

DEPARTMENT OF SOCIAL DEVELOPMENT

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

FUNCTIONS:

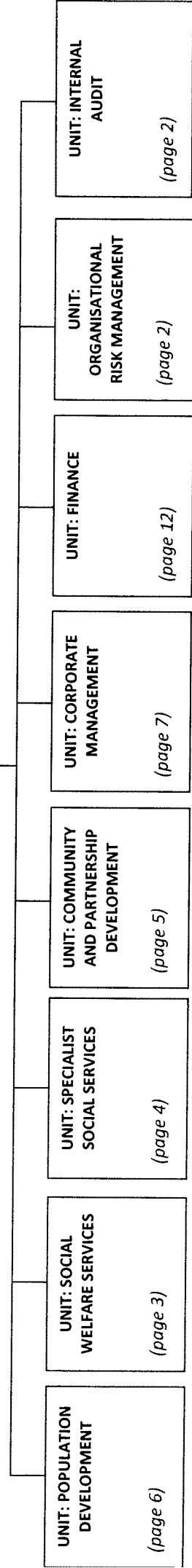
1. Manage the provision of population development services.
2. Manage the provision of integrated social welfare services and programmes.
3. Manage the provision of specialist social services and programmes.
4. Manage the provision of integrated community development services and programmes.
5. Manage 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.

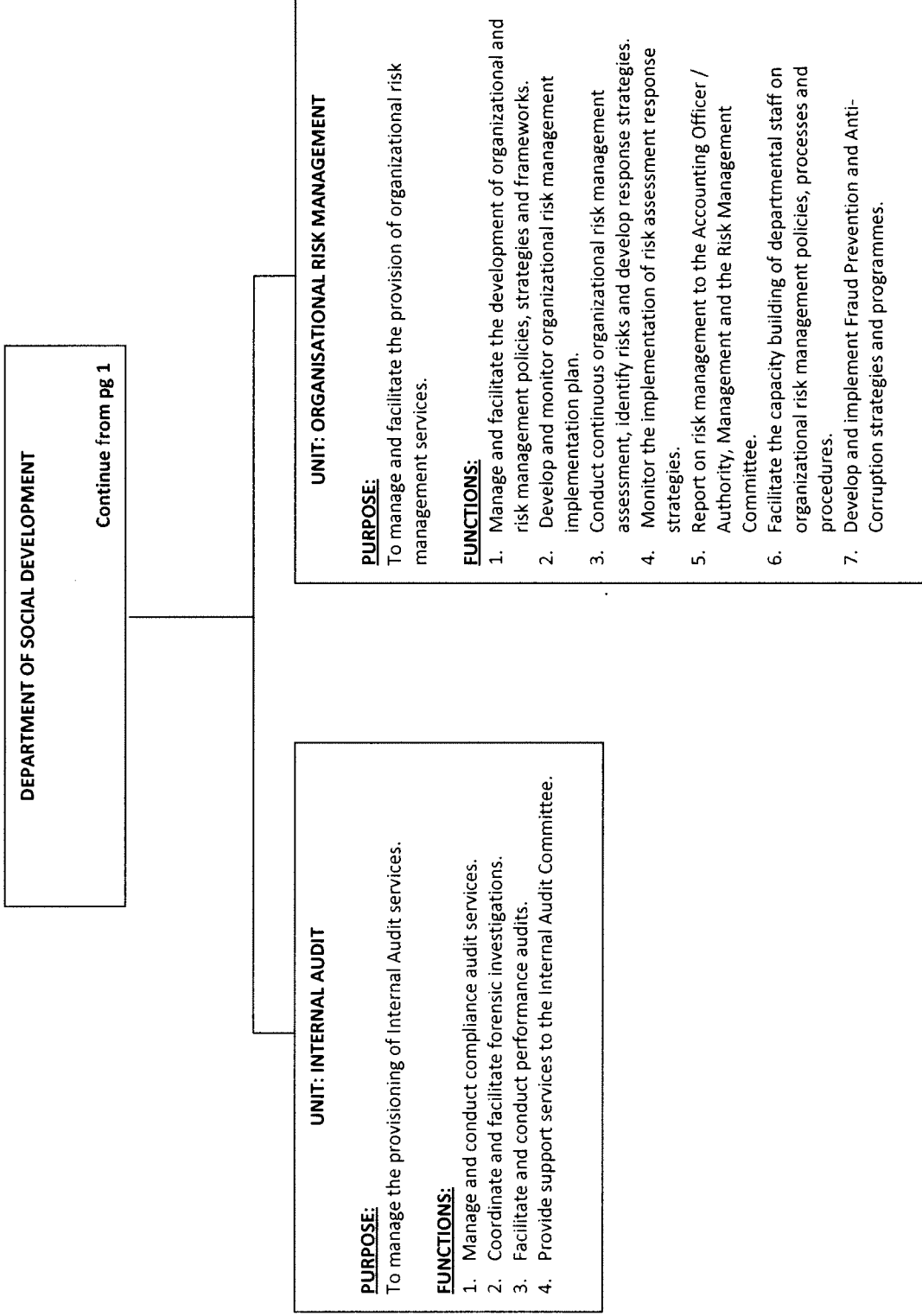
UNIT: EXECUTIVE SUPPORT

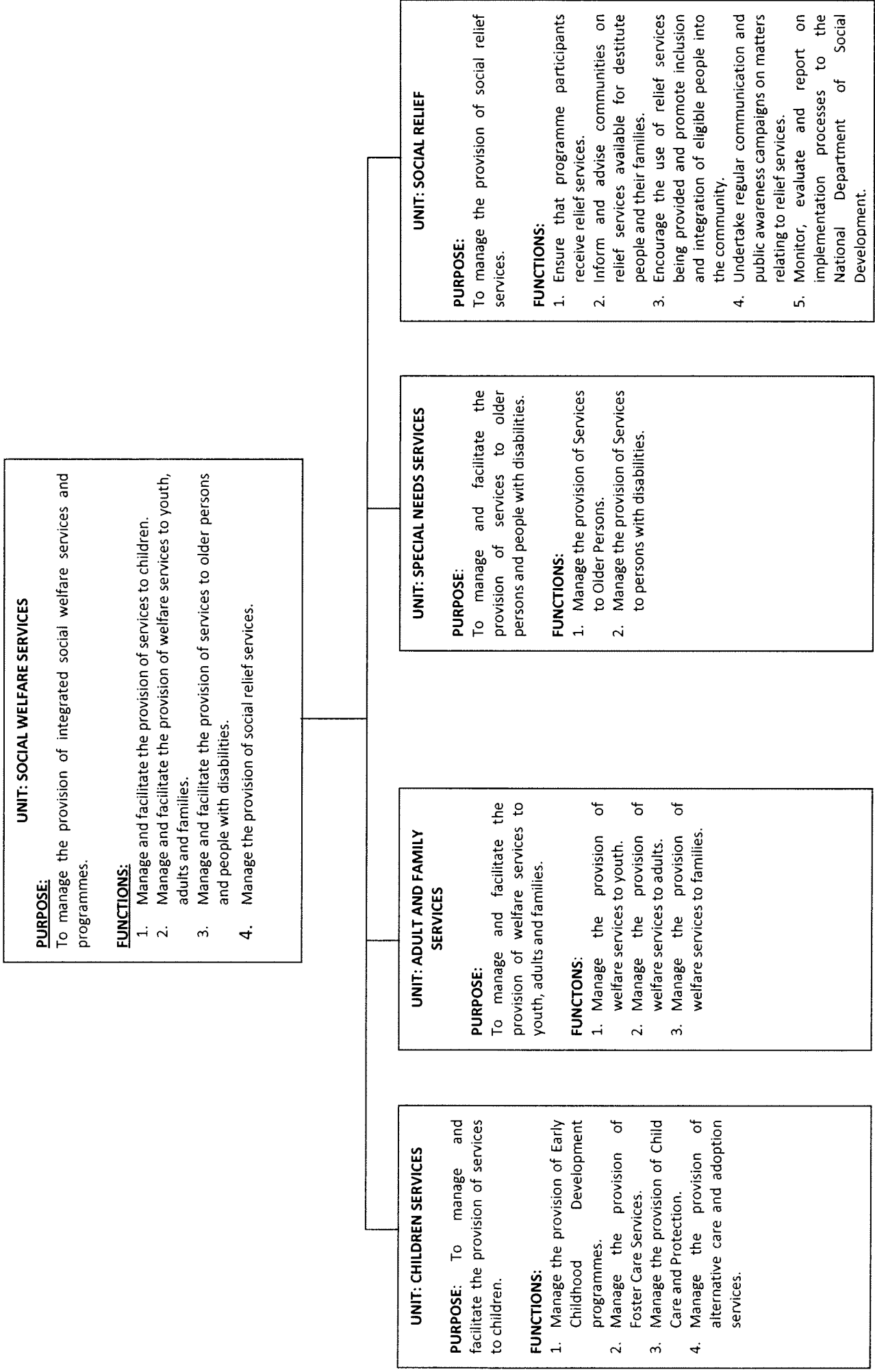
PURPOSE:
To provide an executive support service to the HOD.

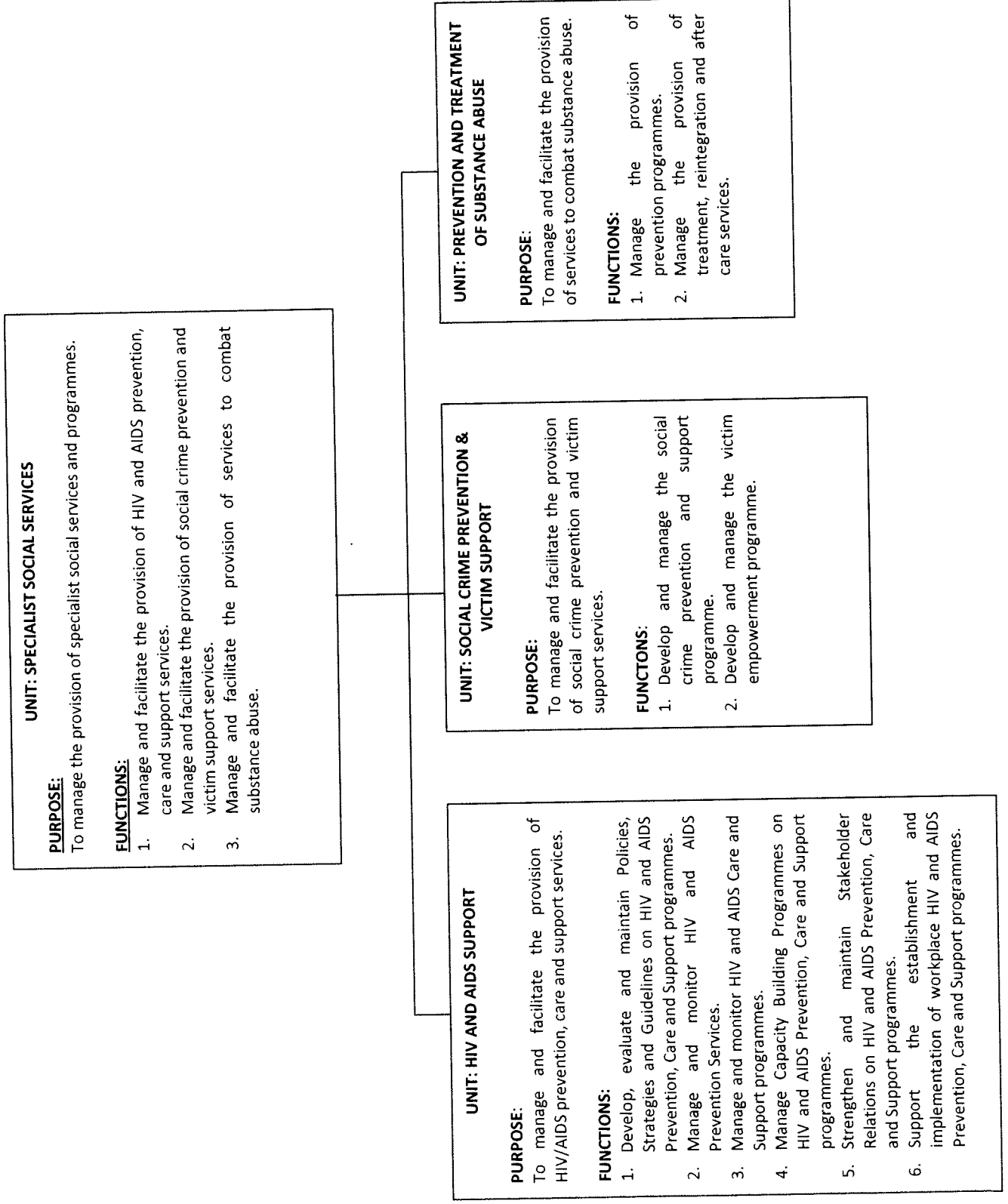
FUNCTIONS:

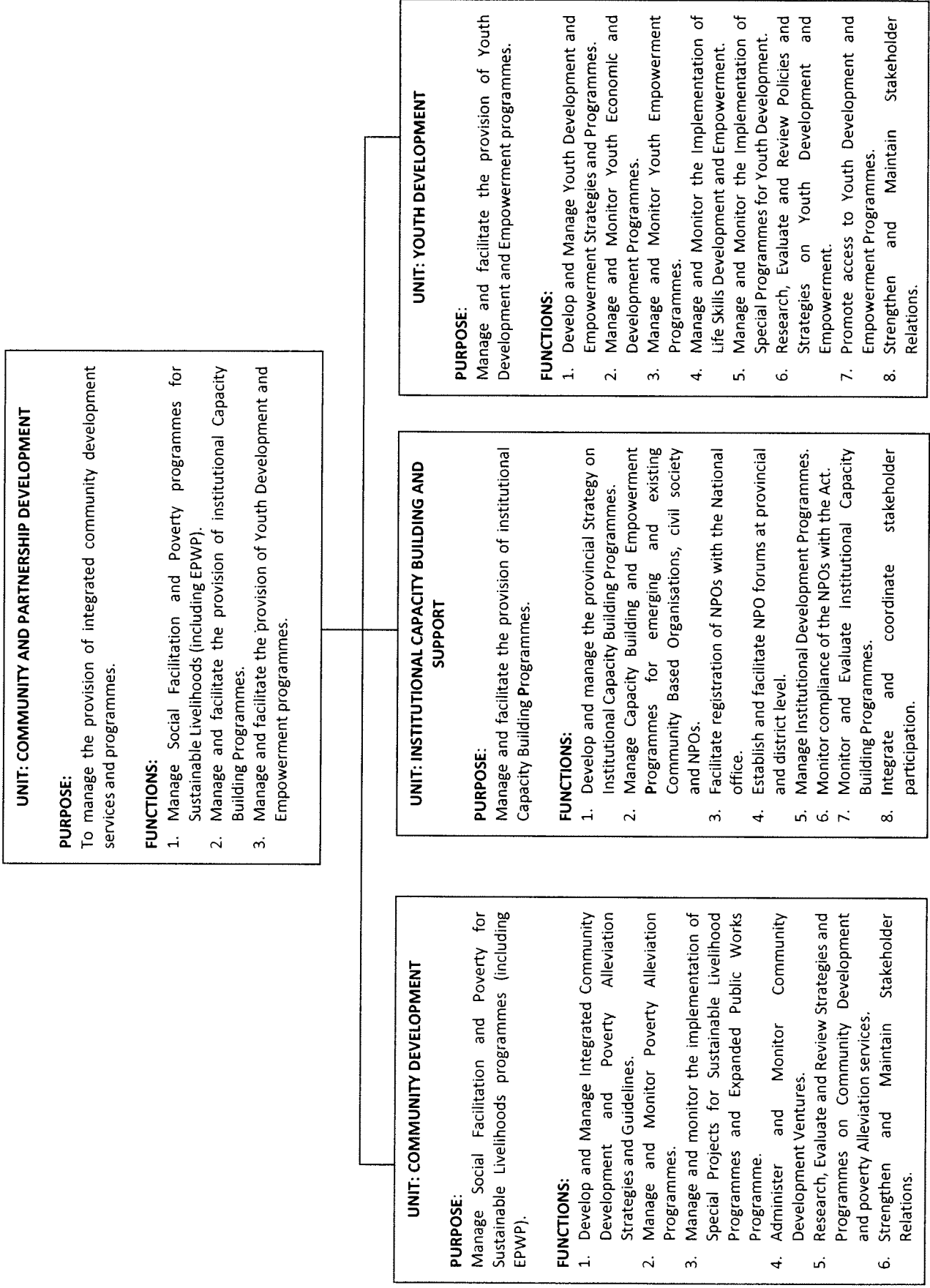
1. Manage Ministerial and other HOD enquiries.
2. Render executive administrative support services to the HOD.
3. Provide support services to the Department's management committees.
4. Manage the document flow between the Department and the MEC's office.











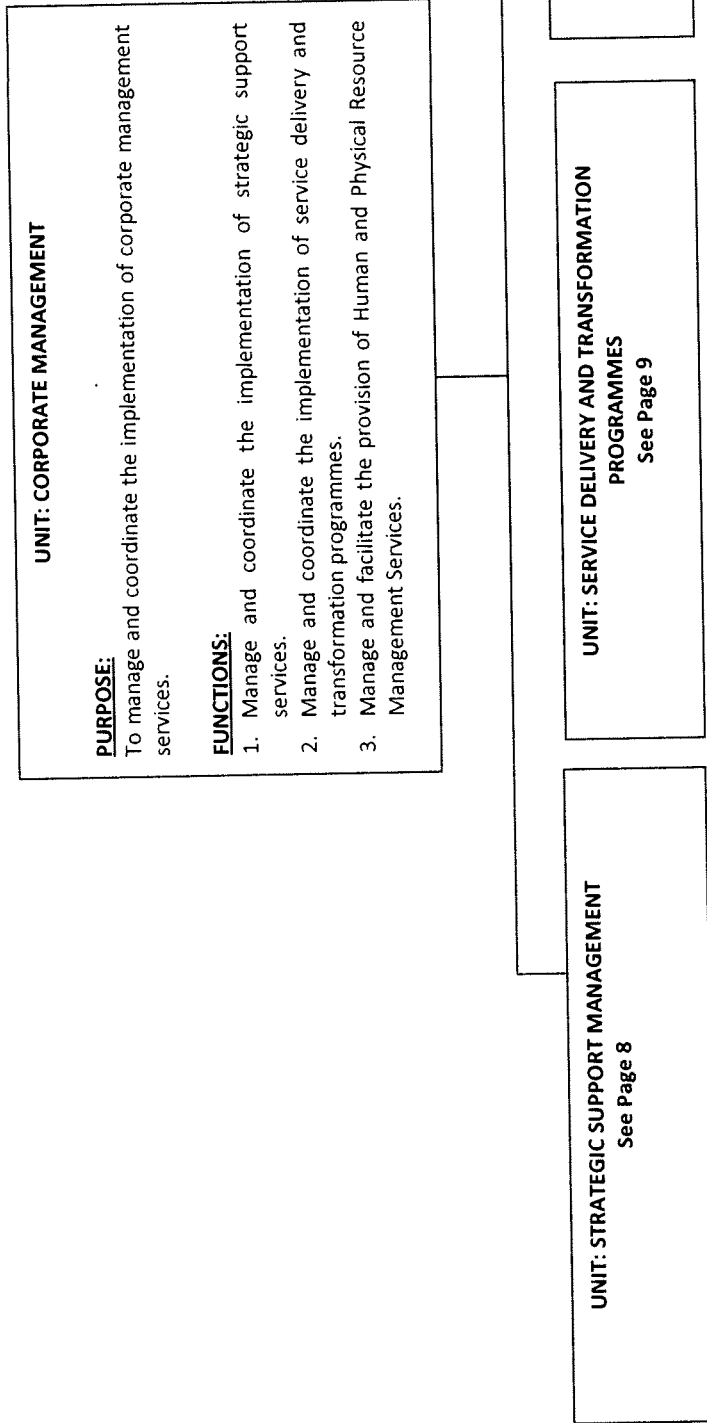
UNIT: POPULATION DEVELOPMENT

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 developmental policies, plans and programmes.
4. Monitor and evaluate Population Policy implementation.
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: 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:

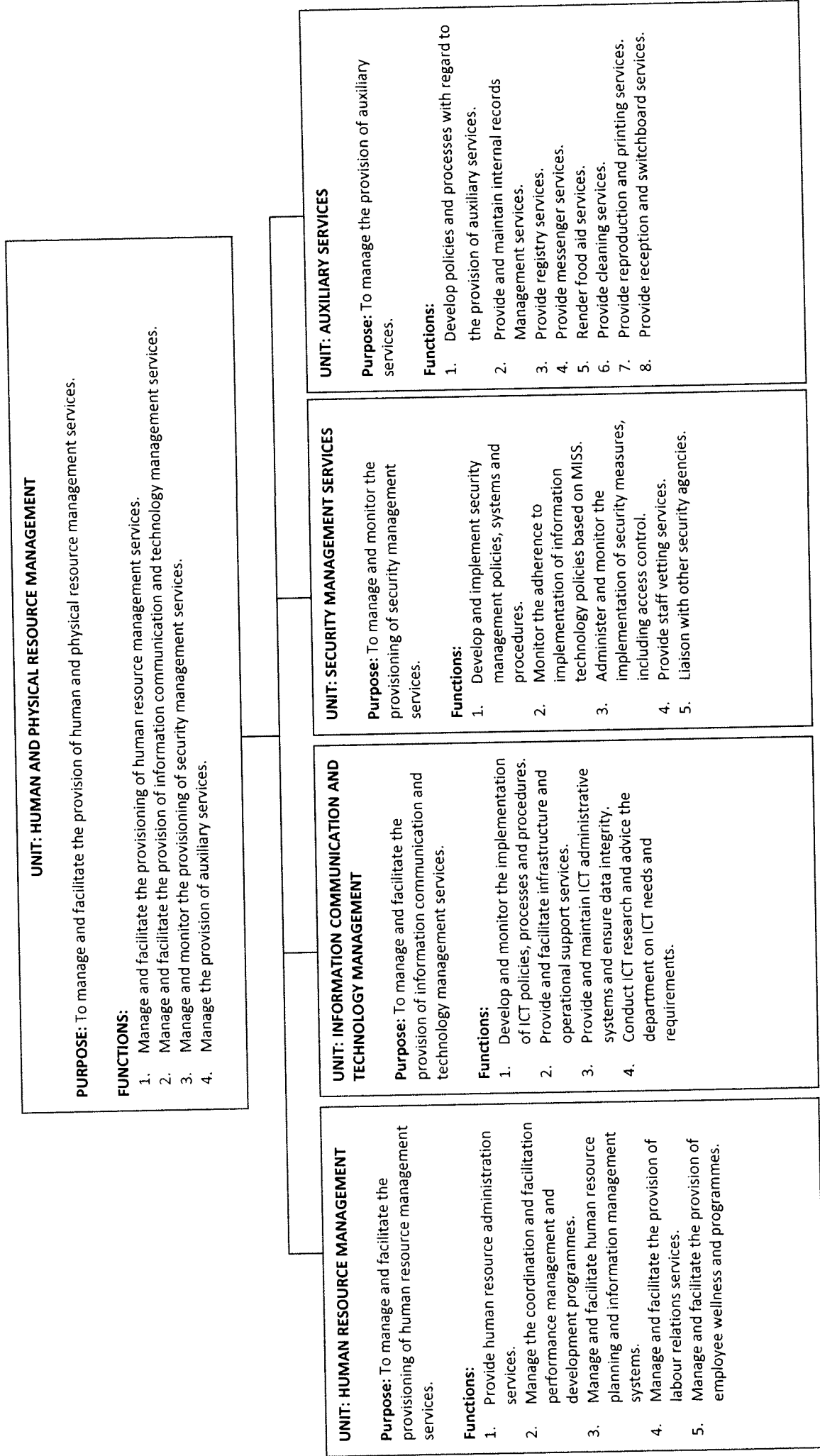
1. Develop transformational policies, programmes and strategies and monitor the implementation thereof.
2. Manage, coordinate, advise on and support the implementation of transformation programmes and activities.
3. Identify transformation programmes and empowerment interventions.
4. Advise internal 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.
9. Conduct impact assessments and report thereon.

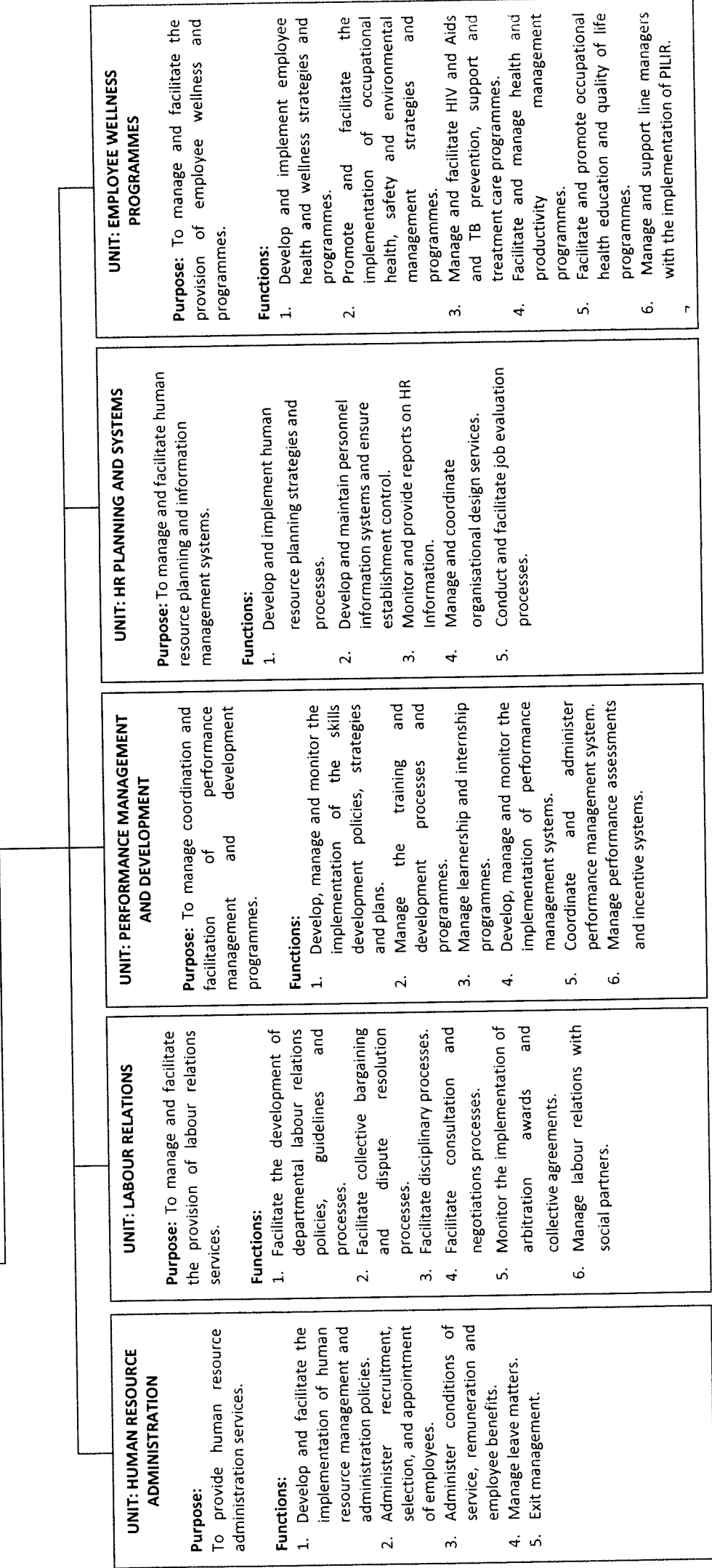
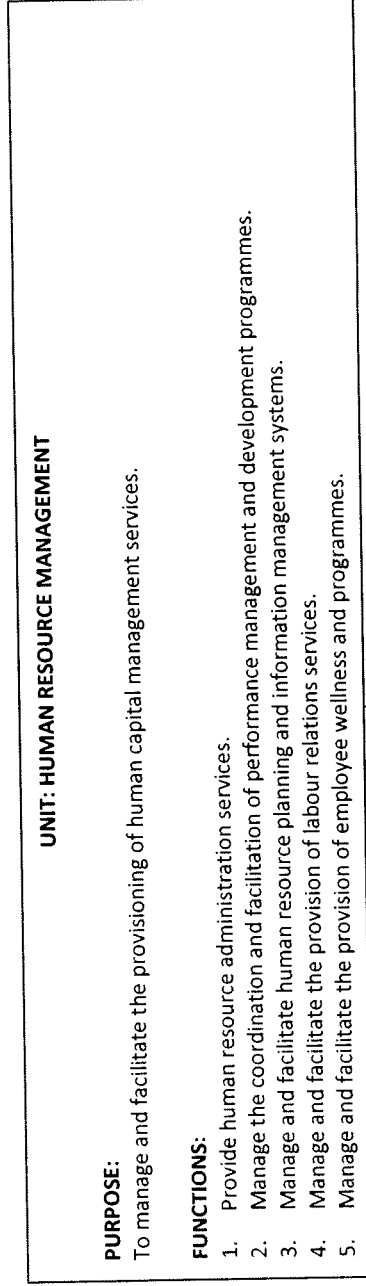
UNIT: DISTRICT & INSTITUTIONAL SUPPORT MANAGEMENT

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: 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. Advice programme and responsibility managers with regard to allocation, additional re-allocation, approval of budget and other budgetary matters.
5. Monitor and report on expenditure trends and compile Financial Statements for the Annual Report.
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 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.

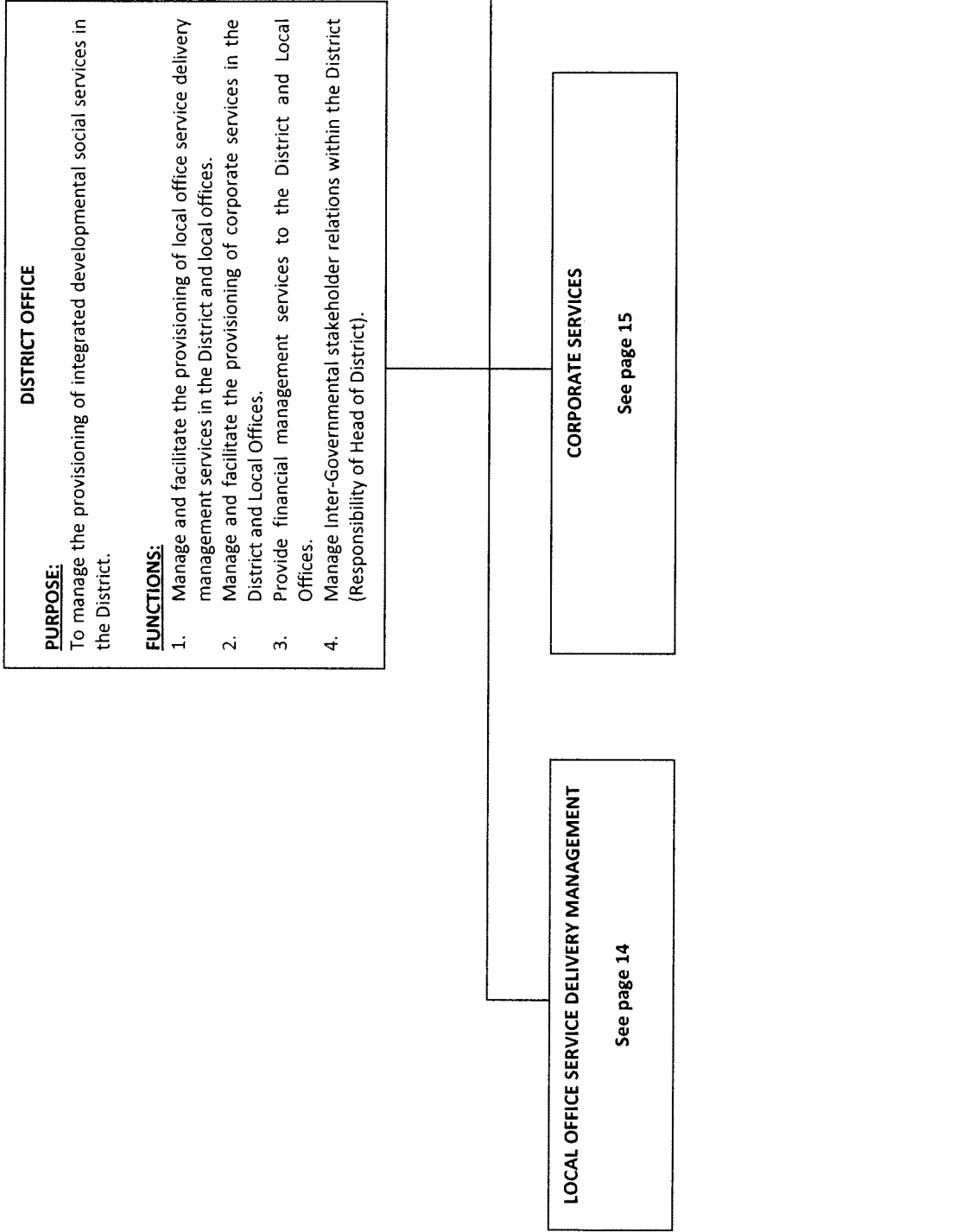
UNIT: INFRASTRUCTURE AND FACILITIES MANAGEMENT

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.



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:

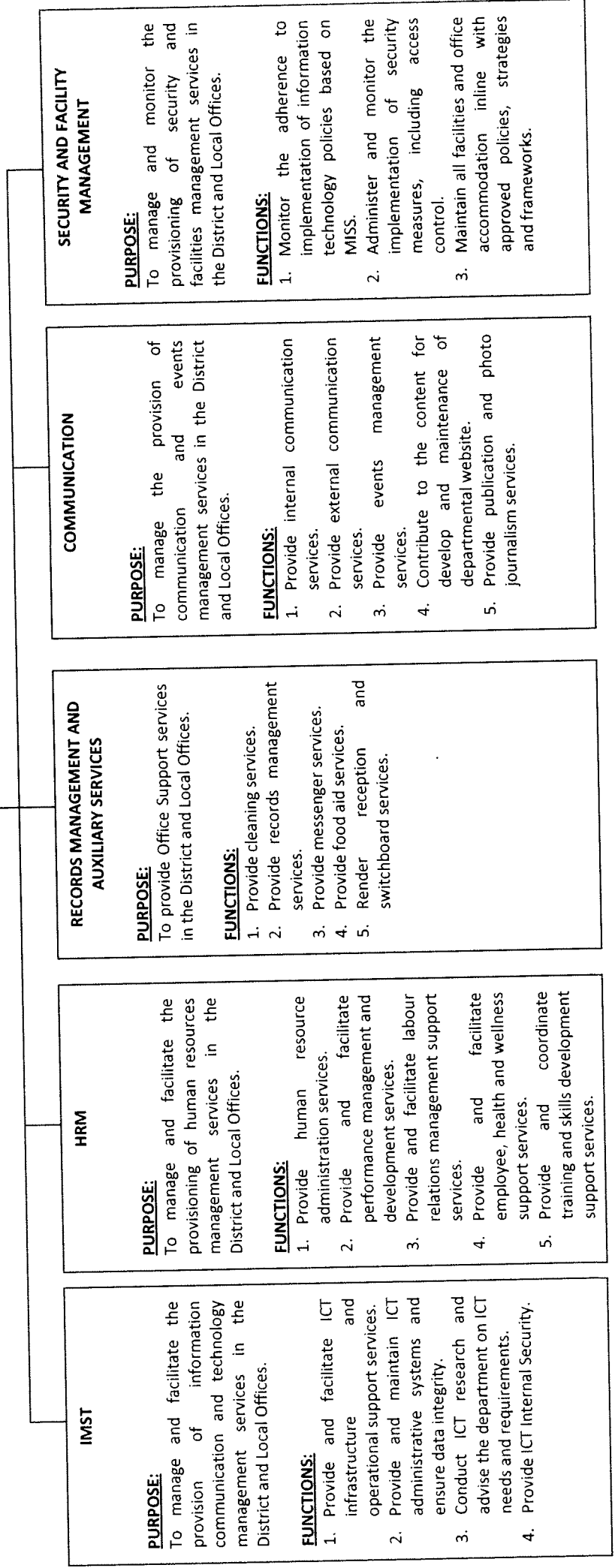
1. Coordinate and facilitate the strategic and operational plan of the institutions.
2. Coordinate reporting with respect to progress with implementation of operational plans.
3. Provide advice and assistance with the implementation of institutional related policies, frameworks and programmes.

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.
4. Provide ICT Internal Security.

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 and facilitate employee, health and wellness support services.
5. Provide 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 records 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.

SASSA HELP DESK

APPEALS HELP DESK

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.