

THE DEPARTMENT OF SOCIAL DEVELOPMENT DG

### CHIEF DIRECTORATE: CLUSTER INTERFACE AND EXECUTIVE SUPPORT

PURPOSE: To provide strategic support to the director-general as the chairperson of the social sector cluster and his participation at fosad as well as provide executive support and secretariat functions.

### **FUNCTIONS**

- 1. Provide high-level secretariat services for FOSAD Social Sector Cluster,
- Provide overall management of the financial and human resources allocated to the ODG including assets (equipment):
- 3. Provide oversight to the management and administration of the Office,
- Ensure that the parliamentary support to the Minister and Deputy Minister that the Director-General has to provide is provided effectively and efficiently; and
- 5. Manages the administrative functions in the office of the Director-General.
- 1 CD: Cluster Interface & Executive Support
- 1 Secretary
- 1 Financial Assistant

SUB-DIRECTORATE: CLUSTER, CABINET & PARLIAMENTARY CO-ORDINATION

PURPOSE: To facilitate and manage DSD participation in the FOSAD Clusters.

### **FUNCTIONS**

- Assist with the secretariat functions of the Social Sector Cluster and provide support to the Chief Director.
- Develop and maintain a common strategic approach to DSD's participation at FOSAD Clusters.
- Advise DSD on policy alignment regarding policies emerging within the FOSAD clusters in order to facilitate the achievement of shared priorities and objectives.
- Monitor progress towards the attainment of those priorities and objectives.
- Assist with the compilation of DSD's Presidency's End of Year Report.
- Assist with the compilation of Cabinet Memoranda and answering of parliamentary questions by ensuring quality control and any other related matters.

### DIRECTORATE: EXECUTIVE SUPPORT

PURPOSE: To provide executive secretariat support to the Director-General.

- Establish and maintain an electronic document management system.
- 2. Develop and maintain an efficient Registry and information system.
- 3. Ensure proper diary and meeting co-ordination and prioritisation.
- Ensure that the DG is adequately prepared for his meetings with appropriate documentation.
- Provide secretariat support to the DG's Forum, HSD and MINMEC meetings.
- 6. IGR co-ordination and liaison.
- 1 Director
- 1 Secretary
- 1 Deputy Director: Administration
- 1 Deputy Director: Executive Secretariat Support
- 1 Assistant Director
- 1 Admin Officer
- 2 Admin Clerk

DIRECTORATE: INTERNAL AUDIT

PURPOSE: To evaluate financial risks and recommend corrective financial controls that will then ensure effectiveness and efficiency.

FUNCTIONS

1. Undertake internal compliance audits.
2. Undertake internal performance audits.
3. Provide support services to the Internal Audit Committee.
4 Undertake risk assessment audits

1 Director: Internal Audit
1 Secretary

## SUB DIRECTORATE: FINANCIAL & RISK MANAGEMENT

PURPOSE: To ensure that effective and efficient financial controls are implemented and financial risks evaluated.

### **FUNCTIONS**

- 1 Adherence to PFMA and appropriate financial policies
- 2 Evaluate the DSD's management of risk
- 3 Evaluate the management of the anti-corruption programme.
- 1 DD: Audit Manager
- 1 Assistant Director: Internal Audit
- 1 Internal Auditor

## SUB DIRECTORATE: PERFORMANCE AUDIT

PURPOSE: To evaluate and assess the achievement of individual, units and organisational performance against targets and objectives established for a set period.

- 1. Identify the appropriate KPAs, KPIs, etc
- 2. Assess performance outcomes against these
- Evaluate and develop recommendations for the enhancement or improvement of the processes through which:
  - Objectives and values are established and communicated
  - The accomplishment of objectives is monitored
  - Accountability is ensured
  - Corporate values are preserved
- 1 DD: Audit Manager
- 1 Assistant Director: Internal Audit

## PROGRAMME: SOCIAL POLICY

PURPOSE: To ensure alignment of department's social policy thrust to other government poverty research, measurement and social exclusion analysis initiatives

### FUNCTIONS:

- 1. Give strategic guidance to the policy developments of the Department.
- Advise on the implementation of research/capacity building/program development projects.
- Contribute to poverty reduction by ensuring that programmes and services are aligned with the objectives of asgi-sa, and ensuring the sustainability of social spending through the improvement of job creation in the economy.
- 1 Programme Manager
- 1 Secretary
- 1 Deputy Director

# DIRECTORATE: SOCIAL POLICY PLANNING AND COORDINATION

PURPOSE: To give strategic guidance to policy development of the Department.

### **FUNCTIONS**

- Reviewing Social Policy research capacity within DSD, Central and Provincial Government.
- Develop capacity building programmes for Central and Provincial government.
- Set up pro-poor social policy research units within DSD.
- Ensure the strengthening of social policy research and training in academia and civil society.
- 5. Develop a pro-poor policy research agenda.

# DIRECTORATE: SOCIAL POLICY RESEARCH AND EVALUATION

PURPOSE: To advise on the implementation of research / capacity building / programmes development projects.

### **FUNCTIONS**

- Co-ordinate social policy analysis across the various line functions branches of the Department.
- Integration and coordination of policy analysis / development beyond Social Security.
- Co-ordination of primary research conducted or commissioned by the Department.

CHIEF DIRECTORATE: ECONOMICS OF SOCIAL PROTECTION

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#### CHIEF DIRECTORATE: ECONOMICS OF SOCIAL PROTECTION

PURPOSE: To contribute to poverty reduction by ensuring that programmes and services are aligned with the objectives of asgi-sa, and ensuring the sustainability of social spending through the improvement of job creation in the economy

### **FUNCTIONS:**

- Develop sound macro-economic, fiscal and financial modelling and planning for social protection.
- Evaluate the impact of programmes and policies with respect to poverty alleviation, sustainability, lowering dependency levels and job creation.

# DIRECTORATE: ECONOMICS OF SOCIAL PROTECTION: SOCIAL SECURITY

PURPOSE: To develop sound macro-economic, fiscal, financial modelling and planning for social protection

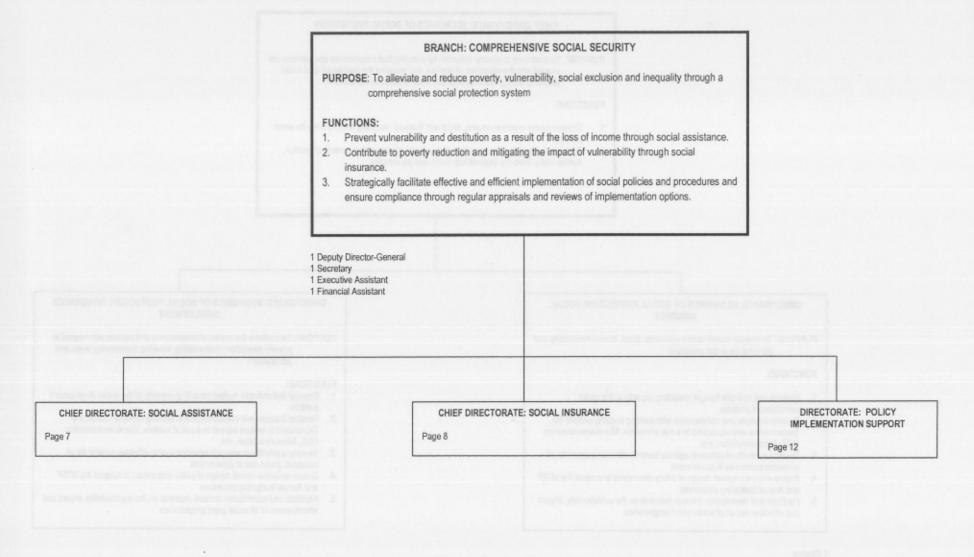
### FUNCTIONS:

- Develop and maintain budget modelling capacity of the social development portfolio
- Develop linkages and collaboration with existing capacity outside the Department to ensure access to a suit of models: Macro-econometrics; CGE, Micro-simulation, etc.
- Develop a prioritized research agenda towards effective support for all economic processes in government
- Ensure evidence-based design of policy documents to support the MTEF and Annual budgeting processes
- Facilitate and commission timeous research on the sustainability, impact and effectiveness of all social grant programmes
- 1 Director
- 1 Secretary
- 1 Deputy Director
- 1 Assistant Director

# DIRECTORATE: ECONOMICS OF SOCIAL PROTECTION: INTEGRATED DEVELOPMENT

PURPOSE: To evaluate the impact of programmes and policies with respect to poverty alleviation; sustainability; lowering dependency levels and job creation.

- Develop and maintain budget modelling capacity of the social development portfolio
- Develop linkages and collaboration with existing capacity outside the Department to ensure access to a suit of models: Macro-econometrics; CGE, Micro-simulation, etc.
- Develop a prioritized research agenda towards effective support for all economic processes in government
- Ensure evidence-based design of policy documents to support the MTEF and Annual budgeting processes
- Facilitate and commission timeous research on the sustainability, impact and effectiveness of all social grant programmes



### CHIEF DIRECTORATE: SOCIAL ASSISTANCE

PURPOSE: To prevent vulnerability and destitution as a result of the loss of income through non-contributory benefits

### FUNCTIONS:

- Develop policies and strategies with respect to children, youth and families to provide for appropriate social assistance.
- Develop policies and strategies with respect to people with disabilities and the elderly to provide for appropriate social assistance.
- Develop policies and strategies with respect to all people in destitute to provide for appropriate social assistance.

1 Chief Director

1 Secretary

Senior Admin Clerk

### DIRECTORATE: CHILDREN AND FAMILIES

PURPOSE: To develop policies and strategies with respect to children, youth and families to provide for appropriate social assistance

### **FUNCTIONS**

- Assess and undertaking research to respond to social assistance needs of children, youth and families.
- Designing policies to respond to the social assistance gaps
   Evaluating and reviewing policies and strategies to respond
- to changed needs or to achieve the desired impact.

  4. Consulting, collaborating and working jointly with
- stakeholders in respect of to social assistance provision to children and families.

  5. Consulting and liaising with civil society, stakeholders and
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to children and families.
- 1 Director
- 1 Secretary
- 2 Deputy Directors
- 2 Assistant Directors

### DIRECTORATE: DISABILITY AND OLD AGE

PURPOSE: To develop policies and strategies with respect to people with disabilities and the elderly to provide for appropriate social assistance

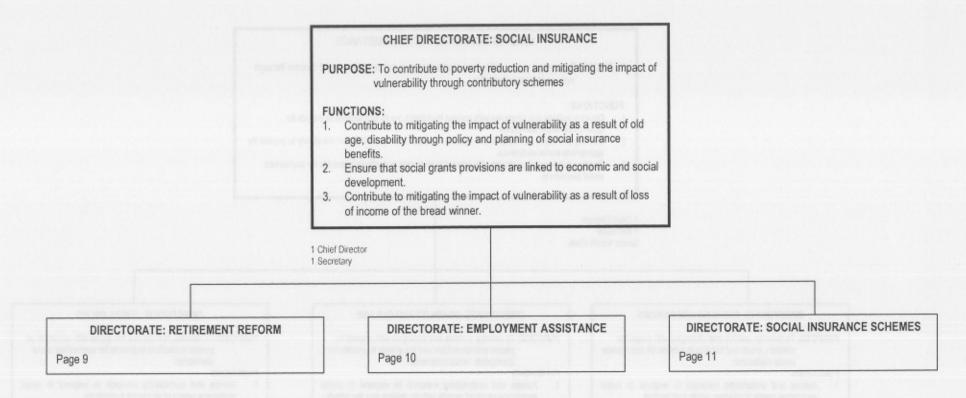
### **FUNCTIONS**

- Assess and undertaking research to respond to social assistance needs of people with disabilities and the elderly,
- Designing policies to respond to the social assistance gaps
- Evaluating and reviewing policies and strategies to respond to changed needs or to achieve the desired impact.
- Consulting, collaborating and working jointly with stakeholders in respect of social assistance provision to people with disabilities and the elderly.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to people with disabilities and the elderly.
- 1 Director
- 1 Secretary
- 2 Deputy Directors
- 2 Assistant Directors

### DIRECTORATE: SOCIAL RELIEF

PURPOSE: To develop policies and strategies with respect to all people in destitute to provide for appropriate social assistance

- Assess and undertaking research to respond to social assistance needs of all people in destitute.
- 2. Designing policies to respond to the social assistance gaps.
- Evaluating and reviewing policies and strategies to respond to changed needs or to achieve the desired impact.
- Consulting, collaborating and working jointly with stakeholders in respect of social assistance provision to people with disabilities and the elderty.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to people in destitute as a result of contingencies, loss of income, death, etc that render them vulnerable,
- 1 Director
- 1 Secretary
- 1 Deputy Director
- 3 Assistant Directors
- 1 Admin Officer
- 20 Admin Clerks



### DIRECTORATE: RETIREMENT REFORM

PURPOSE: To contribute to mitigating the impact of vulnerability as a result of old age, disability through policy and planning of contributory benefits

### FUNCTIONS:

- 1. Assess and undertaking research to determine appropriate retirement provisions.
- 2. Designing policies to respond to the retirement provisions gaps.
- Evaluating and reviewing existing retirement system, policies and strategies to ensure appropriate and optimal coverage during old age.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to children and families.

1 Director

### SUB-DIRECTORATE: RETIREMENT PROVISIONS

Purpose: Develop policies for retirement provisions.

### FUNCTIONS:

- Assess and undertaking research to determine appropriate retirement provisions.
- 2. Designing policies to respond to the retirement provisions gaps.
- Evaluating and reviewing existing retirement system, policies and strategies to ensure appropriate and optimal coverage during old age.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to children and families.

### SUB-DIRECTORATE: RETIREMENT ACTUARIAL SCIENCES

Purpose: Develop and design models to support policies

#### FUNCTIONS:

- Assess and undertaking research to develop economic models for retirement provisions
- Designing macro-economic modelling for budgeting, taxes and contributions.
- Evaluating and reviewing contributions, undertake projections for replacement rates for retirement.
- Consulting and liaising with stakeholders with respect to retirement provisions.

### SUB-DIRECTORATE: RETIREMENT SCHEMES

Purpose: Develop policies for the governance arrangements of retirement schemes.

- Assess and undertaking research to develop economic models for retirement provisions
- Designing macro-economic modelling for budgeting, taxes and contributions.
- Evaluating and reviewing contributions, undertake projections for replacement rates for retirement.
- Consulting and liaising with stakeholders with respect to retirement provisions.

### DIRECTORATE: EMPLOYMENT ASSISTANCE

PURPOSE: To ensure that social grants provision are linked to economic and social development

### FUNCTIONS:

- 1. Asses and undertake research into appropriate social assistance to work.
- 2. Designing policies for various groups to divert them to employment.
- Evaluating and reviewing international welfare to work policies and strategies to ensure optimal coverage.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to children and families.

1 Director

## SUB-DIRECTORATE:

Purpose: Develop policies to link social grants to economic activities.

### FUNCTIONS:

- Assess and undertake research into programmes for welfare to work
- Designing policies to respond to economic apportunities for beneficiaries.
- Evaluating and reviewing current research, beneficiaries' profiles existing retirement system, to ensure appropriate and optimal options.
- Consulting and liaising with civil society, stakeholders and the general public with respect to policy options of economic

## SUB-DIRECTORATE:

Purpose: Developing systems to support economic policies for beneficiaries.

### FUNCTIONS:

- 1. Assess and undertaking research into labour market trends
- Develop a employment, employer databases for policy options (LEED).
- Evaluating and reviewing existing retirement system, policies and strategies to ensure appropriate and optimal coverage during old age.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social assistance provisions to children and families.

### SUB-DIRECTORATE:

Purpose: Develop programmes of interaction with employment sectors.

- 1. Assess and undertaking research into labour market sectors
- Develop system, mechanisms and plans for employment,, employer interaction
- Evaluating and reviewing existing trends, and develops appropriate means for diversion to opportunities

### DIRECTORATE: SOCIAL INSURANCE SCHEMES

PURPOSE: To contribute to mitigating the impact of vulnerability as a result of loss of income of the bread winner

### **FUNCTIONS**

- Assess and undertake research to respond to social insurance gaps that lead to destitution as a result of contingencies, loss of income, death, etc that render people vulnerable.
- 2. Develop policies in occupational insurance schemes, children and family benefits
- Evaluating and reviewing policies and strategies to respond to changed needs to ensure access to the right to social insurance.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social insurance provisions to people in destitute as a result of contingencies, loss of income, death, etc that render them vulnerable,

#### NOTE:

As a result of budgetary constraints no posts appear on the structure, however, this function will be temporarily catered for by other units in the Chief Directorate

### SUB-DIRECTORATE: SURVIVORS BENEFITS

Purpose: To do research and develop policies on survivor benefits.

### **FUNCTIONS**

- Assess and undertaking research to respond to social insurance gaps that lead to destitution as a result of contingencies, loss of income, death, etc that render people vulnerable.
- Develop policies in occupational insurance schemes, children and family benefits
- Evaluating and reviewing policies and strategies to respond to changed needs to ensure access to the right to social insurance.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social insurance provisions to people in destitute as a result of contingencies, loss of income, death, etc. that render them vulnerable.

# SUB-DIRECTORATE: EMPLOYMENT AND ROAD ACCIDENT INSURANCE

Purpose: To do research and develop policies on employment and road accident insurance.

### **FUNCTIONS**

- Assess and undertaking research to respond to social insurance gaps that lead to destitution as a result of contingencies, loss of income, death, etc that render people vulnerable,
- Develop policies in occupational insurance schemes, children and family benefits
- Evaluating and reviewing policies and strategies to respond to changed needs to ensure access to the right to social insurance.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social insurance provisions to people in destitute as a result of contingencies, loss of income, death, etc that render them vulnerable.

# SUB-DIRECTORATE: DISABILITY AND OCCUPATIONAL DISEASES

Purpose: To do research and develop policies disability and occupational diseases.

- Assess and undertaking research to respond to social insurance gaps that lead to destitution as a result of contingencies, loss of income, death, etc that render people vulnerable.
- Develop policies in occupational insurance schemes, children and family benefits
- Evaluating and reviewing policies and strategies to respond to changed needs to ensure access to the right to social insurance.
- Consulting and liaising with civil society, stakeholders and the general public with respect to social insurance provisions to people in destitute as a result of continuencies, loss of income.

BRANCH: COMPREHENSIVE SOCIAL SECURITY (CONTINUE)

## DIRECTRATE POLICY IMPLEMENTATION SUPPORT

PURPOSE: To plan cc-ordinate, facilitate and ensure the effective and efficient implementation of social policies.

#### FUNCTIONS

- 1. Plan and co-ordinate regular reviews and appraisals of policy implementation options.
- Co-ordinate, facilitate and ensure compliance to social policies, procedures, norms, standards and guidelines.
- Plan and facilitate Socpen data interrogation to ensure compliance to regulations and norms and standards.
- Lead and provide guidance to the National Department on the role-out and implementation of Social policies.
- 5. Co-ordinate and facilitate a support function on policy implementation to the Agency.
- Lead the process of providing feedback into the policy development cycle to ensure lawful, economic viable and sustainable policy implementation processes.
- Provide project management support to the Chief Directorate in support of institutional reform.
- Manage and maintain a database with information that will support managers and in policu development and implementation processes.

1 Director