

PREMIER: EXECUTIVE SUPPORT OFFICE

PREMIER

THE DIRECTOR-GENERAL

PURPOSE: To provide strategic leadership and oversee the implementation of provincial legislative framework and government programmes.

FUNCTIONS:

1. Manage and oversee implementation of provincial policy, research, performance monitoring and evaluation programmes.
2. Manage and oversee the provision of executive support and stakeholder management services.
3. Manage and oversee implementation of institutional development support and integrity management programmes.
4. Manage and facilitate the provision of financial management services.
5. Manage and facilitate the provision of corporate management services.
6. Manage and facilitate the provision of organisational risk and integrity management services.
7. Manage and monitor the provisioning of Internal Audit services.
8. Manage and facilitate the provision of technical and administrative support to the Office of the Director-General.

OFFICE OF THE DIRECTOR-GENERAL

**UNIT: INTERNAL AUDIT SERVICES
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**UNIT: ORGANISATIONAL RISKS AND INTEGRITY MANAGEMENT
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UNIT: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT

PURPOSE: To manage and oversee provision of executive support and stakeholder management services.

FUNCTIONS:

1. Manage and coordinate the provision of administrative and secretariat support services to the provincial executive council
2. Manage and coordinate the implementation of cluster management programmes.
3. Manage and coordinate implementation of stakeholder management programmes.

UNIT: POLICY RESEARCH, PERFORMANCE MONITORING & EVALUATION

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UNIT: INSTITUTIONAL DEVELOPMENT SUPPORT & INTEGRITY MANAGEMENT

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UNIT: CORPORATE MANAGEMENT

UNIT: FINANCIAL MANAGEMENT SERVICES

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UNIT: INTERNAL AUDIT

PURPOSE: To manage the provisioning of Internal Audit services.

FUNCTIONS:

1. Coordinate and conduct compliance and governance audit services.
2. Coordinate and conduct systems, financial and forensic investigations.
3. Coordinate and conduct performance audits.
4. Provide support services to the Internal Audit Committee.
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UNIT: ORGANISATIONAL RISK AND INTEGRITY MANAGEMENT

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

FUNCTIONS:

1. Manage and facilitate the development of anti-corruption, risk and integrity management policies, strategies and frameworks.
2. Develop and monitor the implementation of anticorruption, risk and integrity management implementation plan.
3. Conduct continuous organizational risk management assessment, identify risks and develop response strategies.
4. Promote ethics and professionalism within the organisation.
5. Report identified risk practices management to the Accounting Officer / Authority, Management and the Risk Management Committee.
6. Facilitate capacity building sessions on anticorruption, risk and integrity management policies, processes and procedures.
7. Provide support services to the Risk Management Committee.
8. Prevention and Anti-Corruption strategies and programmes.

OFFICE OF THE DIRECTOR-GENERAL

PURPOSE:

To provide an executive support service to the HOD.

FUNCTIONS:

1. Manage Executive, Secretariat and Administrative Support Services
2. Manage the document flow between across Office of the Premier.
3. Coordinate internal activities and processes for the various strategic structures.
4. Ensure the development, review and approval of the PSA and PFMA Delegation Management by the assigned officials.

UNIT: POLICY, RESEARCH AND PERFORMANCE MONITORING & EVALUATION

PURPOSE: To manage, coordinate and monitor implementation of provincial policy research and performance monitoring and evaluation programmes

FUNCTIONS:

1. Manage and coordinate the implementation of provincial research programmes.
2. Manage and coordinate the provision of provincial policy development services.
3. Manage and coordinate the provision of provincial strategy and planning processes and services.
4. Manage and coordinate the implementation of performance monitoring and evaluation services.

UNIT: RESEARCH COORDINATION

PURPOSE: To manage and coordinate the implementation of provincial research programmes.

FUNCTIONS:

1. Develop and maintain protocols and processes for conducting research.
2. Develop research agenda and plan for the province.
3. Coordinate and facilitate research activities on provincial and sector specific programmes that supports evidence based policy decisions.
4. Establish partnerships with all spheres of government, academia, research institutions and communities of practices.
5. Facilitate processes to source funding to conduct research.
6. Maintain repository of research products and ensure the provision of archiving services.
7. Facilitate the dissemination of research results to inform policy development and service delivery improvement interventions.
8. Develop research capacity.

UNIT: POLICY DEVELOPMENT SUPPORT

PURPOSE: To manage and coordinate the provision of provincial policy development services.

FUNCTIONS:

1. Develop and maintain protocols and guidelines for provincial policy development processes.
2. Facilitate provincial macro-policy analysis.
3. Provide guidelines for policy development and approval processes.
4. Conduct capacity building support programmes on policy development processes.
5. Provide advice and support to departments on policy development and approval matters.

UNIT: STRATEGY AND PLANNING

PURPOSE: To manage and coordinate the provision of provincial strategy and planning processes and services.

FUNCTIONS:

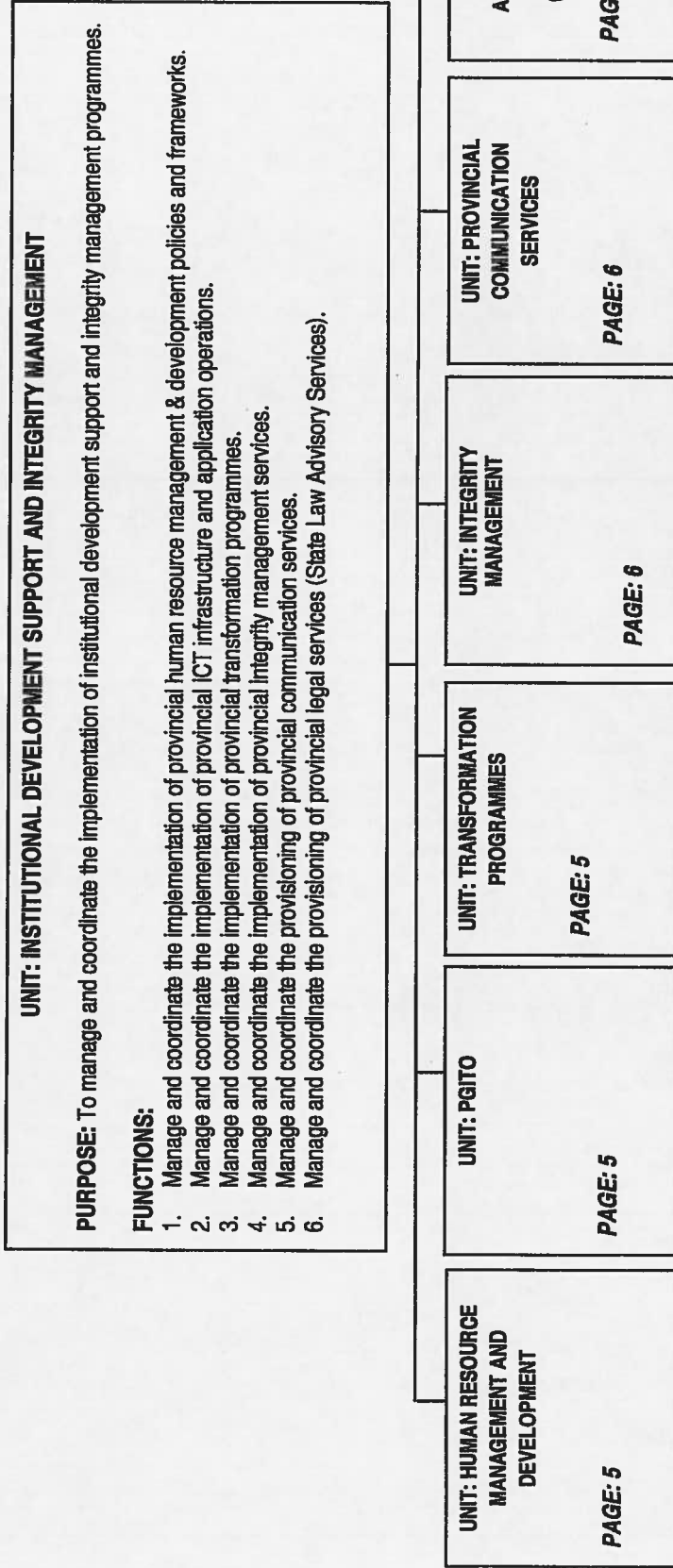
1. Develop provincial planning framework and support departments with the implementation thereof.
2. Facilitate the development and implementation of medium to long term provincial strategic and sectoral plans.
3. Coordinate activities to ensure coherence between sectoral strategic plans, policies and service delivery programmes across the province.
4. Conduct analysis of provincial plans to ensure the alignment of sectoral plans to provincial, national and local government priorities and programmes
5. Collaborate with national development and other spheres of government on the development of provincial and local plans.
6. Engage different stakeholders on the planning processes and outputs to ensure buy-in into the provincial plan.

UNIT: MONITORING AND EVALUATION PERFORMANCE

PURPOSE: To manage and coordinate the implementation of performance monitoring and evaluation services.

FUNCTIONS:

1. Manage and coordinate the implementation of provincial performance monitoring and evaluation programmes
2. Manage and coordinate the implementation of integrated provincial PM&E data systems.
3. Manage and coordinate the implementation of provincial service delivery intervention programmes



UNIT: INSTITUTIONAL DEVELOPMENT SUPPORT AND INTEGRITY MANAGEMENT

PURPOSE: To manage and coordinate the implementation of institutional development support and integrity management programmes.

FUNCTIONS:

1. Manage and coordinate the implementation of provincial human resource management & development policies and frameworks.
2. Manage and coordinate the implementation of provincial ICT infrastructure and application operations.
3. Manage and coordinate the implementation of provincial transformation programmes.

UNIT: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

PURPOSE: To manage and coordinate the implementation of provincial human resource management and development policies and framework.

FUNCTIONS:

1. Manage the design and monitor the implementation of provincial human resource management and development policies, strategies and plans to ensure standardisation and compliance across departments.
2. Provide advice and support to departments on the provision of human resource administration services.
3. Provide advice and support to departments on the provision of health and wellness programmes.
4. Provide advice and support to departments with the implementation of labour relations services.
5. Provide advice and support to departments on organisational development programmes.
6. Provide advice and support to departments on human resource development and performance management services.

UNIT: PGITO

PURPOSE: To manage and coordinate infrastructure and application operations.

FUNCTIONS:

1. Develop and maintain provincial e-Government and ICT policy, strategy and plans
2. Promote management of information and technology as a strategic resource.
3. Manage the implementation of transversal IT solutions, systems and infrastructure.
4. Facilitate and coordinate transversal or shared infrastructure, hardware, software and service.
5. Facilitate and coordinate contracts, business agreements and service level agreements.
6. Ensure proper certification of planned ICT solutions.

UNIT: TRANSFORMATION PROGRAMMES

PURPOSE: To manage and coordinate the implementation of transformation programmes in the province.

FUNCTIONS:

1. Develop and support the implementation of delivery management and transformation policies and frameworks.
2. Facilitate the implementation of transformation programmes pertaining to older persons and persons with disabilities.
3. Facilitate the implementation of an integrated provincial youth development programmes.
4. Facilitate the implementation of women empowerment and gender equality programmes.
5. Promote and facilitate the implementation of Batho Pele programmes.
6. Coordinate the implementation of organisational change and transformation programmes.

