DEPARTMENT OF SOCIAL DEVELOPMENT

PURPOSE:
To ensure the provision of integrated developmental social services.

FUNCTIONS:
1. Manage the provision of population development services.
2. Manage the provision of integrated social welfare services and programmes.
3. Manage the provision of specialist social services and programmes.
4. Manage the provision of integrated community development services and programmes.
5. Manage and coordinate the implementation of corporate management services.
6. Manage and facilitate the provision of financial management services.
7. Manage and facilitate the provision of organisational risk management services.
8. Manage the provisioning of Internal Audit services.
9. Manage the provisioning of Executive Support services.

UNIT: EXECUTIVE SUPPORT

PURPOSE:
To provide an executive support service to the HOD.

FUNCTIONS:
1. Manage Ministerial and other HOD enquiries.
2. Render executive administrative support services to the HOD.
3. Provide support services to the Department’s management committees.
4. Manage the document flow between the Department and the MEC’s office.

UNIT: POPULATION DEVELOPMENT
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UNIT: SOCIAL WELFARE SERVICES
(page 3)

UNIT: SPECIALIST SOCIAL SERVICES
(page 4)

UNIT: COMMUNITY AND PARTNERSHIP DEVELOPMENT
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UNIT: CORPORATE MANAGEMENT
(page 7)

UNIT: FINANCE
(page 12)

UNIT: ORGANISATIONAL RISK MANAGEMENT
(page 2)

UNIT: INTERNAL AUDIT
(page 2)
DEPARTMENT OF SOCIAL DEVELOPMENT

UNIT: INTERNAL AUDIT

**PURPOSE:**
To manage the provisioning of Internal Audit services.

**FUNCTIONS:**
1. Manage and conduct compliance audit services.
2. Coordinate and facilitate forensic investigations.
3. Facilitate and conduct performance audits.
4. Provide support services to the Internal Audit Committee.

UNIT: ORGANISATIONAL RISK MANAGEMENT

**PURPOSE:**
To manage and facilitate the provision of organizational risk management services.

**FUNCTIONS:**
1. Manage and facilitate the development of organizational and risk management policies, strategies and frameworks.
2. Develop and monitor organizational risk management implementation plan.
3. Conduct continuous organizational risk management assessment, identify risks and develop response strategies.
4. Monitor the implementation of risk assessment response strategies.
5. Report on risk management to the Accounting Officer / Authority, Management and the Risk Management Committee.
6. Facilitate the capacity building of departmental staff on organizational risk management policies, processes and procedures.
7. Develop and implement Fraud Prevention and Anti-Corruption strategies and programmes.
UNIT: SOCIAL WELFARE SERVICES

PURPOSE:
To manage the provision of integrated social welfare services and programmes.

FUNCTIONS:
1. Manage and facilitate the provision of services to children.
2. Manage and facilitate the provision of welfare services to youth, adults and families.
3. Manage and facilitate the provision of services to older persons and people with disabilities.
4. Manage the provision of social relief services.

UNIT: CHILDREN SERVICES

PURPOSE: To manage and facilitate the provision of services to children.

FUNCTIONS:
1. Manage the provision of Early Childhood Development programmes.
2. Manage the provision of Foster Care Services.
3. Manage the provision of Child Care and Protection.
4. Manage the provision of alternative care and adoption services.

UNIT: ADULT AND FAMILY SERVICES

PURPOSE: To manage and facilitate the provision of welfare services to youth, adults and families.

FUNCTIONS:
1. Manage the provision of welfare services to youth.
2. Manage the provision of welfare services to adults.
3. Manage the provision of welfare services to families.

UNIT: SPECIAL NEEDS SERVICES

PURPOSE: To manage and facilitate the provision of services to older persons and people with disabilities.

FUNCTIONS:
1. Manage the provision of Services to Older Persons.
2. Manage the provision of Services to persons with disabilities.

UNIT: SOCIAL RELIEF

PURPOSE: To manage the provision of social relief services.

FUNCTIONS:
1. Ensure that programme participants receive relief services.
2. Inform and advise communities on relief services available for destitute people and their families.
3. Encourage the use of relief services being provided and promote inclusion and integration of eligible people into the community.
4. Undertake regular communication and public awareness campaigns on matters relating to relief services.
5. Monitor, evaluate and report on implementation processes to the National Department of Social Development.
UNIT: SPECIALIST SOCIAL SERVICES

PURPOSE:
To manage the provision of specialist social services and programmes.

FUNCTIONS:
1. Manage and facilitate the provision of HIV and AIDS prevention, care and support services.
2. Manage and facilitate the provision of social crime prevention and victim support services.
3. Manage and facilitate the provision of services to combat substance abuse.

UNIT: HIV AND AIDS SUPPORT

PURPOSE:
To manage and facilitate the provision of HIV/AIDS prevention, care and support services.

FUNCTIONS:
1. Develop, evaluate and maintain Policies, Strategies and Guidelines on HIV and AIDS Prevention, Care and Support programmes.
3. Manage and monitor HIV and AIDS Care and Support programmes.
4. Manage Capacity Building Programmes on HIV and AIDS Prevention, Care and Support programmes.
5. Strengthen and maintain Stakeholder Relations on HIV and AIDS Prevention, Care and Support programmes.
6. Support the establishment and implementation of workplace HIV and AIDS Prevention, Care and Support programmes.

UNIT: SOCIAL CRIME PREVENTION & VICTIM SUPPORT

PURPOSE:
To manage and facilitate the provision of social crime prevention and victim support services.

FUNCTIONS:
1. Develop and manage the social crime prevention and support programme.
2. Develop and manage the victim empowerment programme.

UNIT: PREVENTION AND TREATMENT OF SUBSTANCE ABUSE

PURPOSE:
To manage and facilitate the provision of services to combat substance abuse.

FUNCTIONS:
1. Manage the provision of prevention programmes.
2. Manage the provision of treatment, reintegration and after care services.
UNIT: COMMUNITY AND PARTNERSHIP DEVELOPMENT

PURPOSE:
To manage the provision of integrated community development services and programmes.

FUNCTIONS:
1. Manage Social Facilitation and Poverty programmes for Sustainable Livelihoods (including EPWP).
2. Manage and facilitate the provision of institutional Capacity Building Programmes.
3. Manage and facilitate the provision of Youth Development and Empowerment programmes.

UNIT: COMMUNITY DEVELOPMENT

PURPOSE:
Manage Social Facilitation and Poverty for Sustainable Livelihoods programmes (including EPWP).

FUNCTIONS:
2. Manage and Monitor Poverty Alleviation Programmes.
3. Manage and monitor the implementation of Special Projects for Sustainable Livelihood Programmes and Expanded Public Works Programme.
4. Administer and Monitor Community Development Ventures.
5. Research, Evaluate and Review Strategies and Programmes on Community Development and poverty Alleviation services.
6. Strengthen and Maintain Stakeholder Relations.

UNIT: INSTITUTIONAL CAPACITY BUILDING AND SUPPORT

PURPOSE:
Manage and facilitate the provision of institutional Capacity Building Programmes.

FUNCTIONS:
1. Develop and manage the provincial Strategy on Institutional Capacity Building Programmes.
2. Manage Capacity Building and Empowerment Programmes for emerging and existing Community Based Organisations, civil society and NPOs.
3. Facilitate registration of NPOs with the National office.
4. Establish and facilitate NPO forums at provincial and district level.
5. Manage Institutional Development Programmes.
6. Monitor compliance of the NPOs with the Act.
7. Monitor and Evaluate Institutional Capacity Building Programmes.
8. Integrate and coordinate stakeholder participation.

UNIT: YOUTH DEVELOPMENT

PURPOSE:
Manage and facilitate the provision of Youth Development and Empowerment programmes.

FUNCTIONS:
1. Develop and Manage Youth Development and Empowerment Strategies and Programmes.
2. Manage and Monitor Youth Economic and Development Programmes.
3. Manage and Monitor Youth Empowerment Programmes.
5. Manage and Monitor the Implementation of Special Programmes for Youth Development.
7. Promote access to Youth Development and Empowerment Programmes.
8. Strengthen and Maintain Stakeholder Relations.
UNIT: POPULATION DEVELOPMENT

PURPOSE:
To manage the provision of population development services.

FUNCTIONS:
1. Manage and facilitate population-related research and population analysis in consultation with relevant stakeholders.
2. Develop, review, and manage departmental strategies on population development.
3. Manage and facilitate capacity building for the integration of population factors into the development policies, plans and programmes.
5. Manage and facilitate the promotion of awareness and understanding of the SA Population Policy and its implementation through advocacy and information, education and communication.
UNIT: CORPORATE MANAGEMENT

PURPOSE:
To manage and coordinate the implementation of corporate management services.

FUNCTIONS:
1. Manage and coordinate the implementation of strategic support services.
2. Manage and coordinate the implementation of service delivery and transformation programmes.

UNIT: STRATEGIC SUPPORT MANAGEMENT
See Page 8

UNIT: SERVICE DELIVERY AND TRANSFORMATION PROGRAMMES
See Page 9

UNIT: HUMAN AND PHYSICAL RESOURCE MANAGEMENT
See Page 10
UNIT: STRATEGIC SUPPORT MANAGEMENT

PURPOSE:
To manage and coordinate the implementation of strategic support services.

FUNCTIONS:
1. Manage and coordinate the provision of integrated planning and reporting services.
2. Manage and conduct integrated monitoring and evaluation services.
3. Manage the provisioning of communication and events management services.
4. Facilitate and conduct social research and policy coordination services.
5. Manage the provisioning of legal advice services.

UNIT: INTEGRATED PLANNING AND REPORTING

PURPOSE: To manage and coordinate the provision of integrated planning and reporting services.

FUNCTIONS:
1. Develop and maintain strategic planning and reporting guidelines.
2. Coordinate and facilitate strategic and operational planning processes.
3. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents.
4. Monitor and facilitate reporting on departmental programmes and activities against government's POA and Cluster projects and inter-governmental working groups.
5. Analyse organisational performance and provide strategic inputs.

UNIT: INTEGRATED MONITORING AND EVALUATION

PURPOSE: To manage and conduct integrated monitoring and evaluation services.

FUNCTIONS:
1. Develop, manage and maintain M&E Frameworks and systems.
2. Develop and implement monitoring and evaluation principles and practices.
3. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes.
4. Collect, store, analyze and disseminate research and M&E information.
5. Ensure the accuracy and integrity of captured information.
6. Produce monthly, quarterly and annual performance reports.
7. Establish and maintain stakeholder relations.

UNIT: COMMUNICATION SERVICES

PURPOSE: To manage the provision of communication and events management services.

FUNCTIONS:
1. Provide internal communication services.
2. Provide external communication services.
3. Provide events management services.
4. Develop and maintain the departmental website.
5. Provide publication and photo journalism services.

UNIT: SOCIAL RESEARCH AND POLICY COORDINATION

PURPOSE: To facilitate and conduct social research and policy coordination services.

FUNCTIONS:
1. Develop and maintain protocols for external and internal social research.
2. Plan, facilitate and integrate social research activities in the department.
3. Coordinate funding to conduct social research.
4. Establish and strengthen partnerships.
5. Maintain repository of research products and facilitate dissemination of research results.
6. Develop and implement knowledge management systems.
7. Develop and maintain protocols and guidelines for policy development and approval processes.
8. Facilitate the development and review of departmental policies.
9. Provide advice and support to internal units on policy development and implementation.

UNIT: LEGAL SERVICES

PURPOSE: To manage the provision of legal services.

FUNCTIONS:
1. Provide sound legal advice support to the department.
2. Provide legal opinions.
3. Execute all administrative legal actions to ensure compliance.
4. Handle litigation matters.
5. Draft and amend legislation and legal instruments.
6. Ensure legal compliance with national, international and continental instruments.
7. Advice on the drafting and monitoring of service level agreements.
UNIT: SERVICE DELIVERY AND TRANSFORMATION PROGRAMMES

PURPOSE:
To manage and coordinate the implementation of service delivery and transformation programmes.

FUNCTIONS:
1) Manage and coordinate the implementation of organisational development and change management programmes.
2) Manage and coordinate the implementation of departmental transformation programmes.
3) Co-ordinate and integrate service delivery of the district offices and institutions.

UNIT: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

Purpose: To manage and coordinate the implementation of organisational development and change management programmes.

Functions:
1. Develop and facilitate the implementation of organisational development and change management policies and strategies.
2. Coordinate the development and implementation of coherent service standards.
3. Coordinate the development and implementation of service delivery improvement plans.
4. Develop and provide customer care and complaints management strategy and processes.
5. Coordinate the development and implementation of a stakeholder participation strategy and processes.
6. Coordinate and monitor the implementation of Batho Pele initiatives.

UNIT: TRANSFORMATION PROGRAMMES

Purpose: To manage and coordinate the implementation of departmental transformation programmes.

Functions:
1. Develop transformational policies, programmes and strategies and monitor the implementation thereof.
2. Manage, coordinate, advise on and support the implementation of transformation programmes and activities.
3. Identify transformation programmes and empowerment interventions.
4. Advise internal units on the integration of transformation programmes within the department and branch operational plans.
5. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered.
6. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects.
7. Advise on translating government targets into department specific targets.
8. Monitor, evaluate and report on the attainment of policies, programmes, strategies and set departmental targets.

UNIT: DISTRICT & INSTITUTIONAL SUPPORT MANAGEMENT

Purpose: To co-ordinate and integrate the service delivery of the district offices and institutions.

Functions:
1. Co-ordinate and facilitate the delivery of services regarding:
   1.1 The provision of social welfare services.
   1.2 The provision of specialist social services.
   1.3 The provision of community development services
   1.4 The provision of population development services
2. Provide support services to enable delivery by the district offices.
UNIT: HUMAN AND PHYSICAL RESOURCE MANAGEMENT

PURPOSE: To manage and facilitate the provision of human and physical resource management services.

FUNCTIONS:
1. Manage and facilitate the provisioning of human resource management services.
2. Manage and facilitate the provision of information communication and technology management services.
3. Manage and monitor the provisioning of security management services.
4. Manage the provision of auxiliary services.

UNIT: HUMAN RESOURCE MANAGEMENT

Purpose: To manage and facilitate the provisioning of human resource management services.

Functions:
1. Provide human resource administration services.
2. Manage the coordination and facilitation performance management and development programmes.
3. Manage and facilitate human resource planning and information management systems.
4. Manage and facilitate the provision of labour relations services.
5. Manage and facilitate the provision of employee wellness and programmes.

UNIT: INFORMATION COMMUNICATION AND TECHNOLOGY MANAGEMENT

Purpose: To manage and facilitate the provision of information communication and technology management services.

Functions:
1. Develop and monitor the implementation of ICT policies, processes and procedures.
2. Provide and facilitate infrastructure and operational support services.
3. Provide and maintain ICT administrative systems and ensure data integrity.
4. Conduct ICT research and advice the department on ICT needs and requirements.

UNIT: SECURITY MANAGEMENT SERVICES

Purpose: To manage and monitor the provision of security management services.

Functions:
1. Develop and implement security management policies, systems and procedures.
2. Monitor the adherence to implementation of information technology policies based on MISS.
3. Administer and monitor the implementation of security measures, including access control.
4. Provide staff vetting services.
5. Liaison with other security agencies.

UNIT: AUXILIARY SERVICES

Purpose: To manage the provision of auxiliary services.

Functions:
1. Develop policies and processes with regard to the provision of auxiliary services.
2. Provide and maintain internal records Management services.
3. Provide registry services.
4. Provide messenger services.
5. Render food aid services.
6. Provide cleaning services.
7. Provide reproduction and printing services.
8. Provide reception and switchboard services.
UNIT: HUMAN RESOURCE MANAGEMENT

PURPOSE:
To manage and facilitate the provisioning of human capital management services.

FUNCTIONS:
1. Provide human resource administration services.
2. Manage the coordination and facilitation of performance management and development programmes.
3. Manage and facilitate human resource planning and information management systems.
4. Manage and facilitate the provision of labour relations services.
5. Manage and facilitate the provision of employee wellness and programmes.

UNIT: LABOUR RELATIONS

Purpose: To manage and facilitate the provision of labour relations services.

FUNCTIONS:
1. Facilitate the development of departmental labour relations policies, guidelines and processes.
2. Facilitate collective bargaining and dispute resolution processes.
3. Facilitate disciplinary processes.
4. Facilitate consultation and negotiations processes.
5. Monitor the implementation of arbitration awards and collective agreements.
6. Manage labour relations with social partners.

UNIT: PERFORMANCE MANAGEMENT AND DEVELOPMENT

Purpose: To manage coordination and facilitation of performance management and development programmes.

FUNCTIONS:
1. Develop, manage and monitor the implementation of the skills development policies, strategies and plans.
2. Manage the training and development processes and programmes.
3. Manage learnership and internship programmes.
4. Develop, manage and monitor the implementation of performance management systems.
5. Coordinate and administer performance management system.
6. Manage performance assessments and incentive systems.

UNIT: HR PLANNING AND SYSTEMS

Purpose: To manage and facilitate human resource planning and information management systems.

FUNCTIONS:
1. Develop and implement human resource planning strategies and processes.
2. Develop and maintain personnel information systems and ensure establishment control.
3. Monitor and provide reports on HR information.
4. Manage and coordinate organisational design services.
5. Conduct and facilitate job evaluation processes.

UNIT: EMPLOYEE WELLNESS PROGRAMMES

Purpose: To manage and facilitate the provision of employee wellness and programmes.

FUNCTIONS:
1. Develop and implement employee health and wellness strategies and programmes.
2. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes.
3. Manage and facilitate HIV and AIDS and TB prevention, support and treatment care programmes.
4. Facilitate and manage health and productivity management programmes.
5. Facilitate and promote occupational health education and quality of life programmes.
6. Manage and support line managers with the implementation of PILIR.
UNIT: FINANCE

PURPOSE:
To manage and facilitate the provision of financial management services.

FUNCTIONS:
1. Manage and coordinate financial planning, budgeting, monitoring and reporting processes and services.
2. Provide financial administration and accounting services.
3. Provide supply chain management services.
4. Provide infrastructure and facilities management services.
5. Provide internal control services.

UNIT: INTERNAL CONTROL

PURPOSE:
To provide internal control services.

FUNCTIONS:
1. Coordinate the implementation of audit recommendations.
2. Provide financial systems and support services.
3. Establish an integrated internal control system (including policies).
4. Establish a delegations framework.
5. Facilitate assurance services.
6. Retain financial information.

UNIT: FINANCIAL PLANNING, BUDGETING, MONITORING AND REPORTING

PURPOSE:
To manage and coordinate financial planning, budgeting, monitoring and reporting processes and services.

FUNCTIONS:
1. Develop financial management policies, processes and procedures.
2. Conduct long term financial planning.
3. Compile and implement monthly forecasts (12 month rolling).
4. Advise programme and responsibility managers with regard to allocation, additional re-allocation, approval of budget and other budgetary matters.
6. Liaise and manage relations with Treasury and the Auditor-General.

UNIT: FINANCIAL MANAGEMENT (ADMINISTRATION) & ACCOUNTING

PURPOSE:
To provide financial management and accounting services.

FUNCTIONS:
1. Develop and monitor the implementation of financial administration and accounting policies, systems and processes.
2. Provide salary administration services.
3. Provide expenditure and general payments services.
4. Provide cash and revenue management services.
5. Provide asset liability and debt management services.
6. Provide bookkeeping and financial accounting services.

UNIT: SUPPLY CHAIN MANAGEMENT

PURPOSE:
To provide supply chain management services.

FUNCTIONS:
1. Develop and monitor the implementation of supply chain management internal policies, systems and processes.
2. Render services to and advise internal units with regard to demands and acquisition of services and goods.
3. Provide supply and logistics management services.
4. Provide procurement performance and compliance monitoring services.
5. Provide assets and fleet management services.

UNIT: INFRASTRUCTURE AND FACILITIES MANAGEMENT

PURPOSE:
To provide infrastructure and facilities management services.

FUNCTIONS:
1. Facilitate the planning of the Department's physical infrastructure and facilities needs.
2. Co-ordinate the maintenance of the Department's physical infrastructure.
3. Manage the Department's Fixed Asset Register.

The functions above are generally rendered by PWD. Should it remain, we need to be certain that it does not duplicate the role of PWD.
DRAFT FUNCTIONAL GENERIC STRUCTURE/MODEL: PROVINCIAL DEPT OF SOCIAL DEVELOPMENT

DISTRICT OFFICE

PURPOSE:
To manage the provisioning of integrated developmental social services in the District.

FUNCTIONS:
1. Manage and facilitate the provisioning of local office service delivery management services in the District and local offices.
2. Manage and facilitate the provisioning of corporate services in the District and Local Offices.
3. Provide financial management services to the District and Local Offices.
4. Manage Inter-Governmental stakeholder relations within the District (Responsibility of Head of District).

LOCAL OFFICE SERVICE DELIVERY MANAGEMENT
See page 14

CORPORATE SERVICES
See page 15

FINANCE

PURPOSE:
To provide financial management services to the District and Local Offices.

FUNCTIONS:
1. Provide and coordinate financial planning, budgeting, monitoring and reporting processes and services in the District and Local Offices.
2. Provide financial administration and accounting services in the District and Local Offices.
3. Provide supply chain management services in the District and Local Offices.
LOCAL OFFICE SERVICE DELIVERY MANAGEMENT

**PURPOSE:**
To manage and facilitate the provision of local office service delivery management services in the District and Local Offices.

**FUNCTIONS:**
1. Provide local office management support services to the District and Local Offices.
2. Provide Institutional management support services to the District and Local Offices.
3. Provide Inter-Governmental, District and Local Offices support services.

LOCAL OFFICE MANAGEMENT

**PURPOSE:**
To provide local office management support services to the District and Local Offices.

**FUNCTIONS:**
1. Coordinate and facilitate the strategic and operational plan of the local offices.
2. Coordinate the implementation of programmes pertaining to social welfare, specialist social services, community development and population development.
3. Provide advice and assistance with the implementation of programme related policies, frameworks and regulations.
4. Coordinate and facilitate customer care activities.

INSTITUTIONAL MANAGEMENT

**PURPOSE:**
To provide Institutional management support services to the District and Local Offices.

**FUNCTIONS:**
1. Coordinate and facilitate the strategic and operational plan of the institutions.
2. Coordinate reporting with respect to progress with implementation of operational plans.
3. Provide advice and assistance with the implementation of institutional related policies, frameworks and programmes.
CORPORATE SERVICES (District)

**PURPOSE:**
To manage and facilitate the provisioning of Corporate Services in the District and Local Offices.

**FUNCTIONS:**
1. Manage and facilitate the provision of information communication and technology management services in the District and Local Offices.
2. Manage and facilitate the provisioning of human resources management services in the District and Local Offices.
3. Provide Office Support services in the District and Local Offices.
4. Manage the provision of communication and events management services in the District and Local Offices.
5. Manage and monitor the provisioning of security and facilities management services in the District and Local Offices.

IMST

**PURPOSE:**
To manage and facilitate the provision of information communication and technology management services in the District and Local Offices.

**FUNCTIONS:**
1. Provide and facilitate ICT infrastructure and operational support services.
2. Provide and maintain ICT administrative systems and ensure data integrity.
3. Conduct ICT research and advise the department on ICT needs and requirements.

HRM

**PURPOSE:**
To manage and facilitate the provisioning of human resources management services in the District and Local Offices.

**FUNCTIONS:**
1. Provide human resource administration services.
2. Provide and facilitate performance management and development services.
3. Provide and facilitate labour relations management support services.
4. Provide ICT and facilitate employee, health and wellness support services.
5. Provide ICT and coordinate training and skills development support services.

RECORDS MANAGEMENT AND AUXILIARY SERVICES

**PURPOSE:**
To provide Office Support services in the District and Local Offices.

**FUNCTIONS:**
1. Provide cleaning services.
2. Provide record management services.
3. Provide messenger services.
4. Provide food aid services.
5. Render reception and switchboard services.

COMMUNICATION

**PURPOSE:**
To manage the provision of communication and events management services in the District and Local Offices.

**FUNCTIONS:**
1. Provide internal communication services.
2. Provide external communication services.
3. Provide events management services.
4. Contribute to the content for develop and maintenance of departmental website.
5. Provide publication and photo journalism services.

SECURITY AND FACILITY MANAGEMENT

**PURPOSE:**
To manage and monitor the provisioning of security and facilities management services in the District and Local Offices.

**FUNCTIONS:**
1. Monitor the adherence to implementation of information technology policies based on MISS.
2. Administer and monitor the implementation of security measures, including access control.
3. Maintain all facilities and office accommodation inline with approved policies, strategies and frameworks.
SUB-DISTRICT OR LOCAL OFFICE

PURPOSE:
To provide integrated developmental social services in the Local Offices.

FUNCTIONS:
1. Provide integrated developmental social welfare services to Children, Youth, Adults and Elderly.
2. Provide integrated community developmental services to Children, Youth, Adults and Elderly.

UNIT: SOCIAL WELFARE

PURPOSE:
To provide integrated developmental social welfare services to Children, Youth, Adults and Elderly.

FUNCTIONS:
1. Provide social development programmes related to:
   1.1 Care and services to children.
   1.2 Specialised welfare service to youth, adults and families.
   1.3 Care and services to people with special needs (people with disabilities and the elderly)
   1.4 Social relief services.
   1.5 HIV and AIDS support.
   1.6 Prevention and treatment of substance abuse.
   1.7 Social crime prevention and victim support.
   1.8 Welfare financing, monitoring and evaluation
2. Conduct capacity building programmes on social welfare services.
3. Maintain a database on all social welfare programmes to inform planning and reporting.
4. Provide professional support to NGOs/institutions implementing social welfare services.
5. Establish and maintain stakeholder relations on welfare services programmes.

UNIT: COMMUNITY DEVELOPMENT

PURPOSE:
To provide integrated community developmental services to Children, Youth, Adults and Elderly.

FUNCTIONS:
1. Implement Youth Development and Empowerment Programmes.
2. Implement sustainable livelihood programmes.
3. Implement Institutional Capacity Building programmes.
4. Maintain database on Community Development Programmes.
5. Establish and maintain stakeholder relations on Community Development Programmes.
6. Conduct capacity building programmes for emerging and existing CBOs, civil society and NPOs.