

**31. Assistant Director**

**(Case-works Services and Medical Services)**

- a. To assist the Additional Director (Community-based Programme) through the Deputy Director in matters of programme planning and programme development, supervision and administrative functions of the Case-Works Services Programme under the Department of Social Services.
- b. To assist the Deputy Director in matters relating to processing of financial demands for such programme.
- c. Any other duties as may be assigned by the Deputy Director.