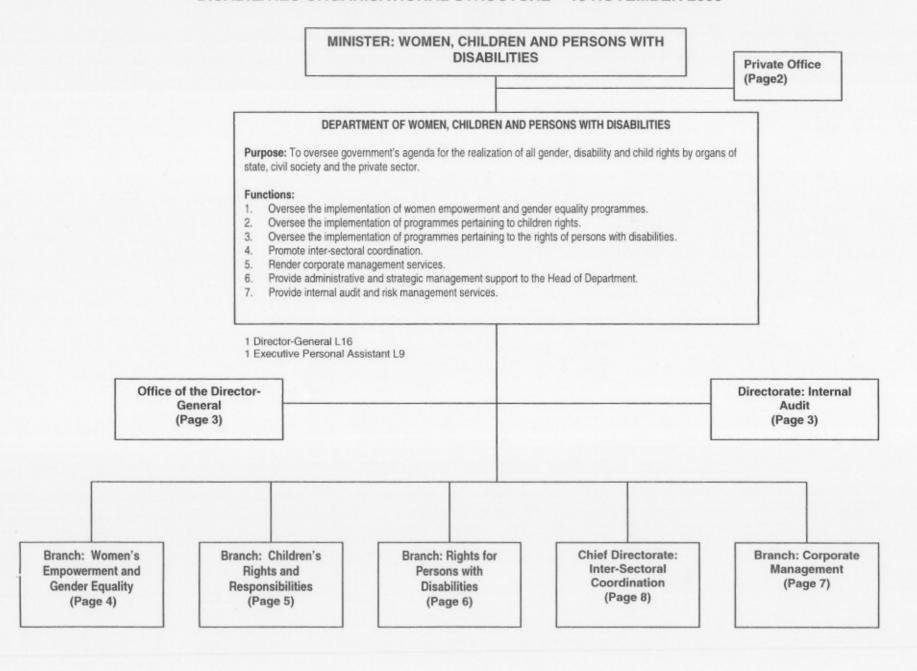
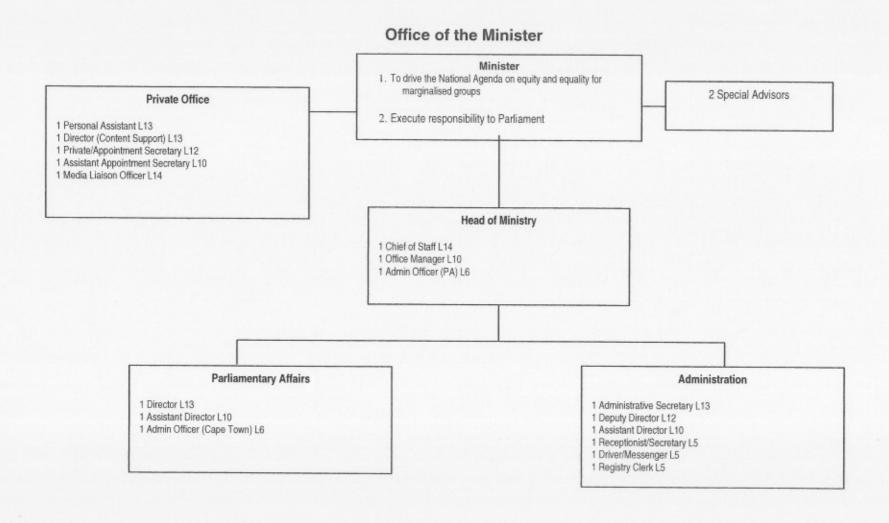
Annexure A

ORGANISATION AND POST ESTABLISHMENT - DEPARTMENT FOR WOMEN, CHILDREN AND PERSONS WITH DISABILITIES ORGANISATIONAL STRUCTURE – 13 NOVEMBER 2009



Annexure A

ORGANISATION AND POST ESTABLISHMENT - DEPARTMENT FOR WOMEN, CHILDREN AND PERSONS WITH DISABILITIES ORGANISATIONAL STRUCTURE - 13 NOVEMBER 2009



Office of the Director General

Purpose: To provide administrative and strategic management support to the Head of Department.

Functions:

- Liaise with the Ministry and departmental units on operational and administrative matters.
- Ensure effective document flow between the office of the Director-General, the Ministry and Branches.
- 3. Coordinate and facilitate cluster related matters.
- 4. Provide executive administrative support services.
- Provide strategic leadership on strategy, legislation and policy alignment and coordination of Branch activities.
- 6. Coordinate and facilitate strategic and operational planning processes.
- 7. Coordinate donor funding.
- Monitor, evaluate and advise on departmental strategy and performance.
- Éstablish, coordinate and maintain strategic national and international partnerships including donor coordination

DG Support

- 1 Office Manager L14
- 1 Director L13
- 1 Deputy Director L11
- 1 Admin Officer L6
- 1 Driver/Messenger L5

Chief Directorate: Planning & Cluster Co-ordination

- 1 Chief Director L14
- 1 Director (Planning) L13
- 1 Director (M&E) L13
- 2 Deputy Director L11
- 1 Assistant Director L9

Directorate: Internal Audit

Purpose: To ensure the provision of internal audit and risk management services.

- 1. Conduct forensic, financial and operational audits.
- 2. Conduct performance audits.
- Coordinate the implementation of audit recommendations.
- 4. Coordinate and facilitate forensic investigations.
- 5 Ensure compliance and appropriate risk management.
- 1 Director L13
- 2 Internal Auditor L11
- 1 Administrative Officer L7

Women's Empowerment and Gender Equality (WEGE)

Purpose: To oversee the implementation of women empowerment and gender equality programmes.

Functions:

- 1. Review and facilitate implementation of policies pertaining to women's empowerment and gender equality.
- Promote capacity development programmes & mainstream women's issues and gender equality considerations into government programmes
- 3. Facilitate global cooperation and collaboration on the promotion of WEGE.
- Conduct Monitoring and Evaluation and undertake research to ensure compliance and comprehensive reporting on the implementation of WEGE
- 1 Deputy Director General L15
- 1 Branch Coordinator L11
- 1 Personal Assistant L7

Chief Directorate:

Policy and Planning implementation on the promotion of WEGE

Purpose: To review and facilitate implementation of policies related to WEGE

Functions:

- 1. Review and facilitate implementation of policies
- Identify gaps in implementation and facilitate policy amendments
- Develop and maintain sector specific institutional support systems.
- 4. Develop frameworks for implementation of policies
- Advocate and promote WEGE programmes.
- 6. Develop and implement advocacy guidelines and frameworks
- 7. Provide the policy analysis to inform planning

1 Chief Director L14

- 2 Director L13
- 2 Deputy Director L11
- 2 Assistant Director L9
- 1 Administrative Assistant L6

Chief Directorate: Mainstreaming and Capacity Development on the promotion of WEGE

Purpose: To mainstream WEGE in government's national plan of action as well as develop capacity for mainstreaming

Functions:

- 1. Mainstream WEGE considerations into government processes
- Develop and maintain capacity for government to mainstream WEGE
- Oversee development of frameworks for mainstreaming.
- Domesticate regional, continental and international instruments policies and legal framework
- Design and implement catalytic projects for mainstreaming
- Provide administrative and technical support to departments
- 7. Provide Strategic guidance

1 Chief Director L14

- 2 Director L13
- 2 Deputy Director L11
- 2 Assistant Director L9
- 1 Administrative Assistant L6

Chief Directorate: Monitoring and Evaluation and Research and Development

Purpose: To monitor and evaluate legislation, policies, programmes and strategies as well as conduct research pertaining to women

- Evaluate the effectiveness, efficiency and efficacy of programmes related to women
- Provide strategic information support to government for decisions making, accountability and learning
- Develop and implement M&E policy, strategy, principles and practices to promote WEGE
- Monitor and evaluate government's compliance with national policies, international and regional commitments
- Produce reports to account on implementation and to inform planning and review of national policies
- Infuse the national compendium of indicators with gender responsive indicators and promote the use of disaggregated data
- Promote the ratification, implementation and reporting on regional and international instruments for WEGE
- 1 Chief Director L14
- 2 Director L13
- 2 Deputy Director L11
- 2 Assistant Director L9
- 1 Administrative Assistant L6

Branch: Children's Rights and Responsibilities

Purpose: To oversee the transformation and redress of children's rights through systems development and implementation on the National Children's Rights and Responsibilities Programme.

Functions:

- Provide strategic leadership and support on overall planning, coordination and oversight as well as account on performance in the Branch
- Review and facilitate implementation of policies pertaining to children's Rights.
- Promote capacity development programmes & mainstream children's rights considerations into government programmes.
- Facilitate international cooperation on the promotion of Children's Rights.
- 5. Conduct Monitoring and Evaluation and undertake research to ensure compliance and comprehensive reporting on the implementation of Children's Rights
- 6. Facilitation and coordination of catalytic children's rights & responsibilities projects
 - 1 Deputy Director General L15
 - 1 Branch Coordinator L11
 - 1 Personal Assistant I 7

Chief Directorate: Policy Review, Implementation and Coordination

Purpose: To review and facilitate implementation of policies

- Provide strategic leadership, support and oversight in the Chief Directorate
- 2. Review and facilitate implementation of policies

1 Chief Director L14

2 Deputy Director L11

2 Assistant Director L9

1 Administrative Assistant L6

2 Director L13

- 3. Identify gaps in implementation and facilitate policy amendments
- 4. Develop and maintain sector specific institutional support systems.
- Develop frameworks for implementation of policies
- Develop and implement advocacy guidelines and frameworks.
- Advocate and promote the children's rights& responsibilities programme.
- 8. Facilitate scenario planning on emerging children's rights issues

Chief Directorate: Mainstreaming and Capacity Development

Purpose: To mainstream children's rights and responsibilities in the government's national plan of action and to develop mainstreaming capacity

Functions:

- Provide strategic leadership, support and oversight in the CD
- 2. Mainstream children's rights considerations into government processes
- Develop and maintain capacity for government to mainstream children's rights
- 4. Develop frameworks for mainstreaming
- Domesticate of regional, continental and international instruments
- 6. Design and implement catalytic projects for mainstreaming
- 7. Coordinate children's rights policy implementation

- 1 Chief Director L14
- 2 Director L13
- 2 Deputy Director L11
- 2 Assistant Director L9
- 1 Administrative Assistant L6

Chief Directorate: Monitoring, Evaluation, Research and Development

Purpose: To monitor and evaluate legislation, policies, programmes and strategies pertaining to children

- Provide strategic leadership, support and oversight in the CD
- Facilitate the development and implementation of M&E policy, strategy, principles and practices to promote children's rights and responsibilities.
- Monitor and evaluate government's compliance with national policies, continental and international mandates
- Produce reports to account on implementation, inform planning, allocation of resources and review of national policies
- Infuse the national compendium of indicators with CR considerations and promote the use of disaggregated data
- Evaluate the effectiveness, efficiency and efficacy of programmes related to children
- 1 Chief Director L14
- 2 Director L13
- 2 Deputy Director L11
- 2 Assistant Director L9
- 1 Administrative Assistant I 6

Branch: Rights of Persons with Disabilities

Purpose: Provide strategic leadership and direct for the branch and oversee the transformation and redress of equalization of opportunities for persons with disabilities through systems development and implentation. Coordinate the implementation of Programmes for persons with disabilities in government.

Functions:

- 1. Review and facilitate implementation of polic pertaining to the rights of persons with disabilities.
- 2. Promote capacity development programmes mainstreaming of disability considerations into government programmes.
- 3. Conduct Monitoring and Evaluation and undake research to ensure compliance and comprehensive reporting on the implementation of disability programmes.
- 4. Provide strategic leadership, support and ovight.
- 5. Facilitate networking and liaison within deparental, inter-departmental and stakeholders including national and provincial focal points and National Machineries.
 - 1 Deputy Director General L15
 - 1 Branch Coordinator L11
 - 1 Personal Assistant L7

:y Planning & Co-ordination

Itain a national policy and planning is of Persons with Disabilities as well as intergration of disability issues

inal policies & strategies to ensure spheres of government. 'aming of disability considerations into

'specific institutional support systems.
'regulatory frameworks for sound nd co-operative governance.

nief Directorate: Mainstreaming and Capacity Development

Purpe: To promote capacity development programmes and institutional suppoystems pertaining to the rights of persons with disabilities.

Functs:

Develop and maintain capacity assessment on programmes for persons with disabilities

Develop and maintain databases on disability services, organizations and other related opportunities.

Development of training material and curriculum on the Convention on the Rights of Persons with Disabilities and the National Disability Policy.

Chief Directorate: Monitoring, Evaluating and Research Development

Purpose: To monitor and evaluate legisltation, policies, programmes and strategies pertaining to the rights of persons with Disabilities.

- Develop and implement M&E policies and strategies to promote the rights of persons with disabilities.
- Monitor and evaluate implementation of strategies for persons with disabilities.
- Monitor and evaluate government's compliance with national policies, strategies, international and regional commitments that promote the rights of persons with disabilities.
- Assess the commitment of institutions to the implementation of programmes, policies and regulatory frameworks.
- Compile reports to inform the planning and review of the departmental policies, strategies, principles and practices that promote the rights of persons with disabilities.
- Advice and facilitate reporting on the outcome of assessment and the review of service delivery and public transformation of programmes that promote the rights of persons with disabilities.

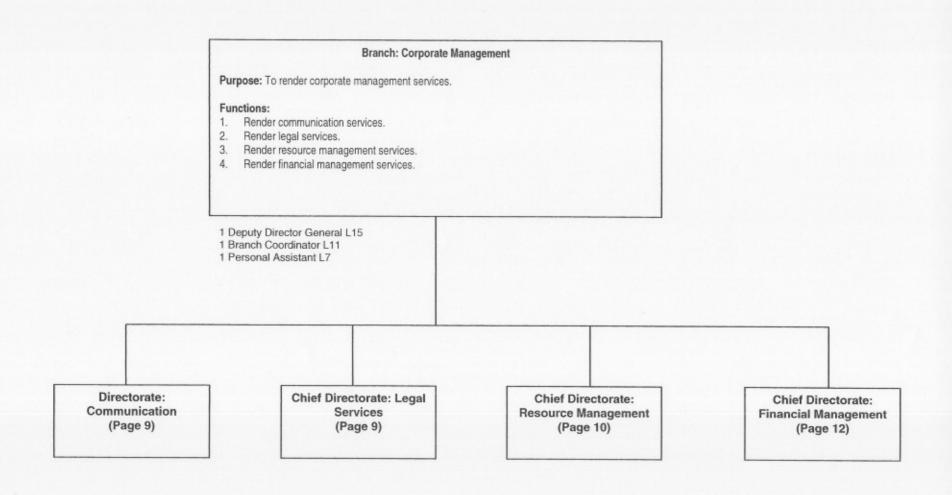
- 1 Chieirector L14
- 2 Direc L13
- 2 DeptDirector L11
- 2 Assist Director L9
- 1 Admitrative Assistant L6

- 1 Chief Director L14
- 2 Director L13
- 2 Deputy Director L11
 - Sleantan I A

Chief Directorate: Inter-Sectoral Coordination

Purpose: To promote Inter-sectoral coordination.

- 1. Establish, coordinate and maintain partnerships and relations facilitated by Branches.
- Provide strategic leadership and direction to sectoral and intergovernmental relations including partnerships with civil society, private sector and other interest groups.
- 3. Oversee implementation of the Strategic Partnerships Management Strategy.
- Facilitate networking and liaison within the department, inter-departmentally and with all stakeholders nationally.
- 5. Provide strategic advice to Branches on issues emerging from stakeholders.
- 1 Chief Director L14
- 2 Director L13
- 2 Deputy Director L11
- 2 Assistant Director L9
- 1 Administrative Assistant L6



Directorate: Communication

Purpose: To render communication services.

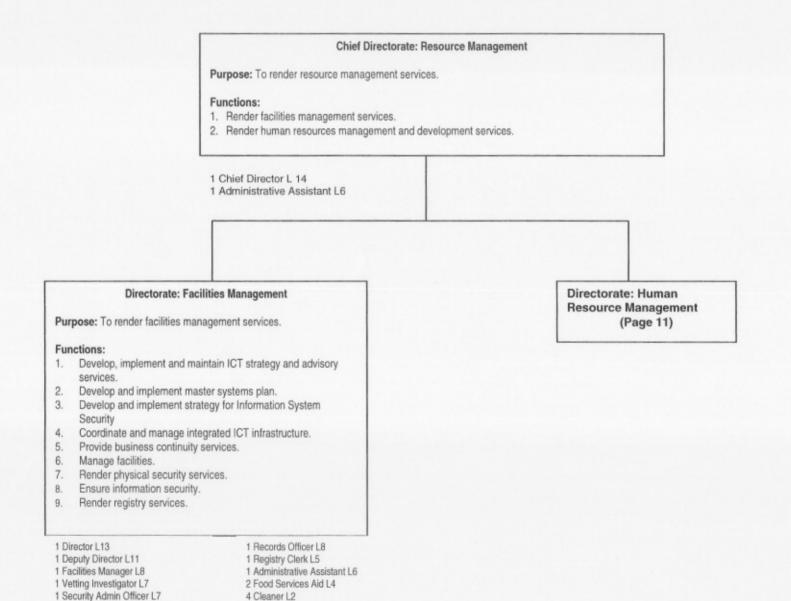
Functions:

- Provide internal communication services.
- 2. Provide external communication services.
- 3. Provide events management services.
- 4. Develop and maintain the departmental website.
- 5. Provide publication and photo journalism services.
- 6. Promote stakeholder relations.
- 7. Write speeches.
- 8. Support provincial communication .programmes.
- 1 Director L13
- 1 Webmaster L11
- 2 Communications Officer L11
- 2 Events Coordinator L8
- 1 Administrative Assistant L6

Chief Directorate: Legal Services

Purpose: To provide legal services and advise to the department.

- Provide sound legal advice and litigation support to the department.
- 2. Provide legal opinions.
- Carry out all administrative legal actions to ensure compliance.
- 4. Handle litigation matters.
- 5. Draft and amend legislation and legal instruments.
- Ensure legal compliance with national, international and continental instruments.
 - 1 Chief Director L14
 - 2 Deputy Director L11
 - 1 Administrative Assistant L6



1 Senior Security Officer L6 3 Security Officer L5

Directorate: Human Resource Management

Purpose: To render human resources management and development services

Functions:

- To develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.
- To render efficient and effective human resource administration services.
- To promote the optimal development and utilization of human resources.
- 4. To promote labour relations and manage employee health and wellness.
- 1 Director L 13
- 1 Administrative Assistant L6

Section Human Resource Policy and Planning

Purpose: To develop human resource policies and strategies, and ensure the alignment of organisational structures to the strategic plan.

Functions:

- Development and management of attraction, retention and exit programmes.
- Develop human resources policy and plans.
- Coordinate human resource information and knowledge and skills management.
- Monitor and evaluate the implementation of human resource strategies.
- Provide organizational design and job evaluation services.

Section Human Resource Administration

Purpose: To render efficient and effective human resource administration services.

Functions:

- Administer conditions of service, remuneration and employee benefits.
- Administer recruitment, selection, and appointment of employees.
- Administer and maintain personnel information systems.

Section Human Resource Development

Purpose: To promote the optimal development and utilisation of human resources

Functions:

- Manage and monitor the implementation of the Skills Development strategies and plans.
- Manage the training and development of employees.
- Manage learnership and internship programmes.
- Administer the performance management system.

Section Labour Relations and Employee Health and Wellness

Purpose: To promote labour relations and manage employee heath and wellness

- Manage employee health and wellness programmes.
- Promote sound employee relations.

- 1 Deputy Director L11
- 1 Control Personnel Officer L9
- 1 Principal Personnel Officer L7
- 2 Senior Personnel Officer L6
- 2 Personnel Officer L5

- 1 Deputy Director L11
- 1 Assistant Director L9
- 1 Principal Personnel Officer L7

- 1 Deputy Director L11
- 2 Assistant Director L9

- 1 Deputy Director L11
- 1 Assistant Director L9
- 1 Principal Personnel Officer L7

Chief Directorate: Financial Management

Purpose: To provide and ensure effective and efficient financial management and related services.

Functions:

- 1. Provide financial planning and financial accounting services.
- Develop and implement a costing and pricing system and provide management accounting services.
- 3. Render supply chain management service.
- 1 Chief Director L 14 (CFO)
- 1 Administrative Assistant L6

Sub Directorate: Financial Accounting

Purpose: To provide financial planning and financial accounting services

Functions:

- Conduct long term financial planning.
- Compile and implement monthly forecasts (12 month rolling).
- Control movement of funds allocated within budget after reprioritization.
- 4. Manage cash flow and treasury functions.
- Compile and disseminate statutory and regulatory financial reports.
- Manage Auditor-General relationships and audit reporting
- 1 Deputy Director L11
- 1 Senior State Accountant L8

Sub Directorate: Costing and Management Accounting

Purpose: To develop and implement a costing and management accounting system.

Functions:

- Compile and administer the budget.
- Develop and manage costing and pricing system.
- Manage and report on income, expenditure, assets and liabilities.
- 4. Manage debtors and creditors
- Compile monthly management accounts.
- Ensure financial administration of personnel remuneration, compensation and deductions.
- 1 Deputy Director L11
- 1 Senior State Accountant L8
- 1 Chief Accounts Clerk L7
- 2 Accounting Clerk L6

Sub Directorate: Supply Chain Management

Purpose: To render supply chain management services.

- Develop and implement a SCM framework, policy and procedures.
- Ensure adequate printing and resources and inventory management.
- Ensure compliance to SCM policy.
- Develop and manage contracts and service level agreements.
- 5. Rendering of internal procurement function.
- 6. Manage fixed and movable assets.
- Render logistics services.
- 1 Deputy Director L11
- 1 Assistant Director L9
- 1 Chief Orders Officer L8
- 1 Requisition Officer L6
- 1 Payments Officer L6
- 1 Logistics Clerk L5
- 1 Administrative Assistant L6