued by the directorate, organizing them into a comprehensive collection, preserving them for easy reference, and disseminating relevant items to ministry departments.
5. Classifying laws and legislation to create a complete collection, and preserving regulations and decisions received and issued.
6. Receiving the official gazette, tracking its distribution to directorate departments, and archiving it after noting preserved decisions.
7. Ensuring compliance with the directorate's internal regulations and proposing necessary amendments.

B – Studies and Cases Department:

Tasks:

1. Conducting all legal studies assigned to the directorate.
2. Reviewing all lawsuits involving the directorate, preparing documents and necessary materials, drafting defenses, submitting them to the State Cases Department, and following up on lawsuits at all stages.
3. Opening a separate file for each case, containing all papers and documents, and preserving it until the conclusion of litigation.
4. Maintaining a special register of lawsuits.

C – Contracts Department:

Tasks:

1. Proposing appropriate methods for securing the directorate's requirements.
2. Monitoring the preparation of tender documents for contracts concluded by the directorate, contributing to drafting financial and legal tender documents, publishing them, supervising bid openings, and reporting on committees.
3. Organizing a separate file for each contract concluded by the directorate, arranging its papers and documents, classifying them, and creating detailed indexes.
4. Preparing draft contracts required to meet the directorate's needs, in accordance with applicable laws and regulations.
5. Reviewing drafts prepared by directorates and antiquities departments, coordinating and reconciling them with laws and regulations.

D – Expropriation Department:

Tasks:

- Following up on issues related to expropriation projects, reviewing them, and preparing necessary decisions.

12– Internal Audit Directorate:

The Internal Audit Directorate carries out its responsibilities as stated in the Central Inspection and Control Authority Law, aiming to achieve both real-time and post-performance oversight of administrative and production activities, improve them, and operate within the general supervision of the authority, supporting it in its duties, particularly in:

1. Conducting periodic or ad hoc audits and reviews of directorate transactions as assigned by the General Director.
2. Following up on the implementation of reports issued by the Central Inspection and Control Authority and the Central Financial Control Authority.
3. Supervising the work of audit departments in branches in coordination with branch heads.
4. Studying all reports received from the Central Inspection and Control Authority and other entities, and processing them according to regulations.

The Internal Audit Directorate consists of:

1. Internal Audit Department in Damascus and the Southern Region.

2. Internal Audit Department in Aleppo and the Eastern Region.
3. Internal Audit Department for the Central and Coastal Region.

The Director of Internal Audit must be a first-category employee holding a degree in law, arts, or economics.

13– Planning and Statistics Department:

Tasks:

1. Preparing the general directorate's work plans in coordination with other directorates.
2. Monitoring the implementation of these plans, preparing periodic reports, and identifying obstacles.
3. Collecting, preparing, and coordinating statistics reflecting activities across all branches.
4. Preparing and following up on the Board of Directors' work.

It consists of a Planning Division and a Statistics Division.

The head of the Planning and Statistics Department must be a first-category employee holding a degree in economics, business administration, or law.

14– Old Damascus Antiquities Department

15– Rural Damascus Antiquities Department