



The purpose of this sub-programme is to provide **effective, efficient, strategic support and administrative service to the Director-General and the EDD**

. This includes the following functions:

- provide strategic advice and support on legislation, policies, policy alignment and coordination;
- render a Parliamentary service;
- support the Department's participation in the cluster system;
- liaise with the Ministry and departmental branches on operational and administrative matters;
- ensure effective document flow between the office of the Director-General, Ministry and departmental branches; and
- provide sound internal audit and risk management services.