



### Functions:

- Advise the Rector on training and strengthening the knowledge of state management skills and knowledge of law for civil servants in state administration, professional units, enterprises in Division of Agriculture and Rural Development.
- Advise the Rector on scientific researches on state administration activities, especially in Division of Agriculture and Rural development;
- Organize and manage training courses to strengthen knowledge and management skills and to have knowledge of law for civil servants in state administration, professional units, enterprises in Division of Agriculture and Rural Development;
- Research in the fields of state administration, especially in Division of Agriculture and Rural Development;
- Advise on organizational management according to the law and statute of the organization.

### Missions:

- Propose and build up plans, training programs and scientific researches; and consult in state administration in general and in Division of Agriculture and Rural Development in particular;
- Co-ordinate in training programs of expertise in state administration;
- Compile teaching materials in state administration;
- Research and improve learning and teaching method;
- Organize activities of technological science, take the initiative in approaching and co-ordinating to implement international projects, to integrate the training into scientific researches and social life;
- Fix the boundaries of expertise and teaching content of different divisions in the Department (if any)
- Assign appropriate lecturers according to their own ability and strengths;
- Build up training plans and enhance the expertise of lecturers in Department;
- Manage activities of the lecturers and divisions to fulfill functions and missions of the Department.
- Manage and utilize properties effectively.