

16. The Computer Systems Section is tasked to:
- a) design, develop, procure and maintain management information systems for the Department;
  - b) write the procedures for the operation of information systems;
  - c) ensure the smooth operation of the systems;
  - d) assist departmental Divisions in their plans for the development and implementation of systems;
  - e) participate as required in the EDP Committee; and
  - f) modify management systems as required to meet immediate departmental needs.
17. The Organization and Methods Section is tasked to:
- a) assist management in resolving organizational problems;
  - b) examine methods and work processes currently in use in the Department; and
  - c) undertake internal management consulting studies at the request of line managers in Headquarters and at Posts.
18. The Management Improvement Section is tasked to:
- a) prepare plans for office automation at Posts and in Headquarters;
  - b) undertake and monitor pilot projects;
  - c) budget for and procure word processing and microfilm equipment for the Posts;
  - d) manage the departmental videotape programme; and
  - e) as required, undertake O and M studies with the Organization and Methods section.
19. The Budget and Projects Control Section consists of one individual tasked to:
- a) provide administrative services to the Divisions;
  - b) prepare the divisional budget;
  - c) compile data on the current projects within the Division;
  - d) assist internal consultants in their projects; and
  - e) maintain a project control register showing the current status of all projects as measured against the project schedules.