Legal aid

- Policy
- Assessment of client compliance
- Determination of acceptance re: Constitutional /Public Interest
- Review of staff adherence to policy
- Determination of appeals
- Statistics

Provision of Advice

- Rostering of weekly clinics/duty lawyer
- Participation in Weekly clinics/ Duty lawyer
- Research
- Quality control of advice given
- Training and development in research/interpretation

Litigation

- Magistates Court/High Court, Court of Appeals, Trade Dispute Panel
- Allocate representation at court
- Listing Meetings
- Diary Maintenance
- case preparation, advocacy
- Training and development of staff
- Compliance with HIgh Court Procedural Rules
- Monitor quality of services provided
- Negoate with legal fraternity

Case Management

- Systems development, maintenance and review
- Auditing
- Statistical analysis
- Database

Provincial Circuit

- Access to legal aid for provinces
- Planning, monitoring and review

Community education

- planning,(transport, refreshments,
- stakeholder consultation
- design of materials/training
- provision of training
- distribution of materials
- evaluation of programmes
- Statistics

Professional Conduct

- Mission and Values
- Professional Conduct rules

Agency Development

- Gender
- Youth
- Service development
- Planning processes
- Annual Plans
- Work plans
- Executive /staff meetings
- Performance Management
- Change management
- Retention
- Capacity development;career planning,

Growth Centres

- staffing, infrastructure, resources and support to Provincial offices
- Collaborative approach to promote sector reform
- Reporting

Law Reform

- Submissions

Sectoral consultation

- Liaison, consultation across sector
- executive team within PSO

Executive

- Leadership
- vision, values
- planning
- Policy
- Reporting
- team
- communication
- monitoring and review

Finance

- Network with Ministry
- Implement financial Instructions
- Contribute to Agency Corporate plan
- Plan expenditure
- Adminster expenditure
- IT
- Data base, back up, Master files
- Transport logistics
- Reporting

Budgets

- Implement financial instructions
- Budgets
- Alignment of budgets/workplans
- Manage standing imprest
- Variations

Financial Administraton

Managing Resources

- Asset Register
- HR/Establishment

Capacity Building

- Imrpoving practice
- Trouble shooting

Human Resources

- Liaison with HQ
- Support/consultation across Sector
- Scheme of service
- IT, Data Base, back ups , Master file
- Justice Agency Implementing policy

payroll

- Liaise with Ministry
- leave
- Reconciliations

Learning and development

- TNA
- Staff training and development Plan
- L&D material
- Career Development
- Succession planning
- Job descriptions

Staff Management

- Manpower planning and budgeting
- HR Policy guidelines
- R&S
- Performance Managment/supervision
- Grievance and discipline
- Code of Conduct
- Report for MPS prepare cases to support confirmations, promotions, Reclassifications

Personnel Record mgt

- Mail
- Subject files

OH&S

- Policy
- Equipment
- training
- Committee
- Audits
- Change practices
- Reporting

Library

- Establish
- Organise, catalogue. classification, card index
- research: source information
- Provincial support
- Customer service
- communityeducation
- storage and maintenance
- Staff training

Registration

- managing filing system, registry book, file movements
- incoming/outgoing mail
- Court Diary
- High Court Registry
- Training