DIRECTORATE: POPULATION AND DEVELOPMENT PROGRAMMES

PURPOSE: Implements intergovernmental population and development programmes, disseminates population development information, to build the capacity of all three spheres of government to implement the population policy.

FUNCTIONS:

- Disseminate relevant population information (as part of the monitoring and evaluation role) to all structures of government in suitable formats in order to inform them about population trends and to provide technical support for the implementation of the policy;
- Develop means to assist government departments to enhance their capacity and expertise in analysing the linkages between demographic variables and their policies and programmes (this may involve the commissioning of appropriate training and capacity building for institutions in civil society).

DIRECTORATE: POPULATION AND DEVELOPMENT RESEARCH

PURPOSE: To manages population and development and social development research, in support of policy and programme development, both for the implementation of the national population policy and other programmes of the Department of Social Development.

FUNCTIONS:

- Identify, commission, conduct and report on population & development and cross-cutting social development research;
- Liaise and collaborate with national, regional and international stakeholders regarding population & development research activities;
- Provide capacity building / technical support / information on population & development and social development research to stakeholders;
- Advise the Department of Social Development and other stakeholders on the policy and programme implications of research findings.
- Undertake the analysis and interpretation of data on the country's population dynamics and on the reciprocal relationships between population and development to inform policy design and programming;
- Assist government departments to analyse data and to monitor and evaluate the
 effectiveness of programmes for purposes of assessing the overall successes and
 failures of the national development strategy.

DIRECTORATE: POPULATION AND DEVELOPMENT STRATEGY

PURPOSE: To provide policy advice on population and development trends, monitors and evaluates the implementation of the population policy, and reports thereon.

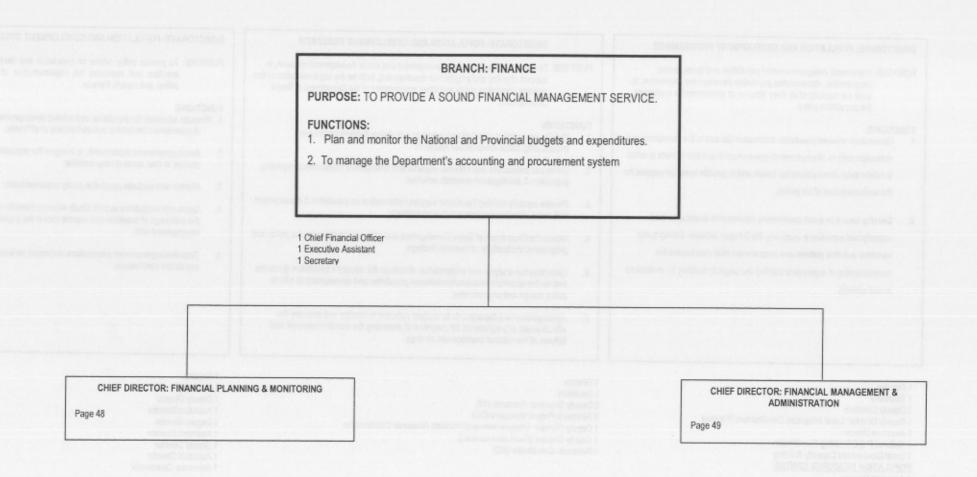
INCTIONS

- Promote advocacy for population and related development issues targeted at government leadership and civil society at all levels;
- Assist government departments to interpret the population policy in relation to their areas of responsibility;
- 3. Monitor and evaluate population policy implementation;
- Liaise with institutions outside South Africa to promote collaboration and the exchange of expertise and experiences in the population and development field.
- Coordinate government preparations and report on international population conferences.

- 1 Director
- 1 Secretary
- 2 Deputy Directors
- 1 Deputy Director: Local Integrated Development Planning
- 1 Assistant Director
- 1 National P & D Training Coordinator
- 1 Local Government Capacity Building
- POPULATION RESOURCE CENTRE
- 1 Assistant Director
- 1 Population Resource Manager
- 1 Website Content Manager (Fixed term contract)
- 1 Database Coordinator (Fixed term contract)

- 1 Director
- 1 Secretary
- 2 Deputy Directors: Research (12)
- 9 Research Project Managers (DD)
- 1 Deputy Director: Intergovernmental HIV/Aids Research Collaboration
- 1 Deputy Director (Fixed term contract)
- 1 Research Coordinator (AD)

- 1 Director
- 1 Secretary
- 1 Deputy Director
- 1 Assistant Director
- 1 Deputy Director
- 1 Assistant Director
- 1 Deputy Director
- 1 Assistant Director
- 1 Advocacy Coordinator



CHIEF DIRECTOR: FINANCIAL PLANNING AND MONITORING

PURPOSE: TO PLAN AND MONITOR THE NATIONAL AND PROVINCIAL BUDGET AND EXPENDITURES

FUNCTIONS:

- Monitor and report on Provincial expenditure trends.
- 2. Monitor and analyse as a result of the establishment of SASSA the cost and fiscal implications
- 3. Performance monitoring of the Public Entities for which DSD is responsible
- 1 Chief Director
- 1 Secretary

DIRECTORATE: BUDGET PLANNING AND MONITORING

PURPOSE: To manage and coordinate the Department's financial planning and expenditure monitoring activities and monitor and report on provincial expenditure trends to improve compliance to the legislative requirements for Conditional Grants and Special Allocations.

FUNCTIONS:

- 1. Plan, manage and coordinate of the development of the MTEF budget.
- 2. Ensure the analysis and interpretation of the departmental spending trends.
- Facilitate the projection of estimated actual expenditure for the remainder of the financial year.
- 4. Ensure reporting on the state of expenditure.
- Facilitate the compilation of information to Parliament with regard to the Main Estimate, Adjusted Estimate and Supplementary Estimate of National Expenditure.
- Facilitate compliance with the legislative requirements for government financial management and administration and related Treasury directives.
- Monitor and report on provincial spending trends against budget allocations and benchmark numbers.
- Monitor and facilitate compliance with the annual Division of Revenue Act and Conditional Grant Frameworks

DIRECTORATE: COSTING, FINANCIAL FORECASTING AND MODELLING

PURPOSE: To analyze and facilitate the costing of the financial and fiscal implications of legislation and policy directives pertaining to the social development sector and related functions.

FUNCTIONS:

- Analyze new policies and legislation pertaining to the social development sector and facilitate the costing of its financial and fiscal implications
- Develop and implement costing model(s) for the services rendered by the national DOSD
- Develop service standards, best practices and bench marking for financial services rendered by the Nat DOSD.
- Design and maintain an integrated financial forecasting model to benchmark and monitor social development MTEF inputs and allocations, including SASSA budget inputs
- Manage, coordinate and integrate the inputs for the social development chapters in the Expenditure Review and Inter Government and Fiscal Review documents
- Manage the coordination and integration of inputs for social development Intergovernmental Technical Committees and render a secretariat function where required.

DIRECTORATE: FINANCIAL MONITORING OF PUBLIC ENTITIES

PURPOSE: To monitor the financial performance of the Entities reporting to the Minister of Social Development and facilitate compliance.

FUNCTIONS:

- Ensure the timeous submission of the prescribed budget of estimated revenue and expenditure for approval by the executing authority.
- Facilitate the development of MTEF budget inputs by each of the Entities in line with the National Treasury directives.
- Ensure the analysis and interpretation of the spending trends of each Entity in line with the approved annual spending plans and report to management on the outcome
- Facilitate & coordinate the financial monitoring of the performance of the Entity against the set targets and objectives as outlined in the approved Business plans and Strategic plans
- Facilitate compliance with the legislative requirements for government financial management and administration and related Treasury directives.

¹ Director: Financial Planning

¹ Secretary

¹ DD National Budgets

² Assistant Directors: National Budgets

¹ DD Provincial Budgets

¹ Assistant Director: Provincial Budget

¹ Snr State Accountant: Provincial Budget

¹ Director

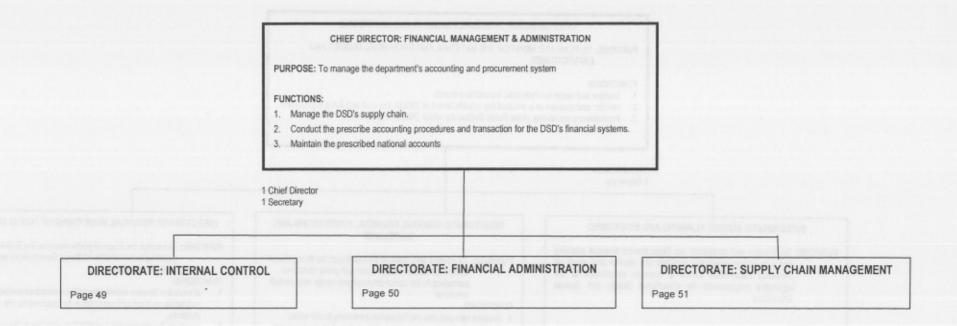
¹ Secretary

² Deputy Director

¹ Director

¹ Secretary

² Deputy Director



DIRECTORATE: INTERNAL CONTROL

PURPOSE: To ensure that the department maintains an effective, efficient and transparent financial, risk management and internal control system.

FUNCTIONS:

- Develop, implement and monitor financial policies, processes, systems and delegations.
- Facilitate and coordinate financial risk assessment process and ensure implementation of a financial risk management plan.
- Coordinate effective responses to internal and external audit queries, including monitoring action plan by management.
- Monitor the implementation and compliance with financial legislative requirements, e.g. PFMA. Treasury Regulations and related prescripts.
- Monitor staff on internal control, risk management and financial policy processes and procedures.

SUB DIRECTORATE: POLICY AND SYSTEMS

PURPOSE: Facilitate the development & implementation of a system of internal control.

FUNCTION:

- Manage the implementation of the Departmental action plan for the PFMA.
- Co-ordinate the responses to the external and internal audit queries and implementation there of.
- Assist with the development and updating of the departmental delegations and financial policies.

SUB DIRECTORATE: RISK MANAGEMENT

PURPOSE: To facilitate the development and implementation of financial risk management & anti corruption & fraud prevention plans

FUNCTION:

- Manage the system for reporting cases of theft, fraud and losses.
- Facilitate and coordinate financial risk assessment and monitoring implementation of mitigating actions.
- Monitor the implementation of the Anti-Corruption and Fraud Prevention plan.

¹ Director

¹ Secretary

¹ Deputy Director: Policy and Systems

¹ Assistant Director: Policy

² Accounting Clerk

¹ State Accountant

¹ Accounting Clerk

DIRECTORATE: FINANCIAL ADMINISTRATION

PURPOSE: To provide financial administration functions to the Dept

FUNCTIONS:

- 1. Develop and implement an effective revenue collection and fund management system
- Ensure the management, administration and reporting of Donor Funds in line with Donor Agreements
- 4. Management of all accounting and bookkeeping functions
- 5. Manage the Department's expenditure and payments system
- Cash flow management
- Salary administration
- Ensure effective internal financial controls and implementation of financial policies and procedures.

1 Director

1 Secretary

SUB DIRECTORATE: BOOK KEEPING

PURPOSE: To provide financial administration function in relation to Department's funds.

FUNCTION:

- 1. Maintain the departments books of account
- 2. Manage the cash flow and payment system
- Assist with the preparation of the departments financial statements

SUB DIRECTORATE: DONOR FUNDING

PURPOSE: Provide financial administration function in relation to donor funds.

FUNCTION:

- Manage, administer and report on donor funds in line with donor agreements.
- 2. Manage all accounting functions in relation to donor funds

SUB DIRECTORATE: SALARIES

PURPOSE: Manage the salary administration of the department

FUNCTION:

- 1. Manage the payroll function
- Ensure all debts due to the department are collected and paid to SARS
- 3. Ensure all revenue for the department is collected
- 4. Ensure monthly and yearly tax reconciliation is perform

- 1 ASD Bookkeeping
- 1 Senior State Accountant
- 1 Financial Admin Officer
- 1 State Accountant
- 1 State Accountant
- 6 Accounting Clerks

- 1 Deputy Director: Donor Funding
- 2 Accounting Clerks

- 1 Deputy Director: Salaries
- 1 Assistant Director: Salaries & Revenue
- 2 Accounting Clerks

DIRECTORATE: SUPPY CHAIN MANAGEMENT

PURPOSE: To provide integrated Supply Chain functions to the Dept

FUNCTIONS

- 1. Provide and manage Demand activities.
- 2. Provide and manage Acquisitions.
- 3. Provide and manage Logistics and Disposal functions.
- 1 Director
- 1 Secretary

SUB DIRECTORATE: DEMAND & ACQUSITION MANAGEMENT

PURPOSE: To facilitate procurement of goods of services through demand and acquisition management

FUNCTION:

- Provide and manage demand through variance analysis, market analysis, and industry analysis
- Provide and manage acquisitions through both quotations and bids
- 3. Develop and manage the demand management plan

SUB DIRECTORATE: LOGISTICS AND DISPOSAL MANAGEMENT

PURPOSE: To provide logistical support and asset management

FUNCTION:

- . Provide and manage
 - 1.1 LOGIS administration
 - 1.2 Assets management and disposals
- 2. Warehouse and inventory management

SUB DIRECTORATE: FACILITIES MANAGEMENT

PURPOSE: To provide and manage the department's facilities

FUNCTION:

- 1. Provision and maintenance of office accommodation
- 2. Telephone administration
- Transport management including government vehicles, hired and flights
- Manage cleaning services.
- Manage Food and services
- 6. Photo Copying Machines

- 1 Deputy Director
- 1 Assistant Director
- 1 Assistant Director:
- 1 Chief Provision Admin Clerk
- 1 Provision Admin Officer
- 1 Snr Procurement Officer
- 1 Procurement Officer
- 9 Food Service Aid
- 2 Operators
- 2 Senior Provisioning Admin Clerk
- 1 Provisioning Admin Clerk
- 1 Miss Clerk

- 1 Deputy Director
- 1 Assistant Director: Logistics
- 1 Assistant Director: Asset Management & Disposal
- 1 System Controller (PAD)
- 1 Subsystem Controller
- 1 Asset Manager
- 1 Provisioning Admin Officer
- 1 Chief Admin Clerk
- 2 Payment Clerks
- 2 Order Clerks
- 1 Posting Clerk
- 2 Asset Management Clerk
- 2 General Stores Assistant
- 1 Transition Clerk
- 1 Provisioning Admin Clerk

1 Assistant Director

BRANCH: CORPORATE SERVICES

PURPOSE: To coordinate and manage the support services provided to DSD and the core functions.

FUNCTIONS:

- 1. Provide information management and information technology services
- 2. Provide legal services to and for the DSD.
- Provide an efficient Human Capital Management service that will enable the Department to achieve its stated objectives
- 4. Manage and implement an effective communication strategy for the ministry and DSD
- 5. Ensure the security of the DSD' equipment, infrastructure, personnel and information

NOTE:

As a result of budgetary constraints the DDG post will only be filled later in the MTEF perod, however, these unit will report directly to the DG as an interim measure.



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CHIEF DIRECTORATE: LEGAL SERVICES

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CHIEF DIRECTORATE: HUMAN CAPITAL MANAGEMENT

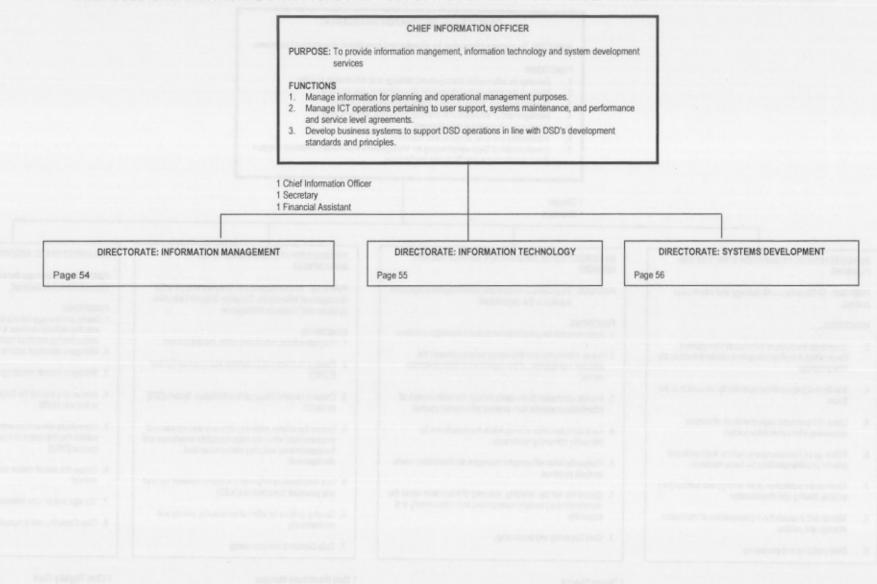
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CHIEF DIRECTORATE: COMMUNICATION

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DIRECTORATE: SECURITY MANAGEMENT

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DIRECTORATE: INFORMATION MANAGEMENT

PURPOSE: To manage information for planning and operational management purposes.

FUNCTIONS

- Develop an Information Management strategy and information policies.
- 2. Manage the strategy for information dissemination and disposal..
- 3. Provide Registry, Records and Library management services.
- 4. Management of information in line with PAIA and Archives Acts.
- 5. Content and knowledge management.
- Information and data analysis and modelling.
- Development of Data-warehousing for Management Information, Decision Support Executive Systems and Business Intelligence.
- 1 Director
- 1 Secretary

SUB-DIRECTORATE: INFORMATION STRATEGY AND PLANNING

PURPOSE: To Develop an IM strategy and information policies.

FUNCTIONS:

- Coordinate the National Information Management Forum which is held quarterly on a rotational basis in the nine provinces
- Identify and prepare documentation for discussion at the forum
- Liaise with provincial departments on all matters concerning information management
- Follow up on Parliamentary questions and trends and plan for possible questions for future response
- Facilitate the publication of IM strategy and policies (i.e.) printing, binding and dissemination
- Monitor and evaluate the implementation of information strategy and policies
- 9. Data capturing and processing

SUB-DIRECTORATE: INFORMATION KNOWLEDGE AND SERVICES

PURPOSE: To provide a content and knowledge management service to the department

FUNCTIONS

- 1. Apply research on good Information and Knowledge practices.
- Render information and knowledge services through the effective management of the departmental library/resource centre.
- Provide information to the users through the wide network of information resources from external and internal sources.
- Facilitate information sharing within the department by frequently convening workshops.
- Frequently liaise with progam managers for information needs analysis purposes.
- Ensure the validity, reliability, accuracy of information within the department (i.e.) content management both electronically and physically.
- 7. Data Capturing and processing.

SUB-DIRECTORATE: DATA WAREHOUSE MANAGEMENT

PURPOSE: To Development of Data-warehousing for Management Information, Decision Support Executive Systems and Business Intelligence

FUNCTIONS

- 1. Integrate existing data bases within the department
- Develop an Electronic Document Management System (EDMS)
- Create a National Geographic Information System (GIS) for DoSD
- Ensure the validity, reliability, accuracy and relevance of electronic data within the databases/data warehouse and the departmental website (electronic content management)
- Link data bases or information systems between national and provincial departments (DoSD)
- Develop policies for information security, privacy and confidentiality
- 7. Data Capturing and processing

SUB-DIRECTORATE: RECORDS MANAGEMENT

PURPOSE: To. Manage the strategy for information dissemination and disposal.

FUNCTIONS:

- Create and manage the departmental file plan in line with the National Archives & Records Act of South Africa (NARS) Act 46 of 1996
- 2. Manage a registry of records for the DoSD
- 3. Manage a records messenger service for the DoSD
- Archive and discard the DoSD documents and records in line with NARS
- Consolidate relevant departmental information to publish the Promotion of Access to Information Act manual (PAIA)
- Ensure the annual review and publication of PAIA manual
- 7. Manage and provide information for PAIA requests
- 8. Data Capturing and processing

- 1 Deputy Director
- 1 Assistant Director
- 1 Social Worker

2006/10/24

- 1 Deputy Director
- 1 Assistant Director: 1 Principal Librarian
- 1 Admin Clerk

1 Data Warehouse Manager

- 1 Chief Registry Clerk
- 4 Registry Clerk
- 10 Messengers
- 1 Driver

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DIRECTORATE: INFORMATION TECHNOLOGY

PURPOSE: To manage ICT operations pertaining to user support, systems maintenance, performance and service level.

FUNCTIONS

- 1. Develop and manage the strategy for helpdesk/operations centre.
- 2. Develop and manage strategy for systems and network maintenance
- 3. Develop and implement strategy for service and performance management.
- 4. Manage the needs of the DSD on ICT through CRM.
- 5 Manage ICT procurement, suppliers, service levels and assets.

1 Director

1 Secretary

SUB-DIRECTORATE: SERVICE MANAGEMENT

PURPOSE: To manage provision of IT services to end-user

FUNCTIONS

- To manage an effective and efficient Service-desk in accordance with well known best practices
- To manage provision of end-user support functions in accordance with well known best practices
- To Manage ICT related Service Level Agreements
- To manage provisioning of ICT goods and services to the department
- 5. To manage ICT assets within the department

SUB-DIRECTORATE: NETWORK MANAGEMENT

PURPOSE: To manage and maintain the departmental network infrastructure

FUNCTIONS

- To configure and maintain network infrastructure.
- To ensure the efficient and effective running of the network.
- To monitor the availability, capacity and performance levels of the network.
- To perform backups in accordance with backup strategy.
- 5. To ensure security of the network infrastructure.
- 6. To provide network connectivity to end-users.

SUB-DIRECTORATE: SYSTEMS MAINTENANCE

PURPOSE: To perform systems implementation and support within the department

FUNCTIONS

- To participate in the systems development projects
- To implement systems within the department and provincially
- 3. To perform first-line support on systems
- To provide support on systems and database
- To assist end-user in the effective and efficient use of the systems

1 Logistics Officer

¹ Deputy Director: Service Management

¹ ASD: IT Sourcing and Contract Management

¹ ASD: Helpdesk Manager

² Customer Service Officer

¹ Admin Clerk

DIRECTORATE: SYSTEMS DEVELOPMENT

PURPOSE: To develop business systems to support DSD operations in line with DSD development standards and principles.

FUNCTIONS

- 1. Analyse and model the business of the DSD for development of an IT system.
- 2. Mange the SDLC methodologies and framework
- 3. Development of an ICT Governance Model, Architecture and policies and standards.
- 4. Development of quality assurance and compliance methods
- 5 Develop and manage a Master Information Systems Plan and systems development strategy

1 Director

SUB-DIRECTORATE: SYSTEM DEVELOPMENT

PURPOSE: To manage development of systems in order to support business of the department

FUNCTIONS

- To analyse and model the business of the DSD for development of an IT system.
- To implement the SDLC methodologies and framework in developing systems
- 3. Develop and maintain the departmental website

SUB-DIRECTORATE: ICT ARCHITECTURE

PURPOSE: To ensure that ICT services are aligned to business needs by putting together a ICT architecture.

FUNCTIONS:

- 1. To develop the Enterprise Architecture for the Department.
- To ensure that ICT solutions are deployed following the existing architecture.

SUB-DIRECTORATE: QUALITY ASSURANCE

PURPOSE: To ensure that ICT services and functions rendered adhere to best practices and industry standards

FUNCTIONS

- 1. To conduct research on ICT trends and quality assurance tools
- To ensure that Systems Development complies with the SDLC methodologies and frameworks
- 3. To develop ICT policies and standards.
- 4. To develop quality assurance and compliance methods

¹ Deputy Director: Business Systems

² Systems Analysts

¹ Web Developer

¹ Deputy Director: ICT Architecture

¹ Project Manager (DD)

¹ Project Co-ordinator (DD)

¹ Deputy Director: Research & Quality Assurance

¹ Assistant Director: Quality Assurance

CHIEF DIRECTORATE: LEGAL SERVICES

PURPOSE: To provide legal services to and for the department of social development.

FUNCTIONS:

- Develop and draft legislation, other related legal instruments and render legal advice in matters relating thereto.
- Manage litigation by and against the Department, contract management and render legal advice and guidance in matters relating thereto.

1 Chief Director

1 Secretary

DIRECTORATE: LEGISLATIVE DRAFTING AND CONTRACTS MANAGEMENT

PURPOSE: To develop legislation, other legal instruments and to deal with other related matters.

FUNCTIONS:

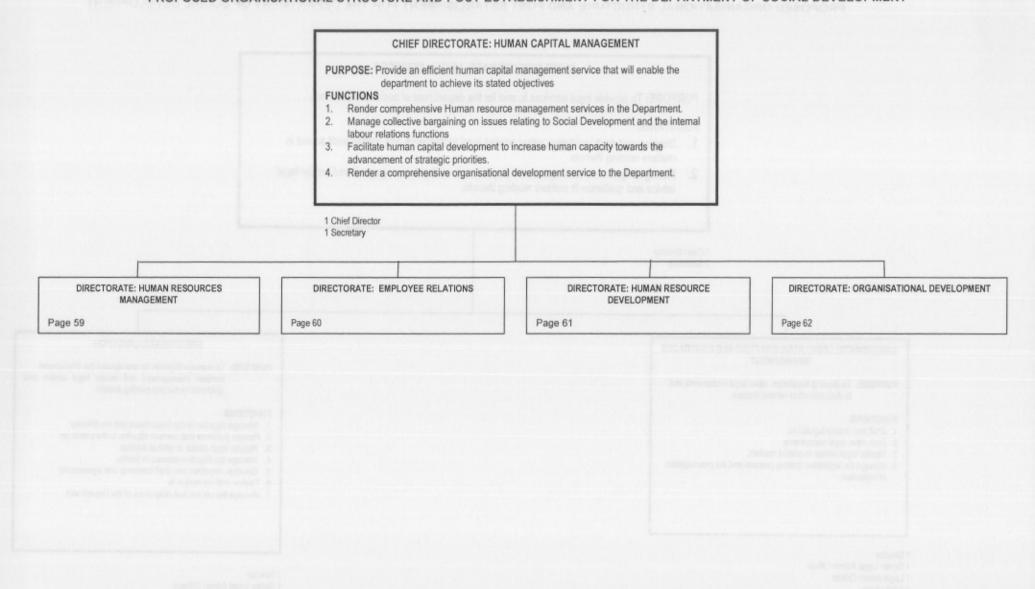
- 1. Draft and review legislation.
- 2. Draft other legal instruments.
- 3. Render legal advice in related matters.
- Manage the legislative drafting process and the promulgation of legislation.
- 1 Director
- 1 Senior Legal Admin Officer
- 1 Legal Admin Officer
- 1 SAO Library

DIRECTORATE: LITIGATION

PURPOSE: To manage litigation by and against the Department, contract management and render legal advice and guidance in matters relating thereto

FUNCTIONS

- 1. Manage litigation in the Department and the Ministry.
- 2. Provide guidance and oversee litigation in the provinces.
- 3. Render legal advice in related matters.
- 4. Manage the litigation process to finality.
- 5. Develop, negotiate and draft contracts and agreements
- 6. Review and vet contracts.
- 7. Manage the contractual obligations of the Department.
- 1 Directo
- 1 Senior Legal Admin Officers
- 1 Legal Officer



DIRECTORATE: HUMAN RESOURCES MANAGEMENT

PURPOSE: To render and maintain a timeous, efficient client based human resource service in an integrated, ethical and transparent manner in the Department

FUNCTIONS

- Provide Human Resource recruitment and selection services.
- 2. Ensure human resource policy development and planning.
- Provide a comprehensive human resource administration service.

1 Director

1 Secretary

1 Deputy Director

NOTE:

Staff in the Directorate: Organisational Development will report to the Director: HRM until such time that the Director post is filled.

DIVISION: RECRUITMENT AND SELECTION

PURPOSE: To provide human resource recruitment and selection services.

FUNCTIONS

- Provide an effective and efficient recruitment and selection service.
- 4. Monitor employment equity in the Department.
- Implement and administer human resource policies and programmes in as far as remuneration, transfers and termination of services are concerned.
- Maintain records.

DIVISION: HUMAN RESOURCE POLICY AND PLANNING

PURPOSE: To ensure human resource recruitment policy development and planning in the Department.

FUNCTIONS

- 1. Develop Human Resource related policies.
- 2. Benchmark, review and update Human Resources policies.
- Conduct research and render advisory services on HR matters.
- Develop Human Resource s Plans, manuals and the Employment Equity Plan for the Department.

DIVISION: HUMAN RESOURCE ADMINISTRATION

PURPOSE: To provide a comprehensive human resources administration service in the Department

FUNCTIONS:

- 2. Render a personnel provisioning service.
- Manage service conditions as well as service benefits.
- Provide an SMS advisory and administration service.
- Provide an effective HR Information System, including establishment control.
- 6. Co-ordinate all PERSALI functions.
- 7. Render an employee registry service.
- Maintain records

1 Control Personnel Officer

Service Benefits

- 1 Chief Personnel Officer
- 1 Principal Personnel Officer
- 2 Senior Personnel Officer

Personnel Provisioning and Utilisation

- 1 Chief Personnel Officer
- 1 Principal Personnel Officer
- 3 Senior Personnel Clerk

HR Information Services

- 1 Chief Personnel Officer
- 1 Chief Registry Clerk
- 2 Registry Clerk

1 Assistant Director

4 Senior HR Practitioners

DIRECTORATE: EMPLOYEE RELATIONS

PURPOSE: To manage collective bargaining on issues relating to social development (health and welfare) and the internal labour relations functions of the department.

FUNCTIONS

- 1. Manage the internal Labour Relations function in the Department.
- Manage the collective bargaining processes for the Department of Social Development in the Health and Welfare Sector.

NOTE

As a result of budgetary constraints the Director post will only be filled in the MTEF cycle. however, this function will be temporarily catered for within Directorate: HRM.

SUB-DIRECTORATE: LABOUR RELATIONS

PURPOSE: To manage the internal labour relations function in the department

FUNCTION

- Develop and implement labour relations policies, codes and practices.
- 2. Manage grievances and disciplinary matters.
- 3. Render employment relations advisory service.
- 4. Facilitate capacity building programmes in the Labour Relations field
- 1 Deputy Director
- 1 Assistant Director
- 1 Admin officer

SUB-DIRECTORATE: COLLECTIVE BARGAINING

PURPOSE: To manage the collective bargaining processes for the department of social development in the health and welfare sector.

FUNCTIONS

- Manage collective bargaining on behalf of the Department in the Health and Welfare Sector Bargaining Council.
- 2. Manage employer caucus processes.
- 3. Facilitate the resolution of sector related disputes.
- Provide advice to provincial departments on collective bargaining issues.
- Mange the research and costing of sector related interventions.
- 1 Deputy Director
- 1 Snr Admin Officer

DIRECTORATE: SECTOR EDUCATION AND TRAINING

PURPOSE: To facilitate human capital development to increase human resource capacity towards the advancement of strategic priorities.

FUNCTIONS

- Plan and coordinate skills development initiatives.
- Facilitate the process of developing, implementing, monitoring and reviewing the HRD strategy for the social services sector.

1 Director

1 Secretary

SUB-DIRECTORATE: SKILLS DEVELOPMENT

PURPOSE: To plan and coordinate skills development initiatives

FUNCTION:

- 1. Support line and support functions in meeting their statutory obligations.
- Development of human resources development policies.
- Facilitate skills development in accordance with the strategic priorities of the department.
- Manage financial support for human resources development.
- 5. Develop and implement a work place skills plan.
- Monitor the implementation of skills development initiatives in the Department.
- 7. Training needs analysis.
- Comply with statutory requirements as set out in the legislation underpinning skills development in the country.

1 Skills Development Facilitator

1 Training Officer

1 Senior Training Officer

SUB-DIRECTORATE: SECTOR CAPACITY BUILDING

PURPOSE: Coordination and facilitation of capacity building within the social sector.

FUNCTIONS

- 1. Represent the department in the various forums in the training and education sector
- 2. Facilitate the development of curricula, content and unit standards
- 3. Conduct research on training needs and capacity building requirements
- 4. Facilitate capacity building programmes for service providers within sector.
- Monitoring and evaluation of all capacity development programmes, including the management of all logistical arrangements.
- 6. Facilitate the development of a HRD Strategy for the sector.
- 7. Assess the impact of training initiatives.
- 8. Manage the financial resources (donor funding, HWSETA grant).
- 9. Facilitate partnerships with institutions of higher learning

1 Deputy Director

DIRECTORATE: ORGANISATIONAL DEVELOPMENT

PURPOSE: To render a comprehensive organisational development service to the Department

FUNCTIONS:

- 1. Manage the organisational design process and Job Evaluation in the Department.
- 2. Provide an Employee Wellness Service to the Department's employees.
- 3. Manage the performance management and development system.
- Facilitate change management initiatives in the Department

NOTE:

Staff in the Directorate: Organisational Development will report to the Director: HRM until such time that the Director post is filled.

3 mm 6

SUB-DIRECTORATE: ORGANISATIONAL DESIGN, JOB EVALUATION AND PERFORMANCE MANAGEMENT

PURPOSE: To manage the provisioning of organisational design, job evaluation and performance management in the Department

FUNCTIONS

- Develop organisational and establishment structures in terms of the needs of the Department.
- Ensure that posts are correctly defined and graded to suit the needs of the Department.
- Participate in project teams to achieve a multidisciplinary approach to meet the set objectives of the Department.
- Develop and implement a performance management and development system in the Department.
- 5. Ensure that the performances of all employees are objectively evaluated.
- 6. Manage the awards and recognition system of the Department.
- 7. Maintain records

Organisational Design and JE

- 1 Deputy Director
- 1 Chief Work Study Officer
- 1 Assistant Director
- 3 Snr Work Study Officers

PMDS

- 1 Assistant Director
- 2 Senior HR Practitioner

SUB-DIRECTORATE: EMPLOYEE WELLNESS AND CHANGE MANAGEMENT

PURPOSE: To manage employee wellness and change management initiatives in the Department.

FUNCTIONS

- Develop and implement a comprehensive employee wellness strategy and programmes;
- Develop and implement a policy on the management of HIV/Aids in the workplace.
- Co-ordinate the implementation of the policy on promoting occupational health and safety in the work place.
- Develop and implement a strategy for the management of injuries on duty and occupational diseases.
- Develop and implement a change management strategy for the Department.

Employee Wellness

1 Employee Wellness Manager

CHIEF DIRECTORATE: COMMUNICATIONS

PURPOSE: To manage and implement an effective communication strategy for the ministry and DSD.

FUNCTIONS

- 1. Manage the media liaison and media relationships of the Ministry and DSD.
- 2. Promote internal communication and general corporate image of the Department.
- Institute and manage direct communication with the public and communities through community meetings.
- 1 Chief Director
- 1 Secretary
- 1 Financial Assistant
- 1 Administration Clerk

DIRECTORATE: EXTERNAL COMMUNICATION & MARKETING

PURPOSE: Manage media liaison and media relationships of the Ministry and DSD,

FUNCTIONS

- Responsible for all media events.
- Liaise with other Govt Depts and Provinces and align communication and media campaigns.
- 3. Maintain a positive image of the Ministry and DSD.
- 4. Participate in GCIS media liaison forums and activities
- 1 Director
- 1 Secretary
- 1 Deputy Director: Media & Intergovernmental Liaison
- 1 Deputy Director: Online Communication & Research
- 1 Admin Officer

DIRECTORATE: INTERNAL COMMUNICATIONS

PURPOSE: To promote internal communications and the general corporate image of the Department

FUNCTIONS

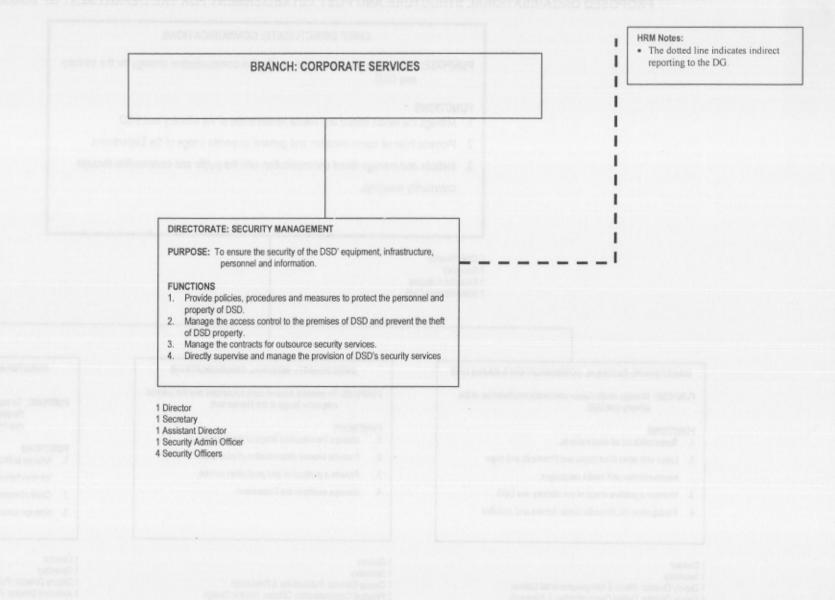
- Manage the corporate image of the Department.
- 2. Promote internal dissemination of information.
- Provide a publication and production service.
- Manage events in the Department.
- 1 Director
- 1 Secretary
- 1 Deputy Director: Publications & Production
- 2 Principal Communication Officers: Graphic Design
- 1 Principal Communication Officer
- 1 Assistant Communication Officer

DIRECTORATE: PUBLIC LIAISON AND EVENTS MANAGEMENT

PURPOSE: To institute and mange direct communication with the public and communities through community meetings.

FUNCTIONS

- Arrange public and community liaison meetings in the izimbizo format.
- 2. Conduct research on DSD's public participation strategy.
- 3. Manage customer liaison.
- 1 Director
- 1 Secretary
- 1 Deputy Director: Public Liaison & Events Man
- 1 Assistant Director: Public Liaison & Events Man
- 2 Communication Officers
- 1 Telecom Operator



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CHIEF OF STAFF (MINISTERIAL SERVICES)

DIRECTORATE: INTERNATIONAL RELATIONS: MINISTRY

PURPOSE: To handle and co-ordinate international liaison in the field of Social Development. (E.g. SADC, NEPAD, EU)

FUNCTIONS:

- Compile strategies to promote liaison with countries with which agreements were/are made.
- Monitor and evaluate the international opinions on the Department's contribution in the field of social development.
- Promote international co-ordination by arranging visits to foreign countries as well as rendering a visitor's service and the arrangement of conversational forums.
- Ensure co-ordinated international action by maintaining close liaison with public and associated institutions and the private sector

1 Director

1 Secretary

DIVISION: ADMIN SUPPORT

1 Admin Officer

SUBDIRECTORATE: AU, NEPAD AND

SADEC

1 Deputy Director

1 Assistant Director

SUBDIRECTORATE: UN AND DONOR

COORDINATION

1 Deputy Director

1 Assistant Director

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