

## **PROGRAMME 1: ADMINISTRATION**

The purpose of the programme is to provide effective and efficient Strategic management, administrative support and sound financial management to Provincial Treasury.

The programme has the following sub-programmes namely:

❖ MEC Support Services which is responsible for:

- Providing Parliamentary and Legislative Support Services, render administrative and secretarial services, provide media liaison services and also to facilitate policy advice to the MEC.

❖ Management Services which is responsible for:

- Providing Strategic and Administrative support to the HOD

❖ Corporate Services which is responsible for:

- Ensuring the provision of Human Resource Management

- Ensuring provision of Legal and Labour relations services, and

- Administering transformation programmes and employee welfare

- Ensuring monitoring of Organizational performance, Co-ordination of Strategic Planning and Policy development processes.

❖ Financial Management (Office of the CFO):

- Rendering management accounting, financial accounting and supply chain management services for the department

## **STRATEGIC OBJECTIVES, PERFORMANCE INDICATORS, PLANNED TARGETS AND ACTUAL ACHIEVEMENTS:**

The Strategic Objective of Programme 1 - Administration is to enable the Department to deliver in line with the mandate by improving management practices on Human Resource, Strategic Management and Financial Management to level 4 of MPAT standards by 2019/20. The department managed to achieve the average MPAT score of 3.57 for 2019/20 MPAT cycle, which is a significant improvement from 2018/19

average MPAT score of 3.28. The department had continued with the implementation of MPAT in the 2019/20 financial year and requested independent verification and moderation from Internal Audit as the programme was being discontinued from the National Level.