

### Function of Development and Management Section

1. To manage all correspondence matters
2. Filing administration
3. To manage and control all office assets
4. To ensure all office stationery are enough and record all the stationery flow
5. To manage meeting and conference rooms
6. To manage staffing matters, courses, strategic planning and building capacity
7. To manage all allocation of available funds
8. To manage all claims including tnt, courses fees, salary and overtime claims
9. To manage all local and international visitors
10. To monitor all allocations, to prepare financial and progress report based on LKK format.
11. All quality programme and activity