

12. Deputy Director

(Research, Evaluation, Publication and Public Relation).

- a. To be responsible for programme planning and programme development relating to monitoring, research and evaluation of the on-going Projects/schemes/programmes of the Department of Social Services.
- b. To be responsible for guidance and preparation of study designs, collection of data processing and tabulation of data and preparation of reports thereof.
- c. To be responsible for maintenance of data and statistics of all programmes under the Department of Social Services.
- d. To be responsible for all references/documentation, publication, etc. relating to the Department of Social Services.
- e. To be responsible for publication of journal, periodicals, leaflets, reports, etc., under supervision of the Additional Director.
- f. To assist the Additional Director in supervision of the activities of the public Relation Unit of the Department and to maintain liaison with the Public Relation Department and other concerned nation-building departments of the Government and non-Government agencies.
- g. To assist the Additional Director in processing all financial demands and other logistic supports for the programmes under Research Evaluation, Publication and Public Relation Unit of the Department of Social Services.