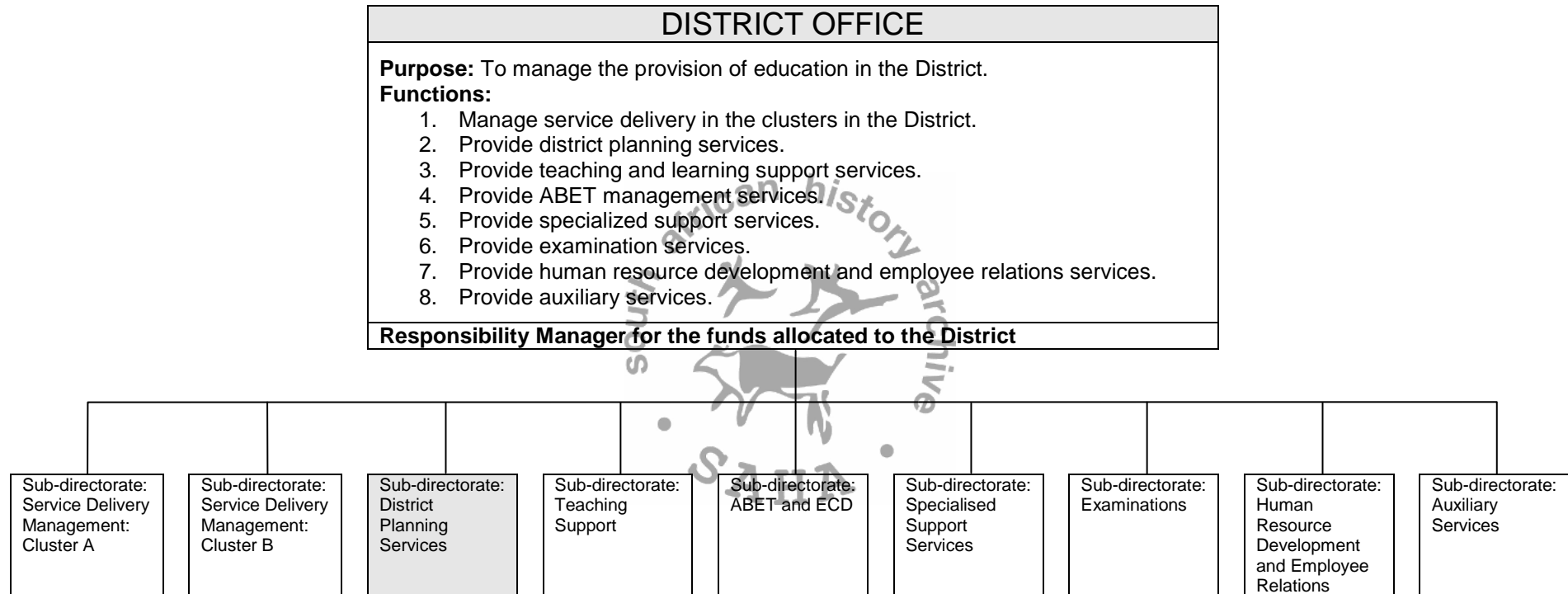


KWAZULU-NATAL DEPARTMENT OF EDUCATION

DISTRICT ORGANOGRAM



SUB-DIRECTORATE: DISTRICT PLANNING
<p>Purpose: To provide District Planning Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide District planning and monitoring services. 2. Provide management information (EMIS) services. 3. Provide infrastructure management services. 4. Provide support services to the District Manager with regard to the interaction with communities, business, etc. about the activities of the District Office.
<p>Assistant Responsibility Manager for the budget allocated to the Sub-Directorate</p>

DIVISION: DISTRICT PLANNING AND REPORTING SERVICES
<p>Purpose: To provide District planning and reporting services.</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure that all managers in the district are aware of the contents of the Department's strategic plan and operational plans and that SEMs communicate the plans to heads of education institutions. 2. Consolidate the draft action plans of all sub-directorates and obtain the approval of the District Manager. 3. Consolidate the progress reports on action plans and submit them to the District Manager. 4. Provide other district planning support to the District Manager. 5. Co-ordinate with the local authority about the Integrated Development Plan for the district.

DIVISION: MANAGEMENT INFORMATION SERVICES (EMIS)
<p>Purpose: To provide management information services.</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure that the information for the district is provided timeously for all the EMIS surveys. 2. Ensure the accuracy of the information in returns on surveys. 3. Submit information timeously to Head Office. 4. Communicate analyses of data to managers in the district office. 5. Gather and analyse demographic information of the district and make it available to managers. (Including census data) 6. Provide the other information services required by the District Manager.

DIVISION: INFRASTRUCTURE MANAGEMENT SERVICES
<p>Purpose: To provide infrastructure management services</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Provide the information required by Head Office to plan infrastructure provision and maintenance. (Construction, renovation and repairs) 2. Plan for and arrange through the Department of Works for repairs within the allocated budget. 3. Maintain a record of all the facilities and land utilized by the Department in the district. 4. Monitor the state of facilities in the district. 5. Provide information as required.