

14. Assistant Director

(Publication and Public Relation and Document)

- a. To be responsible for all references, documentation and publication of journals, periodicals, brochures, leaflets, reports, booklets etc., relating to the Department of Social Services.
- b. To be responsible for the activities of the Public Relation Unit of the Department of Social Services and shall maintain liaison with the Public Relation Department and other concerned Nation-Building Departments of the Government and non-Government agencies of the Department of Social Services.
- c. To be responsible for preparation/writing of script/stories and also production of documentary films and such other audiovisual and publicity/public relation materials for the Department of Social Services.
- d. To be responsible for preparation of reports/returns on the activities of above programmes.
- e. To maintain liaison with other agencies relating to these programmes.
- f. Any other duties as may be assigned by the Deputy Director.