

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 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 (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

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: [Signature]
 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
 2. 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

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DEPARTMENT OF SOCIAL DEVELOPMENT

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

Signature of the HOD : <i>[Signature]</i>
Date <i>2015/04/13</i>
Signature of the MEC : <i>[Signature]</i>
Date <i>20/4/15</i>

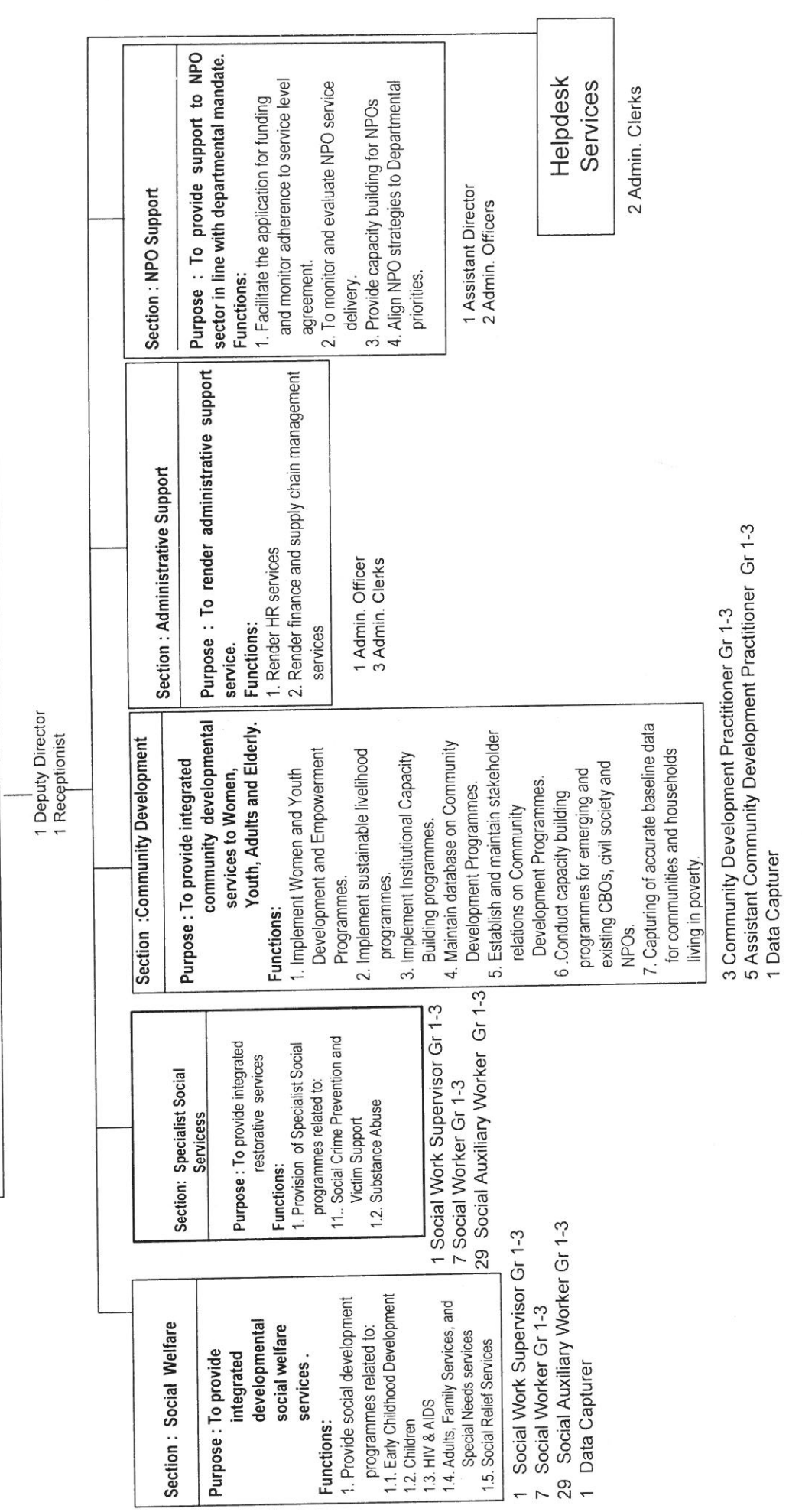
Maletswai Local Service Office (Service Delivery Centres: Aliwal North, Jamestown)

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 : 2015/04/13



DEPARTMENT OF SOCIAL DEVELOPMENT

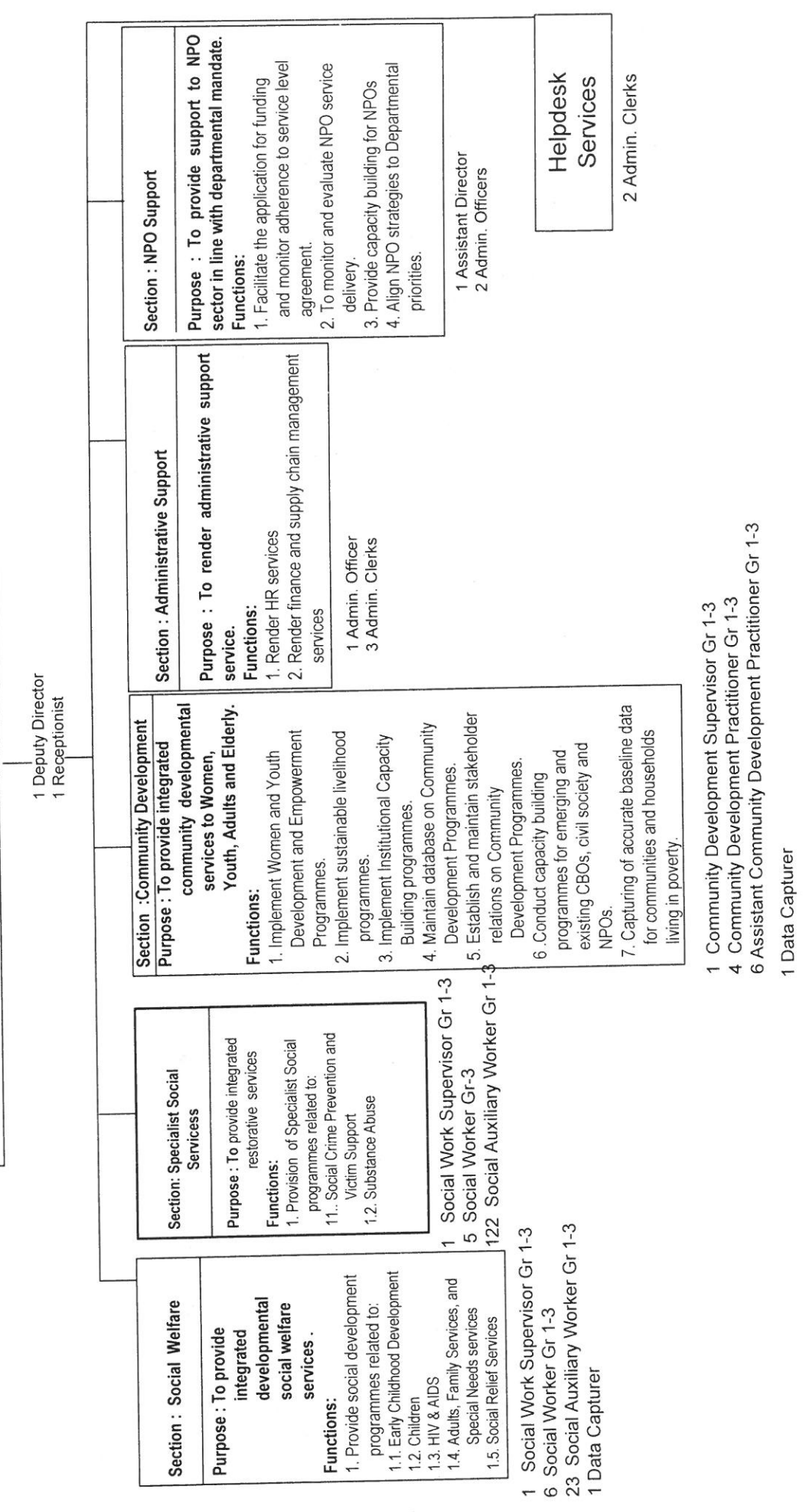
Gariep Local Service Office (Service Delivery Centres: Burgersdorp, Steynsburg, Venterstad)

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]



DEPARTMENT OF SOCIAL DEVELOPMENT

Senqu Local Service Office (Service Delivery Centres: Sterkspruit, Barkley East , Lady Grey)

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 :

Date

Signature of the MEC :

Date

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2015/04/13

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- 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
1.4. Adults, Family Services, and Special Needs services
1.5. Social Relief Services
4 Social Work Supervisor Gr 1-3
21 Social Worker Gr 1-3
84 Social Auxiliary Worker Gr 1-3
1 Data Capturer

Section: Restorative Services
Purpose : To provide integrated restorative services
Functions:
1. Provision of restorative programmes related to:
1.1. Social Crime Prevention and Victim Support
1.2. Substance Abuse
4 Social Work Supervisor Gr 1-3
21 Social Worker Gr 1-3
83 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.
4 Community Development Supervisor Gr 1-3
10 Community Development Practitioner Gr 1-3
19 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. Officers

Helpdesk Services

- 2 Admin. Clerks

DEPARTMENT OF SOCIAL DEVELOPMENT

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

Elundini Local Service Office (Service Delivery Centres: Mt Fletcher, Ugie, Maclear)

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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services

4 Social Work Supervisor Gr 1
 24 Social Worker Gr 1
 92 Social Auxiliary Worker Gr 1
 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

4 Social Work Supervisor Gr 1-3
 23 Social Worker Gr 1-3
 92 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.

4 Community Development Supervisor Gr 1-3
 9 Community Development Practitioner Gr 1-3
 17 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. Officers

Helpdesk Services

2 Admin. Clerks

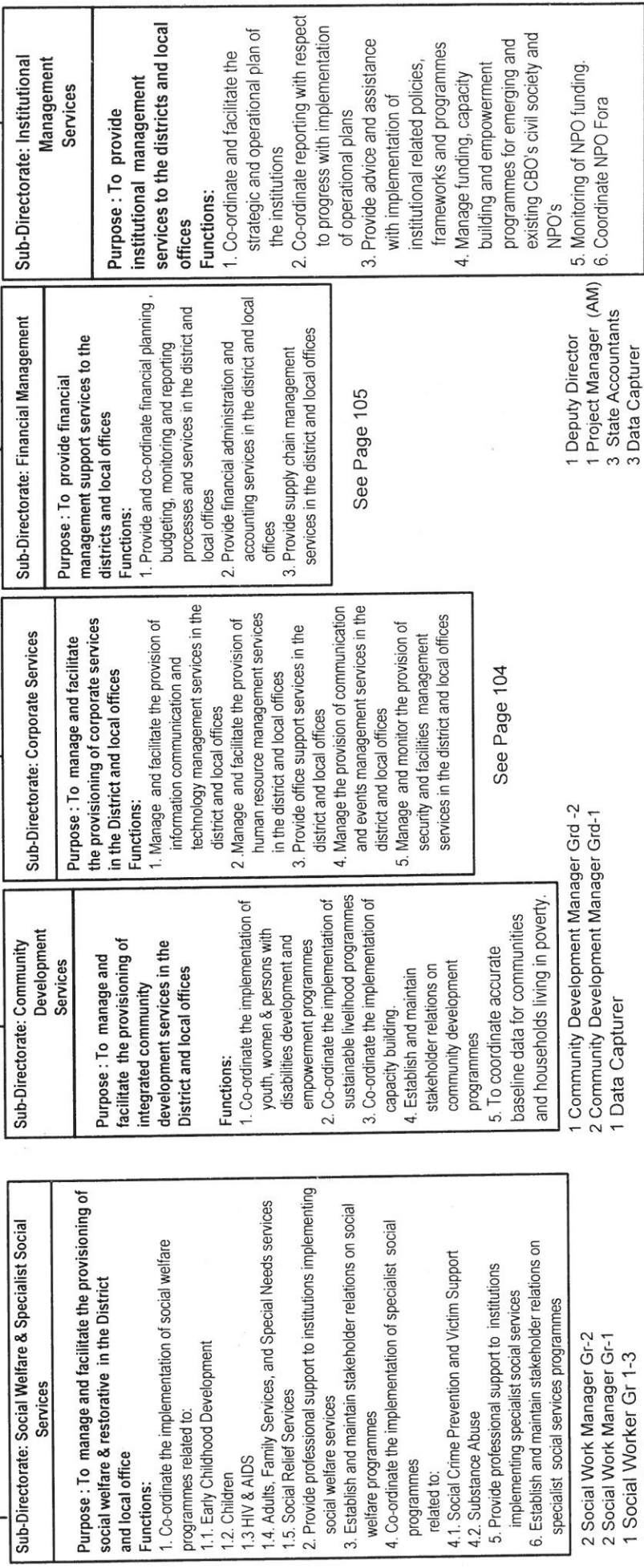
Signature of the HOD : *[Signature]*
 Date : 2015/04/13
 Signature of the MEC : *[Signature]*
 Date : 2015/04/13

OR Tambo : 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



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

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,
- 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
- 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

DEPARTMENT OF SOCIAL DEVELOPMENT

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
2. Provide general payments (including transfer payments to NPOs)
3. Conduct financial inspections for NPOs

- 1 Assistant Director
- 3 State Accountant
- 6 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

See Page 106

Signature of the HOD: *[Signature]*
 Date: 20/04/13
 Signature of the MEC: *[Signature]*
 Date: 20/04/2005

DEPARTMENT OF SOCIAL DEVELOPMENT

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

Signature of the HOD: *[Signature]*
Date: 2015/04/13
Signature of the MEC: *[Signature]*
Date: 20/11/2015

DEPARTMENT OF SOCIAL DEVELOPMENT

Ngquza Hill Local Service Office (Service Delivery Centres: Lusikisiki, Flagstaff)

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: 2014/20/15

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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services

8 Social Work Supervisor Gr 1
 47 Social Worker Gr 1
 186 Social Auxiliary Worker Gr 1
 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
 46 Social Worker Gr 1
 185 Social Auxiliary Worker Gr 1

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
 16 Community Development Practitioner Gr 1
 31 Assistant Community Development Practitioner Gr 1
 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. Officers

Helpdesk Services

2 Admin. Clerks

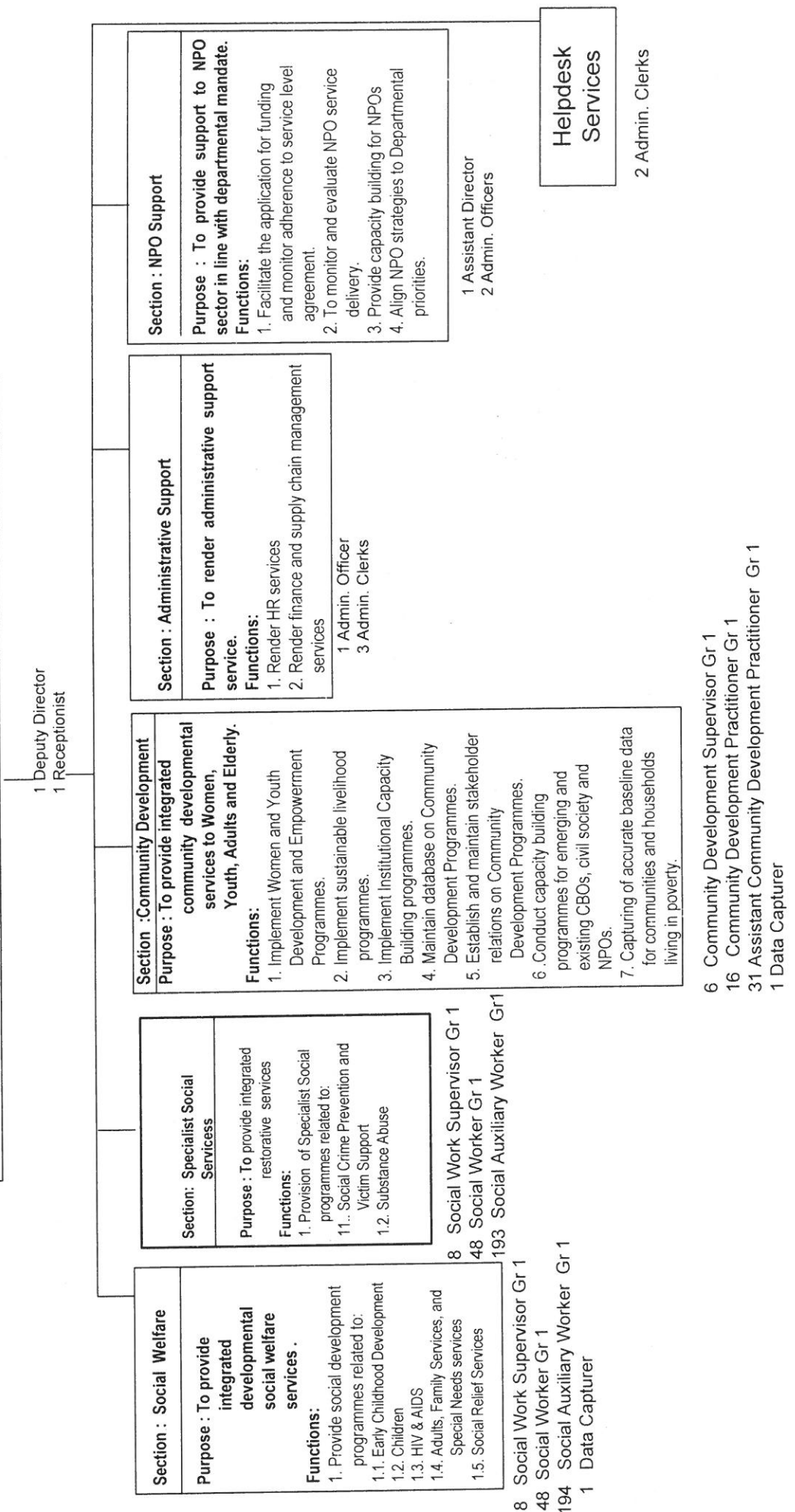
Nyandeni Local Service Office (Service Delivery Centres: Libode, Ngqeleni)

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: 2015/04/05



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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. 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

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.

Helpdesk Services

Port St Johns Local Service Office (Service Delivery Centres: Port St Johns)

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 :

Date

Signature of the MEC :

Date

20/04/13
20/4/13

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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services

- 5 Social Work Supervisor Gr 1
- 11 Social Work Gr 1
- 3 Social Auxiliary Worker Gr 1
- 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

- 4 Social Work Supervisor Gr 1
- 10 Social Worker Gr 1
- 3 Social Auxiliary Worker Gr 1

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

- 4 Community Development Supervisor Gr 1
- 10 Community Development Practitioner Gr 1
- 20 Assistant Community Development Practitioner Gr 1
- 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. Officers

Helpdesk Services

- 2 Admin. Clerks

DEPARTMENT OF SOCIAL DEVELOPMENT

Mhlontlo Local Service Office (Service Delivery Centres: Qumbu, Tsolo)

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: *Phasitsoy/13*
 Date: *Phasitsoy/13*
 Signature of the MEC: *Phasitsoy/13*
 Date: *Phasitsoy/13*

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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services

10 Social Work Supervisor Gr 1
 31 Social Worker Gr 1
 126 Social Auxiliary Worker Gr 1
 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

10 Social Work Supervisor Gr 1
 31 Social Worker Gr 1
 125 Social Auxiliary Worker Gr 1

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
 13 Community Development Practitioner Gr 1
 26 Assistant Community Development Practitioner Gr 1
 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. Officers

Helpdesk Services

2 Admin. Clerks

KSD Local Service Office (Service Delivery Centres: Mthatha, Mqanduli)

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: *20/04/13*
 Signature of the MEC: *[Signature]*
 Date: *20/4/2013*

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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services

13 Social Work Supervisor Gr 1
 76 Social Worker Gr 1
 301 Social Auxiliary Worker Gr 1
 1 Data Capturer

Section: Specialist Social Services

Purpose : To provide integrated restorative services

Functions:

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

12 Social Work Supervisor Gr 1
 75 Social Worker Gr 1
 301 Social Auxiliary Worker Gr 1

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.

7 Community Development Supervisor Gr 1
 18 Community Development Practitioner Gr 1
 35 Assistant Community Development Practitioner Gr 1
 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. Officers

Helpdesk Services

2 Admin. Clerks

DEPARTMENT OF SOCIAL DEVELOPMENT

Nelson Mandela Metro

Purpose : To manage the provisioning of the District

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 Work 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 Community Development Manager Grd 2
2 Community Development Manager Grade 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 113

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 114

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

Sub-Directorate: Institutional Management Servi

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

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Date: 2015/02/05

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 Date: 20/4/2015

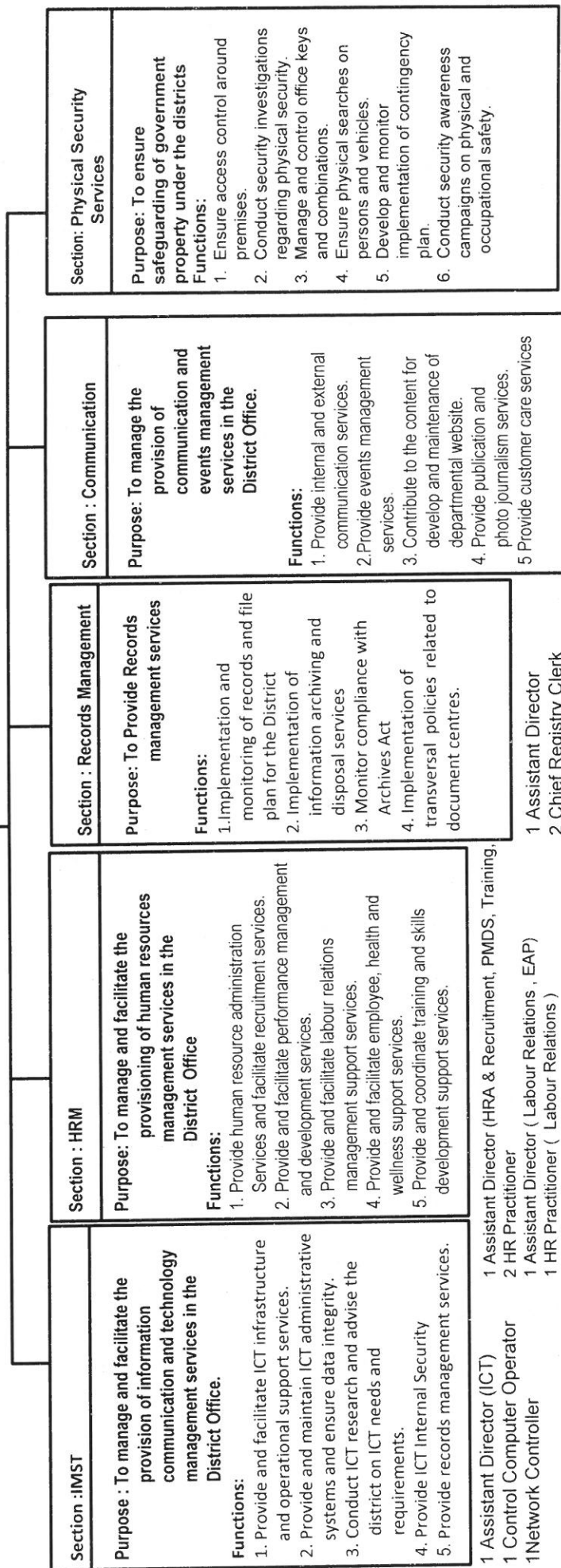
Sub-Directorate: Corporate Services

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 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 (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

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 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
 2. Provide general payments (including transfer payments to NPOs)
 3. Conduct financial inspections for NPOs

- 1 Assistant Director
- 3 State Accountant
- 6 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

See Page 115

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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Date: 2015/04/13

DEPARTMENT OF SOCIAL DEVELOPMENT

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

Southern Region Local Service Office (Service Delivery Centres: Ibhayi, Walmer, Central)

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
 - 1.4. Adults, Family Services, and Special Needs services
 - 1.5. Social Relief Services

8 Social Work Supervisor Gr 1-3
 46 Social Worker Gr 1-3
 183 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 Worker Supervisor Gr 1-3
 45 Social Worker Gr 1-3
 182 Social Auxiliary Worker Gr 1-3

Section : Community Development

Purpose : To provide integrated community development 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.

3 Community Development Supervisor Gr 1-3
 7 Community Development Practitioner Gr 1-3
 14 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. Officers

Helpdesk Services

2 Admin. Clerks

DEPARTMENT OF SOCIAL DEVELOPMENT

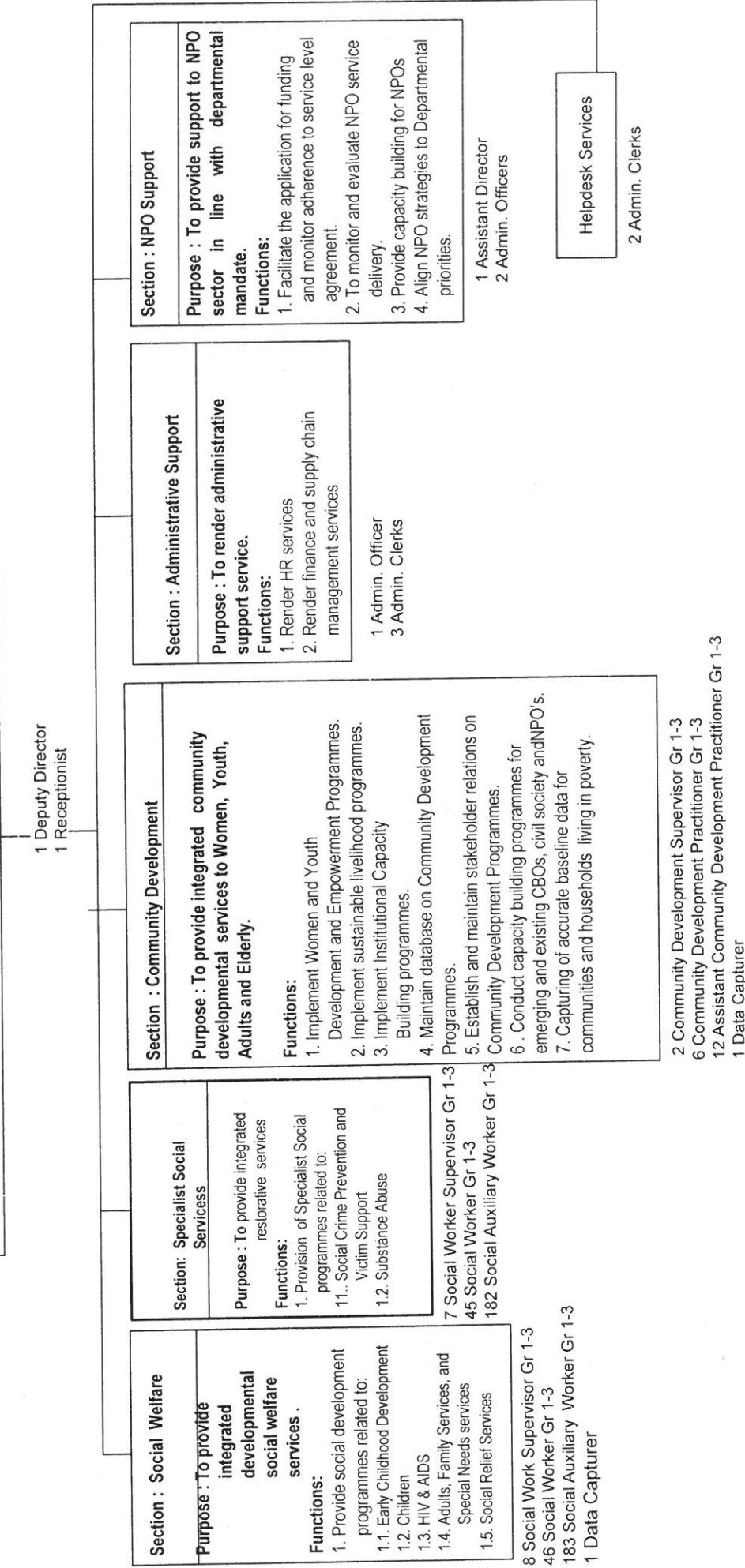
Northern Region Local Service Office (Service Delivery Centres: Uitenhage, Despatch, KwaNobuhle)

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

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 Date : 2015/04/15



DEPARTMENT OF SOCIAL DEVELOPMENT

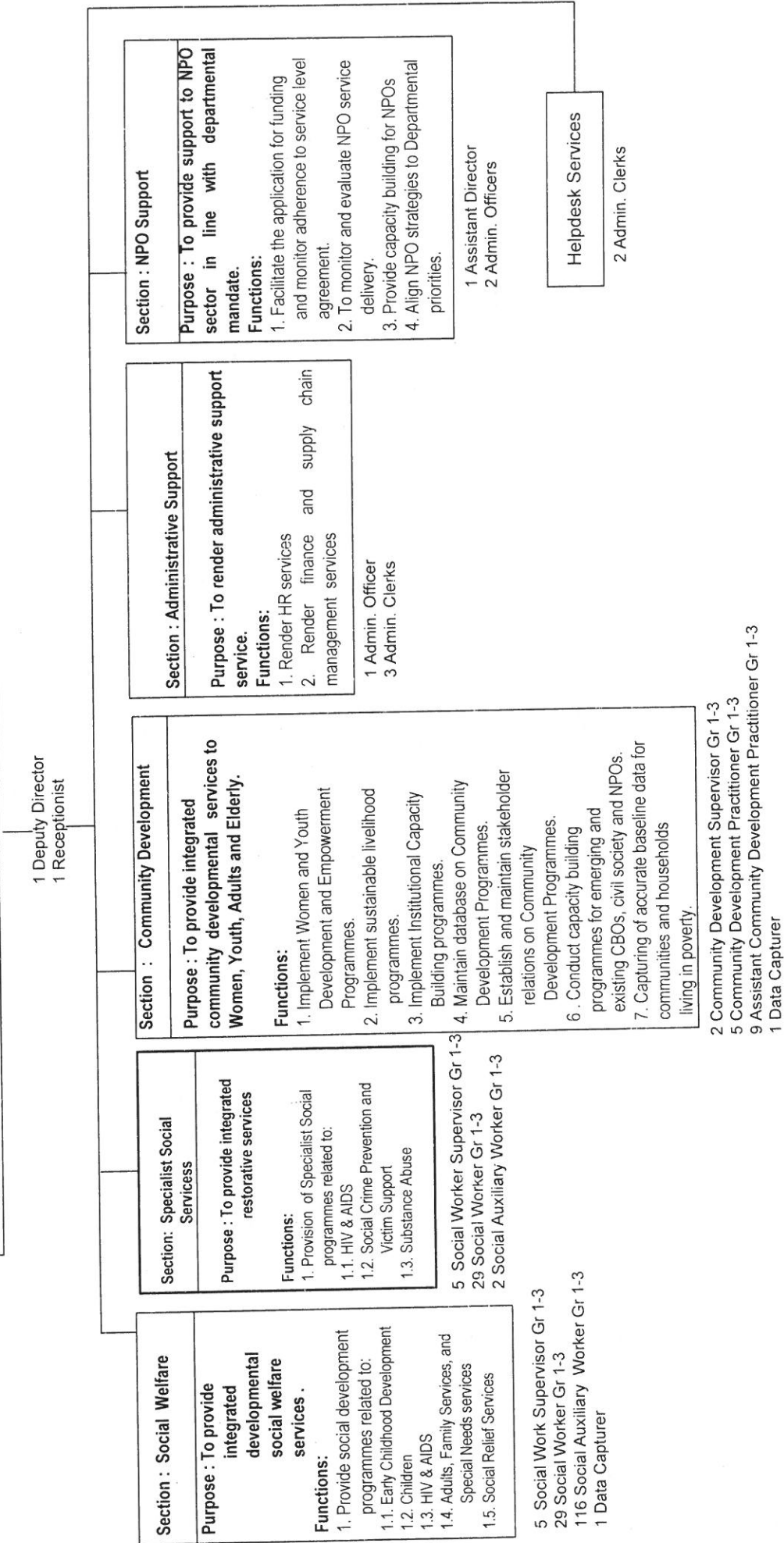
Western Region Local Service Office (Service Delivery Centres: Korsten, Bethelsdorp, Western Areas)

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

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 Date: 20/4/2015



DEPARTMENT OF SOCIAL DEVELOPMENT

Eastern Region Local Service Office (Service Delivery Centres: Motherwell, Colchester, Zwide)

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:
<ol style="list-style-type: none"> 1. Provide social development programmes related to: <ol style="list-style-type: none"> 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

- 12 Social Work Supervisor Gr 1
- 72 Social Work Gr 1
- 287 Social Auxiliary Worker Gr 1
- 1 Data Capturer

Section: Specialist Social Services
Purpose : To provide integrated restorative services
Functions:
<ol style="list-style-type: none"> 1. Provision of Specialist Social programmes related to: <ol style="list-style-type: none"> 1.1. HIV & AIDS 1.2. Social Crime Prevention and Victim Support 1.3. Substance Abuse

- 12 Social Work Supervisor Gr 1
- 72 Social Work Gr 1
- 287 Social Auxiliary Worker Gr 1

Section : Community Development
Purpose : To provide integrated community developmental services to Women, Youth, Adults and Elderly.
Functions:
<ol style="list-style-type: none"> 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
- 13 Community Development Practitioner Gr 1
- 25 Assistant Community Development Practitioner Gr 1
- 1 Data Capturer

Section : Administrative Support
Purpose : To render administrative support service.
Functions:
<ol style="list-style-type: none"> 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:
<ol style="list-style-type: none"> 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. Officers

Helpdesk Services
2 Admin. Clerks

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

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: <u>Xulu</u>	Signature of the MEC: <u>W. Mtshali</u>
Date: <u>2015/04/13</u>	Date: <u>2014/04/13</u>

ERICA CHILD AND YOUTH CARE CENTRE

PURPOSE: TO RENDER THERAPEUTIC, DEVELOPMENTAL AND RESIDENTIAL PROGRAMMES TO BABIES & TODDLERS, YOUTH IN NEED OF CARE AND PROTECTION AND GIRLS IN CONFLICT WITH THE LAW.

FUNCTIONS:

1. The rendering of Social Work, therapeutic, developmental and Health Care Services.
2. The provision of therapeutic, developmental, recreational and residential programmes to babies & toddlers, youth in need of care and protection and girls in conflict with the law.
3. The rendering of administration and financial support services

1 Social Work Manager Gr1-2
1 Receptionist

SECTION: PROFESSIONAL SERVICES

PURPOSE: TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTIONS:

1. The facilitation of holistic services aimed at supporting babies & toddlers, youth in need of care and protection and girls in conflict with the law.
2. The rendering and implementation of Developmental assessments and Individual Development Plans.
3. The rendering of Developmental Therapeutic, Recreational and health programmes
4. Re-unification services of babies & toddlers, youth in need of care and protection and girls in conflict with the law with their families / relatives.

1 Social Work Manager Gr 1-3
1 Social Worker Gr 1-3
1 Social Worker Gr 3
1 Professional Nurse Gr 1-3

SECTION: CHILD CARE SERVICE

PURPOSE: TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH.

FUNCTIONS:

1. The rendering of developmental therapeutic programmes care to children and youth in conflict with the law.
2. The implementation of procedures and policies for children and youth.
3. The management of residential care facilities

1 Control Child & Youth Care Worker Gr1-3
3 Child Care Supervisors Gr 1-3
33 Child & Youth Care Workers Gr 1-3

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning services and supply chain management.

2 Admin Officer L7
2 Admin Clerk L5
1 Driver / Messenger L4
1 Laundry Supervisor
7 Laundry Aids L4

DEPARTMENT OF SOCIAL DEVELOPMENT

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

PROTEA PLACE OF SAFETY

PURPOSE : TO RENDER DEVELOPMENTAL AND THERAPEUTIC PROGRAMMES TO CHILDREN IN NEED OF CARE AND PROTECTION

FUNCTIONS:

1. The implementation of treatment and care programmes for children in need of care and protection.
2. The rendering of family re-unification programmes and community services to affected children and their families.
3. To provide administration and support services

1 Social Work Manager Gr 1-2
 1 Receptionist

SECTION : PROFESSIONAL SERVICES

PURPOSE: TO ENSURE IMPLEMENTATION OF DEVELOPMENTAL, HEALTH AND THERAPEUTIC PROGRAMMES TO CHILDREN & YOUTH IN NEED OF CARE AND IN CONFLICT WITH THE LAW.

FUNCTIONS:

1. The assessment and rendering of counselling and support services to children and youth in conflict with the law.
2. The rendering and implementation of family re-unification and community based programmes.
3. The rendering of skills development programmes for the youth
4. Rendering Psychological services to children
5. Implementation to health care treatment.

1 Social Work Gr 1-3

SECTION: CHILD CARE SERVICE

PURPOSE: TO ENSURE IMPLEMENTATION OF TREATMENT AND CARE PROGRAMMES FOR CHILDREN IN CONFLICT WITH THE LAW.

FUNCTIONS:

1. The implementation of supportive and care programmes for children and youth in conflict with the law
2. The implementation of procedures and policies for children and youth.
3. The implementation of skills, developmental and recreational programmes.

1 Control Child Care Gr 1-3
 2 Child Care Worker Supervisor Gr 1-3
 12 Child Care Worker Supervisor Gr 1-3

SECTION: ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service

2 Admin. Officers - L6
 3 Admin. Clerk - L5
 1 Sen. House Keeping Supervisor - L4
 1 Driver/Messenger - L4
 2 General Assistants - L3
 1 Senior Laundry Supervisor
 2 Laundry Aids
 8 General Assistants

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: 2014/10/15

ENKUSELWENI PLACE OF SAFETY

PURPOSE : TO RENDER THERAPEUTIC, DEVELOPMENTAL AND RESIDENTIAL PROGRAMMES TO YOUTH IN CONFLICT WITH THE LAW.

FUNCTIONS:

1. The rendering of Social Work, Therapeutic, Developmental and Health Care Services.
2. The provision of therapeutic, developmental, recreational and residential programmes to youth in conflict with the law.
3. The rendering of administrative support services.

1 Social Work Manager Gr 1-2
 1 Receptionist

SECTION: PROFESSIONAL SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK, THERAPEUTIC, RECREATIONAL, DEVELOPMENTAL SERVICES

FUNCTION:

1. The facilitation of holistic services aimed at supporting youth in conflict with the law.
2. The rendering and implementation of developmental assessments and individual development plans.
3. The rendering of developmental therapeutic health programmes
4. Re-unification services of youth in conflict with the law with their families / relatives.

1 Social Work Supervisor Gr 1
 1 Social Work Gr 1
 1 Social Work Gr 2

SECTION: CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO YOUTH IN CONFLICT WITH THE LAW

FUNCTIONS:

1. The rendering of developmental therapeutic programmes care to children and youth in conflict with the law
2. The implementation of procedures and policies for children and youth in conflict with the law.
3. The management of residential care programmes.

10 Child and Youth Care Worker Supervisor Gr 2
 13 Child Care Supervisors Gr 1
 28 Child and Youth Care Worker Gr 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service

2 Admin. Officer
 3 Admin Clerks
 1 Driver/ Messenger
 10 General Assistants
 1 Laundry Supervisor
 2 Laundry Aids

DEPARTMENT OF SOCIAL DEVELOPMENT

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

MELTON GARDENS PLACE OF SAFETY

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & PROTECTION SERVICES

FUNCTIONS:

- To ensure implementation of social work, therapeutic, developmental and health services
- To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
- To provide administration and support services

1 Social Work Manager Gr 1-2
 1 Receptionist

SECTION : PROFESSIONAL SERVICES SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION;

- The facilitation of services aimed at supporting in need of care and protection services.
- The rendering and implementation of developmental assessments and individual development plans.
- The rendering of developmental therapeutic health programmes
- Re-unification services of children in need of care and protection services with their families/relatives

1 Social Work Gr 1
 1 Social Auxiliary Work Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

- The rendering of developmental therapeutic programmes care to children in need of care
- The implementation of procedures and policies for children
- The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 5 Child and Youth Care Team Leader Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service

1 Admin Officer
 2 Admin. Clerk
 1 Driver/Messenger
 1 Laundry Supervisor
 3 Laundry Worker

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 20/5/2013
 Signature of the MEC: *[Signature]*
 Date: 20/4/2005

MALUTI PLACE OF SAFETY

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & PROTECTION SERVICES

FUNCTIONS:

- To ensure implementation of social work, therapeutic, developmental and health services
- To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
- To provide administration and support services

1 Social Work Manager Gr 1-2
 1 Receptionist

SECTION : PROFESSIONAL SERVICES SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION;

- The facilitation of services aimed at supporting in need of care and protection services.
- The rendering and implementation of developmental assessments and individual development plans.
- The rendering of developmental therapeutic health programmes
- Re-unification services of children in need of care and protection services with their families/relatives

1 Social Work Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

- The rendering of developmental therapeutic programmes care to children in need of care for children
- The implementation of procedures and policies
- The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 2 Child and Youth Care Team Leader Grade 1
 20 Child and Youth Care Worker Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service

1 Admin. Officer
 2 Admin. Clerk
 1 Driver/Messenger
 1 Laundry Supervisor
 3 Laundry Worker

DEPARTMENT OF SOCIAL DEVELOPMENT

ONE STOP OUTREACH CENTRE : EZIBELENI

PURPOSE : TO RENDER PREVENTATIVE, PROMOTIVE AND THERAPEUTIC PROGRAMMES TO WOMEN AND CHILDREN AS VICTIMS OF VIOLENCE AND TO PERPETRATORS OF DOMESTIC VIOLENCE

FUNCTIONS :

1. The provisioning of shelters for abused women and children
2. The rendering of therapeutic, promotive and preventative programmes to women and children
3. The implementation of outreach programmes to communities
4. The provision of Admin Support services

1 Social Work Manager Gr 1-2
1 Receptionist

SECTION : SOCIAL WORK SERVICES

PURPOSE : TO ENSURE RENDERING OF THERAPEUTIC, PROMOTIVE AND PREVENTATIVE PROGRAMMES IN A MULTI-DISCIPLINARY APPROACH

FUNCTIONS :

1. The implementation of counselling and supportive services to the victims of violence
2. The implementation of preventative and promotive programmes to victims and perpetrators of domestic violence
3. The rendering of community outreach programmes
4. The provision of shelters to victims of violence

1 Social Work Policy Gr 2
2 Social Work Gr 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE : TO PROVIDE ADMIN SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service
4. Render record keeping services

1 Admin. Officer
1 Admin. Clerk

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

DEPARTMENT OF SOCIAL DEVELOPMENT

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

ONE STOP OUTREACH CENTRE : UITENHAGE

PURPOSE : TO RENDER PREVENTATIVE, PROMOTIVE AND THERAPEUTIC PROGRAMMES TO WOMEN AND CHILDREN AS VICTIMS OF VIOLENCE AND TO PERPETRATORS OF DOMESTIC VIOLENCE

FUNCTIONS :

1. The provisioning of shelters for abused women and children
2. The rendering of therapeutic, promotive and preventative programmes to women and children
3. The implementation of outreach programmes to communities
4. The provision of Admin Support services

1 Social Work Manager Gr 1-2
 1 Receptionist

SECTION : SOCIAL WORK SERVICES

PURPOSE : TO ENSURE RENDERING OF THERAPEUTIC, PROMOTIVE AND PREVENTATIVE PROGRAMMES IN A MULTI-DISCIPLINARY APPROACH

FUNCTIONS :

1. The implementation of counselling and supportive services to the victims of violence
2. The implementation of preventative and promotive programmes to victims and perpetrators of domestic violence
3. The rendering of community outreach programmes
4. The provision of shelters to victims of violence

1 Social Work Policy Gr2
 3 Social Work Gr 1
 1 Social Work Gr 3

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE : TO PROVIDE ADMIN SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service
4. Render record keeping services

1 Admin. Officer
 1 Admin. Clerk

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

TSOLO COMMUNITY COUNSELLING CENTRE

PURPOSE : TO RENDER PREVENTATIVE, PROMOTIVE AND THERAPEUTIC PROGRAMMES TO CHILDREN, YOUTH AND FAMILIES IN A MULTI PROFESSIONAL TEAM APPROACH

FUNCTIONS :

1. The rendering of therapeutic and treatment programmes
2. The implementation of community services
3. The provisioning of Admin Support services

1 Social Work Manager Gr 1-2
 1 Receptionist

SECTION : SOCIAL WORK SERVICES

PURPOSE : TO ENSURE RENDERING OF THERAPEUTIC AND, PROMOTIVE AND PREVENTATIVE PROGRAMMES TO CHILDREN, YOUTH AND FAMILIES

FUNCTIONS :

1. The implementation of counselling and supportive programmes to children, youth and families
2. The implementation of preventative and promotive programmes to children, youth, families and communities
3. The rendering of community outreach programmes

- 17 Social Work Gr 1
- 1 Social Work Supervisor Gr 1
- 4 Social Auxiliary Work Gr 1
- 1 Social Work Gr 2
- 8 Assistant Community Development Practitioner Gr 2
- 2 Community Development Supervisor Gr 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE : TO PROVIDE ADMIN SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service
4. Render record keeping services

- 1 Admin. Officer
- 1 Admin. Clerk

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : <i>[Signature]</i>
Date : 2015/04/13
Signature of the MEC: <i>[Signature]</i>
Date : 20/4/2015

MATATIELE COMMUNITY DEVELOPMENT CENTRE

PURPOSE : TO RENDER PREVENTATIVE, PROMOTIVE AND THERAPEUTIC PROGRAMS TO CHILDREN, YOUTH AND FAMILIES IN A MULTI PROFESSIONAL TEAM APPROACH

FUNCTIONS :

1. The rendering of therapeutic and treatment programs
2. The implementation of community services
3. The provisioning of Admin Support services

1 Social Work Manager Gr 1-2
1 Receptionist

SECTION : SOCIAL WORK SERVICES

PURPOSE : TO ENSURE RENDERING OF AND PROMOTIVE AND PREVENTATIVE PROGRAMMES TO CHILDREN, YOUTH AND FAMILIES

FUNCTIONS :

1. The implementation of counselling and supportive programmes to children, youth and families
2. The implementation of preventative and promotive programmes to children, youth, families and communities
3. The rendering of community outreach programmes

- 22 Social Work Gr 1
- 1 Social Work Gr 3
- 10 Social Auxiliary Work Gr 1
- 1 Social Auxiliary Work Gr 2
- 1 Community Development Practitioner Gr 1
- 1 Community Development Practitioner Gr 2
- 3 Assistant Community Development Practitioner Gr 2

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE : TO PROVIDE ADMIN SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service
4. Render record keeping services

- 1 Admin. Officer
- 1 Admin. Clerk

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD : <i>[Signature]</i>
Date : 2015/04/13
Signature of the MEC : <i>[Signature]</i>
Date : 20/4/2015

SILVER CROWN HOME FOR THE AGED
PURPOSE : TO PROVIDE CARE FOR THE AGED FUNCTIONS : 1. Provide nursing services 2. Provide residential care services 3. Render admin support services

1 Social Work Manager Gr 1-2
1 Receptionist

SUB-DIVISION : NURSING SERVICES
PURPOSE : TO PROVIDE NURSING SERVICES FUNCTIONS : 1. Provide medical services 2. Provide personal care services

- 1 Chief Professional Nurse Grade 1-3
- 4 Professional nurse Grade 1-3
- 2 Staff Nurse Grade 1-3
- 10 Nursing Assistant Grade 1-3

SECTION : ADMIN SUPPORT SERVICES
PURPOSE : TO RENDER ADMIN SUPPORT SERVICES FUNCTIONS : 1. Render personnel services 2. Render financial services 3. Render provisioning services

- 1 Admin. Officer
- 2 Admin. Clerk
- 1 Driver/Messenger
- 1 Senior Housekeeper
- 1 Housekeeper
- 1 Senior General Foreman
- 2 Laundry Worker
- 3 Groundsman
- 4 Cleaner

DEPARTMENT OF SOCIAL DEVELOPMENT

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

ENOCH SONTONGA REHABILITATION CENTRE & TEMBELIHLE TRAINING CENTRE FOR THE BLIND

PURPOSE : TO EMPOWER BLIND AND PHYSICALLY DISABLED PERSONS ON ARTS AND CRAFTS

FUNCTIONS :

1. Conduct training on arts & crafts for physically disabled
2. Empower blind persons on individual management training
3. Render Admin Support services

1 Social Work Manager Gr 1
 1 Receptionist

REHABILITATION SERVICES (PHYSICALLY DISABLED)

PURPOSE : TO CONDUCT TRAINING ON ARTS & CRAFTS

FUNCTIONS :

1. Responsible for training physically disabled persons on :
 - * woodwork
 - * sewing
 - * knitting

1 Social Work Gr 1
 3 Training Instructor

TRAINING CENTRE (BLIND)

PURPOSE : TO EMPOWER BLIND PERSONS ON INDIVIDUAL MANAGEMENT TRAINING

FUNCTIONS :

1. Responsible to train the blind on white cane management
2. Conduct mobility training
3. Train the blind on managing the brill

2 Training Instructor

ADMIN SUPPORT SERVICES

PURPOSE : TO RENDER ADMIN SUPPORT SERVICES

FUNCTIONS :

1. Render supervision services
2. Conduct switchboard services
3. Conduct transport services
4. Conduct cleaning, laundry, kitchen and grounds maintenance

3 Housefather/Mother
 1 Stores Officer
 1 Driver
 1 Handyman
 2 Laundry Assistant
 5 Food Services Aid
 5 Cleaner
 5 Groundsman

DEPARTMENT OF SOCIAL DEVELOPMENT

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

BHISHO YOUTH CARE CENTRE

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & THOSE IN CONFLICT WITH THE LAW

FUNCTIONS:

- To ensure implementation of social work, therapeutic, developmental and health services
- To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
- To provide administration and support services

1 Social Work Manager Gr 1
 1 Receptionist

SECTION : PROFESSIONAL SERVICES SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION :

- The facilitation of services aimed at supporting youth in conflict with the law.
- The rendering and implementation of developmental assessments and individual development plans.
- The rendering of developmental therapeutic health programmes
- Re-unification services of youth in conflict with the law with their families/relatives

3 Social Work Supervisor Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

- The rendering of developmental therapeutic programmes care to children and youth in conflict with the law
- The implementation of procedures and policies for children and youth
- The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 3 Child and Youth Care Team Leader Grade 1
 24 Child and Youth Care Worker Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service

1 Admin Officer
 2 Admin. Clerk
 1 Driver
 1 Laundry Supervisor
 7 Laundry Worker

DEPARTMENT OF SOCIAL DEVELOPMENT

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

BHISHO YOUTH CARE CENTRE

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & THOSE IN CONFLICT WITH THE LAW

FUNCTIONS:

- To ensure implementation of social work, therapeutic, developmental and health services
- To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
- To provide administration and support services

1 Social Work Manager Gr 1
 1 Receptionist

SECTION : PROFESSIONAL SERVICES SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION :

- The facilitation of services aimed at supporting youth in conflict with the law.
- The rendering and implementation of developmental assessments and individual development plans.
- The rendering of developmental therapeutic health programmes
- Re-unification services of youth in conflict with the law with their families/relatives

3 Social Work Supervisor Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

- The rendering of developmental therapeutic programmes care to children and youth in conflict with the law
- The implementation of procedures and policies for children and youth
- The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 3 Child and Youth Care Team Leader Grade 1
 24 Child and Youth Care Worker Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service

1 Admin Officer
 2 Admin. Clerk
 1 Driver
 1 Laundry Supervisor
 7 Laundry Worker

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 20/5/2013
 Signature of the MEC: *[Signature]*
 Date: 20/4/2013

BHISHO YOUTH CARE CENTRE

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & THOSE IN CONFLICT WITH THE LAW

FUNCTIONS:

- To ensure implementation of social work, therapeutic, developmental and health services
- To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
- To provide administration and support services

1 Social Work Manager Gr 1
 1 Receptionist

SECTION : PROFESSIONAL SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION ;

- The facilitation of services aimed at supporting youth in conflict with the law.
- The rendering and implementation of developmental assessments and individual development plans.
- The rendering of developmental therapeutic health programmes
- Re-unification services of youth in conflict with the law with their families/relatives

3 Social Work Supervisor Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

- The rendering of developmental therapeutic programmes care to children and youth in conflict with the law
- The implementation of procedures and policies for children and youth
- The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 3 Child and Youth Care Team Leader Grade 1
 24 Child and Youth Care Worker Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service

1 Admin Officer
 2 Admin. Clerk
 1 Driver
 1 Laundry Supervisor
 7 Laundry Worker

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/04/13
 Signature of the MEC: *[Signature]*
 Date: 2014/12/05

BHISHO YOUTH CARE CENTRE

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & THOSE IN CONFLICT WITH THE LAW

FUNCTIONS:

1. To ensure implementation of social work, therapeutic, developmental and health services
2. To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
3. To provide administration and support services

1 Social Work Manager Gr 1
 1 Receptionist

SECTION : PROFESSIONAL SERVICES SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION :

1. The facilitation of services aimed at supporting youth in conflict with the law.
2. The rendering and implementation of developmental assessments and individual development plans.
3. The rendering of developmental therapeutic health programmes
4. Re-unification services of youth in conflict with the law with their families/relatives

3 Social Work Supervisor Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

1. The rendering of developmental therapeutic programmes care to children and youth in conflict with the law
2. The implementation of procedures and policies for children and youth
3. The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 3 Child and Youth Care Team Leader Grade 1
 24 Child and Youth Care Worker Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service

1 Admin Officer
 2 Admin. Clerk
 1 Driver
 1 Laundry Supervisor
 7 Laundry Worker

DEPARTMENT OF SOCIAL DEVELOPMENT

Signature of the HOD: *[Signature]*
 Date: 2015/09/13
 Signature of the MEC: *[Signature]*
 Date: 2014/2015

BHISHO YOUTH CARE CENTRE

PURPOSE : TO RENDER A SOCIAL WELFARE SERVICE TO CHILDREN IN NEED OF CARE & THOSE IN CONFLICT WITH THE LAW

FUNCTIONS:

1. To ensure implementation of social work, therapeutic, developmental and health services
2. To facilitate residential and health therapeutic programmes to youth with in conflict with the law.
3. To provide administration and support services

1 Social Work Manager Gr 1
 1 Receptionist

SECTION : PROFESSIONAL SERVICES SERVICES

PURPOSE : TO ENSURE IMPLEMENTATION OF SOCIAL WORK AND DEVELOPMENTAL SERVICES

FUNCTION :

1. The facilitation of services aimed at supporting youth in conflict with the law.
2. The rendering and implementation of developmental assessments and individual development plans.
3. The rendering of developmental therapeutic health programmes
4. Re-unification services of youth in conflict with the law with their families/relatives

3 Social Work Supervisor Gr 1

SECTION : CHILD CARE SERVICE

PURPOSE : TO FACILITATE RESIDENTIAL AND THERAPEUTIC PROGRAMMES TO SENTENCED YOUTH

FUNCTIONS:

1. The rendering of developmental therapeutic programmes care to children and youth in conflict with the law
2. The implementation of procedures and policies for children and youth
3. The management of residential care facilities

1 Child and Youth Care Supervisor Grade 1
 3 Child and Youth Care Team Leader Grade 1
 24 Child and Youth Care Worker Grade 1

SECTION : ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE ADMIN & FINANCIAL SUPPORT SERVICES

FUNCTIONS:

1. The rendering of personnel service
2. The rendering of finance service
3. The rendering of provisioning service

1 Admin Officer
 2 Admin. Clerk
 1 Driver
 1 Laundry Supervisor
 7 Laundry Worker

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

STEPPING STONE ONE STOP YOUTH JUSTICE CENTRE
PURPOSE: TO RENDER PROBATION SERVICES TO CHILDREN & YOUTH IN CONFLICT WITH THE LAW
FUNCTIONS:
 1. The rendering of Probation Service
 2. The provision of therapeutic, developmental and diversion programmes to youth in conflict with the law.
 3. The rendering of administrative support service

1 Social Work Manager Gr 1
 1 Receptionist

SUB-DIVISION : PROBATION SERVICES
PURPOSE : TO RENDER PROBATION SERVICES
FUNCTIONS :
 1. The provision of assessment and diversion services.
 2. The rendering of Crime Prevention programmes.
 3. Provision of Statutory Services to youth in conflict with the law.
 4. Re-unification Service of youth in conflict with law with their families / relatives.

3 Chief Probation Officer
 7 Senior Probation Officers
 10 Probation Officers
 11 Assistant Probation Officers

SECTION: ADMIN SUPPORT & FINANCE
PURPOSE: TO PROVIDE AN ADMIN SUPPORT SERVICE
FUNCTIONS:
 1. The rendering of personnel service
 2. The rendering of finance service
 3. The rendering of provisioning service
 4. Render record keeping services

2 Admin. Officer
 3 Admin. Clerks
 1 General Assistants
 2 Driver
 2 Registry Clerk

SUB-DIVISION: RECEPTION ASSESSMENT AND REFERRAL CENTRE – UJENHAGE
PURPOSE: TO ADMINISTER PROBATION SERVICES
FUNCTIONS:
 1. Assessment of youth in conflict with the law
 2. Provide diversion, early intervention, crime prevention and substance abuse programmes.
 3. To render statutory services to children, youth and adult offenders.
 4. To render reunification services to children and youth.

21 Social Auxiliary Work Gr 1
 2 Social Auxiliary Work Gr 2
 2 Social Auxiliary Work Gr 3
 5 Social Work Gr 1
 7 Social Work Gr 2
 2 Social Work Gr 3
 3 Social Work Supervisor Gr 1
 2 Chief Probation Officers
 3 Senior Probation Officers
 6 Probation Officers
 12 Assistant Probation Officers

DEPARTMENT OF SOCIAL DEVELOPMENT

NELSON MANDELA METROPOLE : TREATMENT CENTRE FOR CHILDREN

PURPOSE:

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

1 Centre Manager
 1 Programme Manager (Clinical Manager)
 1 Receptionist

SUB-DIVISION : NURSING

PURPOSE : TO RENDER NURSING SERVICES

FUNCTIONS :

- The provision of assessment and diversion services.
- The rendering of Crime Prevention programmes.
- Provision of Statutory Services to youth in conflict with the law.
- Re-unification Service of youth in conflict with law with their families / relatives.

1 Nursing Co-ordinator
 2 Professional Nurse
 4 Staff Nurse
 24 HR Spread

SECTION: ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE AN ADMIN SUPPORT SERVICE

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service
- Render record keeping services

1 Clinical Co-ordinator
 3 Social Workers
 2 Prof.Councillors

SECTION: MEDICAL UNIT

PURPOSE: TO PROVIDE TREATMENT AND REHABILITATION SERVICES

FUNCTIONS:

1 Doctor (Sessional)
 1 Psychiatrist (Sessional)
 1 Psychologist (Sessional)
 1 Dentist (Sessional)
 1 Occupational Therapist

SECTION: CHILD CARE UNIT

PURPOSE: TO PROVIDE CHILD CARE SUPPORT SERVICE

FUNCTIONS:

1 Co-ordinator -Line Manager
 6 Child Care Supervisor
 36 Child Care Workers
 (7 On Duty per Shift)

SECTION: ADMIN SUPPORT & FINANCE

PURPOSE: TO PROVIDE AN ADMIN SUPPORT SERVICE

FUNCTIONS:

- The rendering of personnel service
- The rendering of finance service
- The rendering of provisioning service
- Render record keeping services

3 Admin Officer
 1 Laundry Supervisor
 2 Laundry Aids
 1 Groundsman Supervisor
 4 Grounds man

DEPARTMENT OF EDUCATION
 Educators

OUTSOURCED SERVICES
 Catering
 Cleaning
 Security

Note should be made in that recruitment of educators cab done internally in line with OSD stipulations as currently there is no MOU at level