

- m) carry out preliminary studies and initiate systems applications;
- n) participate in special projects related to financial management;
- o) act as resource persons in financial management training sessions;
- p) meet with representatives of central agencies and other Departments to discuss systems and government policies with regard to financial management.

13. The Systems Administration Section is tasked to:

- a) manage the FMS data base;
- b) control the FMS system;
- c) control the input and output of the FMS;
- d) ensure the implementation of any system change;
- e) monitor the work carried out by the DEC 20 operators;
- f) receive requests from managers for the preparation of reports;
- g) analyse the financial information needs of managers and follow up;
- h) provide resource persons for training on the operation of the financial system; and
- i) develop and articulate the FMS procedures.

Management Services Division

14. The Management Services Division consists of four sections and a Budget and Programme Control officer who reports to the Director. The sections are:

- a) the Administrative Publications Section;
- b) the Computer Systems Section;
- c) the Organization and Methods Section; and
- d) Management Improvement (office automation).

15. The Administrative Publications Section is tasked to:

- a) control the departmental printing budget;
- b) develop formats for administrative publications;
- c) edit and publish administrative publications for the Department;
- d) manage the departmental photocopy operation;
- e) design and control forms;
- f) manage and coordinate the departmental manuals;
- g) manage the departmental symbol system;
- h) provide an authorities index services; and
- i) process all TB and PCO submissions and authorities.