

DIRECTORATE: NPO COMPLIANCE AND CAPACITY BUILDING

PURPOSE: To encourage and support non profit organisations in their contribution to meet the diverse needs of the population of the country.

FUNCTIONS:

- 1. Develop and facilitate Institutional Capacity Building Programmes.
- 2. Administer an efficient registration facility.
- 3. Database management and stakeholder liaison.

1 Director

1 Secretary

SUB-DIRECTORATE: INSTITUTIONAL CAPACITY BUILDING

PURPOSE: To develop capacity building programmes.

FUNCTIONS:

- 1. Institutional capacity strengthening.
- 2. Improvement standards of governance.
- 3. Benchmark good practices.
- 4. Assist provinces and local government to support NPOs.

1 Deputy Director

- 1 Assistant Director
- 2 Senior Admin Officers
- 1 Senior Admin Officer

SUB-DIRECTORATE: REGISTRATION FACILITY

PURPOSE: To maintain an efficient administrative facility for registration.

FUNCTIONS:

- 1. Register Organisations in terms of the NPO Act.
- 2. Monitor registered organisations in terms of the Act.
- Liaison with Law enforcement agencies for criminal investigations on non compliance offences.

1 Deputy Director

- 1 Assistant Director
- 1 Assistant Director
- 1 Senior Admin Officer
- 2 Senior Admin Officers
- 2 Registry Clerk
- 1 Registry Clerk

SUB-DIRECTORATE: DATABASE MANAGEMENT & STAKEHOLDERS LIAISON

PURPOSE: To create an environment within which the public access information on registered organisations. .

FUNCTIONS:

- Manage and maintain an efficient database of all registered organisations.
- 2. Preserve documentations of registered organisations.
- 3. Facilitate public access to records of organisations.
- 4. Maintain an interfaced online public platform.
- Manage a call centre.
- 1 Assistant Director
- 2 Admin Officers

DIRECTORATE: COMMUNITY DEVELOPMENT POLICY AND SERVCE STANDARDS

PURPOSE: To develop and review policies and strategies that impact on the development of communities to ensure relevance to current challenges.

FUNCTIONS:

- 1. Develop, review and implement policies.
- 2. Maintain national, regional and international development imperatives.
- Develop best practice models, norms and standards.
- 1 Director
- 1 Secretary
- 1 Admin Officer

SUB-DIRECTORATE: POLICY DEVELOPMENT

PURPOSE: To develop, review and implement policies.

FUNCTIONS:

- Review of existing policies and strategies that impact on the development of communities.
- Develop policies and strategies for community development.
- Monitor implementation of community development policies and strategies.

SUB-DIRECTORATE: DEVELOPMENT PLANNING

PURPOSE: To mainstream national, regional and international development imperatives.

FUNCTIONS:

- Development of frameworks and or guidelines to ensure effective mainstreaming and reporting.
- Effective coordination of reports to facilitate the development of country reports.
- Ensure that international and regional development declarations and agreements are sufficiently mainstreamed in the country's development programmes.

1 Deputy Director

SUB-DIRECTORATE: COMMUNITY DEVELOPMENT PRACTICE

PURPOSE: To develop best practice models, norms and standards.

FUNCTIONS:

- Develop and facilitate the implementation of policies and norms and standards in partnership with provincial departments and municipalities.
- 2. Create partnerships and work closely with other key stakeholders.
- Develop a cooperation strategy between various community development practitioners for effective service delivery.
- Professionalisation of Community Development Practice and the development of appropriate curricula that will contribute towards the development of appropriate skills for social development.

¹ Assistant Director

¹ Deputy Director

¹ Assistant Director

¹ Community Development Practitioner

¹ Deputy Director

¹ Assistant Director

DIRECTORATE: YOUTH DEVELOPMENT

PURPOSE: To develop and facilitate the implementation of policies, strategies and programmes that will promote the protection and empowerment of the youth.

FUNCTIONS:

- 1. Facilitate the implementation of Youth Development Services.
- 2. Develop policies and regulations to promote youth development.
- 1 Director
- 1 Secretary

SUB-DIRECTORATE: PROGRAMME MANAGEMENT AND IMPLEMENTATION

PURPOSE: To facilitate the implementation of Youth Development Services.

FUNCTIONS:

- 1. Develop implementation guidelines.
- 2. Develop capacity Building Programme for Provinces
- 3. Develop Service Delivery Standards.
- 4. Develop assessment tools & impact assessment.
- Social Cluster Co-ordination.

1 Deputy Director

SUB-DIRECTORATE: POLICY DEVELOPMENT

PURPOSE: To develop policies and regulations to promote youth development.

FUNCTIONS:

- 1. Inter Departmental Co-ordination on youth policies.
- 2. Develop and maintain a Youth Information Database.
- 3. Designing community outreach programmes.
- 4. Facilitate Youth Work Professionalisation.
- 5. Facilitate the implementation of National Youth Service Programme.

¹ Deputy Director

² Assistant Directors

DIRECTORATE: SUSTAINABLE LIVELIHOODS

PURPOSE: To facilitate the design and implementation of poverty reduction policies and programmes to achieve sustainable livelihoods.

FUNCTIONS:

- Develop and implement DSD Ant-Poverty Strategies and best practice models for sustainable livelihoods.
- Popularise and operationalise the sustainable livelihood framework at all spheres of government and role-players.
- 1 Director
- 1 Secretary

SUB DIRECTORATE: POVERTY REDUCTION

PURPOSE: To develop and implement anti-poverty strategies and best practice models for sustainable livelihoods.

FUNCTIONS:

- Formulate strategy.
- Develop policy.
- 2. Design and implement pilot programmes.
- 3. Capture lessons, i.e. best practices and case studies.

SUB DIRECTORATE: PROGRAMME IMPLEMENTATION AND MANAGEMENT

PURPOSE: To popularise and operationalise the sustainable livelihood framework at all spheres of government and role-players...

FUNCTIONS:

- Develop and implement guidelines for the operationalisation of the sustainable livelihoods framework
- 5. Advocate for the use of the sustainable livelihood approach.
- Develop guidelines for sustainable livelihoods.
- Implement development projects and programmes.

SUB DIRECTORATE: STAKEHOLDER RELATIONS MANAGEMENT

PURPOSE: To develop and implement systems and processes for management of stakeholder relationships.

FUNCTIONS:

- Facilitate the development and signing of MOU's and SLA's.
- Manages the relationships with stakeholders eg. Corporate Social Investment Companies.

1 Assistant Director:

1 Chief Admin Clerk

¹ Deputy Director

¹ Assistant Director: Sustainable Livelihoods Strategy

CHIEF DIRECTORATE: HIV/AIDS AND BURDEN OF DISEASES

PURPOSE: To mitigate the socio-economic impact of hiv/aids and other burdens of diseases

FUNCTIONS:

- Develop, facilitate and monitor the implementation of HIV and AIDS and burden of diseases prevention programmes to target groups (i.e. women, youth, children and other vulnerable groups).
- Develop, facilitate and monitor the implementation of care and support strategies and programmes aimed at addressing the needs of people affected and infected by HIV and AIDS and other diseases.
- Promote guidelines and the framework for monitoring and evaluation of HIV and AIDS and burden of diseases Programmes.
- 1 Chief Director
- 1 Secretary
- 1 Financial Assistant
- 1 Admin Officer

DIRECTORATE: PREVENTION PROGRAMMES

Page 20

DIRECTORATE: CARE AND SUPPORT

Page 21

DIRECTORATE: PREVENTION PROGRAMMES

PURPOSE: To develop, facilitate and monitor the implementation of hiv/aids prevention programmes to target groups (women, youth, children and other vulnerable groups)

FUNCTIONS:

- Facilitate the development of policy framework and guidelines on HIV and AIDS prevention and other burdens of diseases (in relation to women, youth, children, families, older persons, sex workers, hornosexuals, injecting drug users, older persons,)
- Provide guidance and support to provinces in the implementation of programmes.
- Implement special prevention programmes.
- Monitor and evaluate the implementation of prevention policies and strategies.
- 5. Manage HIV and AIDS and other burdens of diseases in institutions for children and youth
- 6. Mobilise communities and other stakeholders and create partnership in the areas of prevention
- 1 Director
- 1 Secretary
- 1 Admin Officer

SUB-DIRECTORATE: AWARENESS, ADVOCACY AND OUTREACH

PURPOSE: To mobilise communities and other stakeholders and create partnerships in areas of prevention.

FUNCTIONS:

- 1. Facilitate the development and implementation of
 - 1.1 Awareness and advocacy programmes
 - 1.2 Information Communication and Education
 - 1.3 Stigma and Discrimination
 - 1.4 Peer Education
 - 1.5 Psychosocial counseling
- Mobilise communities and other stakeholders and create partnership in the areas of prevention.
- Monitor and evaluate the implementation of prevention policies and strategies in the workplace.
- 1 Deputy Director
- 1 Assistant Director

SUB-DIRECTORATE: PROGRAMME IMPLEMENTATION

PURPOSE: To facilitate and monitor implementation of Advocacy and Prevention programmes.

FUNCTIONS:

- Design implementation plans and guidelines for Gender and Youth.
- Facilitate involvement of stakeholders in Gender and Youth programmes.
- 3. Conduct stakeholder analysis.
- 5. Monitor and evaluate programmes implementation.

SUB-DIRECTORATE: POLICY DEVELOPMENT

PURPOSE: To develop policies, norms and standards and framework for Advocacy, Youth and Gender

FUNCTIONS:

- Review current policies for Gender and for Advocacy, Gender and Youth.
- 2. Review current policies for Gender and Youth.
- Develop guidelines and framework for Gender and Youth programmes related to HIV and AIDS.
- 4. Research on behaviour, HIV and AIDS.

1 Social Work Advanced Specialist

1 Assistant Director

1 Deputy Director

DIRECTORATE: CARE AND SUPPORT

PURPOSE: To develop, facilitate and monitor the implementation of care and support strategies and programmes of vulnerable groups affected by HIV/AIDS and other burdens of diseases.

FUNCTIONS:

- 1. Develop a policy framework and guidelines for Care and Support Programmes
- 2. Facilitate and monitor the implementation of Care and Support programmes.
- Facilitate development of guidelines for people infected with HIV and AIDS and other burdens of diseases (HCBC including children, families, youth, women and communities).
- 4. Develop strategies for capacity building of stakeholders.
- 1 Director
- 1 Secretary

SUB-DIRECTORATE: POLICY DEVELOPMENT

PURPOSE: To develop a policy framework and guidelines for Care and Support programmes.

FUNCTIONS:

- Facilitate the development of a policy framework and guidelines for the implementation for Care and Support programmes.
- Facilitate the development of norms and standards and good practice models
- Develop monitoring tools for programme implementation
- Commission and support research on HIV and AIDS and HCBC issues
- Support provinces in implementing and supporting developed policies, guidelines etc

SUB-DIRECTORATE: CO-ORDINATION AND PROGRAMME SUPPORT

PURPOSE: To facilitate and monitor the implementation of Care and Support programmes.

FUNCTIONS:

- Facilitate and maintain coordination between all stakeholders at all levels.
- Facilitate the establishment of coordinating structures at provincial and district levels.
- Conduct stakeholder analysis.
- Mobilise resources available for Care and Support programmes.
- 5. Streamline donor programme requirements
- Monitor and support all coordination efforts.

SUB-DIRECTORATE: PROGRAMME IMPLEMENTATION

PURPOSE: To build and strengthen the capacity of community based care and support programmes.

FUNCTIONS:

- Design implementation guidelines for Care and Support programmes.
- Identify gaps in programme implementation and develop strategies to fill the gaps.
- Facilitate scaling out and replication of successful programmes.
- Monitor and evaluate the implementation of programmes.

SUB-DIRECTORATE: CAPACITY BUILDING

PURPOSE: To co-ordinate and support stakeholders within the Care and Support programme

FUNCTIONS:

- Facilitate the development of policy framework and guideline on capacity building
- Coordinate and facilitate the capacity building of caregivers, HCBC managers and other stakeholders in line with the EPWP
- 3. Monitor and evaluate capacity building programme.
- 4. Facilitae the accreditation of service providers.

1 Deputy Director

1 Assistant SW Manager

1 Deputy Director

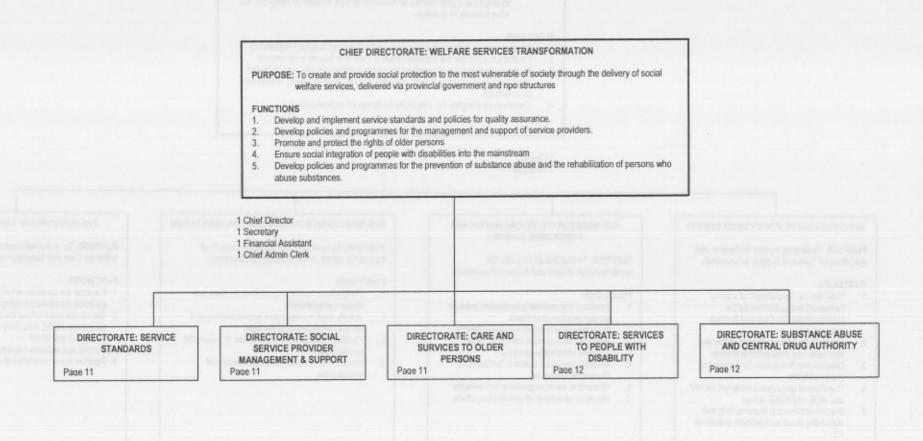
1 Assistant Director

1 Deputy Director

1 Deputy Director

1 Assistant Director

1 Social Work Manager



DIRECTORATE: SERVICE STANDARDS

PURPOSE: To develop and implement service standards, guidelines and policies for quality assurance.

FUNCTIONS

- Ensure the development and compliance with service standards for service delivery.
- Develop service standards guidelines.
- Develop service standard policies.
- Interface with South African Council for Social Services Professions.

1 Admin Officer

NOTE:

As a result of budgetary constraints the Director post will only be filled later, however, this function will be temporarily catered for by other units in the Chief Directorate

SUB-DIRECTORATE: SERVICE DELIVERY MODEL

PURPOSE: To develop and implement the service delivery model.

FUNCTIONS

- 1. Develop and implement the Service Delivery Model.
- Develop and manage the plan for social services human resource.
- 3. Identify and coordinate information for social services.
- 4. Coordinate non-financial data for social services.

1 Deputy Director

SUB-DIRECTORATE: QUALITY ASSURANCE

PURPOSE: To develop and implement a quality assurance framework.

- Develop and implement a quality assurance framework.
- 2. Evaluate and review the White Paper for Social Services.
- 3. Audit of social welfare institutions.
- 4. Monitor of social welfare institutions.
- 5. Capacity building of social service professions.
- 6. Develop and implement retention strategy

1 Social Work Advanced Specialist

DIRECTORATE: SOCIAL SERVICE PROVIDER MANAGEMENT AND SUPPORT

PURPOSE: To develop policies and programmes for the management and support of social service providers.

FUNCTIONS

- 1. Develop and implement the policy on financial awards.
- Manage support of social services stakeholders.
- 3. Management of social services human rights.
- Management of subsidies to render statutory social services.
- 5. Administer the appointment of statutory boards.

1 Director

1 Secretary

SUB-DIRECTORATE: POLICY ON FINANCIAL AWARDS

PURPOSE: To develop and implement the policy on financial awards

FUNCTION:

- Develop and monitor the implementation of the financial awards policy.
- Draft service level agreements in consultation with welfare service providers and ensure the implementation and monitoring thereof.
- Manage the subsidy transfer payment process.
- Design and implement programmes related to the financial awards policy.
- 5. Review policies related to financing of social services.
- Develop and review administrative tools on the financial awards policy.
- Manage the financial and human resources of the Subdirectorate.

SUB-DIRECTORATE: SOCIAL DEVELOPMENT AND HUMAN RIGHTS

PURPOSE: Development of strategies for the management of the violation human rights

FUNCTIONS

- Develop and implement social development and human rights strategy
- 2. Regular impact assessments of strategy
- Development and implementation of a complaints and redress system human rights violations

SUB-DIRECTORATE: PROFESSIONAL SUPPORT

PURPOSE: To provide professional support to social services agencies/structures.

FUNCTIONS

- Manage support to council for social service professions.
- Liaison with professional associations.
- 3. Administer appointment of statutory boards

¹ Deputy Director

¹ ASD (Finance)

¹ Social Work Manager

DIRECTORATE: CARE AND SERVICES TO OLDER PERSONS

PURPOSE: To promote and protect the rights of older persons.

FUNCTIONS

- 1. Develop policy and legislations that promote the rights of older persons.
- Develop and strengthen programmes, Care, Support and development of older persons.
- Develop and implement strategies to protect and promote the rights of older persons
- 1 Director
- 1 Secretary
- 1 Admin Clerk (contact)

SUB-DIRECTORATE: POLICY AND LEGISLATION

PURPOSE: Develop and strengthen programmes, care, support and development of older persons.

FUNCTIONS

- 1. Develop and review policies and legislation for older persons.
- 2. Monitor implementation of legislation.
- 3. Develop regulations.
- 4. Develop minimum standards.
- 5. Capacity building on policies and legislation.
- 6. Compliance with international conventions.

1 Social Work Manager

SUB-DIRECTORATE: PROGRAMMES

PURPOSE: To develop and strengthen programmes, care, support and development of older persons.

FUNCTIONS

- Design models for integrated community based programmes aimed at restoring the dignity of older persons.
- Develop quality assurance tools to improve quality of service to older persons.
- Monitor compliance of designed programmes in terms of policy and legislation impacting on service provision.
- Develop data on existing services.
- 5. Development of guidelines for institutional care.

PURPOSE: To develop and implement strategies to protect and promote the rights of older persons.

SUB-DIRECTORATE: PROTECTION OF RIGHTS

FUNCTIONS

- 1. Establish a national forum on older persons.
- Develop a charter on the rights of older persons.
- Develop and monitor implementation of protocol on management of elderly abuse.
- 4. Develop programmes for the protection of older abuse.

¹ Social Work Advanced Specialist

¹ Principle Social Work Specialist

DIRECTORATE: SERVICES TO PEOPLE WITH DISABILITIES

PURPOSE: To ensure social integration of people with disabilities into the mainstream.

FUNCTIONS

- Develop policies and legislation to promote equal opportunities for people with disabilities.
- Develop programmes to promote equal opportunities for people with disabilities.
- 1 Director
- 1 Secretary

SUB-DIRECTORATE: POLICY AND LEGISLATION

PURPOSE: To develop policies and legislation to promote equal opportunities for people with disabilities.

FUNCTION:

- Develop legislation and policies.
- 2. Monitor the implementation of policies and legislation.
- Develop minimum standards.
- Develop regulations.
- . Capacity building.
- 6. Compliance with international standards and conventions.

1 Social Work Manager

SUB-DIRECTORATE: PROGRAMME IMPLEMENTATION

PURPOSE: To develop programmes to promote equal opportunities for people with disabilities.

FUNCTION:

- 1. Develop integrated programmes for protective workshops.
- 2. Develop and monitor implementation of programmes for community based services.
- 3. Capacity building for service providers within the sector.
- 4. Develop and monitor rehabilitation programmes.
- Develop guidelines for institutional care.
- Co-ordinates departmental, intra-departmental committee, forums on integrated services provisions.
- Facilitate the development and monitoring of the implementation of departmental cooperations with African and international countries

1 Social Work Manager

DIRECTORATE: SUBSTANCE ABUSE AND CENTRAL DRUG AUTHORITY

PURPOSE: To develop policies and programmes for the prevention of substance abuse and the rehabilitation of persons who abuse substances.

FUNCTIONS

- 1. Develop and review policies and legislation on substance abuse within the Department.
- 2. Develop practice guidelines for policy implementation.
- 3. Capacity building of service providers on issues of policy and legislation.
- 4. Ensure compliance with international conventions through policy and legislation.
- 5. Monitoring the trends and conduct ongoing research to inform policy.
- 6. Monitor implementation of the Act, and ammend and where necessary.

1 Director

1 Secretary

SUB-DIRECTORATE: POLICY AND LEGISLATION

PURPOSE: To develop policy and legislation on substance abuse.

FUNCTION

- Develop and review policies and legislation on substance abuse within the Department.
- 2. Develop practice guidelines for policy implementation.
- Capacity building of service providers on issues of policy and legislation.
- 4. Administration of legislation.
- Ensure compliance with international conventions through policy and legislation.
- 6. Monitor the trends and conduct ongoing research to inform policy.
- Monitor the implementation of the Act and amend and review.
- 1 Social Work Manager
- 1 Social Work Advanced Specialist
- 1 Chief Admin Clerk

SUB-DIRECTORATE: PROGRAMME DEVELOPMENT AND IMPLEMENTATION

PURPOSE: To develop, strengthen and implement programmes for the prevention and treatment of substance abuse.

FUNCTION

- To develop programmes for the prevention and treatment of substance abuse.
- Design best practice models for integrated service delivery for substance abuse.
- Ensure transformation in the field of substance abuse.
- Ensure compliance with with international standards in line with conventions.
- Assist national councils and organizations to develop business plans and monitoring.
- Development of minimum norms and standards for different levels of service delivery.
- Ensure accreditation of programmes in the field of substance abuse...

SUB-DIRECTORATE: CENTRAL DRUG AUTHORITY

PURPOSE: To provide technical and financial support to the Central Drug Authority and implement the Drug Master Plan.

FUNCTIONS

- Support the activities of the Cetral drug authority in developing the national database and national clearing house.
- 2. Review the National Drug Master Plan.
- Facilitate the development of mini-drug master plan by various departments and role players.
- Best practice models in the field of substance abuse developed to guide services delivery. This will involve the design of pilot programmes and monitoring of provincial staff responsible for the implementation of such programmes.
- 5. Implement decisions taken at the CDA meetings.
- 6. Facilitate the implementation of the NDMP.
- 7. Provide a secretariat function for the Central Drug Authority.

¹ Social Work Manager

¹ Social Work Advance Specialist

