

MUNICIPAL MANAGER'S OFFICE

DRAFT 2023-2024 ORGANOGRAM-MUNICIPAL MANAGER'S OFFICE

MUNICIPAL MANAGER
PURPOSE: TO LEAD AND MANAGE THE ADMINISTRATION OF THE LOCAL MUNICIPALITY
FUNCTIONS:
1. Provide strategic leadership for executive support
2. Provide strategic management for economic development and planning
3. Provide strategic management for infrastructure development
4. Provide strategic management for community services
5. Provide strategic management for budget and financial management
6. Provide strategic management for corporate and support services
7. Provide strategic leadership for risk management services
8. Provide strategic leadership for internal audit services
X1 Municipal Manager(Filled)
X1 Personal Assistant (Filled)

DIVISION: INTERNAL AUDIT	DIVISION: RISK MANAGEMENT
PURPOSE: TO PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE AND CONSULTING SERVICES(ADVISORY SERVICES)	PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES
FUNCTIONS:	FUNCTIONS:
1. Provide different types of internal audit services	1. Develop and implement risk management framework, policy, processes, strategy, and plan/s
2. Monitor compliance to rules and regulations	2. Develop and implement risk management systems (including a Risk Register to record risks and management responses)
3. Facilitate external audit and steering committee meetings	3. Facilitate fraud and corruption investigations
4. Provide secretariat work for Audit committee	X1 Manager Risk (filled)
X1 Manager Internal Audit (filled)	X2 Risk Management Officer(X2 filled)
X1 Senior Internal Auditor(Filled)	
X1 Senior Internal Auditor: IT and Performance Management(X1 New Vacant)	
X3 Internal Audit Officers(filled)	
X1 Internal Auditor (X1 Vacant)	
DIVISION: MUNICIPAL MANAGER'S SUPPORT	
FUNCTIONS-	
To provide adminstartive support to the Office of the Municipal Manager	
X1 Manager in Municipal Manager's Office(Filled)	
X1 Admin Assistant(Filled)	

DEPARTMENT: CORPORATE SUPPORT SERVICES	DEPARTMENT: BUDGET AND TREASURY OFFICE	DEPARTMENT: COMMUNITY SERVICES	DEPARTMENT: INFRASTRUCTURE DEVELOPMENT	DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
PURPOSE: TO RENDER CORPORATE SUPPORT SERVICES	PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES	PURPOSE: TO MANAGE COMMUNITY SERVICES	PURPOSE: TO MANAGE INFRASTRUCTURE DEVELOPMENT SERVICES	PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING
FUNCTIONS:	FUNCTIONS:	FUNCTIONS:	FUNCTIONS:	FUNCTIONS:
1. Manage provision of human resource services	1. Provide a budget planning and management service	1. Provide waste and environmental management services	1. Manage engineering services for infrastructure development	1. Manage the provision of Local Economic Development services
2. Manage provision of general administration and facilities management services	2. Provide an expenditure management service	2. Provide sport, recreation, arts and culture facilitation and development services	2. Manage construction and maintenance for all infrastructure	2. Manage the provision of Development and Town Planning services
3. Manage provision of legal support services	3. Provide a revenue management service	3. Provide institutional and social development services	3. Provide a Project Management Unit service	3. Manage the provision of Property Management and Housing
4. Manage provision of information and communication technology services	4. Provide a supply chain management service	4. Provide road traffic management services	4. Co-ordinate the supply of water, sanitation, and electricity services	4. Manage integrated development planning
5. Manage customer care services	5. Provide an asset management service	X1 Senior Manager(Filled)	X1 Senior Manager(Filled)	5. Manage municipal performance management and monitoring service
X1 Senior Manager(Filled)	6. Develop and manage implementation of financial policies and procedures	X1 Admin Assistant (Filled)	X1 Admin Assistant (filled)	X1 Senior Manager (Filled)
X1 Admin Assistant (Filled)	7. Install and manage implementation of internal controls			X1 Admin Assistant (Filled)
	X1 Chief Financial Officer (Vacant)			
	X1 Deputy CFO(Filled)			
	X1 Admin Assistant (filled)			