

CORPORATE SERVICES

DRAFT 2023-2024 ORGANOGRAM-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 Admin Assistant(filled)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
 PURPOSE: TO PROVIDE A STRATEGIC HUMAN RESOURCE FUNCTION
 FUNCTIONS:
 1. Rendering of efficient human resource management services
 2. Development of human resource organisational strategies
 3. Management of sound employment relations programmes
 4. Management of employee health and wellness programmes
X1 MANAGER :HUMAN RESOURCES (Filled)

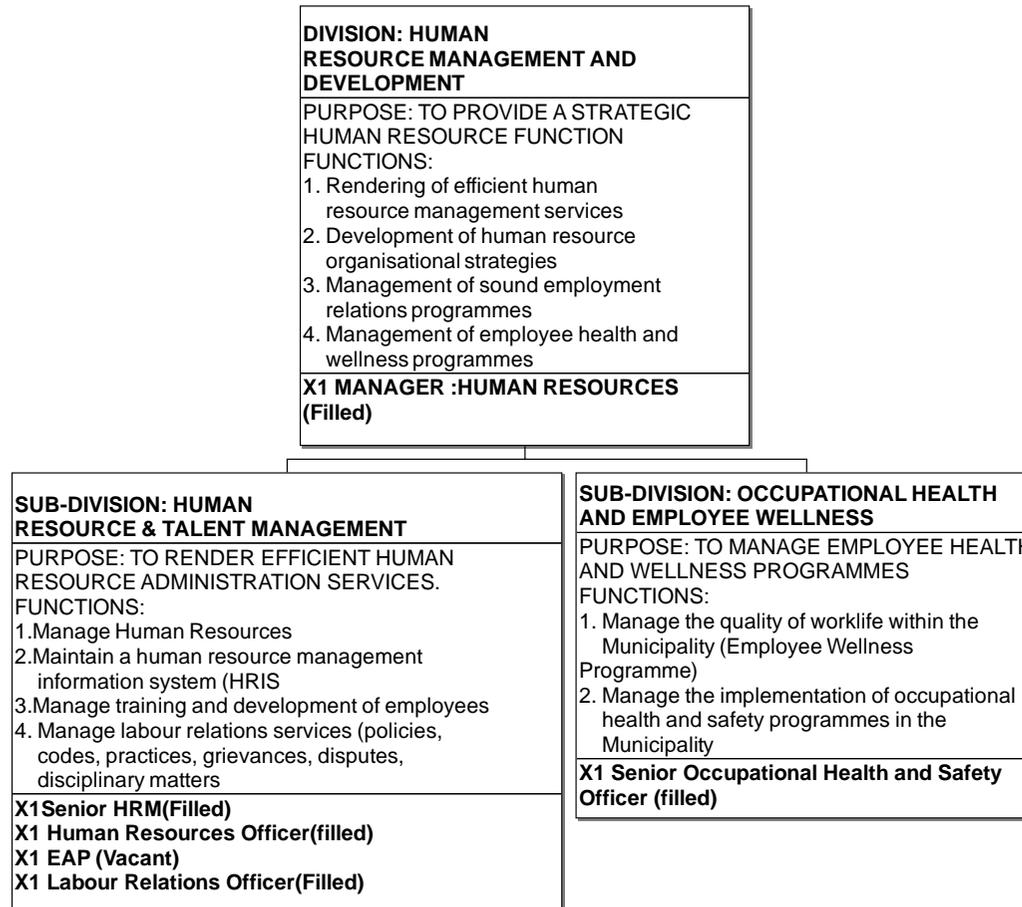
DIVISION: GENERAL ADMINISTRATION
 PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES
 TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
 FUNCTIONS:
 1. Provide general registry/records management service
 2. Provide facilities management services (cleaning, security and minor building 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(vacant)

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. Install 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(filled)
X1 Help Desk Officer (filled)

DIVISION: HR DEVELOPMENT & ORGANIZATIONAL DESIGN
 PURPOSE: To provide performance management, Human resources information management systems, Employment equity, Job Evaluation and Training and development
 1. To render individual performance management
 2. To render organizational design
 3. To render HRIS
 4. To promote human resources development
 5. To render talent management & employment equity
X1 MANAGER: HR & ORGANIZATIONAL DEVELOPMENT (Filled)
X1 Skills development Officer(Filled)
X1 PMS 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 4. Render bulk document reproduction service
X1 Registry Officer (filled) X1 Registry Clerk (filled) x1 Data Capture(filled)

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 4. Render switchboard and receptionist services
X1 Customer Care Officer(filled) X2 Receptionist (X2 filled) X1 Switchboard Operator (1 filled)