

MUNICIPAL MANAGER'S OFFICE

DRAFT 2019-2020 ORGANOGRAM-MUNICIPAL MANAGER'S OFFICE

Total Number of posts=10
Filled=10
Vacant=2
Interns=2

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: INTERNAL AUDIT
 PURPOSE: TO PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE AND CONSULTING SERVICES(ADVISORY SERVICES)
 FUNCTIONS:
 1. Provide different types of internal audit services
 2. Monitor compliance to rules and regulations
 3. Facilitate external audit and steering committee meetings
 4. Provide secretariat work for Audit committee
X1 Manager Internal Audit(filled)
X1 Senior Internal Auditor(x1 filled)
X2 Internal Audit Officers(x1 filled & x1 New Vacant)

DIVISION: RISK MANAGEMENT
 PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES
 FUNCTIONS:
 1. Develop and implement risk management framework, policy, processes, strategy, and plan/s
 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 (filled)
X1 Risk Management Officer(filled)
X1 Security Risk Officer(New Vacant)

DIVISION: MUNICIPAL MANAGER'S SUPPORT
 FUNCTIONS-
 To provide administrative support to the Office of the Municipal Manager
X1 Manager in Municipal Manager's Office(filled)
X1 Admin Assistant(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 Admin Assistant (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 (FILLED)
X1 DEPUTY CHIEF FINANCIAL OFFICER(VACANT)
X1 Admin Assistant (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 Admin Assistant (vacant)

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(Vacant)
X1 Admin Assistant (filled)

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
 PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING SERVICES
 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 Admin Assistant (filled)

DEPARTMENT: 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
X1 Deputy Director (new vacant)
X1 Admin Assistant (vacant)