

CORPORATE SERVICES DEPARTMENT

DEPARTMENT: CORPORATE SUPPORT SERVICES

PURPOSE: TO RENDER CORPORATE SUPPORT SERVICES

FUNCTIONS:

1. Manage provision of human resource services
2. Manage provision of general administration and facilities management services
3. Manage provision of legal support services
4. Manage provision of information and communication technology services
5. Manage customer care services

X1 Senior Manager(filled)

X1 Office Clerk(filled)

X1 Accounting Clerk(new vacant)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

PURPOSE: TO PROVIDE A STRATEGIC HUMAN RESOURCE FUNCTION

FUNCTIONS:

1. Rendering of efficient human resource management services
2. Promotion of optimal development of municipal human resources
3. Development of human resource organisational strategies
4. Management of sound employment relations programmes
5. Management of employee health and wellness programmes

X1 MANAGER :HUMAN RESOURCES (filled)

DIVISION: GENERAL ADMINISTRATION

PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES
TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE

FUNCTIONS:

1. Provide general registry/records management service
2. Provide facilities management services (cleaning, security and minor building maintenance)
3. Provide driver, messenger and receptionist services
4. Provide administrative support to satellite / regional offices
5. Provide a continuous process improvement and management service
6. Facilitate development and documenting of service standards
7. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints

X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(filled)

DIVISION: LEGAL SERVICES

PURPOSE: TO PROVIDE LEGAL SUPPORT SERVICES

FUNCTIONS:

1. Provide sound legal advice and opinions
2. Handle litigation matters
3. Advice on the drafting and monitoring of service level agreements
4. Draft and amend legislation and legal instruments
5. Carry out all administrative legal actions to ensure compliance

X1 MANAGER: LEGAL SERVICES(filled)

X1 Senior Legal Services Officer(filled)

DIVISION: INFORMATION TECHNOLOGY

PURPOSE: TO MANAGE THE PROVISION OF INFORMATION TECHNOLOGY

FUNCTIONS:

1. Develop and monitor the acquisition and implementation of ICT framework, architecture (e.g. ERP), infrastructure, policies, processes and procedures
2. Provide and facilitate infrastructure and operational support services (networks, hardware, software, applications, system administration)
3. Instal and maintain ICT systems security, data integrity, and information security and backup
4. Conduct ICT research and advice municipality on latest ICT needs and requirements

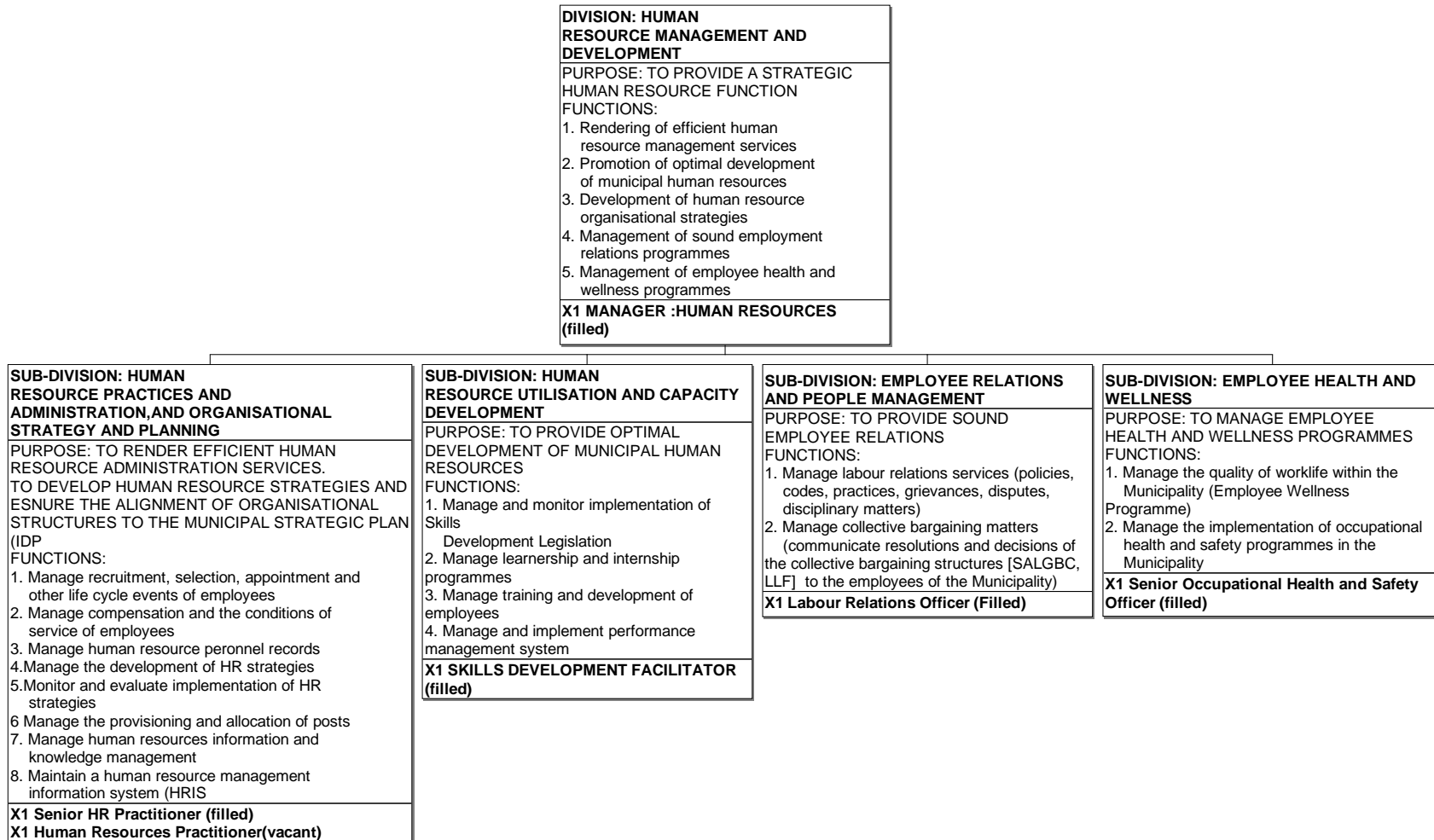
X1 MANAGER: INFORMATION TECHNOLOGY (filled)

X1 Senior IT TECHNICIAN(filled)

X1 IT Officer(vacant)

X1 Help Desk Officer (new vacant)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT



DIVISION: GENERAL ADMINISTRATION, FACILITIES AND FLEET MANAGEMENT

DIVISION: GENERAL ADMINISTRATION
PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
FUNCTIONS: 1. Provide general registry/records management service 2. Provide facilities management services (cleaning, security and minor building maintenance) 3. Provide driver, messenger and receptionist services 4. Provide administrative support to satellite / regional offices 5. Provide a continuous process improvement and management service 6. Facilitate development and documenting of service standards 7. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(filled)

SUB-DIVISION: REGISTRY / RECORDS OFFICE
PURPOSE: TO RENDER RECORDS MANAGEMENT AND RECEPTION SERVICES
FUNCTIONS: 1. Provide a general records management service 2. Render a messenger (and driver-messenger) service 3. Render switchboard and receptionist services 4. Render bulk document reproduction service
X1 Registry Officer (filled) X1 Registry Clerk (filled) X1 Receptionist(filled) x1 Data Capture(filled) X1 Switchboard Operator (vacant)

SUB-DIVISION: CUSTOMER CARE
PURPOSE: TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
FUNCTIONS: 1. Provide a continuous process improvement and management service 2. Facilitate development and documenting of service standards 3. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
X1 Customer Care Officer(filled)