

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: 2014/02/05

OFFICE OF THE MEC

MEC CORE STAFF

Purpose: To provide an executive support service to the MEC.

Functions:

1. Render executive administrative support services to the MEC.
2. Manage the document flow between the Department and the MEC's office.
3. Facilitate responses with regards to parliamentary questions

- 1 Director : Executive Services**
- 1 Deputy Director
 - 1 Personal Assistant to the Director
 - 1 Parliamentary Officer
 - 1 Assistant Director: Appointment Secretary
 - 1 Secretary/Receptionist
 - 1 Registry Clerk
 - 1 Messenger
 - 1 Driver

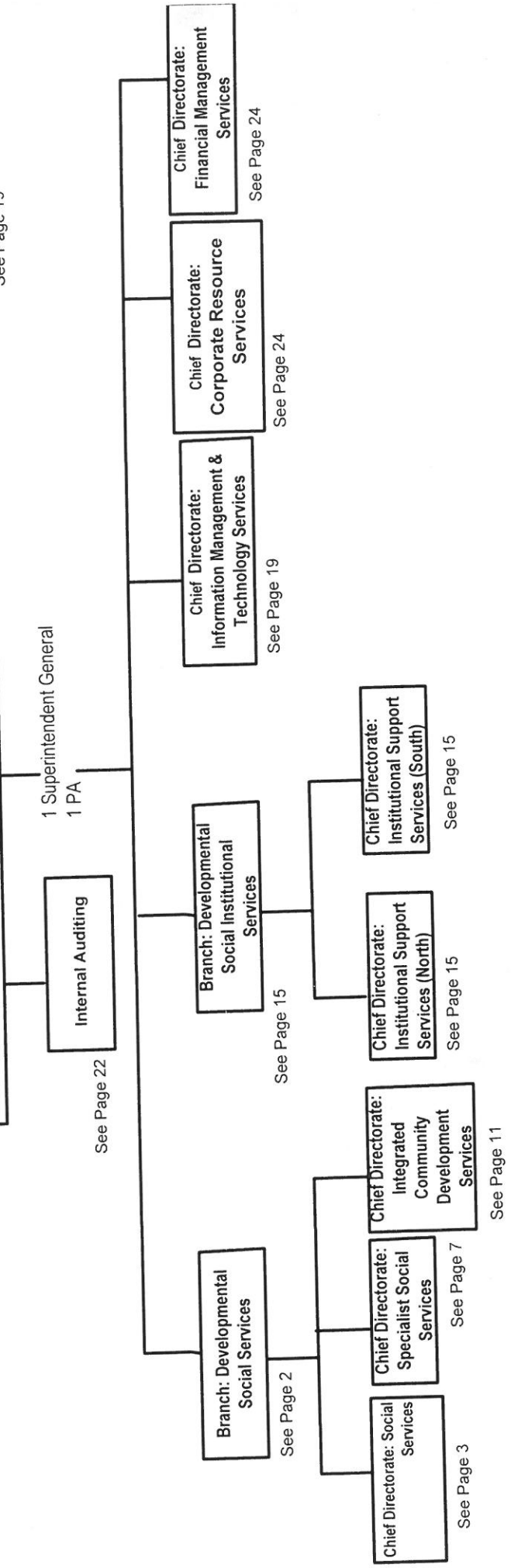
DEPARTMENT OF SOCIAL DEVELOPMENT

Purpose: To ensure the provision of comprehensive, integrated sustainable and quality social developmental services.

Functions:

1. Manage the provision of Developmental welfare services.
2. Manage the coordination of Social Institutional Services
3. To manage the provision of strategic management service
4. Manage and coordinate the Provision of Information Technology Management Services
5. Manage and coordinate the Provision of Corporate Resource Management Services
6. Manage and coordinate the Provision of Financial Management Services
7. Manage the provisioning of internal audit

Strategic Management & Executive Support
 See Page 19



Signature of the HOD : [Signature]
 Date : 20/04/15
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 Date : 20/04/2015

Deputy Director General: Developmental Social Services

Purpose: To manage the provision of developmental social services.

Functions:

- To coordinate the provision of Social Welfare Services and programmes.
- To coordinate the provision of Specialist Social Services
- To manage the provision of integrated community development services and programmes

1 Deputy Director General
 1 Programme Coordinator
 1PA

Chief Directorate: Social Welfare Services

Purpose: To manage and facilitate the provision of community based care and support to families, Integrated Development Programmes to children and families in need of care and protection.

Functions:

- Manage the provision of Early Childhood Development programmes.
- Manage the provision of Foster Care Services, alternative care and adoption services.
- To manage and facilitate the provision of social welfare services and community based care and support to families
- To manage and facilitate the provision of services to children/ Children in conflict with the law

See Page 3

Chief Directorate: Specialist Social Services

Purpose: To manage the provision of specialist social services and programmes

Functions:

- Manage and facilitate the provision of HIV & AIDS prevention, care and support services and social relief services.
- Manage and facilitate the provision of Social Crime Prevention and Victim Support services.
- Manage and facilitate the provision of services to combat Substance Abuse.

See Page 7

Chief Directorate: Integrated Community Development Services

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

Functions:

- The management of Social Facilitation Processes and poverty reduction through Sustainable Livelihoods programmes
- The formulation and management youth development programmes
- Increase economic opportunities and facilitate poverty reduction processes against women
- Manage and facilitate provision of institutional capacity building programmes

See Page 7

DEPARTMENT OF SOCIAL DEVELOPMENT

<p>Chief Directorate: Social Welfare Services</p> <p>Purpose: To manage and facilitate the provision of Early Childhood Development, Foster Care, Alternative Care & Adoption, Families and Children in conflict with the law services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage the provision of Early Childhood Development, programmes. 2. Manage the provision of Foster Care Services, alternative care and adoption services. 3. To manage and facilitate the provision of social welfare services and community based care and support to families 4. To manage and facilitate the provision of services to children/ Children in conflict with the law

1 Chief Director
1 PA
1 State Accountant

<p>Directorate: Early Childhood Development</p> <p>Purpose: Manage the provision of Early Childhood Development programmes</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage the provision of early childhood development to children from birth to five years. 2. Manage the provision of partial care to children from birth to 18 years. 3. Manage the provision of community based care services to children

See Page 4

<p>Directorate: Foster Care, Alternative Care & Adoption Services</p> <p>Purpose: Manage the provision of Foster Care Services, alternative care and adoption services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. To manage the provision of Child Care and Protection 2. To manage the provision of alternative care and adoption Services

See Page 5

<p>Directorate: Integrated Services to Families</p> <p>Purpose: To manage and facilitate the provision of social welfare services and community based care and support to families.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage the provision of care and support to families. 2. Manage the provision of social welfare services to Older persons 3. Manage the provision of social welfare services to persons with disabilities

See Page 6

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DEPARTMENT OF SOCIAL DEVELOPMENT

<p>Directorate: Early Childhood Development</p> <p>Purpose: Manage the provision of Early Childhood Development programmes</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage the provision of early childhood development to children from birth to five years. 2. Manage the provision of partial care to children from birth to 18 years.

1 Director
1 PA

<p>Sub-Directorate: Early Childhood Development</p> <p>Purpose: To manage the provision of early childhood development to children from birth to five years.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Participate in the formulation of policy/ legislation, practice, guidelines as well as norms and standards at national and provincial level (including policy advocacy) 2. Process design and ensure compliance and play analytical role 3. Monitor and evaluate the quality, effectiveness and compliance with regulations of ECD. 3. Improve integrated nutrition services to children
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1 Social Work Policy Manager Grade 2

<p>Sub-Directorate: Partial Care</p> <p>Purpose: To manage the provision of partial care to children from birth to 18 years.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Participate in the formulation of policy/ legislation at national and provincial level (including policy advocacy) 2. Develop and facilitate implementation of the integrated strategy for partial care. 3. Monitor and evaluate the quality, effectiveness and compliance with regulations of partial care services.
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1 Social Work Policy Manager Grade 2

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Date : 2015/04/13
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Date : 2015/04/13

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate: Foster Care

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

Functions:

1. To manage the provision of Child Care and Protection
2. To manage the provision of alternative care and adoption services

1 Director
1 PA

Signature of the HOD: *[Signature]*

Date: *2010/4/13*

Signature of the MEC: *[Signature]*

Date: *2010/4/20*

Sub-Directorate: Child Care and Protection

Purpose: To manage the provision of Child Care and Protection

Functions:

1. Participate in the formulation of policy/ legislation at national and provincial level (including policy advocacy)
2. Develop concept papers for child care and protection programmes
3. Design , manage and evaluate pilot and special programmes
4. Monitor the implementation of norms and standards
5. Manage the accreditation of services and agencies

1 Social Work Policy Manager Grade 2

Sub-Directorate: Alternative Care and Adoption Services

Purpose: To manage the provision of alternative care and adoption services

Functions:

1. Participate in the formulation of policy/ legislation at national and provincial level (including policy advocacy)
2. Develop concept papers for alternative care and adoption programmes
3. Design , manage and evaluate pilot and special programmes
4. Monitor the implementation of norms and standards
5. Manage the accreditation of services and agencies
6. To manage the provision of Foster Care Services.

1 Social Work Policy Manager Grade 2

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: [Signature]
 Date: 2015/04/13
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 Date: 2015/04/13

Directorate: Integrated Services to Families

Purpose: To manage and facilitate the provision of social welfare services and community based care and support to families.

Functions:

1. Manage the provision of social welfare services and community based care and support to families.
2. Manage the provision of social welfare services to older persons And persons with disabilities.

1 Director
 1 PA

Sub-Directorate: Families

Purpose: To manage the provision of social welfare services and community based care and support to families

Functions:

1. Participate in the formulation of policy/ legislation at national and provincial level (including policy advocacy)
2. Develop concept papers for community based care and support and families programmes
3. Design , manage and evaluate pilot and special programmes
4. Develop an implementation framework for community based care programmes.

1 Social Work Policy Manager Grade 2

Sub-Directorate: People with Disabilities & Special Needs

Purpose: To manage the provision of social welfare services to older persons and persons with disabilities & special needs.

Functions:

1. Participate in the formulation of policy/ legislation at national and provincial level (including policy advocacy)
2. Develop concept papers for persons with disability programmes
3. Design , manage and evaluate pilot and special programmes
4. Monitor the implementation of norms and standards

1 Social Work Policy Manager Grade 2

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : *[Signature]*
 Date : 20/04/13
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 Date : 20/04/2013

Chief Directorate: Specialist Social Services

Purpose: To manage the provision of specialist social services and programmes

Functions:

1. Manage and facilitate the provision of HIV & AIDS prevention, care and support services and social relief 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.

1 Chief Director
 1 Personal Assistant
 1 State Accountant

Directorate: HIV & AIDS and Social Relief Services

Purpose: Manage and facilitate the provision of HIV & AIDS prevention, care and support services and social relief services.

Functions:

1. Ensure home/community based care and support services
2. Ensure co-ordinated HIV/AIDS prevention actions in the province

See Page 9

Directorate : Social Crime Prevention, Victim Support

Purpose: To manage and facilitate the provision of social crime prevention victim, Prevention and Treatment of Substance Abuse support services and probation services .

Functions:

1. To develop and manage the social crime prevention and support programme
2. Develop and manage the victim empowerment programme.
3. To manage and facilitate the provision of services to children/ Children in conflict with the law.

See Page 10

Directorate: Substance Abuse

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

Functions:

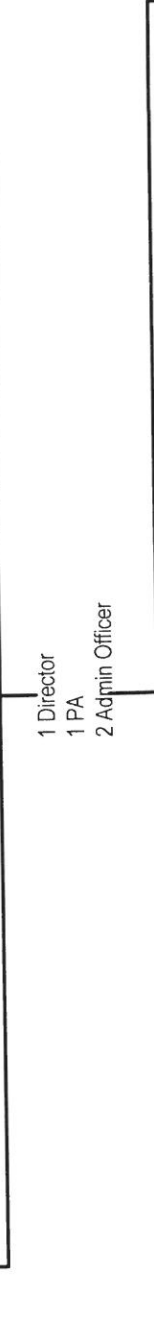
1. Manage the provision of prevention programmes.
2. Manage the provision of treatment, reintegration and after care services

See Page 11

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate: HIV & AIDS and Social Relief Services
<p>Purpose: To provide home community based care programmes to people infected, affected by HIV & AIDS and social relief services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure home/community based care and support services 2. Ensure co-ordinated HIV/AIDS prevention actions in the province 3. To manage the provision of social relief services.

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Date: 20/04/2015



Sub- Directorate: Community Based Care and Support
<p>Purpose: To ensure home/community based care and support services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Participate in the formulation of policy/legislation at national and provincial level (including policy advocacy) 2. Develop concept papers for community based care and support programmes 3. Develop an implementation framework and manage the funding process for community based care programmes 4. Design , manage and evaluate pilot and special programmes 5. Monitor the implementation of norms and standards
1 Social Work Policy Manager Grade 2

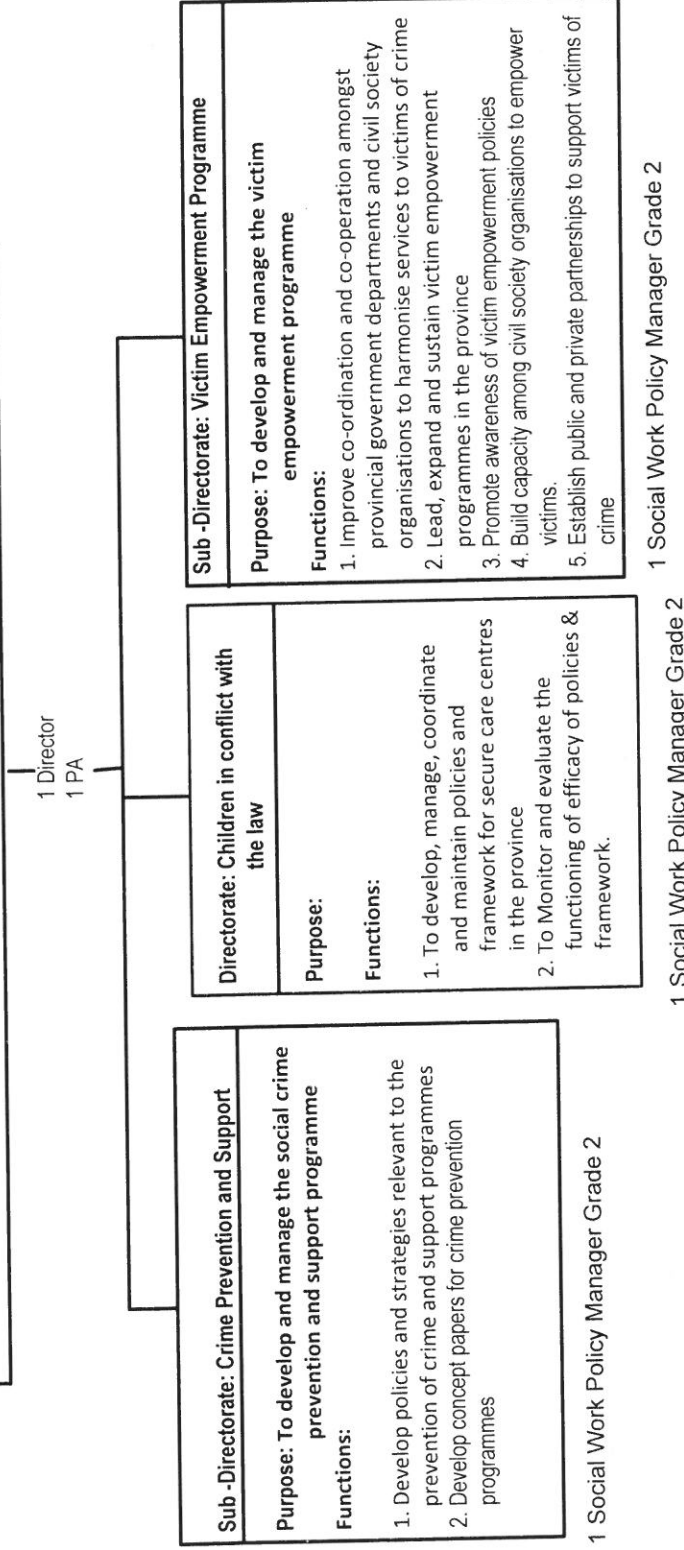
Sub- Directorate: HIV/AIDS Prevention
<p>Purpose: To ensure co-ordinated HIV/AIDS prevention actions in the province</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Participate in the formulation of policy/legislation at national and provincial level (including policy advocacy) 2. Develop concept papers for HIV/AIDS prevention actions in the province 3. Monitor the implementation of norms and standards
1 Social Work Policy Manager Grade 2

Sub-:Directorate Social Relief Services
<p>Purpose: To manage the provision of social relief services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 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
1 Social Work Policy Manager Grade 2

DEPARTMENT OF SOCIAL DEVELOPMENT

<p>Directorate : Social Crime Prevention and Victim Empowerment Support</p> <p>Purpose: To manage and facilitate the provision of social crime, prevention & treatment of substance abuse and victim empowerment programmes.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. To develop and manage the social crime prevention and support programme 2. Develop and manage the victim empowerment programme.

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Date: 20/04/2013



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Directorate: Substance Abuse & Treatment, Reintegration and After Care Services
Purpose: : To manage and facilitate the provision of services to combat substance abuse and victim empowerment programmes.
Functions:
 1. Manage the provision of prevention programmes.
 2. Manage the provision of treatment, reintegration and after care services

1 Director
 1 PA

Sub-Directorate : Prevention programmes
Purpose: To manage the provision of prevention programmes.
Functions:
 1. Develop policies and strategies relevant to the prevention of substance abuse programmes
 2. Develop concept papers for substance abuse programmes



1 Social Work Policy Manager Grade 2

Sub-Directorate: Treatment, Reintegration and After Care Services
Purpose: To manage the provision of treatment, reintegration and after care services
Functions:
 1. Develop policies and strategies relevant to the treatment, reintegration and after care
 2. Develop concept papers for treatment, reintegration and after care programmes

1 Social Work Policy Manager Grade 2

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 Signature of the Msc. *[Signature]*
 Date : 2015/04/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD:		2015/04/13
Date		2015/04/13
Signature of the MEC:		
Date		



<p>Chief Directorate: Integrated Community Development Services</p> <p>Purpose: To manage the provision of integrated community development services and programmes</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. The management of Social Facilitation Processes and poverty reduction through Sustainable Livelihoods programmes 2. The formulation and management youth development programmes 3. Increase economic opportunities and facilitate poverty reduction processes against women 4. Manage and facilitate provision of institutional capacity building programmes 	<p>1 Chief Director 1 State Accountant 1 PA</p>
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<p>Directorate: Community Development</p> <p>Purpose: To manage Social Facilitation Processes and Poverty for Sustainable Livelihoods programmes .</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. The Development and Management of Integrated Community Development and Anti Poverty Strategies and Guidelines. 2. The Management and monitoring of the implementation of Special Projects for Sustainable Livelihood 3. The development of accurate baseline data for communities and households living in poverty. 4. Administering and monitoring of transformation of relevant Community Development Based projects/ initiatives into Social Co-operatives 	<p>See Page 12</p>
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<p>Directorate: Youth Development</p> <p>Purpose: To formulate and manage youth development programmes</p> <ol style="list-style-type: none"> 1. Enhance and capacitate out of school youth through skills empowerment programmes 2. Provide unemployed youth with self employment opportunities through entrepreneurship development program 3. The establishment and management of youth development centres in the Province 	<p>See Page 13</p>
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<p>Directorate: Women Development</p> <p>Purpose: To facilitate socio-economic empowerment \$ poverty reduction programmes targeting mainly the poor and vulnerable women through Public, Private Partnership.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Facilitate implementation and management of integrated poverty reduction programmes targeting women 2. Establish, strengthen & management of Public, Private Partnerships for socio-economic empowerment of women. 	<p>See Page 14</p>
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DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : 
 Date : 2015/04/13
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 Date : 2014/2015

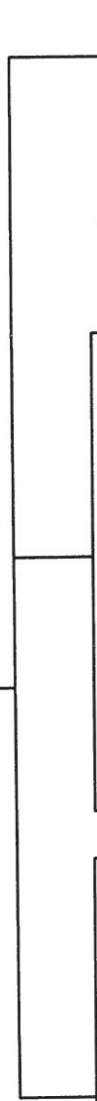
Directorate: Community & Partnership Development

Purpose: To manage Social Facilitation Processes and Poverty for Sustainable Livelihoods programmes .

Functions:

1. The Development and Management of Integrated Community Development and Anti Poverty Strategies and Guidelines.
2. The Management and monitoring of the implementation of Special Projects for Sustainable Livelihood
3. The development of accurate baseline data for communities and households living in poverty.

1 Director
 1 PA



Sub Dir: Community Development

Purpose: To develop and manage Integrated Community Development and Guidelines.

Functions:

1. Develop frameworks and guidelines for implementation of Community Development interventions.
2. Develop guidelines for community capacity enhancement.
3. Develop, monitor guidelines for social facilitation.
4. Assess and review relevance of developed frameworks and strategies.
5. To administer and monitor transformation of relevant Community Development based projects/ initiatives into Social Co-operatives

1 Community Development Manager Gr 2
 1 Community Development Manager Gr 1

Sub Dir: Sustainable Livelihoods Programmes

Purpose: To manage and monitor the implementation of Special Projects for Sustainable Livelihood

Functions:

1. Develop strategy for Sustainable Livelihood Approach.
2. Develop framework and guidelines for food security programme.
3. Develop guidelines for implementation of food for all programme and zero hunger strategy
4. Monitor implementation of food for all and zero hunger strategy
5. Develop guidelines for linkage of poor households to sustainable livelihoods
6. Monitor linkage of poor households to sustainable livelihoods.
7. Assess and review relevance of developed frameworks and strategies.

1 Community Development Manager Gr 2
 1 Community Development Manager Gr 1

Unit: Social Mobilisation and Profiling

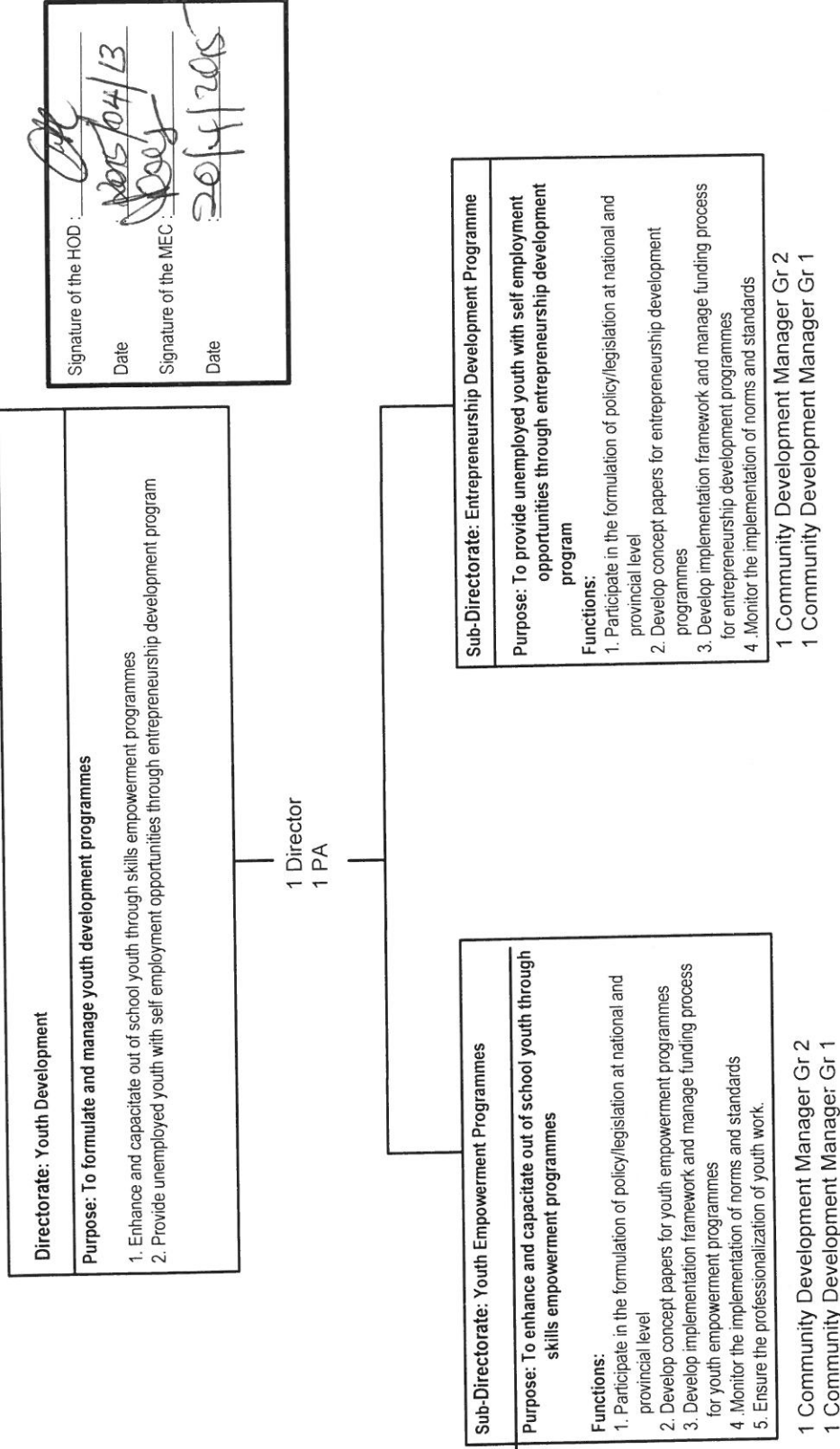
Purpose: To Develop and coordinate accurate baseline data for communities and households living in poverty.

Functions:

1. Develop guidelines for social mobilisation.
2. Develop tools and guidelines for community profiling.
3. Coordinate profiling of communities/ households living in poverty.
4. Develop guidelines for integration of households and community profiles into community based plans.
5. Coordinate development of community based plans and linkage with IPDs

1 Community Development Manager Gr 2
 1 Community Development Manager Gr 1

DEPARTMENT OF SOCIAL DEVELOPMENT



DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : <i>Ali</i>
Date : <i>20/05/13</i>
Signature of the MEC : <i>Ali</i>
Date : <i>20/05/13</i>

Directorate : Women Development
<p>Purpose: To facilitate socio-economic empowerment programmes targeting mainly the poor and vulnerable women through Entrepreneurship Development Programme.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Facilitate implementation and management of integrated empowerment programmes. 2. To provide unemployed women with self employment opportunities through entrepreneurship development program.

1 Director
1 PA

Sub-Directorate : Women Empowerment Programmes
<p>Purpose: Facilitate implementation and management of integrated empowerment programmes.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Participate in the formulation of policy/legislation at national and provincial level. 2. Develop, guidelines, concept papers for implementation of women empowerment programmes 3. Facilitate empowerment of women on issues through capacity building. 4. Enhance and capacitate women with skills to promote social cohesion within communities. 5. Facilitate mobilisation of women to enhance their participation in income generating initiatives. 6. Monitor the implementation of norms and standards

1 Community Development Manager Gr 2
1 Community Development Manager Gr 1

Sub-Directorate: Entrepreneurship Development Programme
<p>Purpose: To provide unemployed women with self employment opportunities through entrepreneurship development program</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Participate in the formulation of policy/legislation at national and provincial level 2. Develop concept papers for entrepreneurship development programmes 3. Develop implementation framework and manage funding process for entrepreneurship development programmes 4. Monitor the implementation of norms and standards

1 Community Development Manager Gr 2
1 Community Development Manager Gr 1

Deputy Director General: Social Institutional Support & Coordination Services

Purpose: To manage the provision of developmental welfare services.

Functions:

- To co-ordinate the provision of integrated community development services and programmes.
- To manage and facilitate provision of institutional capacity building programmes
- To co-ordinate Provincial Anti-Poverty interventions
- To co-ordinate the implementation of Population Policy at all levels of government, monitoring and evaluation and to manage population and development research

Signature of the HOD: *[Signature]*

Date: 2015/04/13

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Date: 20/4/2015

1 Deputy Director General
1 Programme Coordinator
1 PA

Directorate: Institutional Capacity Building & Support

See Page 16

Directorate: Anti-Poverty Co-ordination

See Page 17

Directorate: Population Development & Research

See Page 18

Chief Directorate: Institutional Support Services (North, 4 Districts)

Purpose: Ensure Implementation of services at by service delivery centers

Functions:

- Co-ordinate and facilitate the delivery of services regarding:
 - The provision of social welfare services.
 - The provision of specialist social services.
 - The provision of community development services
 - The provision of population development services
- Provide support services to enable delivery by Service delivery centers and institutions.

1 Chief Director
1 PA
1 Admin Officer

Chief Directorate: Institutional Support Services (South, 4 Districts)

Purpose: Ensure Implementation of services at by service delivery centers

Functions:

- Co-ordinate and facilitate the delivery of services regarding:
 - The provision of social welfare services.
 - The provision of specialist social services.
 - The provision of community development services
 - The provision of population development services
- Provide support services to enable delivery by Service delivery centers and institutions.

1 Chief Director
1 PA
1 Admin Officer

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate : Institutional Capacity Building and Support

Purpose: To manage and facilitate provision of institutional capacity building programmes

Functions:

1. Manage funding, capacity building and empowerment programmes in conjunction with other state organs for emerging and existing CBO's civil society and NPO's
2. Facilitate registration of NPO's with the National office
3. The coordination of Expanded Public Works programme for the social sector

1 Director
1 PA

Sub-Directorate : Capacity Building

Purpose: Manage funding, capacity building and empowerment programmes in conjunction with other state organs for emerging and existing CBO's civil society and NPO's

Functions:

1. Develop and manage provincial strategy on ICB programme.
2. Monitor and evaluate ICB Programme.
3. Facilitate the implementation of capacity building programmes for CBO's, NPO's and cooperatives.
4. Monitor and evaluate funded NPO's and emerging CBO's
5. Manage institutional development programmes
6. Facilitate the integration of stakeholder participation, Districts & Province.
7. Facilitate establishment of partnership with National Development Agency.

1 Deputy Director
1 Assistant Director

Sub-Directorate : Registration and Compliance

Purpose: Facilitate registration of NPO's with National dept.

Functions:

1. Facilitate registration processes for NPO's with National dept.
2. Ensure compliance with the NPO Act.
3. Develop, manage & capacitate and monitor District NPO compliance desks.
4. Monitor the implementation of norms and standards in with the Act.
5. Develop and manage NPO registration data base.

1 Deputy Director
1 Assistant Director
1 Senior Data Capturers

Sub-Directorate : Expanded Public Works Programme

Purpose : To coordinate expanded public works programme.

Functions:

1. Coordination and management of Public Works Programmes within the social sector.
2. To promote and facilitate linkages of Departmental programmes.
3. Monitor compliance with EPWP.

1 Deputy Director
1 Assistant Director

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DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate: Anti-Poverty Co-ordination

Purpose: To co-ordinate Provincial Anti-Poverty interventions

Functions:

1. Mobilise government departments and social partners i.r.o. Anti-poverty coordination
2. Coordinate integrated monitoring and evaluation i.r.o. Anti-poverty coordination

1 Director
1 PA

Sub-Directorate: Stakeholder liaison

Purpose: To mobilise government departments and social partners i.ro. Anti-poverty programme

Functions:

1. Establish partnerships between the dept. and other social partners
2. Mobilise resources for integrated service delivery
3. Develop and maintain database for stakeholders
4. Coordinate stakeholder participation in service delivery
5. Compile reports for stakeholders

1 Deputy Director
1 Assistant Director


Sub-Directorate: Cluster Coordination

Purpose: To conduct integrated monitoring and evaluation i.r.o. Anti-poverty programme


Functions:

1. Facilitate development of policies and guidelines
2. Facilitate dissemination of referrals to stakeholders
3. Plan and organise integrated service delivery
4. Coordinate and monitor interdepartmental programmes (EPWP and CWP) i.r.o. anti-poverty programmes.
5. Facilitate establishment and maintenance of central information data warehouse
6. Co-ordinate and develop reports for clusters
7. Facilitate development of monitoring and evaluation reports
8. Provide reports to all the provincial clusters

3 Deputy Director
1 Admin. Officer

Signature of the HOD: 

Date: 2015/04/13

Signature of the MEC: 

Date: 2015/04/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of HOD: [Signature]
 Date: 2015/04/13
 Signature of MEC: [Signature]
 Date: 2015/04/15

Directorate: Population Development & Research
 Purpose: To co-ordinate the implementation of Population Policy at all levels of government, monitoring and evaluation and to manage population and development research
 Functions:
 1. Manage population policy advocacy and Information, education & communication (IEC) and monitoring and evaluation.
 2. Manage the promotion and implementation of population and development research and programmes.

1 Director
 1 PA

Sub-Directorate: Population Policy Advocacy and Information and Monitoring & Evaluation
Purpose: To manage population policy advocacy and Information(IEC) and Monitoring & Evaluation
Functions:
 1. Develop and implement the advocacy and IEC strategy to promote the population policy.
 2. Ensure the production and dissemination of materials/publications to support advocacy and IEC activities.
 3. Render a population and development knowledge and information service.
 4. Develop the national & provincial population strategy and coordinate structures related thereto.
 5. Monitor and report on the international population and development commitments.
 6. Monitor the implementation of the population policy at all levels of government.

1 Deputy Director
 2 Assistant Director
 2 Senior Admin. Officer (IEC& M & E)

Sub-Directorate: Population and Development Research & Programmes
Purpose: To manage the promotion and implementation of population and development research and programmes
Functions:
 1. Develop, coordinate and implement the provincial and national population research agenda.
 2. Liase and collaborate with national, regional and international stakeholders regarding population and development research activities.
 3. Analyse and interpret data as well as render advice on the country's population dynamics to support the implementation of the population policy.
 4. Develop, implement, monitor and evaluate integrated population and development programmes in collaboration with stakeholders.
 5. Provide appropriate guidance to assist provincial, local government and civil society to implement the population policy.
 6. Develop and implement training and capacity building programmes to enhance the understanding of and expertise in analyzing the linkage between population trends and government policies, plans and programmes.

1 Deputy Director
 2 Assistant Director

DEPARTMENT OF SOCIAL DEVELOPMENT

Chief Directorate: Strategic Management & Executive Support Services

Purpose: To manage the provision of strategic management service

Functions:

1. Manage and co-ordinate the provision of integrated strategic planning
2. Manage the provisioning of communication and events management services
3. Manage the provision of executive support service to the HOD
4. To monitor compliance & implementation i.r.o special programmes within the Department
5. To provide organisational risk management services

1 Chief Director
1 PA
1 Admin Officer

Directorate: Risk Management

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Signature of the HOD:	Signature of the MEC:
Date: 2015/04/13	Date: 2015/04/13

Directorate : Strategic Planning

Purpose: To manage and co-ordinate the provision of integrated planning & reporting services.

Functions:

1. To manage and coordinate the provision of integrated planning and reporting services.
2. To manage and conduct integrated monitoring and evaluation.
3. To provide research and population management services

See Page 20

Directorate : Communication Services

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

Functions:

1. Provide External communication and media management services
2. Provide customer care services
3. Provide Developmental communications and events management services
4. Provide internal communication and branding.

See Page 21

Sub-Directorate: Executive Support

Purpose: To render administrative and strategic support services to the HOD

Functions:

1. Provide an effective operational and logistical support service to the HOD
2. Manage the document flow between the Department and the HOD's office
3. Provide secretarial services in management meetings
4. Monitor compliance in relation to special Programmes
5. To create and sustain strategic partnership and provide intergovernmental Relations and intersectoral collaborations

1 Deputy Director (Intergovrn Rel.)
1 Deputy Director
2 Assistant Director

Sub-Directorate: Internal Special Programmes



Purpose : To provide support in terms of development, on the rights of Child and Older Persons, Status of women and persons with disabilities

Functions:

1. Develop and ensure the implementation of capacity building and institutional support programmes.
2. Ensure the development of frameworks i.r.o special programmes.
3. Oversee and design of catalyst projects.
4. Provide strategic guidance on the development, maintenance and coordination of policies, capacity assessments and training and development programmes.
5. Monitor and evaluate the impact of implementation i.r.o special programmes

1 Deputy Director
3 Assistant Directors
1 Admin Officer

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : 
 Date : 20/04/13
 Signature of the MEC : 
 Date : 20/4/2015

Directorate : Strategic Planning

Purpose: To provide departmental strategic services

Functions:

1. To manage and coordinate the provision of integrated planning and reporting services.
2. To manage and conduct integrated monitoring and evaluation.
3. To provide research and population management services

1 Director
1 PA

Sub-Directorate : Integrated Planning & Reporting

Purpose: To manage and co-ordination the provision of integrated planning & reporting services.

Functions:

1. Develop and maintain strategic planning & reporting guidelines.
2. Coordinate and facilitate strategic and operational planning processes.
3. Coordinate the submission and analysis of annual reports and budget votes.
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.
6. Develop, manage and maintain M&E Frameworks and systems.

1 Deputy Director
1 Assistant Director

Sub-Directorate : Integrated Monitoring and Evaluation

Purpose: To manage and conduct integrated monitoring and evaluation.

Functions:

1. Develop, manage and maintain M&E Frameworks and systems.
2. Develop and implement monitoring and evaluation principles and practices.
3. Collect, store, analyse and disseminate research and M & E information.
4. Evaluate the implementation of depart Policies & assess the impact & sustainability of programmes.
5. Ensure accuracy and integrity of captured information.
6. Produce monthly, quarterly and annual Performance
7. Coordinate the organization's excellence inclusive of Awards and total quality management (TQM Systems).

1 Deputy Director
2 Assistant Director

Sub-Directorate : Policy Development

Purpose: To provide research and policy development management services

Functions:

1. Plan, manage and co-ordinate the development of transversal Departmental policies
2. Develop and maintain protocols and guidelines for policy development and approval processes.
3. Facilitate and review the development of Departmental policies.
4. Provide advice and support to internal units on policy development and implementation.

1 Deputy Director
1 Assistant Director

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : [Signature]
 Date : 2015/04/13
 Signature of the MEC : [Signature]
 Date : 2014/2015

Directorate : Communication Services

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

Functions:

1. Provide External communication and media management services
2. Provide customer care services
3. Provide Developmental communications and events management services
4. Provide internal communication and branding

1 Director
1 PA

Sub-Directorate: Media Liaison & Public Relations

Purpose: Provide External communication and media management services

Functions:

1. Coordinate and manage external communication through print and electronic media services.
2. Develop and manage media content and placement services.
3. Provide media engagement , monitoring and analysis
4. Manage production services.
5. Develop and maintain audio visual services.
6. Speech writing service.

1 Deputy Director
1 Assistant Director (Media Liaison & Audio Visual Services)

Sub-Directorate: Customer Care

Purpose : To provide customer care services regarding the department's service delivery.

Functions:

1. Develop and maintain customer care strategy to enhance service delivery in the Department
2. Monitor and evaluate implementation of service delivery standards
3. Render advisory service to the management i.r.o reported cases / complaints.
4. Monitor & evaluate the implementation of Batho Pele principles
5. Coordinate and monitor the functioning of helpdesk services.
6. Advise management on emerging issues impacting on client satisfaction index

1 Deputy Director
1 Assistant Director

Sub-Directorate : Events Management Services

Purpose: To provide events management services

Functions :

1. Develop communication policy and strategies of the department.
2. Manage dissemination of departmental information through utilization of Thusong Centres and other information outlets.
3. Facilitate and co-ordinate departmental functions, conferences ,exhibitions and road shows.
4. Develop strategies in order to market all the Dept. Programmes.

1 Deputy Director
1 Senior Admin Officer

Sub-Directorate : Internal Communication & Branding

Purpose: To provide internal communication and branding

Functions:

1. Branding of the department to promote corporate image.
2. Manage corporate identity of the dept,
3. Manage all internal communication channels of the department.
4. Develop and maintain departmental electronic communication systems (intranet , website , e-mail and video conferencing)

1 Deputy Director
1 Assistant Director (Graphic Designer & Internal Communicator)

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 15/04/13
 Signature of the MEC: *[Signature]*
 Date: 20/05/15

Directorate : Organisational Risk Management

Purpose: To provide organisational risk management services

Functions:

1. Develop risk, anti-fraud & corruption strategies, policies and framework
2. Monitor the management of organisational risks
3. Develop policies related to fraud prevention (whistle blowing policy & hotline).
4. Provide advisory services in relation to prevention of fraud and corruption
5. Initiate and manage specialised forensic investigations.
6. Work in liaison with anti-corruption bodies.



Section: Risk Management

Purpose : To render risk management services

Functions:

1. Develop risk management strategies, policies, frameworks and plans.
2. Risk identification, assessment and analysis
3. Management of departmental Risk register with mitigating actions.
4. Review and monitor organisational risks including emerging risks and response plans.
5. Provide advisory services in relation to risk management

1 Assistant Director
1 Admin. Officer

Section: Fraud & Anti-Corruption

Purpose : To render fraud and risk management services

Functions:

1. Develop fraud and anti-corruption strategies, frameworks, policies and plans including whistleblowing policies.
2. Implement and review of fraud prevention plan.
3. Management of fraud risk register and monitoring of fraud mitigating plans
4. Initiate and manage specialised forensic investigations including hotline matters.
5. Provide advisory services in relation to fraud management.

1 Assistant Director
1 Admin. Officer

Section: Compliance Management

Purpose : To render compliance management services

Functions:

1. Develop compliance risk universe, framework and monitoring tools.
2. Compliance Risk identification, assessment analysis and monitoring.
3. Management of departmental Compliance Risk register with mitigating actions.
4. Review and monitor organisational risks including emerging risks and response plans.
5. Provide advisory services in relation to regulatory compliance.

1 Assistant Director
1 Admin. Officer

DEPARTMENT OF SOCIAL DEVELOPMENT



Directorate: Internal Auditing

Purpose : To provide internal audit services

Functions:

1. Review adequacy of corporate governance issues
2. Assess adequacy & effectiveness of risk management strategies
3. Provide advisory service and mentoring to management.
4. Conduct compliance monitoring and promotion of good governance practices.
5. Establish and implement an Internal Audit Strategy in consultation with the Audit Committee

- 1 Director
1 P.A
3 Assistant Director

Signature of the HOD :	
Date	2015/04/13
Signature of the MEC :	
Date	2015/04/20/15

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of HOD: *[Signature]*
 Date: 20/04/13
 Signature of MEC: *[Signature]*
 Date: 20/04/2015

Chief Directorate: Information Management Systems & Technology (IMST) services / Chief Information Officer

Purpose : To manage the provision of information management systems and technology services (IMST)

Functions:

1. The Development, designing and maintenance of information communication and technology infrastructure and solutions for the department.
2. The Development , implementation and maintenance information systems based on departmental system architecture
3. The rendering of management information services for the department.
4. The rendering of ICT Governance and vulnerability management services

1 Chief Director
 1 PA
 1 Office Manager (Programme 1)

Directorate : ICT Operations and Infrastructure

Purpose : The development, designing and maintenance information communication and technology infrastructure and solutions for the department

Functions:

1. Render ICT operation services
2. Render ICT network services
3. Plan , design, develop and implement ICT infrastructure

See Page 26

Directorate : Systems Development and Maintenance

Purpose : The development , implementation and maintenance information systems based on departmental system architecture

Functions:

1. Render Application systems architecture, business requirement development and design.
2. Render systems development, enhancements and maintenance
3. Manage systems operational use and functional support

See Page 27

Directorate : Management Information Services

Purpose: The rendering of management information services for the department.

Functions:

1. The rendering of the departmental data warehouse management, business continuity and disaster recovery services
2. The rendering of Business Intelligence and spatial referencing services
3. The rendering of electronic records and knowledge management services

See Page 28

Sub-Directorate : ICT Governance and Vulnerability Management

Purpose: To render ICT Governance co-ordination and vulnerability management services

Functions:

1. Co-ordinate the development, review and monitoring of IMST plan.
2. Co-ordinate development, review and implementation of ICT Governance and ISS policies, procedures and standards.
3. Conduct regular ICT governance maturity audit.
4. Conduct regular vulnerability assessments..
5. Develop and monitor implementation of ICT risk control plan.
6. Conduct regular independent audit on all departmental systems.
7. Conduct security awareness among stakeholders.

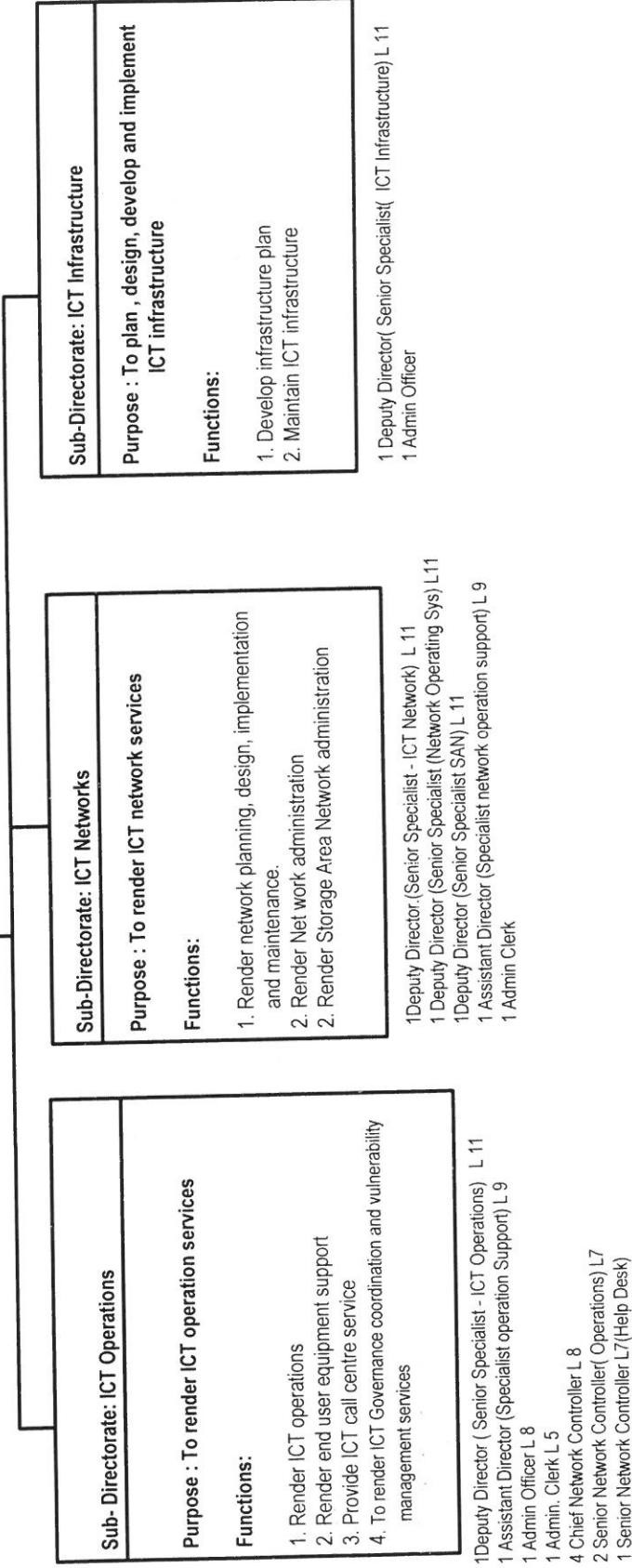
1 Deputy Director (Senior Specialist – ICT Governance and security) L 11

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: <i>[Signature]</i>	Date: 2014/13
Signature of the MEC: <i>[Signature]</i>	Date: 2014/2015

<p>Directorate : ICT Operations and Infrastructure</p> <p>Purpose : To develop, design and maintain information communication and technology infrastructure and solutions for the department</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render ICT operation services 2. Render ICT network services 3. Plan , design, develop and implement ICT infrastructure
--

1 Director
1 PA



DEPARTMENT OF SOCIAL DEVELOPMENT

<p>Directorate : Systems Development and Maintenance</p> <p>Purpose : To develop , implement and maintain information systems based on departmental system architecture</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render Application systems architecture, business requirement development and design. 2. Render systems development, enhancements and maintenance 3. Manage systems operational use and functional support
--

1 Director
1 PA

<p>Sub- Directorate:Application Systems Architecture and Business Analysis</p> <p>Purpose: Render application systems architecture, business requirements development and design services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop and maintain a blue print to solve problems. 2. Develop and improve business processes. 3. Develop business requirements. 4. Perform system quality assurance. 5. Render system and graphical design services.

- 1 Deputy Director (Senior Specialist – Solution Architecture) L 11
- 2 Assistant Director (Specialist Business Analyst) L 9
- 2 Assistant Director – (Specialist – Software Quality Control) L 9

<p>Sub- Directorate: Systems Development & Maintenance</p> <p>Purpose: Render system development, enhancements and maintenance</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop technical specification of the system. 2. Develop application systems. 3. Render systems enhancements And maintenance services 4. Administer and provide technical support on existing application systems, other software and databases.



- 1 Deputy Director (Senior systems specialist) L 11
- 1 Deputy Director (Senior analyst programmer) L 11
- 1 Deputy Director (Senior Database Administrator) L 11
- 4 Assistant Director (Analyst Programmer) L 9
- 1 Assistant Director (Database administrator) L 9

<p>Sub- Directorate: Systems Operations and Support</p> <p>Purpose: To manage systems operational use and functional support</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render the roll out of all systems in the Department 2. Render Systems Training management services 3. Render the systems help desk and functional support services 4. Render user Accounts management on the systems 4. Develop and implement systems Training.

- 1 Deputy Director(Senior Specialist Systems Operational Support) L 11
- 4 Ass Director(Specialist systems operational support) L 9
- 1 Senior Training Officer(MIS Trainers) L 8
- 2 Admin Officer (Help Desk Operator)L 7

Signature of the HOD:
Date: 20/04/13
Signature of the MEC:
Date: 20/4/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : 
 Date : 09/15/04/B
 Signature of the MEC : 
 Date : 20/11/2015

Directorate : Information Management
Purpose: The rendering of management information services for the department.
Functions:
 1. The rendering of the departmental data warehouse management, business continuity and disaster recovery services
 2. The rendering of Business Intelligence and spatial referencing services
 3. The rendering of electronic records and knowledge management services

1 Director
 1 PAL 7

Sub-Directorate : Data Warehouse, Disaster Recovery and Business Continuity.
Purpose: The rendering of departmental data warehouse management, business continuity and disaster recovery services
Functions:
 1. Develop and maintain data warehouse architecture of the department
 2. Facilitate and source data from external sources
 3. Archive information in the data warehouse
 4. Develop and monitor DRP and BCP for ICT.
 5. Render back-up services of systems and restoration procedure.

1 Deputy Director (Senior Specialist – Data Warehouse, DRP & BCP) L 11
 1 Ass Director (Specialist DRP and BCP)



Sub-Directorate : Business Intelligence and spatial referencing services
Purpose: To render Business Intelligence and spatial referencing services
Functions:
 1. Provide data analysis of the departmental data.
 2. Develop and provide management reports.
 3. Render Geo-Database management service.
 4. Render data management service for GIS.
 5. Render Map production services.
 6. Render configuration management services for GIS software and hardware.
 7. Render project management, research and development services for GIS.

1 Deputy Director (Chief Data Technologist) L 11
 1 Assistant Manager (Senior GIS Technologist) L 9
 3 Assistant Manager (Senior Data Analysts) L 9
 1 Senior GIS Technician L 7

Sub-Directorate: Information & Knowledge Management
Purpose: To render Electronic records And knowledge management services.
Functions:
 1. Develop and maintain Dept. knowledge management policies/strategies.
 3. Identify, collate and store knowledge reports.
 3. Establish learning network in the department
 4. Facilitate and access to departmental knowledge.
 5. Establish and maintain resource centers.
 5. Co-ordinate the implementation and monitoring of electronic records management system.

1 Deputy Director (Knowledge Management)
 1 Assistant Director

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: 
 Date: 28/04/13
 Signature of the MEC: 
 Date: 20/4/2015

Chief Directorate: Corporate Resources Services

Purpose: To provide a strategic human resource management and development function within the Department

Functions:

1. The rendering of efficient human resource practice and administration services.
2. Manage the development of human resource organisational strategies and HR planning
3. The management of employee health & wellness programmes and employee relations.
4. To manage the provision of legal services

1 Chief Director
 1 PA
 1 Admin Officer

Directorate : Auxiliary & Security Services

See Page 32

Directorate : Human Resources Practices & Administration

Purpose: To render efficient human resource practices and administration services

Functions:

1. Manage recruitment , selection , appointment and other life cycle events of employees
2. Manage compensation and conditions of service of employees
3. Manage human resource personnel records

See Page 30

Directorate : Human Resources Strategy and Planning

Purpose: To facilitate the development of human resource organisational strategies and HR planning

Functions:

1. Facilitate the development and implementation of HR planning and strategies
2. Manage human resource information system and PERSAL 3 Monitor and evaluate the implementation of HR strategies.
3. Manage the provisioning and allocation of posts.

See Page 31

Directorate : Employee Relations & Employee Health and Wellness

Purpose: To manage employee relations and employee health and wellness programmes

Functions:

1. Manage employee relations.
2. Manage collective bargaining issues .
3. Manage the quality of worklife within the department.
4. Manage the implementation of occupational Health and Safety programmes in the department.

See Page 31

Directorate: Legal Services

Purpose: To manage the provision of legal services

Functions:

1. Provide sound legal advice support to the department.
2. Advice on the drafting and monitoring of service level agreements.
3. Execute all administrative legal actions to ensure compliance.
4. Ensure legal compliance with national, international and continental instruments.

1 Director
 1 PA
 1 Deputy Director

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: 2015/04/20

Directorate: Human Resource Practice and Administration
Purpose: To render efficient human resource administration services
Functions:
 1. The management of recruitment, selection, appointment and other life cycle events of employees
 2. The management of compensation and conditions of service of employees
 3. The management of human resource personnel records
 4. To manage human resource information system and PERSAL

1 Director
 1 PA

Sub-Directorate: Recruitment and Selection & Conditions of Services
Purpose: To manage recruitment, selection, appointment and other life cycle events of employees
Functions:
 1. To manage recruitment, selection, appointment and other life cycle events of employees.
 2. To manage compensation and conditions of service of employees

1 Deputy Director

Sub-Directorate: Recruitment and Selection
Purpose: To manage recruitment, selection, appointment and other life cycle events of employees
Functions:
 1. The development and maintenance of recruitment plan
 2. The recruitment of human resources
 3. The development of recruitment policies, guidelines, templates, processes and procedures
 4. The development of recruitment and selection toolkits and templates
 5. The provision of employee life cycle management.

1 Assistant Director
 1 HR Production Supervisor
 2 HR Production Clerks

Sub-Directorate: Conditions of Service & Remuneration
Purpose: To manage compensation and conditions of service of employees
Function:
 1. The capturing and processing of employee benefits.
 2. The administration of remuneration matters.
 3. The administration of compensation in respect of injuries on duty.
 4. Facilitation of Departmental Transfers

1 Assistant Director
 1 HR Production Supervisor
 2 HR Production Clerk

Sub-Directorate: Personnel Records
Purpose: To manage human resource personnel records
Functions:
 1. The administration of a personnel record system.
 2. The storing of personnel records and files.
 3. Ensure compliance with NMIR standards.

1 Assistant Director
 2 Chief Registry Clerk
 4 Registry Clerk

Sub-Directorate: HR Information System and PERSAL
Purpose: To manage human resource information system and PERSAL
Functions:
 1. To maintain an appropriate HR information system for the department
 2. To provide analytical reports
 3. To provide PERSAL administration
 4. Manage Integrity of PERSAL Data

1 Deputy Director
 2 Assistant Director

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: _____
 Date: 20/04/13
 Signature of the MEC: _____
 Date: 20/04/13

Directorate : Human Resources Strategy and Planning

Purpose: To develop human resource organisational strategies and HR planning

Functions:

1. Facilitate the development and implementation of HR planning and strategies
2. To provide optimal development of the departmental human resource
3. Provide organisational design and development services and staff establishment control.
4. To manage and implement Performance Management Development System

1 Director
 1 PA

Sub-Directorate- : Human Resource Strategies & Planning

Purpose: To facilitate the development and implementation of HR Planning and strategies

Functions:

1. Facilitate the development & implementation HR strategies and planning.
2. Monitor the implementation of departmental HR strategies (EE & HR plan and other HR strategies)
3. The development of retention and attraction programmes

1 Deputy Director
 2 Assistant Director
 2 HR Practitioner

Sub- Directorate: Human Resources Development

Purpose: To provide optimal development of the departmental human resource

Functions:

1. To coordinate, manage and monitor the implementation of the Skills Development Legislation
2. To coordinate, manage and monitor implementation of learnership and internship programmes
3. To coordinate, manage and monitor implementation of training and development of employees

1 Deputy Director
 1 Assistant Director
 2 HR Practitioner

Sub-Directorate: Organisational Development and Change Management

Purpose: To provide organisational development and design services and staff establishment control.

Functions:

1. Manage and maintain the development of organisational structure and post establishment
2. Conduct re-engineering of the Department
3. The co-ordination and facilitating of JE function
4. Facilitate the development of Job Description.
5. Conduct work-study investigations
6. To ensure proper implementation of change and transformation management programmes

1 Deputy Director(Change MNGT)
 1 Deputy Director
 3 Assistant Director
 3 OD Practitioner

SUB-DIRECTORATE: PERFORMANCE MANAGEMENT

PURPOSE: To manage and implement Performance Management Development System

Functions:

1. The management of PMDS advocacy and training
2. The co-ordination , monitoring the signing of performance contracts
3. The monitoring and quality assurance of performance contracts and assessments
4. The development and monitoring of PMDS policies and procedures

1 Deputy Director
 1 Assistant Director
 2 PMDS Practitioner

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate : Employee Relations & Health & Wellness Programmes

Purpose: To manage performance & promote sound employee relations and manage employee health and wellness programmes.

Functions:

- To manage and implement Performance Management Development System
- The management of employee relations services and collective bargaining processes
- The management of quality of life within the department.
- Manage the implementation of occupational Health and Safety programmes in the department.

1 Director
1 PA

Sub-Directorate : Employee Relations & Collective Bargaining

Purpose: To manage employee relations

Functions:

- The development and implementation of employee relations policies, codes and practices.
- The initiation and promotion of capacity building programmes labour matters, grievances and dispute resolution processes
- Coordinate/ handle of grievances, disputes and disciplinary matters.
- Coordinate the provision of employee relations support to the Department on employee relation issues.
- To manage collective bargaining processes

1 Deputy Director
2 Assistant Director
2 Labour Relations Practitioner

Sub-Directorate: Wellness

Purpose: To manage recruitment, selection, appointment and other life cycle events of employees

Functions:

- To provide quality of work life
- To manage the implementation of occupational health and safety programmes in the department

1 Psychologist Grade 2

Sub-Directorate: Quality of Work Life Management

Purpose: To provide quality of work life

Functions:

- The design and implementation of employee assistance and wellness programmes
- The monitoring and evaluation of employee assistance and wellness programmes
- The promotion of good health and safety programmes
- The design and implementation of programmes to address environmental risk

1 Psychologist Grade 1
1 I.W.E.P. Practitioner


Sub-Directorate : Occupational Health and Safety Programmes


Purpose: To manage the implementation of Occupational Health and Safety programmes in the department

Functions:

- Management of occupational hygiene within the Department.
- Oversee health and productivity management in the Department.
- The promotion of good health and safety programmes.

1 Assistant Director
1 I.W.E.P Practitioner

Signature of the HOD :  Date: 2015/04/13

Signature of the MEC:  Date: 2015/04/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate : Records & Security Services

Purpose: To manage of the provisioning of auxiliary services.

Functions:

1. The rendering of records management services
2. The provision of security management services

1 Director
1 PA

Sub-Directorate : Records Management

Purpose: To render records management services

Functions:

1. Co-ordinate the implementation and monitoring of records and file plan in the department
2. Co-ordinate and facilitate information archiving and disposal services.
3. Ensure compliance with Archives Act
4. Administer transversal policies related to document centre.

1 Deputy Director
1 Assistant Director (Records & Archive)
2 Chief Registry Clerk
4 Registry Clerk
2 Messenger Driver

Sub-Directorate: Security Services

Purpose: To manage security services

Functions:

1. Ensure safeguarding of departmental property/ government property
2. Manage information security

1 Deputy Director

Signature of the HOD: *[Signature]*
Date: 2015/04/13
Signature of the MEC: *[Signature]*
Date: 2014/2015

Section: Physical Security Services

Purpose: To ensure safeguarding of departmental / government property

Functions:

1. Ensure access control around premises.
2. Conduct security investigations regarding physical security.
3. Manage and control office keys and combinations.
4. Ensure physical searches on persons and vehicles.
5. Develop and monitor implementation of contingency plan.
6. Conduct security awareness campaigns on physical and occupational safety.

1 Assistant Director

Section : Information security/ vetting services

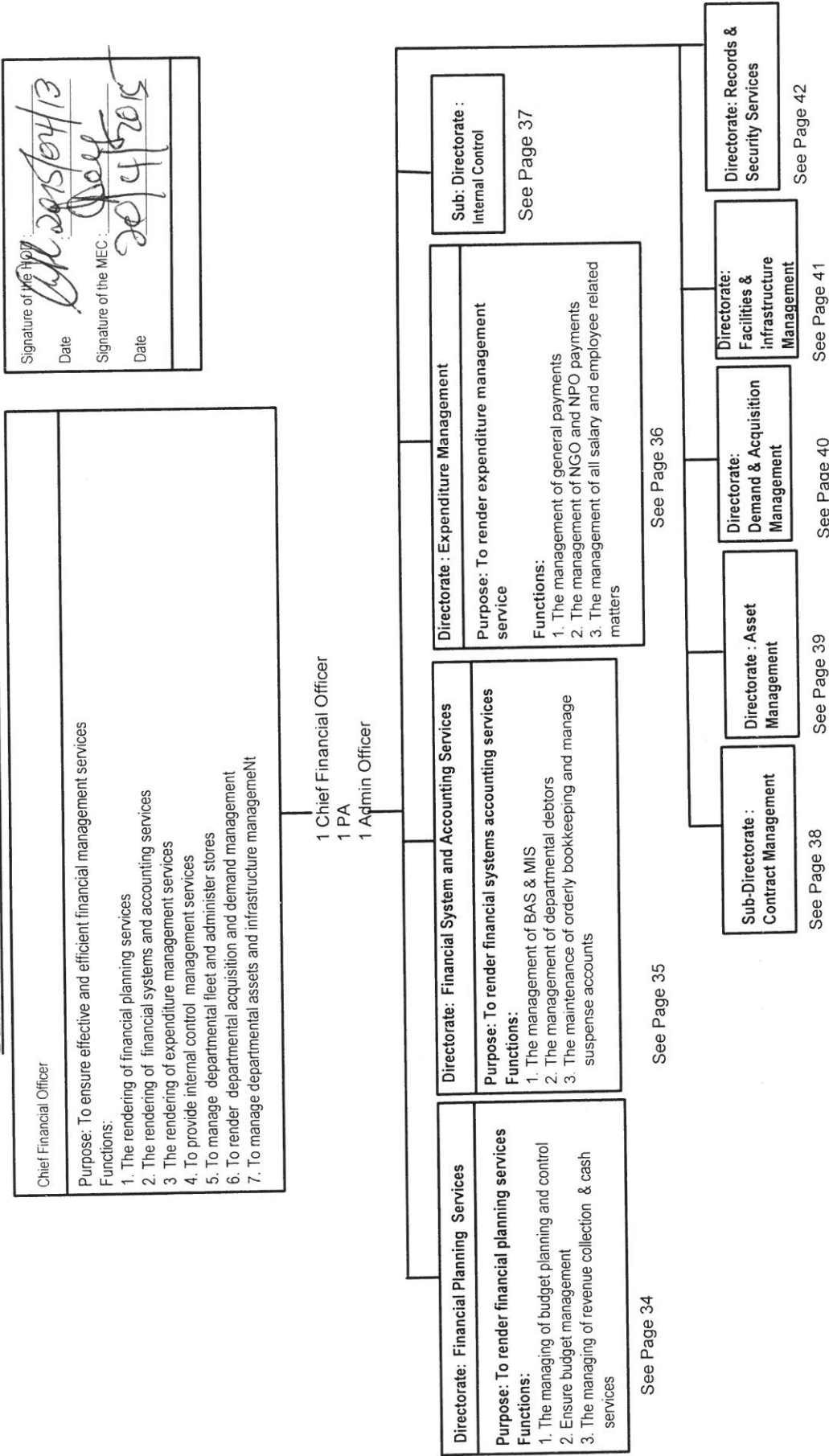
Purpose: To manage information security & vetting services

Functions:

1. Classification and re-classification of documents
2. Manage security screening and vetting
3. Coordination of Minimum Information Security Standards (MISS)
4. Enforce communication security provisions and prescripts in the department
5. Conduct security awareness campaigns

1 Assistant Director

DEPARTMENT OF SOCIAL DEVELOPMENT



<p>Signature of the MEC: <i>[Signature]</i></p> <p>Date: 2015/04/13</p>	<p>Signature of the MEC: <i>[Signature]</i></p> <p>Date: 2015/04/13</p>
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DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate : Financial Planning Services

Purpose: To render financial planning services

FUNCTIONS:

1. The managing of budget planning and control
2. Ensure budget management
3. The managing of revenue collection And cash services

1 Director
1 PA

Sub- Directorate: Financial Planning

Purpose: To manage budget planning and control

Functions :

1. The planning and organising of budget
2. The allocation and adjustment of budget
3. Drive the MTEF and annual budget process
4. Ensure integration and synergy of budget priorities

1 Deputy Director
1 Assistant Director
2 State Accountant

Sub- Directorate: Budget Management

Purpose: To ensure budget management

Functions:

1. The monitoring of budget and ensure that spending is in line with priorities
2. The assessment of expenditure trends , compilation and submission of expenditure reports
3. Provide sectoral and departmental policy advice
4. Administer the medium term expenditure process

1 Deputy Director
1 Assistant Director
2 State Accountant

Sub-Directorate : Revenue Management & Cash Management

Purpose: To manage revenue collection and cash services

Functions :

1. The development and implementation of effective revenue system
2. The maintaining of revenue accounts
3. The monitoring of departmental revenue
4. The determination of cash flow requirements
5. Assess cash flow trends, co-ordinate and compile reports

1 Deputy Director
1 Assistant Director
2 State Accountant

Signature of the HOD : *[Signature]*
Date : 20/04/15
Signature of the MEC : *[Signature]*
Date : 20/04/15

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate: Financial Systems and Accounting Services

Purpose : To manage financial systems and accounting services

Functions:

1. The management of BAS & MIS
2. The management of departmental debtors
3. The maintenance of orderly bookkeeping and manage suspense accounts

1 Director
1 PA

Sub-Directorate : Systems

Purpose: To manage BAS and MIS

Functions :

1. The provisioning of functional support to end users
2. The reconciliation of information between BAS and MIS

1 Deputy Director
2 Assistant Director

Sub-Directorate : Debt Management

Purpose: To manage departmental debtors

Functions:

1. Overseeing the overall management of debt process
2. The liaison between all directorates in respect of identifying debtors
3. Reconciliation of debtors accounts on a monthly basis

1 Deputy Director
1 Assistant Director
4 State Accountant

Sub-Directorate: Bookkeeping and Suspense Accounts

Purpose: To maintain orderly bookkeeping and manage suspense accounts

Functions:

1. The rendering of bookkeeping services
2. The managing of suspense accounts
3. The preparation of annual financial statements
4. The managing and driving of audit processes

1 Deputy Director
3 Assistant Director
6 State Accountant

Signature of the HOD : *[Signature]*
Date : 20/04/2015
Signature of the MEC : *[Signature]*
Date : 20/04/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : _____
 Date: 2015/04/13
 Signature of the MEC : _____
 Date: 2014/2015

Directorate : Expenditure Management
Purpose: To render expenditure management service
Functions:
 1. The management of general payments
 2. The management of NGO and NPO accounts
 3. The management of all salary and employee related matters

1 Director
 1 PA

Sub-Directorate : General Payments
Purpose: To manage general payments
Functions :
 1. The processing of payments of all departmental liabilities
 2. The reconciliation of accounts
 3. The safekeeping of supporting documents
 4. The liaising with departmental suppliers

1 Deputy Director
 2 Assistant Director
 1 Assistant Director (Registry)
 1 Chief Registry Clerk
 3 Registry Clerk
 4 State Accountant

Sub-Directorate : NGO & NPO Payments
Purpose: To manage NGO and NPO accounts
Functions:
 1. The processing of NGO & NPO payments
 2. The reconciliation of NGO and NPO accounts
 3. The safekeeping of supporting documents for NGO's and NPO's
 4. Liaison with Districts, Area Offices and Programmes

1 Deputy Director
 1 Assistant Director
 2 State Accountant

Sub-Directorate: Salaries
Purpose: To salary and employee related payments
Functions:
 1. The capturing of salaries and claims on PERSAL
 2. The maintenance of salary records
 3. The handling of PERSAL deductions (Interface) and clearing & reconciliation of salaries related suspense accounts.
 4. The reconciliation of tax
 5. The rendering of distribution services

1 Deputy Director
 2 Assistant Director
 6 State Accountant

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : *[Signature]*
 Date : 20/04/15
 Signature of the MEC : *[Signature]*
 Date : 20/04/15

Sub-Directorate : Internal Control
Purpose: To provide internal control management services
Functions:
 1. To ensure compliance monitoring and adherence to Internal Financial Control.
 2. To ensure compliance with financial regulatory measures.

1 Deputy Director

Sub-Directorate : Compliance Monitoring & Internal Control Unit (PRE-AUDIT)
Purpose: To ensure compliance monitoring and adherence to Internal Financial Control
Functions:
 1. Implementation of policies, procedures and guidelines on internal financial controls.
 2. Render advisory services with regards to internal financial control issues
 3. Monitor compliance and adherence to internal financial controls
 4. Provide training, support and guidance on financial risks
 5. Check compliance and verify expenditure document

2 Assistant Director
 4 State Accountant

Sub-Directorate Financial Regulatory Measures
Purpose: To ensure compliance with financial regulatory measures
Functions:
 1. Maintain financial misconduct register (unauthorised, irregular, fruitless and wasteful expenditure)
 2. Report on practices of financial irregularities
 3. Facilitate development of internal financial control
 4. Report on compliance on PFMA and Financial Regulations to Treasury, Auditor General and SCOPA

2 Assistant Director
 4 State Accountant

DEPARTMENT OF SOCIAL DEVELOPMENT

Sub-Directorate: Contract Management
Purpose: To render contract management services
Functions: <ol style="list-style-type: none">1. Negotiate and draft all contracts for the Department.2. Monitor performance of service providers contracted by the Dept.3. Managing relationships with service providers contracted by the Dept.4. Ensure that payments are according to the contracts.5. Develop and maintain an updated register of contracts and leases.

- 1 Deputy Director
- 2 Assistant Director
- 1 Senior Admin. Officer

Signature of the HOD : <i>[Signature]</i>	Signature of the MEC : <i>[Signature]</i>
Date : 2015/04/13	Date : 2014/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: 2014/05

Directorate : Asset Management
Purpose: To manage departmental fleet and administer stores
Functions:
 1. The management of departmental inventory services.
 2. To manage departmental assets and fleet management.
 3. Disposal management

1 Director
 1 PA

Sub-Directorate : Inventory Management
Purpose: To coordinate inventory management services
Functions:
 1. Coordinate and manage the acquisition, distribution and maintenance of stores.
 2. Coordinate and manage periodic physical verification of stores and departmental consolidation.
 3. Monitor and maintain the commitment register.
 4. Coordinate and manage the generation of orders.

1 Deputy Director
 1 Assistant Director
 2 Provisioning Admin. Officer
 2 Admin. Clerk
 2 General Assistant

Sub-Directorate: Disposal Management
Purpose: To coordinate disposal management for the department
Functions:
 1. The development of a disposal strategy
 2. Coordinate and monitor the maintenance of database of redundant material or items
 3. Coordinate the inspection of assets for potential re-use
 4. The execution of the physical disposal process
 5. The management of loss control services
 6. Determination of policies regarding evaluation and depreciation of assets

1 Deputy Director
 1 Assistant Director
 2 Provisioning Admin. Officer

Sub-Directorate: Asset & Fleet Management
Purpose: To coordinate departmental assets and fleet management
Functions:
 1. The analysis of options for maximum utilization of assets and facilities
 2. The monitoring of all fleet related transactions and prompt settlement of accounts
 3. Coordinate asset verification & monitor reconciliation of asset register.
 4. Coordinate the management of official vehicles and administration of subsidized vehicles
 5. The management of loss control and handling of accident claims

2 Deputy Director
 4 Assistant Director
 4 Provisioning Admin. Officer
 3 Driver

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: <u>[Signature]</u>	Date: <u>20/04/13</u>
Signature of the MEC: <u>[Signature]</u>	Date: <u>20/4/2013</u>

Directorate: Supply Change Management
Purpose: To render departmental acquisition and demand management
Functions: <ol style="list-style-type: none"> 1. The rendering of demand management 2. The rendering of acquisition management 3. The rendering of compliance monitoring and reporting

1 Director
1 PA

Section : Demand Management
Purpose: To render demand management
Functions: <ol style="list-style-type: none"> 1. The performance of procurement needs analysis & linkage to budget. 2. The optimisation and streamlining of specification for procure of goods and services 3. The performance of commodity/industry market analysis 4. The development and implementation of demand strategy and plan 5. Establish and maintain supplier database.

1 Deputy Director
2 Assistant Director
2 Provisioning Admin. Officer
2 Provisioning Admin. Clerk
2 Data Capturer

Section: Acquisition Management
Purpose: To render acquisition management
Functions: <ol style="list-style-type: none"> 1. The formulation of acquisition management plan 2. The implementation and monitoring of acquisition management plan 3. The performance of market assessment 4. The co-ordination of end-user requirements 5. Management of quotations & bid administration

1 Deputy Director
2 Assistant Director
2 Provisioning Admin. Officer

Section: Risk and Performance Management
Purpose: To assess risk and SCM performance
Functions: <ol style="list-style-type: none"> 1. Formulate annual operational compliance monitoring plan. 2. Monitor SCM control environment. 3. Conduct compliance assessments. 4. Perform investigations on SCM non – compliance.

1 Deputy Director
2 Assistant Director
2 Provisioning Admin. Officer

DEPARTMENT OF SOCIAL DEVELOPMENT

Directorate : Facilities & Infrastructure Management

Purpose: To manage facilities and infrastructure services

Functions:

1. Provide facilities management services
2. The provision of infrastructure management services

1 Director
1 PA

Sub- Directorate: Facilities Management

Purpose: To provide facilities management services

Functions:

1. Develop policies and strategies with regard to the acquisition of facilities services.
2. Coordinate the provision of cleaning, hygienic services
3. Co-ordinate the provisioning of all telecommunication services.
4. Coordinate the acquisition, maintenance of photocopiers, telephones and mobile phones.
5. Facilitate the provisioning of municipal services.

1 Deputy Director
1 Assistant Director
4 Provisioning Admin. Officer

Sub-: Infrastructure Management

Purpose: To provide infrastructure management

Functions:

1. Manage and ensure the provision of planning and technical expertise to department infrastructure
2. Co-ordinate the compilation of accommodation needs assessments
3. Manage capital and minor works and maintenance planning
4. Control the acquisition of sites and permission to occupy
5. Ensure internal and external co-ordination with other departments e.g. Public Works

1 Deputy Director
2 Assistant Director

Signature of the HOD: [Signature]
Date: 2015/04/13

Signature of the MEC: [Signature]
Date: 2014/05

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : [Signature]
 Date : 2015/04/13
 Signature of the MEC : [Signature]
 Date : 2015/04/13

Alfred Nzo : District Office

Purpose : To manage the provisioning of .

Functions:

1. Social welfare services in the District and local offices
2. Restorative services in the District and local offices
3. Integrated community development services in the District and local offices
4. Corporate services in the District and local offices
5. Provide financial management services to the District and local offices
6. Provide institutional management support services to the District and Local offices
7. Manage inter-governmental stakeholder relations and coordinate anti-poverty interventions within the district

1 Director
 1 PA

Sub-Directorate: Social Welfare & Specialist Social Services

Purpose : To manage and facilitate the provisioning of social welfare & Restorative services in the District and local office

Functions:

1. Co-ordinate the implementation of social welfare programmes related to:
 - 1.1. Early Childhood Development
 - 1.2. Children
 - 1.3. HIV & AIDS
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services
2. Provide professional support to institutions implementing social welfare services
3. Establish and maintain stakeholder relations on social welfare programmes
4. Co-ordinate the implementation of specialist social programmes related to:
 - 4.1. Social Crime Prevention and Victim Support
 - 4.2. Substance Abuse
5. Provide professional support to institutions implementing specialist social services
6. Establish and maintain stakeholder relations on specialist social services programmes

2 Social Work Manager Gr 2
 2 Social Work Manager Gr 1
 1 Social Worker Gr 3
 1 Data Capturer

Sub-Directorate: Community Development Services

Purpose : To manage and facilitate the provisioning of integrated community development services in the District and local offices

Functions:

1. Co-ordinate the implementation of youth, women & persons with disabilities development and empowerment programmes
2. Co-ordinate the implementation of sustainable livelihood programmes
3. Co-ordinate the implementation of capacity building.
4. Establish and maintain stakeholder relations on community development programmes.
5. To coordinate accurate baseline data for communities and households living in poverty.

1 Comm Dev Manager Gr 2
 2 Comm. Dev. Manager Gr 1
 1 Data Capturer

Sub-Directorate: Corporate Services

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 provision of human resource 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 provision of security and facilities management services in the district and local offices

See Page 46

Sub-Directorate: Financial Management

Purpose : To provide financial management support services to the districts and local offices

Functions:

1. Provide and co-ordinate 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

See Page 47

Sub-Directorate: Institutional Management Services

Purpose : To provide institutional management services to the districts and local offices

Functions:

1. Co-ordinate and facilitate the strategic and operational plan of the institutions
2. Co-ordinate reporting with respect to progress with implementation of operational plans
3. Provide advice and assistance with implementation of institutional related policies, frameworks and programmes
4. Manage funding, capacity building and empowerment programmes for emerging and existing CBO's civil society and NPO's
5. Monitoring of NPO funding.
6. Coordinate NPO Fora

1 Deputy Director
 1 Project Manager (AM)
 2 State Accountants
 2 Data Capturer

Signature of the HOD: *[Signature]*
 Date: 20/04/13
 Signature of the MEC: *[Signature]*
 Date: 20/04/13

Sub-Directorate: Corporate Services
Purpose: To manage and facilitate the provisioning of Corporate Services in the District Office.
Functions:
 1. Manage and facilitate the provision of information communication and technology management services in the District Office.
 2. Manage and facilitate the provisioning of human resources management services in the District Offices
 3. Provide Office Support services in the District Office.
 4. Manage the provision of communication and events management services in the District Office.
 5. To ensure safeguarding of government property under the districts.

1 Deputy Director

Section :IMST
Purpose : To manage and facilitate the provision of information communication and technology management services in the District Office.
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 district on ICT needs and requirements.
 4. Provide ICT Internal Security
 5. Provide records management services.

- 1 Assistant Director (ICT)
- 1 Control Computer Operator
- 1 Network Controller
- 1 Assistant Director (HRA & Recruitment, PMDS, Training, HR Practitioner
- 2 HR Practitioner
- 1 Assistant Director (Labour Relations , EAP)
- 1 HR Practitioner (Labour Relations)
- 1 HR Practitioner (EAP)

Section : HRM
Purpose: To manage and facilitate the provisioning of human resources management services in the District Office
Functions:
 1. Provide human resource administration Services and facilitate recruitment 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.

- 1 Assistant Director
- 2 Chief Registry Clerk
- 4 Registry Clerk
- 2 Messenger Driver
- 1 Messenger

Section : Records Management
Purpose: To Provide Records management services
Functions:
 1. Implementation and monitoring of records and file plan for the District
 2. Implementation of information archiving and disposal services
 3. Monitor compliance with Archives Act
 4. Implementation of transversal policies related to document centres.

- 1 Assistant Director
- 1 Assistant Director
- 1 Communication Officer
- 1 Customer Care Officer

Section : Communication
Purpose: To manage the provision of communication and events management services in the District Office.
Functions:
 1. Provide internal and external communication services.
 2. Provide events management services.
 3. Contribute to the content for departmental website.
 4. Provide publication and photo journalism services.
 5. Provide customer care services

- 1 Assistant Director
- 1 Assistant Director
- 1 Communication Officer
- 1 Customer Care Officer

Section: Physical Security Services
Purpose: To ensure safeguarding of government property under the districts
Functions:
 1. Ensure access control around premises.
 2. Conduct security investigations regarding physical security.
 3. Manage and control office keys and combinations.
 4. Ensure physical searches on persons and vehicles.
 5. Develop and monitor implementation of contingency plan.
 6. Conduct security awareness campaigns on physical and occupational safety.

- 1 Assistant Director
- 2 Admin Officers

Signature of the HOD: GM
 Date: 2015/04/13
 Signature of the MEC: [Signature]
 Date: 2015/04/13

Sub-Directorate: Financial management
Purpose: To provide financial management, supply chain and services to the District Office.
Functions:
 1. To provide financial management services in the District and local offices.
 2. Provide supply chain management services in the District Office.

1 Deputy Director

Section: Financial Management
Purpose: To provide financial management services in the District.
Functions:
 1. Provide and coordinate financial planning, budgeting, monitoring and reporting processes and services in the District and local service offices.
 2. Provide financial administration and accounting services in the Districts
 3. Provide general payments (including transfer payments to NPOs)
 3. Conduct financial inspections for NPOs

- 1 Assistant Director
- 2 State Accountant
- 4 Accounting Clerk

Section: Supply Chain Management
Purpose: To provide supply chain management services in the District Office.
Functions:
 1. Management of District assets, fleet and administration of stores
 2. Rendering of district acquisition and demand management services
 3. Provision of Inventory services

See Page 48

Signature of the HOD : _____
 Date 05/04/13
 Signature of the MEC : _____
 Date 20/4/2013

Sub-Directorate: Supply Chain Management
Purpose: To provide supply chain management.
Functions:
 1. To render demand and acquisition services
 2. To render logistics management
 3. To render proper contracts management

1 Assistant Director

Section: Demand and Acquisition Management
Purpose: To render departmental Acquisition & Demand Management.
Functions:
 1. Maintenance, selection and update on the suppliers database.
 2. Drafting of specifications
 3. Administration of tenders
 4. Monitoring of internal control systems
 5. Performing investigation on non-compliance.

2 Admin. Officers
 2 Admin. Clerks

Section: Logistics
Purpose: To provide Logistics management services
Functions:
 1. Facilitate the management of movable assets and disposals.
 2. Facilitate the management of fleet services in the district
 3. Facilitate the procurement of goods and services at the district level
 4. Management of inventories in the district

6 Admin Officers
 2 Admin. Clerks

Section: Contracts
Purpose: To render contract management services
Functions:
 1. Monitoring performance of service providers contracted by the department.
 2. Ensuring compliance with contract conditions to ensure performance.

1 Admin. Officer
 2 Admin. Clerk

Section: Facilities Management
Purpose: To provide facilities management services
Functions:
 1. Implementation of policies and strategies with regard to the acquisition of facilities services.
 2. Provide of cleaning, hygienic services
 3. Provide of all telecommunication services.
 4. Facilitate the acquisition, maintenance of photocopiers, telephones and mobile phones.
 5. Facilitate the provisioning of municipal services.

2 Prov. Admin. Officer

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/17
 Signature of the MEC: *[Signature]*
 Date: 2015/04/17

Matatiele Local Service Office (Service Delivery Centres: Matatiele, Maluti)

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

Functions:

1. Provide integrated developmental social welfare services.
2. Provide integrated restorative services
3. Provide integrated community developmental services to Children, Youth, Adults and Elderly.
4. Render administrative support services
5. Provide support to NPO in line with the departmental mandate

1 Deputy Director
 1 Receptionist

Section : Social Welfare

Purpose : To provide integrated developmental social welfare services .

Functions:

1. Provide social development programmes related to:
 - 1.1. Early Childhood Development
 - 1.2. Children
 - 1.3. HIV & AIDS
 - 1.3. Adults, Family Services, and Special Needs services
 - 1.4. Social Relief Services

6 Social Work Supervisor Gr 1 -3
 34 Social Worker Gr 1-3
 136 Social Auxiliary Worker Gr 1-3
 1 Data Capturer

Section: Specialist Social Services

Purpose : To provide integrated restorative services

Functions:

1. Provision of Specialist Social programmes related to:
 - 1.1. Social Crime Prevention and Victim Support
 - 1.2. Substance Abuse

6 Social Work Supervisor Gr 1-3
 34 Social Worker Gr 1-3
 136 Social Auxiliary Worker Gr 1-3

Section :Community Development

Purpose : To provide integrated community developmental services to Women, Youth, Adults and Elderly.

Functions:

1. Implement Women and 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.
7. Capturing of accurate baseline data for communities and households living in poverty.

5 Community Development Supervisor Gr 1-3
 13 Community Development Practitioner Gr 1-3
 26 Assistant Community Development Practitioner Gr1-3
 1 Data Capturer

Section : Administrative Support

Purpose : To render administrative support service.

Functions:

1. Render HR services
2. Render finance and supply chain management services

1 Admin. Officers
 3 Admin. Clerks

Section : NPO Support

Purpose : To provide support to NPO sector in line with departmental mandate.

Functions:

1. Facilitate the application for funding and monitor adherence to service level agreement.
2. To monitor and evaluate NPO service delivery.
3. Provide capacity building for NPOs
4. Align NPO strategies to Departmental priorities.

1 Assistant Director
 2 Admin. Officer

Helpdesk Services

2 Admin. Clerk

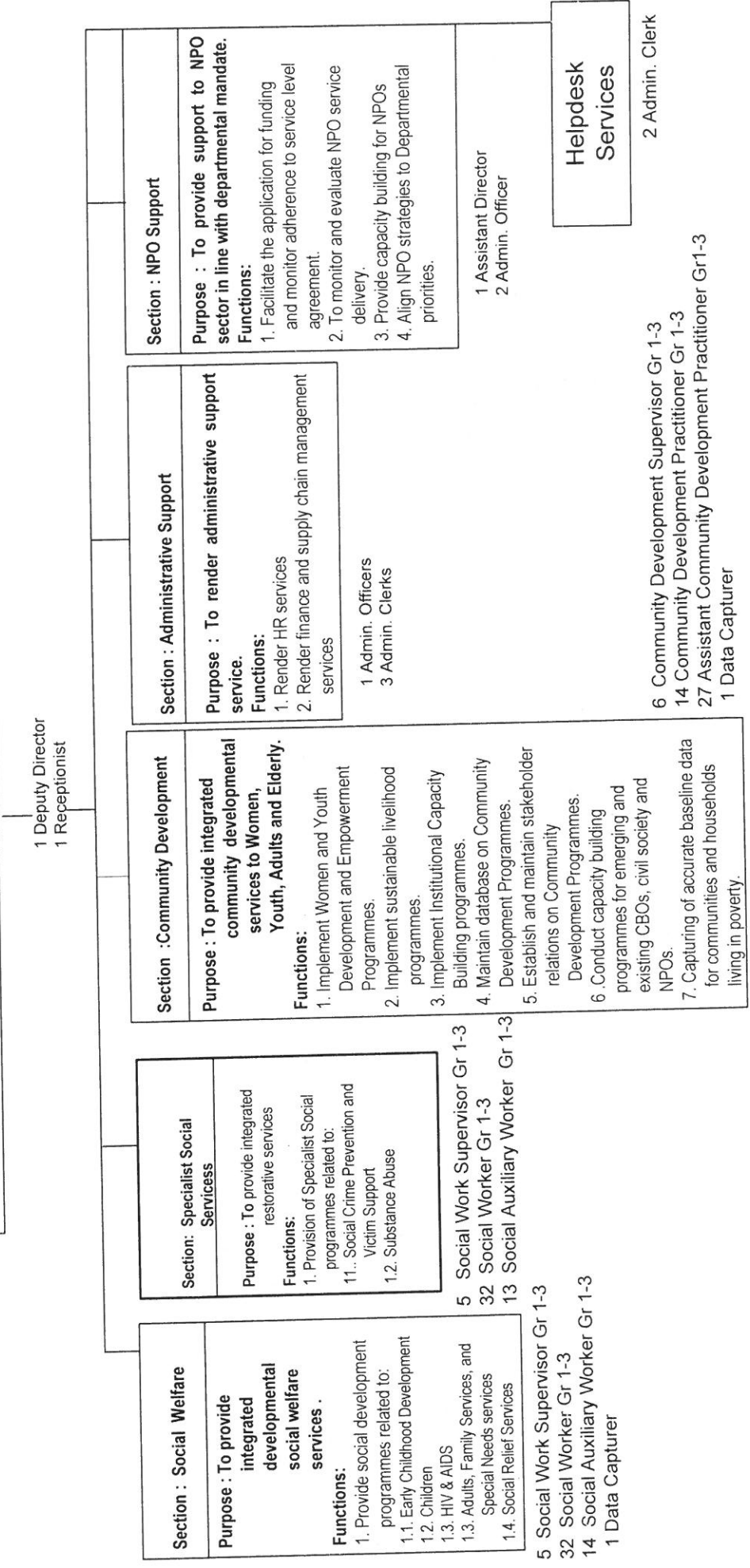
Signature of the HOD: *M. Ayliff*
 Date: 2015/04/13
 Signature of the MEC: *J. Zuma*
 Date: 2015/04/13

Umzimvubu Local Service Office (Service Delivery Centres: Mt Ayliff , Mt Frere)

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

Functions:

1. Provide integrated developmental social welfare services.
2. Provide integrated restorative services
3. Provide integrated community developmental services to Children, Youth, Adults and Elderly.
4. Render administrative support services
5. Provide support to NPO in line with the departmental mandate



Section : Social Welfare

Purpose : To provide integrated developmental social welfare services .

Functions:

1. Provide social development programmes related to:
 - 1.1. Early Childhood Development
 - 1.2. Children
 - 1.3. HIV & AIDS
 - 1.3. Adults, Family Services, and Special Needs services
 - 1.4. Social Relief Services

Section: Specialist Social Services

Purpose : To provide integrated restorative services

Functions:

1. Provision of Specialist Social programmes related to:
 - 1.1. Social Crime Prevention and Victim Support
 - 1.2. Substance Abuse

Section :Community Development

Purpose : To provide integrated community developmental services to Women, Youth, Adults and Elderly.

Functions:

1. Implement Women and 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.
7. Capturing of accurate baseline data for communities and households living in poverty.

Section : Administrative Support

Purpose : To render administrative support service.

Functions:

1. Render HR services
2. Render finance and supply chain management services

1 Admin. Officers
3 Admin. Clerks

Section : NPO Support

Purpose : To provide support to NPO sector in line with departmental mandate.

Functions:

1. Facilitate the application for funding and monitor adherence to service level agreement.
2. To monitor and evaluate NPO service delivery.
3. Provide capacity building for NPOs
4. Align NPO strategies to Departmental priorities.

1 Assistant Director
2 Admin. Officer

Helpdesk Services

2 Admin. Clerk

Signature of the HOD : [Signature]
 Date 20/04/13
 Signature of the MEC : [Signature]
 Date 20/04/13

Mbizana Local Service Office (Service Delivery Centres: Mbizana)

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

Functions:

1. Provide integrated developmental social welfare services.
2. Provide integrated restorative services
3. Provide integrated community developmental services to Children, Youth, Adults and Elderly.
4. Render administrative support services
5. Provide support to NPO in line with the departmental mandate

1 Deputy Director
 1 Receptionist

Section : Social Welfare

Purpose : To provide integrated developmental social welfare services .

Functions:

1. Provide social development programmes related to:
 - 1.1. Early Childhood Development
 - 1.2. Children
 - 1.3. HIV & AIDS
 - 1.3. Adults, Family Services, and Special Needs services
 - 1.4. Social Relief Services

8 Social Work Supervisor Gr 1-3
 47 Social Worker Gr 1-3
 188 Social Auxiliary Worker Gr 1-3
 1 Data Capturer

Section: Specialist Social Services

Purpose : To provide integrated restorative services

Functions:

1. Provision of Specialist Social programmes related to:
 - 1.1. Social Crime Prevention and Victim Support
 - 1.2. Substance Abuse

8 Social Work Supervisor Gr 1-3
 47 Social Worker Gr 1-3
 188 Social Auxiliary Work Gr 1-3

Section :Community Development

Purpose : To provide integrated community developmental services to Women, Youth, Adults and Elderly.

Functions:

1. Implement Women and 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.
7. Capturing of accurate baseline data for communities and households living in poverty.

6 Community Development Supervisor Gr 1-3
 16 Community Development Practitioner Gr 1-3
 31 Assistant Community Development Practitioner Gr 1-3
 1 Data Capturer

Section : Administrative Support

Purpose : To render administrative support service.

Functions:

1. Render HR services
2. Render finance and supply chain management services

1 Admin. Officer
 3 Admin. Clerks

Section : NPO Support

Purpose : To provide support to NPO sector in line with departmental mandate.

Functions:

1. Facilitate the application for funding and monitor adherence to service level agreement.
2. To monitor and evaluate NPO service delivery.
3. Provide capacity building for NPOs
4. Align NPO strategies to Departmental priorities.

1 Assistant Director
 2 Admin. Officer

Helpdesk Services

2 Admin. Clerk

DEPARTMENT OF SOCIAL DEVELOPMENT

Tabankulu Local Service Office (Service Delivery Centres: Tabankulu)

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

Functions:

1. Provide integrated developmental social welfare services.
2. Provide integrated restorative services
3. Provide integrated community developmental services to Children, Youth, Adults and Elderly.
4. Render administrative support services
5. Provide support to NPO in line with the departmental mandate

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: *[Signature]*

1 Deputy Director
 1 Receptionist

Section : Social Welfare
Purpose : To provide integrated developmental social welfare services .
Functions:
 1. Provide social development programmes related to:
 1.1. Early Childhood Development
 1.2. Children
 1.3. HIV & AIDS
 1.3. Adults, Family Services, and Special Needs services
 1.4. Social Relief Services

- 4 Social Work Supervisor Gr 1-3
- 21 Social Worker Gr 1-3
- 83 Social Auxiliary Worker Gr 1-3
- 1 Data Capturer

Section: Specialist Social Services
Purpose : To provide integrated restorative services
Functions:
 1. Provision of Specialist Social programmes related to:
 1.1. Social Crime Prevention and Victim Support
 1.2. Substance Abuse

- 3 Social Work Supervisor Gr 1 -3
- 20 Social Worker Gr 1-3
- 82 Social Auxiliary Worker Gr1-3

Section :Community Development
Purpose : To provide integrated developmental services to Women, Youth, Adults and Elderly.
Functions:
 1. Implement Women and 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.
 7. Capturing of accurate baseline data for communities and households living in poverty.

Section : Administrative Support
Purpose : To render administrative support service.
Functions:
 1. Render HR services
 2. Render finance and supply chain management services

- 1 Admin. Officers
- 3 Admin. Clerks

Section : NPO Support
Purpose : To provide support to NPO sector in line with departmental mandate.
Functions:
 1. Facilitate the application for funding and monitor adherence to service level agreement.
 2. To monitor and evaluate NPO service delivery.
 3. Provide capacity building for NPOs
 4. Align NPO strategies to Departmental priorities.

- 1 Assistant Director
- 2 Admin. Officer

Helpdesk Services

- 2 Admin. Clerk

- 4 Community Development Supervisor Gr 1-3
- 9 Community Development Practitioner Gr 1-3
- 18 Assistant Community Development Practitioner Gr1-3
- 1 Data Capturer

Signature of the HOD: *[Signature]*
 Date: 04/13
 Signature of the MEC: *[Signature]*
 Date: 04/13

Amathole : District Office

Purpose : To manage the provisioning of .

- Functions:**
1. Social welfare services in the District and local offices
 2. Restorative services in the District and local offices
 3. Integrated community development services in the District and local offices
 4. Corporate services in the District and local offices
 5. Provide financial management services to the District and local offices
 6. Provide institutional management support services to the District and Local offices
 7. Manage inter-governmental stakeholder relations and coordinate anti-poverty interventions within the district

1 Director
 1 PA

Sub-Directorate: Social Welfare & Specialist Social Services

Purpose : To manage and facilitate the provisioning of social welfare & Restorative services in the District and local office

- Functions:**
1. Co-ordinate the implementation of social welfare programmes related to:
 - 1.1. Early Childhood Development
 - 1.2. Children
 - 1.3 HIV & AIDS
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services
 2. Provide professional support to institutions implementing social welfare services
 3. Establish and maintain stakeholder relations on social welfare programmes
 4. Co-ordinate the implementation of specialist social programmes related to:
 - 4.1. Social Crime Prevention and Victim Support
 - 4.2. Substance Abuse
 5. Provide professional support to institutions implementing specialist social services
 6. Establish and maintain stakeholder relations on specialist social services programmes

- 2 Social Work Manager Gr 2
- 2 Social Work Manager Gr 1
- 1 Social Worker Gr 3
- 1 Data Capturer

Sub-Directorate: Community Development Services

Purpose : To manage and facilitate the provisioning of integrated community development services in the District and local offices

- Functions:**
1. Co-ordinate the implementation of youth, women & persons with disabilities development and empowerment programmes
 2. Co-ordinate the implementation of sustainable livelihood programmes
 3. Co-ordinate the implementation of capacity building.
 4. Establish and maintain stakeholder relations on community development programmes.
 5. To coordinate accurate baseline data for communities and households living in poverty.

- 1 Comm Dev Manager Gr 2
- 2 Comm Dev Manager Gr 1
- 1 Data Capturer

Sub-Directorate: Corporate Services

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 provision of human resource 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 provision of security and facilities management services in the district and local offices

See Page 54

Sub-Directorate: Financial Management

Purpose : To provide financial management support services to the districts and local offices

- Functions:**
1. Provide and co-ordinate 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

See Page 55

- 1 Deputy Director
- 1 Project Manager (AM)
- 2 State Accountants
- 2 Data Capturer

Sub-Directorate: Institutional Management Services

Purpose : To provide institutional management services to the districts and local offices

- Functions:**
1. Co-ordinate and facilitate the strategic and operational plan of the institutions
 2. Co-ordinate reporting with respect to progress with implementation of operational plans
 3. Provide advice and assistance with implementation of institutional related policies, frameworks and programmes
 4. Manage funding, capacity building and empowerment programmes for emerging and existing CBO's civil society and NPO's
 5. Monitoring of NPO funding.
 6. Coordinate NPO Fora

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: 2015/04/13

Sub-Directorate: Corporate Services
Purpose: To manage and facilitate the provisioning of Corporate Services in the District Office.
Functions:
 1. Manage and facilitate the provision of information communication and technology management services in the District Office.
 2. Manage and facilitate the provisioning of human resources management services in the District Offices.
 3. Provide Office Support services in the District Office.
 4. Manage the provision of communication and events management services in the District Office.
 5. To ensure safeguarding of government property under the districts.

1 Deputy Director

Section :IMST
Purpose : To manage and facilitate the provision of information communication and technology management services in the District Office.
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 district on ICT needs and requirements.
 4. Provide ICT Internal Security
 5. Provide records management services.

- 1 Assistant Director (ICT)
- 1 Control Computer Operator
- 1 Network Controller

Section : HRM
Purpose: To manage and facilitate the provisioning of human resources management services in the District Office
Functions:
 1. Provide human resource administration Services and facilitate recruitment management
 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.

- 1 Assistant Director (HRA & Recruitment, PMDS, Training, HR Practitioner
- 1 Assistant Director (Labour Relations , EAP)
- 1 HR Practitioner (Labour Relations)
- 1 HR Practitioner (EAP)

Section : Records Management
Purpose: To Provide Records management services
Functions:
 1. Implementation and monitoring of records and file plan for the District
 2. Implementation of information archiving and disposal services
 3. Monitor compliance with Archives Act
 4. Implementation of transversal policies related to document centres.

- 1 Assistant Director
- 2 Chief Registry Clerk
- 4 Registry Clerk
- 2 Messenger Driver
- 1 Messenger

Section : Communication
Purpose: To manage the provision of communication and events management services in the District Office.
Functions:
 1. Provide internal and external communication services.
 2. Provide events management services.
 3. Contribute to the content for develop and maintenance of departmental website.
 4. Provide publication and photo journalism services.
 5. Provide customer care services

- 1 Assistant Director
- 1 Communication Officer
- 1 Customer Care Officer

Section: Physical Security Services
Purpose: To ensure safeguarding of government property under the districts
Functions:
 1. Ensure access control around premises.
 2. Conduct security investigations regarding physical security.
 3. Manage and control office keys and combinations.
 4. Ensure physical searches on persons and vehicles.
 5. Develop and monitor implementation of contingency plan.
 6. Conduct security awareness campaigns on physical and occupational safety.

- 1 Assistant Director
- 2 Admin Officers