

**32. Assistant Director**

**(Case-work of Probation Services)**

- a. To assist the Additional Director (Community-based Services) through the Deputy Director in all matters relating to programme planning and programme development for Crafts/Trade Training Programmes under the Department of Social Services.
- b. To be responsible for collection/modification and preparation of designs/models for crafts training programme and production of materials thereof.
- c. To be responsible for control and improvement of qualities of the products of all socio-economic activities undertaken under the Department of Social Services.
- d. To maintain liaison with other related agencies.
- e. To be responsible for maintenance and custody of records, data and other information including samples/designs, specimen, etc. relating to the activities/programmes assigned under this section.