

DIVISION: CORPORATE SERVICES

PURPOSE: To manage the Legislature's corporate support services.

FUNCTIONS:

1. Provide human capital management services.
2. Provide organisational development services.
3. Provide information communication technology services.
4. Provide office support services.

Executive Manager: Corporate Services

Secretary

SECTION: HUMAN CAPITAL MANAGEMENT

PURPOSE: To provide human capital management services.

FUNCTIONS

1. Manage human resource administration.
2. Provide training and development.
3. Manage labour relations.

Senior Manager:
Human Capital Management

Secretary

SECTION: ORGANISATIONAL DEVELOPMENT

PURPOSE: To provide organizational development services.

FUNCTIONS:

1. Provide support pertaining to organizational design.
2. Provide work study services
3. Provide support with regard to HR planning
4. Provide job evaluation services.
5. Co-ordinate the development of the service delivery improvement plan

Senior Manager: OD
*Proposed Vacant
To appropriately manage*

Secretary
Proposed Vacant

Manager: OD
*Proposed Vacant
Organisational Review, Work study*

2 Senior OD Analysts
*Proposed Vacant
Service delivery improvement, work study*

SECTION: INFORMATION COMMUNICATION AND TECHNOLOGY

PURPOSE: To provide information communication and technology services

FUNCTIONS

1. Provide ICT Infrastructure.
2. Provide ICT maintenance and support.
3. Conduct system design
4. Design and maintain the website.

Senior Manager: ICT

Secretary

ICT Manager: Systems
*Proposed Vacant
To ensure service delivery through modern ICT systems*

ICT Manager Support

2 Senior ICT Technicians
*Proposed Vacant
Growing ICT support & Maintenance*

SECTION: OFFICE SUPPORT SERVICES

PURPOSE: To provide office support services

FUNCTIONS

1. Provide auxiliary services.
3. Provide protection services.
4. Provide documentation management services

Senior Manager: Office Support
*Proposed Vacant
To manage general Office Support Service*

Secretary
Proposed Vacant