

**Makhuduthamaga
Municipality
Organogram 2016 draft**

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ORGANISATIONAL STRUCTURE: 2016/2017

MUNICIPAL COUNCIL

ROLE OF COUNCIL:

- A.To represent the public and to consider the well-being and interests of the municipality
- B.To develop and evaluate the policies and programs of the municipality
- C.To determine which services the municipality provides
- D.To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council
- E.To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
- F.To maintain the financial integrity of the municipality and to carry out the duties of council under this or any other act.”

31 WARD COUNCILLORS

31 PR COUNCILLORS

EXECUTIVE SUPPORT

PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES

FUNCTIONS:

1. Provide political and executive support to the Mayor
2. Provide administrative support to the municipality
3. Provide executive and operational support to the Municipal Manager

MAYOR

LEGISLATIVE SUPPORT

PURPOSE:

TO PROVIDE SUPPORT TO THE SPEAKER AND OFFICE OF THE CHIEF WHIP

FUNCTION:

1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY

Speaker & Chief Whip



ORGANISATIONAL STRUCTURE: 2016/2017

EXECUTIVE SUPPORT
 PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES
 FUNCTIONS:
 1. Provide political and executive support to the Mayor
 2. Provide administrative support to the municipality
 3. Provide executive and operational support to the Municipal Manager
MAYOR

Total no of posts:18
 Filled:14
 Vacant:4

DIVISION: MAYOR'S SUPPORT
 PURPOSE:
 Provide executive and administrative support to the Mayor
 FUNCTIONS:
 1. Co-ordinate Intergovernmental Relations, protocol, and VIP protection services
 2. Lead and manage special focus programmes (woman,youth, HIV/AIDS, disability and older persons)
 3. Render executive support to the Mayor
X1 Manager Mayor's Office(Filled)
X1 Manager Intergovernmental Relations and Protocol(Filled)
X1 Community Liason Officer(Filled)
X1 Youth Officer(vacant)
X1 Special Programmes Officer(filled)
X1 Secretary Mayor(filled)
X1 Chauffeur/Driver Mayor(filled)

DIVISION: INTERNAL AUDIT
 PURPOSE: TO PROVIDE RISK-BASED INTERNAL AUDIT SERVICES
 FUNCTIONS:
 1. Provide internal audit services
 2. Monitor compliance to rules and regulations
 3. Provide a pre-investigation service
X1 Manager Internal Audit(vacant)
X1 Senior Internal Auditor(filled)
X1 Internal Audit Officer(filled)

DIVISION: RISK MANAGEMENT
 PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES
 FUNCTIONS:
 1. Develop and implement risk management framework, policy, processes, strategy, and plans
 2. Develop and implement risk management systems (including a Risk Register to record risks and management responses)
 3. Facilitate fraud and corruption investigations
X1 Manager Risk (vacant)
X1 Risk Management Officer(filled)

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)

DIVISION: MUNICIPAL MANAGER SUPPORT
 PURPOSE: TO PROVIDE OPERATIONAL SUPPORT TO THE MUNICIPAL MANAGER
 FUNCTIONS:
 1. Provide administrative support to the Municipal Manager
 2. Provide operational co-ordination support
X1 Manager in Municipal Manager's Office (vacant)
X1 Administrative Officer (filled)

COMMUNICATIONS
 PURPOSE: TO PROVIDE COMMUNICATION SERVICES
 FUNCTIONS:
 1. Provide corporate communication services
 2. Provide media liaison services
 3. Provide brand, advertising and marketing services
 4. Provide events management services
X1 Manager Communication (filled)
X1 Communication Officer:Graphic Design (filled)
X1 Communication Officer: Multimedia (filled)

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
 PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING
 FUNCTIONS:
 1. Manage the provision of Local Economic Development services
 2. Manage the provision of Development and Town Planning services
 3. Manage the provision of Property Management and Housing
 4. Manage integrated development planning
 5. Manage municipal performance management and monitoring service
X1 Senior Manager (vacant)
X1 Secretary(filled)

DEPARTMENT: INFRASTRUCTURE DEVELOPMENT
 PURPOSE: TO MANAGE INFRASTRUCTURE DEVELOPMENT SERVICES
 FUNCTIONS:
 1. Manage engineering services for infrastructure development
 2. Manage construction and maintenance for all infrastructure
 3. Provide a Project Management Unit service
 4. Co-ordinate the supply of water, sanitation, and electricity services
X1 Senior Manager(filled)
X1 Secretary(filled)

DEPARTMENT: COMMUNITY SERVICES
 PURPOSE: TO MANAGE COMMUNITY SERVICES
 FUNCTIONS:
 1. Provide waste and environmental management services
 2. Provide sport, recreation, arts and culture facilitation and development services
 3. Provide institutional and social development services
 4. Provide road traffic management services
X1 Senior Manager(vacant)
X1 Secretary(filled)

DEPARTMENT: BUDGET AND TREASURY OFFICE
 PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES
 FUNCTIONS:
 1. Provide a budget planning and management service
 2. Provide an expenditure management service
 3. Provide a revenue management service
 4. Provide a supply chain management service
 5. Provide an asset management service
 6. Develop and manage implementation of financial policies and procedures
 7. Install and manage implementation of internal controls
X1 CHIEF FINANCIAL OFFICER (vacant)
X1 DEPUTY CHIEF FINANCIAL OFFICER X1 Secretary (filled)

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 Secretary(filled)



DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING
FUNCTIONS:
1. Manage the provision of Local Economic Development services
2. Manage the provision of Development and Town Planning services
3. Manage the provision of Property Management and Housing
4. Manage integrated development planning
5. Manage municipal performance management and monitoring service
X1 Senior Manager (vacant)
X1 Secretary(filled)

ECONOMIC DEVELOPMENT AND PLANNING
TOTAL NO OF POSTS:12
TOTAL FILLED: 9
TOTAL VACANT:3

DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: TO PROVIDE LOCAL ECONOMIC DEVELOPMENT SERVICES
FUNCTIONS:
1. Manage and facilitate investment and enterprise development, and stakeholders
2. Provide agribusiness development support
3. Provide co-operatives, SMME's and informal business development support
4. Provide tourism development support
5. Manage and co-ordinate trade and business licenses, and outdoor advertisements
6. Co-ordinate mining development and community beneficiation
X1 MANAGER LOCAL ECONOMIC DEVELOPMENT(filled)
X1 LED Sector Co-ordinator(filled)
X1 Business Licensing Officer(vacant)

DIVISION: DEVELOPMENT & TOWN PLANNING
PURPOSE: TO PROVIDE DEVELOPMENT PLANNING SERVICES
FUNCTIONS:
1. Prepare and manage spatial development frameworks
2. Provide town planning services
3. Develop, manage and maintain municipal Land Use Management System (LUMS)
4. Provide land development advisory and management services
5. Provide administrative support to Municipal Planning Tribunal (MPT)
6. Provide building control services
X1 SeniorTown Planner: Spatial Development (filled)
X1 Town Planner: Land Use Management (filled)
X1 SeniorBuilding Inspector (filled)

DIVISION: INTEGRATED DEVELOPMENT PLANNING
PURPOSE: TO PROVIDE STRATEGIC AND INTEGRATED DEVELOPMENT PLANNING
FUNCTIONS:
1. Provide strategic planning service (Integrated Development Plan - IDP)
2. Provide a policy co-ordination and alignment service
X1 MANAGER INTEGRATED DEVELOPMENT PLANNING(filled)
X1 Senior IDP Officer(filled)

DIVISION: MUNICIPAL PERFORMANCE MANAGEMENT
PURPOSE: TO PROVIDE A MUNICIPAL PERFORMANCE MANAGEMENT SERVICE
FUNCTIONS:
1. Monitor and evaluate implementation of Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP)
X1 MANAGER: MUNICIPAL PERFORMANCE MANAGEMENT (filled)
X1 Performance Management Officer (vacant)



DEPARTMENT: INFRASTRUCTURE DEVELOPMENT

DEPARTMENT: INFRASTRUCTURE DEVELOPMENT
PURPOSE: TO MANAGE INFRASTRUCTURE DEVELOPMENT SERVICES
FUNCTIONS: 1. Manage engineering services for infrastructure development 2. Manage construction and maintenance for all infrastructure 3. Provide a Project Management Unit service 4. Co-ordinate the supply of water, sanitation, and electricity services
X1 Senior Manager(filled) X1 Secretary(filled)

INFRASTRUCTURE DEVELOPMENT
TOTAL NO OF POSTS:19
TOTAL FILLED: 12
TOTAL VACANT:7

DIVISION: CONSTRUCTION AND MAINTENANCE
PURPOSE: TO PROVIDE CONSTRUCTION AND MAINTENANCE SERVICES FOR ALL INFRASTRUCTURE
FUNCTIONS: 1. Manage construction and maintenance of roads and storm water infrastructure 2. Manage construction and maintenance of building infrastructure 3. Manage construction and maintenance of all other infrastructure 4. Co-ordinate the supply of water, sanitation, and electricity services
X1 MANAGER: CONSTRUCTION AND MAINTENANCE(filled) X2 Civil Engineering Technicians(filled)

DIVISION: PROJECT MANAGEMENT UNIT
PURPOSE: TO PROVIDE PROJECT IMPLEMENTATION SERVICES FOR INFRASTRUCTURE DEVELOPMENT
FUNCTIONS: 1. Manage MIG (Municipal Infrastructure Grant) projects implementation 2. Provide an infrastructure project management centre for capital projects (e.g. EPWP, etc.)
X1 MANAGER: PROJECT MANAGEMENT UNIT(filled) X2 Technician: Project Management(filled) X1 Data Capturer (filled)

SUD-DIVISION: INFRASTRUCTURE MAINTENANCE UNITS / TEAMS
PURPOSE: TO PROVIDE IN-HOUSE INFRASTRUCTURE MAINTENANCE SERVICE
FUNCTIONS: 1. Maintain roads and storm water infrastructure 2. Maintain building infrastructure 3. Maintain all other infrastructure
X 4 Operator(x3 filled)(x1 vacant) X2 Driver (Truck / Tipper / Bakkie)(vacant) X4 General Worker(vacant)



DEPARTMENT: COMMUNITY SERVICES

COMMUNITY SERVICES
TOTAL NO OF POSTS:63
TOTAL FILLED: 34
TOTAL VACANT:29

DEPARTMENT: COMMUNITY SERVICES
PURPOSE: TO MANAGE COMMUNITY SERVICES
FUNCTIONS:
<ol style="list-style-type: none"> 1. Provide waste and environmental management services 2. Provide sport, recreation, arts and culture facilitation and development services 3. Provide institutional and social development services 4. Provide road traffic management services
X1 Senior Manager(vacant)
X1 Secretary(filled)

DIVISION: COMMUNITY AND SOCIAL SERVICES
PURPOSE: TO PROVIDE SPORTS & RECREATION,DISASTER MANAGEMENT SERVICES
FUNCTIONS:
<ol style="list-style-type: none"> 1.Co-ordinate arts and culture activities 2.Co-ordinate disaster management services with District Municipality 3.Co-ordinate and support Council and various sport federations' sporting activities
X1 MANAGER: COMMUNITY AND SOCIAL SERVICES (filled)
X1 Sports and Recreation Officer (filled)
X1 Librarian(filled)
X6 Library Assistant (x3 filled) (x3 vacant)
X1 Disaster Management Co-ordinator (filled)
X1 Admin Clerk (filled)

DIVISION: ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING
PURPOSE: TO PROVIDE ROAD TRAFFIC MANAGEMENT SERVICES
FUNCTIONS:
<ol style="list-style-type: none"> 1. Render traffic law enforcement services 2. Provide a motor vehicle registration and licensing / authority (MVRA) service 3. Provide a vehicle roadworthy testing service 4. Provide a drivers' license testing service 5. Ensure road safety promotion
X1 MANAGER :ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING(VACANT)

DIVISION: ENVIRONMENTAL & WASTE MANAGEMENT SERVICES
PURPOSE; TO PROVIDE ENVIRONMENTAL & WASTE MANAGEMENT SERVICES
FUNCTIONS:
<ol style="list-style-type: none"> 1.Provide waste management services (solid waste, refuse removal, landfill sites) 2. Provide environmental management services
X1 MANAGER ENVIRONMENTAL & WASTE MANAGEMENT SERVICES(vacant)
X1 Environmental & Waste Management Officer (filled)
X2 Driver: Waste Management Truck (filled)
X1 Landfill Operator (vacant)
X6 General Worker (vacant)



DIVISION: ROAD TRAFFIC MANAGEMENT SERVICES

DIVISION: ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING
 PURPOSE: TO PROVIDE ROAD TRAFFIC MANAGEMENT SERVICES
 FUNCTIONS:
 1. Render traffic law enforcement services
 2. Provide a motor vehicle registration and licensing / authority (MVRA) service
 3. Provide a vehicle roadworthy testing service
 4. Provide a drivers' license testing service
 5. Ensure road safety promotion
X1 MANAGER :ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING(VACANT)

SUB-DIVISION: REGISTERING AUTHORITY
 PURPOSE: TO PROVIDE ROAD TRAFFIC MANAGEMENT SERVICES
 FUNCTIONS:
 1. Provide a motor vehicle registration and licensing / authority (MVRA) service
 2. Provide a vehicle roadworthy testing service
 3. Provide a drivers' license testing service
x2 Chief Licensing Officers(filled)

SUB-DIVISION: ROAD TRAFFIC LAW ENFORCEMENT
 PURPOSE: TO RENDER ROAD TRAFFIC LAW ENFORCEMENT SERVICES
 FUNCTIONS:
 1. Provide and manage road traffic law enforcement field services
 2. Provide road traffic law enforcement administrative services
X1 Chief Traffic Officer (vacant)
X20 Traffic Officer(x9filled) (X11 vacant New)
X1 Admin Officer and Traffic Management (filled)

SECTION: VEHICLE ROADWORTHY TESTING
 PURPOSE: TO PROVIDE MOTOR VEHICLE ROADWORTHY TESTING SERVICE,VEHICLE REGISTRATION AND LICENSING SERVICE
 FUNCTIONS:
 1. Provide a motor vehicle roadworthy testing service
 2. Provide a motor vehicle registration and licensing / authority (MVRA) service
x1 Examiner of Vehicles(vacant)
x1 Pitman(vacant)

SECTION: DRIVERS'LICENSES TESTING
 PURPOSE: TO PROVIDE DRIVERS'LICENSE TESTING SERVICES
 FUNCTIONS:
 1. Provide a drivers' license testing service
x2 Management Representative (Senior Examiner of Drivers Licenses) (X2 Vacant)(new)
x10 Examiner of Drivers Licenses(filled)
x1 Admin Clerk(filled)



DEPARTMENT: BUDGET AND TREASURY OFFICE

**BUDGET AND TREASURY
TOTAL NO OF POSTS:38
TOTAL FILLED: 28
TOTAL VACANT:10**

DEPARTMENT: BUDGET AND TREASURY OFFICE
 PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES
 FUNCTIONS:
 1. Provide a budget planning and management service
 2. Provide an expenditure management service
 3. Provide a revenue management service
 4. Provide a supply chain management service
 5. Provide an asset management service
 6. Develop and manage implementation of financial policies and procedures
 7. Install and manage implementation of internal controls
X1 CHIEF FINANCIAL OFFICER (vacant)
X1 DEPUTY CHIEF FINANCIAL OFFICER
X1 Secretary (filled)

DIVISION: BUDGET PLANNING AND MANAGEMENT
 PURPOSE: TO PROVIDE A BUDGET PLANNING AND MANAGEMENT SERVICE
 FUNCTIONS:
 1. Prepare credible budgets for Municipality
 2. Provide budget information for compiling the SDBIP
 3. Acquire, instal and manage financial systems to ensure data integrity (in collaboration with ICT)
 4. Manage budget information and provide in-year monitoring (IYM) and reporting
 5. Compile Annual Financial Statements
X1 MANAGER BUDGET PLANNING AND MANAGEMENT (filled)
X1 Accountant (filled)
X1 Bookkeeper (filled)

DIVISION: EXPENDITURE MANAGEMENT
 PURPOSE: TO MANAGE EXPENDITURE AND PAYMENTS
 FUNCTIONS:
 1. Manage creditors (Accoounts payable)
 2. Manage and implement all payments
 3. Monitor all expenditure and provide monthly reports
 4. Manage payroll and personnel expenditure (verification of staff-expenditure entries with HR on a monthly basis)
X1 MANAGER EXPENDITURE (filled)
X1 Accountant (filled)
X1 Bookkeeper (filled)
X1 Payroll Officer(filled)

DIVISION: REVENUE MANAGEMENT
 PURPOSE: TO MANAGE REVENUE COLLECTION AND SAFEGUARDING
 FUNCTIONS:
 1. Manage debtors (Accoounts receivable)
 2. Operate and manage billing and revenue collection systems and banking
 3. Manage the collection of intergovernmental amounts / debts due
 4. Set and manage all municipal tariffs / rates
 5. Provide legislative and best practice framework for all municipal cashier services
X1 MANAGER: REVENUE (filled)
X1 Accountant Revenue (filled)
X1 Accountant Vat (filled)
X1 Bookkeeper (filled)
X2 Supervisor Cashiers (filled)
X10 Cashiers (x3 filled)(x7 vacant)

DIVISION: SUPPLY CHAIN MANAGEMENT
 PURPOSE: TO RENDER SUPPLY CHAIN MANAGEMENT SERVICES
 FUNCTIONS:
 1. Conduct commodity and industry analysis for demand planning
 2. Collate all projects' procurement schedules and compile annual municipal procurement plan
 3. Manage all open and closed bid acquisitions as per annual procurement plan
 3. Manage all service level agreements for all purchases / acquisitions (contract management)
 4. Monitor and report on supply chain performance (in collaboration with risk management & internal audit services)
X1 MANAGER: SUPPLY CHAIN(filled)
X1 Supply Chain Accountant (filled)
X2 Aquisition Officers (filled)
X1 Contract and Logistics Officer (filled)

DIVISION: ASSET MANAGEMENT
 PURPOSE: TO RENDER AN ASSET MANAGEMENT SERVICE
 FUNCTIONS:
 1. Provide a life cycle asset management to all fixed assets (guidelines only for fleet)
 2. Compile and maintain a GRAP-compliant municipal asset register (including fleet)
 3. Manage asset depreciation and disposals (guidelines only for fleet)
 4. Manage logistics / inventory and stock-taking
X1 MANAGER ASSETS (filled)
X2 Accountants (x1filled)
X1 Assets Officer (filled)
X1 Inventory Officer (vacant)
X2 Drivers(filled)



DEPARTMENT: CORPORATE SUPPORT SERVICES

<p>DEPARTMENT: CORPORATE SUPPORT SERVICES</p> <p>PURPOSE: TO RENDER CORPORATE SUPPORT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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
<p>X1 Senior Manager(filled)</p> <p>X1 Secretary(filled)</p>

CORPORATE SERVICES
TOTAL NO OF POSTS:20
TOTAL FILLED: 17
TOTAL VACANT:3

<p>DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</p> <p>PURPOSE: TO PROVIDE A STRATEGIC HUMAN RESOURCE FUNCTION</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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
<p>X1 MANAGER :HUMAN RESOURCES (filled)</p>

<p>DIVISION: GENERAL ADMINISTRATION</p> <p>PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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
<p>X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(filled)</p>

<p>DIVISION: LEGAL SERVICES</p> <p>PURPOSE: TO PROVIDE LEGAL SUPPORT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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
<p>X1 MANAGER: LEGAL SERVICES(filled)</p> <p>X1 Senior Legal Services Officer(filled)</p>

<p>DIVISION: INFORMATION TECHNOLOGY</p> <p>PURPOSE: TO MANAGE THE PROVISION OF INFORMATION TECHNOLOGY</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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
<p>X1 MANAGER: INFORMATION TECHNOLOGY (filled)</p> <p>X1 Senior IT TECHNICIAN(filled)</p> <p>X1 IT Officer(vacant)</p>



DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

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)

SUB-DIVISION: HUMAN RESOURCE PRACTICES AND ADMINISTRATION, AND ORGANISATIONAL STRATEGY AND PLANNING
 PURPOSE: TO RENDER EFFICIENT HUMAN RESOURCE ADMINISTRATION SERVICES. TO DEVELOP HUMAN RESOURCE STRATEGIES AND ENSURE THE ALIGNMENT OF ORGANISATIONAL STRUCTURES TO THE MUNICIPAL STRATEGIC PLAN (IDP)
 FUNCTIONS:
 1. Manage recruitment, selection, appointment and other life cycle events of employees
 2. Manage compensation and the conditions of service of employees
 3. Manage human resource personnel records
 4. Manage the development of HR strategies
 5. Monitor and evaluate implementation of HR strategies
 6. Manage the provisioning and allocation of posts
 7. Manage human resources information and knowledge management
 8. Maintain a human resource management information system (HRIS)
X1 Senior Human Resources Practitioner(filled)
X1 Human Resources Practitioner(vacant)

SUB-DIVISION: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT
 PURPOSE: TO PROVIDE OPTIMAL DEVELOPMENT OF MUNICIPAL HUMAN RESOURCES
 FUNCTIONS:
 1. Manage and monitor implementation of Skills Development Legislation
 2. Manage learnership and internship programmes
 3. Manage training and development of employees
 4. Manage and implement performance management system
X1 SKILLS DEVELOPMENT FACILITATOR (filled)

SUB-DIVISION: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT
 PURPOSE: TO PROVIDE SOUND EMPLOYEE RELATIONS
 FUNCTIONS:
 1. Manage labour relations services (policies, codes, practices, grievances, disputes, disciplinary matters)
 2. Manage collective bargaining matters (communicate resolutions and decisions of the collective bargaining structures [SALGBC, LLF] to the employees of the Municipality)
X1 Labour Relations Officer (vacant)

SUB-DIVISION: EMPLOYEE HEALTH AND WELLNESS
 PURPOSE: TO MANAGE EMPLOYEE HEALTH AND WELLNESS PROGRAMMES
 FUNCTIONS:
 1. Manage the quality of worklife within the Municipality (Employee Wellness Programme)
 2. Manage the implementation of occupational health and safety programmes in the Municipality
X1 Senior Occupational Health and Safety Officer (filled)



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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 (filled)

SUB-DIVISION: CUSTOMER CARE
PURPOSE: TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
FUNCTIONS: <ol style="list-style-type: none"> 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)



ORGANISATIONAL STRUCTURE: 2016/2017

Total no of posts:13
 Filled: 4
 Total vacant:9

LEGISLATIVE SUPPORT
 PURPOSE:
 TO PROVIDE SUPPORT TO THE SPEAKER AND OFFICE OF THE CHIEF WHIP
 FUNCTION:
 1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY
Speaker & Chief Whip

OFFICE OF THE SPEAKER
 PURPOSE:
 TO PROVIDE SUPPORT TO THE SPEAKER
 FUNCTION:
 1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY
x1 Council Secretary(vacant new)
x1 Manager(filled)
x1 Personal Assistant(filled)
x1 Driver/Chauffer(vacant)

OFFICE OF THE CHIEF WHIP
 PURPOSE:
 COORDINATE ACTIVITIES OF POLITICAL PARTIES IN COUNCIL
 FUNCTIONS:
 1. FACILITATE SOUND WORKING RELATIONSHIP IN COUNCIL
 2. PROVIDE ADMINISTRATIVE SUPPORT TO COUNCIL WHIPPERY
x1 Personal Assistant(vacant)

DIVISION: PUBLIC PARTICIPATION
 PURPOSE:
 To facilitate public participation and public relations
 FUNCTIONS:
 1. Coordinate public participation and stakeholder engagement
 2. To oversee ward committees programme
x1 Public Participation Officer(filled)
x1 Public Participation Officer(new vacant)

DIVISION: COUNCIL SECRETARIATE & WELFARE
 PURPOSE: To render council secretariat and support services
 FUNCTIONS
 1. Provide support to council
 2. Maintan council record
 3. Provide secretariat services to council
 4. Co-ordinate capacity buiding and councillors welfare
x1 Senior Officer: Council secretariat(filled)
x3 Committees Officers(3 new vacant)
x1 Council welfare Officer(vacant new)
x1 Reseacher(vacant)

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