

No.	Section	Job description	Legal basis
1	<p align="center"><b>Managing Director Office</b></p>	<ul style="list-style-type: none"> <li>- Performing related tasks of correspondence in the Office of Managing Director</li> <li>- Enquiring reports and submission of experts' opinions if necessary to be used by the Managing Director</li> <li>- Referring correspondences, circulars and instructions to deputies of CEO, managers and directors of different sections for taking action and following up any cases to gain optimal results</li> <li>- Scheduling and fixing the times of meetings and appointments, also holding sessions and commissions for CEO</li> <li>- Preparing and elaborating lecture texts for the Managing Director during internal and external seminars</li> <li>- Preparing records and information concerning the minutes of meetings</li> <li>- Issuing approvals of CEO and the board of managers, and realizing the consequent follow ups to obtain desired results</li> <li>- Following up approvals of the general assembly and preparing corresponding Action Report</li> <li>- Performing the related tasks to auditing and attending complaints</li> <li>- Performing other tasks and duties advanced by CEO</li> </ul>	<p align="center">A Collection of functions, objectives and organizational positions of the Islamic Republic of Iran's International Exhibitions Company Approval of the general assembly of the company, endorsed by the Organization of Management and Planning of the country December, 2001</p>
2	<p align="center"><b>Management of Public relations and international affairs</b></p>	<ul style="list-style-type: none"> <li>- Concentrating on company activities and coming out with these activities and events, also elaborating reports if necessary, for their posterior publication in The media (Press or Islamic Republic of Iran Broadcasting)</li> <li>- Studying and reviewing the contents of internal &amp; external magazines and newspapers, and compiling the required materials concerning the company and its activity, in order to prepare responses, if necessary</li> <li>- Creating and making magazines and Bulletins, as well as realizing all types of publishing activities including issuing and distributing these materials inside and outside of the country</li> </ul>	

		<ul style="list-style-type: none"> <li>- Accumulation of news from internal and external news-agencies, also from press agencies and exhibition centers that hold international and commercial compositions</li> <li>- Making and preparing advertising programs to introduce the company activities and attract the producers and owners of domestic and foreign industries to participate in exhibition events</li> <li>- Studying various modalities and forming the consulting meetings for advertising activities in order to reflect and present more activities of the company</li> <li>- Preparing and gathering information and preparatory draft about the studies and inquiries concerning the policy and program settings related to international cooperation and the possibility of developing such cooperation and participating in forums and conferences based on company duties</li> <li>- Creating and managing the company public libraries</li> <li>- Supervising of panel advertising activities inside and outside of the exhibition site and program making for cultural events by big and small advertising panels</li> <li>- Elaborating and compiling the company specialized leaflet</li> </ul>	
3	<p><b>Management of exhibitions interior affairs</b></p>	<ul style="list-style-type: none"> <li>- Making programs for organizing and holding various exhibitions outside of the country</li> <li>- Performing managing programs of various international exhibitions held inside the country</li> <li>- Performing necessary surveys and studies for managing exhibitions and avoiding any probable problems</li> <li>- Regulating and compiling the required programs for exhibition organizers and supervising their executive operations</li> <li>- Preparing and regulating information and instructions about the international, national and provincial exhibitions in Farsi and other different languages</li> <li>- Preparing statistics concerning national, provincial and international exhibitions held in the country</li> <li>- cooperating in order to form a trade</li> </ul>	

		<p>information center when holding different exhibitions</p> <ul style="list-style-type: none"> <li>- Preparing and sending letters of invitation, notices and programs of foreign exhibitions to industrial , mineral, commercial and agricultural internal companies and institutes that want to participate in those events</li> <li>- Doing necessary actions concerning the registration of participant in all international and internal exhibitions according to related regulations and criteria</li> <li>- Surveillance on the way of fulfilling the exhibition regulations at the time of holding internal exhibitions</li> <li>- Following up and performing necessary actions for notifying participants in any exhibition for preparing halls and display stands on due time</li> <li>- Collaboration with management of finance affairs in order to receive debts of participant based on exhibition tariffs</li> <li>- Performing other affairs related to internal exhibitions that are referred in case of necessity</li> </ul>	
<b>4</b>	<b>Management of foreign exhibition affairs</b>	<ul style="list-style-type: none"> <li>- Preparing plans and making programs for organizing and holding various expositions outside of the country</li> <li>- Surveillance on preparation, elaboration and performance of the Iranian pavilion in foreign expositions</li> <li>- Continuous study and surveillance so as to develop the quality of exhibitions</li> </ul>	
<b>5</b>	<b>Management of executive affairs</b>	<ul style="list-style-type: none"> <li>- Executive planning with the purpose of holding exhibitions</li> <li>- Coordination with managers of executive affairs for holding all interior and exterior exhibitions</li> <li>- Offering required services to participant in exhibitions</li> <li>- Performing necessary actions and service delivery in relation with customs affairs, transferring of participant's cargo from other customs to exhibition customs office, dealing with required authorizations for goods release, and obtaining other necessary certificates</li> </ul>	

		<ul style="list-style-type: none"> <li>- Surveillance on execution of contracts that are in relation with insurance and transportation of goods to internal and external exhibitions</li> </ul>	
6	<p style="text-align: center;"><b>Management of marketing affairs</b></p>	<ul style="list-style-type: none"> <li>- Enquiring and studying the markets of selected countries from the viewpoints of attracting Iranian articles, realizing necessary marketing and preparing the reports of those selected countries with the aim of their distribution among the participant in external exhibitions</li> <li>- Inviting the interested delegations in importing Iranian produced articles to be familiarized with these productions during foreign expertise exhibitions</li> <li>- Cooperating with trade and economic delegations who travel to Iran from foreign countries</li> <li>- Attending mutual assemblies or assemblies which are organized in order to determine the characters of bilateral contracts, also preparing reports about proposed articles concerning exhibition cooperation which are going to be included in economic and commercial memorandums of understanding and in other contracts in relation with exhibition cooperation that are signed with counterpart organizations</li> <li>- Preparing the list of articles that can be offered to international and specialize exhibitions</li> <li>- Giving opinions about the convenience and necessity of holding exhibitions or participating in them, as they could be effective for displaying Iranian goods and articles</li> <li>- Study of countries' economic, politics and cultural events, study of regional and international organizations, free zones and etcetera, such as market research, data collection, market competitive analysis, customs rules and article entry regulations</li> <li>- Cooperating with international organizations on the ground of exhibition activities and contact with embassies and foreign agencies</li> <li>- Considering the function of commercial contracts, and taking into account the article of exhibition cooperation which has been signed with other countries.</li> </ul>	

		<ul style="list-style-type: none"><li>- Performing other activities which in a way related to marketing and matching with exhibition activities</li><li>- Doing the necessary enquiries and coordination with the government of Islamic Republic of Iran political and commerce agencies in the concerned countries for determination of priorities in holding exhibitions</li><li>- Preparing and regulating the program of Islamic Republic of Iran National Day in such exhibition</li><li>- Making liaison with chambers of International chambers of industries, mines and commerce and Global Union of exhibition UFI &amp; BIE and contact with countries and centers of formation of such exhibitions for collecting news and necessary information and transference of authorized information</li><li>- Sending letters of invitations, notifications and programs of foreign exhibitions to institutions and country producing participant companies, industrial , mine, agriculture and commercial participation in such exhibitions</li><li>- taking necessary actions concerning for registration participants in such exhibitions</li><li>- forecasting the required services for participants in such exhibitions</li><li>- contacting with foreign exhibition conductors and knowing their views for creating necessary facilities for interior participants</li><li>- collecting and classifying obtained information and statistics from participating in such exhibitions for using in programming and other related affairs</li><li>- investigating and verification the request related to participation and or holding exhibitions of Iranian articles in foreign countries which hold for private sector and other governmental organization</li><li>- Doing other relating assigned affairs in proportion to cases</li></ul>	
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7	<p align="center"><b>Management of construction and installation affairs</b></p>	<ul style="list-style-type: none"> <li>- Taking care in carrying out programs and instructions concerning the construction, repair and maintenance of the company's buildings .</li> <li>- Preparing construction and installation designs for establishing permanent or temporary exhibitions inside or outside of the country and overseeing their performance .</li> <li>- Preparing and supervising the executive activities related to masonry , carpentry, painting, welding and iron work</li> <li>- Preparation, calculation and drawing required construction and installation maps</li> <li>- Performing mapping matters</li> <li>- Preparation, calculation and drawing required construction and installation maps</li> <li>- Preparing and determining technical terms for estimating construction and installation costs needed for company</li> <li>- Calling for tenders for building and installation, also surveillance and investigation on related executive affairs</li> <li>- Continuous surveillance on necessary actions for maintaining yard, office buildings, halls and counters, restaurants and etc. in order to remove deficiencies of buildings and related installations</li> </ul>	
8	<p align="center"><b>Management of designing and stand decoration</b></p>	<ul style="list-style-type: none"> <li>- Performing designing matters of exhibitions and studying the system of organizing exhibitions worldwide</li> <li>- Preparing all kinds of artwork, designing and pictures for different exhibitions</li> <li>- Preparing all kinds of engineering designs for installing photos, advertisements, posters and sending to relevant units</li> <li>- Choosing suitable systems of light and sound based on specifications of any exhibition and its performance</li> <li>- Preparing and executing plans and maps related to interior decorations of buildings and the stands of each exhibition</li> <li>- Considering the plans of decorating and equipping the exhibition at worldwide and offering necessary proposals</li> <li>- Performing artwork services, interior architect and video-audio activities during holding</li> </ul>	

		<p>various exhibitions</p> <ul style="list-style-type: none"> <li>- Preparing and executing designs and necessary drawings for stands decoration in different exhibitions according to determined criteria and tariffs</li> <li>- Allocating the location of stands to exhibition participant</li> <li>- Surveillance on the good performance of current plans</li> <li>- Surveillance on timely evacuation of contractors from exhibition stands</li> <li>- Carrying out other activities related to designing and stand decoration in case of necessity</li> </ul>	
<p><b>9</b></p>	<p><b>Management of administrative affairs</b></p>	<ul style="list-style-type: none"> <li>- Estimating and supplying required workforce based on planning, establishment and approved budget in the framework of corresponding rules and principles</li> <li>- Issuing all executive decrees of human-resources department and preparing personal service contracts</li> <li>- Executing rules and regulation of employment, job classification programs and staff assessment</li> <li>- Enquiring the needs and providing for the staff with welfare, cooperative, hygienic and treatment facilities</li> <li>- Preparing and collecting statistics and specifications of employees, also updating them and forming personnel archives</li> <li>- Performing the affairs of retired and stipendiary personnel based on corresponding regulations</li> <li>- Estimating and providing the needs of the company in relation with devices and accessories, also maintaining and distributing them among different units of the company according to rules and regulations</li> <li>- Performing the necessary actions for providing public services in fields like fuel, transportation, sanitation, guardian, printing and publishing, protecting green space and restaurant and controlling the arrival and departure of the personnel and entrants</li> <li>- Receiving, registration, distribution and delivery of all incoming and outgoing letters,</li> </ul>	

		<p>and archiving the correspondence</p> <ul style="list-style-type: none"> <li>- Performing other correlated administrative duties</li> </ul>	
10	<b>Management of finance affairs</b>	<ul style="list-style-type: none"> <li>- Keeping credit accounts based on approved budget and making the expenditure report</li> <li>- Providing funds for company's payment and issuing request of cash receipt of the approved funds</li> <li>- Recording and keeping company accounts</li> <li>- Keeping and delivery of cashes, deposits, valuable papers, property and assets of the company, and doing necessary supervision</li> <li>- Preparing financial bills and making income reports based on different sources of revenue</li> <li>- Preparing and regulating company expenditure documents</li> <li>- Performing the affairs related to receipts based on rules and regulation</li> <li>- Observing all documents of expenditure in accordance with their necessary records, and keeping them in line with corresponding rules and regulations</li> <li>- Preparing annual and monthly accounts of the company for sending to relevant legal sources</li> <li>- Keeping records of company's properties and possessions</li> <li>- Preparing periodic fiscal reports case by case</li> <li>- Supervising the implementation of financial rules and regulation</li> <li>- Applying for the opening of governmental bank accounts in necessary numbers from the treasury, assigning the revolving fund to the supplier and account agent according to the relevant regulations and instructions and following to be deposited at the end of the fiscal year</li> <li>- Controlling, storing and keeping safe the documents and financial books of the company</li> </ul>	
		<ul style="list-style-type: none"> <li>- Planning for using the most recent procedures and scientific information networks</li> <li>- Setting up an extensive and concentrated information network for submission of timely commercial and economic information in fields required by participant both in internal and external exhibitions</li> </ul>	

11	<p><b>Management of Planning and Information</b></p>	<ul style="list-style-type: none"> <li>- Arranging the staff training programs and holding the courses of in-service training</li> <li>- The continuous investigation of existing organizational formation and its function in the company and offering necessary recommendations to improve it</li> <li>- Enquiring and studying the work methodology in order to improve and simplify the procedures</li> <li>- Estimating the income and analyzing the costs of plans, programs and exhibition affairs</li> <li>- Preparing and working on the current budget of the company based on the requested funds for different programs of the exhibition calendar</li> <li>- Making suggestions and necessary designs for creating new sources of income for the company</li> <li>- Preparing required charts and statistics and their analysis</li> <li>- Making computer liaisons with the centers of interior and global information networks for timely accessing to commerce and exhibition information in the said networks</li> <li>- Designing programming and installing the company required data banks</li> <li>- Designing and creating comprehensive systems of financial and administrative automation and mechanization in sections like personnel service, salary, wages, properties and etcetera.</li> <li>- Improving the software systems to advanced models.</li> </ul>	
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