

**15. Director**

**(Directorate of Institutional Services)**

- a. To formulate policy and plans under general guidance of the Director-General for Institutional Services under the Department of Social Services.
- b. To be responsible for programme, planning and programme development under general supervision and guidance of the Director-General, Department of Social Services and Women's Affairs.
- c. To be responsible for overall supervision and coordination of the activities of the Projects relating to the Institution.
- d. To maintain liaison with National and International Agencies in respect of Institutional programmes.
- e. To be responsible for day-to-day administration and functioning of the Institutional Programmes of the Department of Social Services and Women's Affairs under general guidance and supervision of the Director-General.
- f. To initiate all disciplinary actions of Class-II and Class-III and Class IV employees under institutional programmes of the Directorate and recommend for actions to the Director-General.
- g. To be responsible for processing of all financial demands for institutions for orders of the Director-General.
- h. To be responsible for inspection of the Institutions of the Department and monitoring of information and data to evaluate effectiveness of implementation of the programmes.
- i. Any other duty as may be assigned to by the Director-General.