

**23. Assistant Director**

**(Programme Implementation and monitoring)**

- a. To be responsible for programme implementation as per direction and guidance of Additional Director through Deputy Director.
- b. To be responsible for collection and maintenance of data and statistics relating to the programmes under the Department of Social Services.
- c. To be responsible for preparation of all reports and returns for submission to the Ministry and to other agencies.
- d. To be responsible for preparation of replies of the Assembly questions.
- e. Any other duties as may be assigned by the Deputy Director, Additional Director (Planning and Development).