

8. Assistant Director

(Store, Equipments and Transports)

- a. To be responsible for supervision and maintenance of stores, office and programme equipments and transports (vehicle) belonging to the Department of Social Services.
- b. To assist the Director (Admn. and Finance) through the Deputy Director (Admn.) in matters of purchases and tenders, etc. of the Department of social Services.
- c. To be responsible for maintenance of liaison with other related agencies e.g. Government Transport Pool, Government Vehicle Workshop, Supply Department, UNICEF, etc. relating to the affairs of the equipments and transports of the Department of Social Services.
- d. To be responsible for all matters relating to office on security measures and estate affairs of the Department of social Services.