

# Contents

Contents.....	1
Sub-chart1.....	2
Index.....	3

# MUNICIPAL MANAGER'S OFFICE

<b>MUNICIPAL MANAGER</b> 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 <b>X1 MUNICIPAL MANAGER(FILLED)</b> <b>X1 Manager in Municipal Manager's Office(vacant)</b> <b>X1 Personal Assisat(new vacant)</b> <b>X1 Accounting Clerk (new vacant)</b>
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<b>DIVISION: INTERNAL AUDIT</b> 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 <b>X1 Manager Internal Audit(filled)</b> <b>X1 Senior Internal Auditor(filled)</b> <b>X1 Internal Audit Officers(x1 vacant)</b>	<b>DIVISION: RISK MANAGEMENT</b> 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 <b>X1 Manager Risk (filled)</b> <b>X1 Risk Management Officer(vacant)</b>
<b>DIVISION: INTERGRATED DEVELOPMENT PLANNING</b> PURPOSE:TO PROVIDE STRATEGIC AND INTEGRATED DEVELOPMENT PLANNING AND FUNCTIONS: 1. Provide strategic planning service (Integrated Development Plan - IDP <b>X1 Manager IDP(filled)</b> <b>X1 Senior IDP Officer(filled)</b> <b>X1 IDP Officer(new Vacant)</b>	<b>COMMUNICATIONS</b> 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 <b>X1 Manager Communication(filled)</b> <b>X1 Communication Officer:Graphic Design(filled)</b> <b>X1 Communication Officer: Multimedia(filled)</b>
<b>DIVISION: PMS</b> PURPOSE: TO PROVIDE MUNICIPAL PERFORMANCE MANAGEMENT SERVICE FUNCTION: 1. Monitor and evaluate implementation of Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) <b>x1 Manager PMS (Filled)</b> <b>X1 PMS Officer(vacant)</b>	

<b>DEPARTMENT: CORPORATE SUPPORT SERVICES</b> 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 <b>X1 Senior Manager(filled)</b> <b>X1 Office Clerk (filled)</b>	<b>DEPARTMENT: BUDGET AND TREASURY OFFICE</b> 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 <b>X1 CHIEF FINANCIAL OFFICER (FILLED)</b> <b>X1 DEPUTY CHIEF FINANCIAL OFFICER(VACANT)</b> <b>X1 Office Clerk (filled)</b>	<b>DEPARTMENT: COMMUNITY SERVICES</b> 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 <b>X1 Senior Manager(vacant)</b> <b>X1 Office Clerk (filled)</b>	<b>DEPARTMENT: INFRASTRUCTURE DEVELOPMENT</b> 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 <b>X1 Senior Manager(filled)</b> <b>X1 Office Clerk (filled)</b>	<b>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING</b> 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 <b>X1 Senior Manager (vacant)</b> <b>X1 Office Clerk (filled)</b>	<b>DEPARTMENT: EXECUTIVE SUPPORT</b> 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 <b>X1 Senior Manager (new vacant)</b> <b>X1 Office Clerk (new Vacant)</b>
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# Index

DEPARTMENT: BUDGET AND TREASURY OFFICE.....	2
DIVISION: INTERNAL AUDIT.....	2
COMMUNICATIONS.....	2
DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING.....	2
DEPARTMENT: INFRASTRUCTURE DEVELOPMENT.....	2
DIVISION: INTERGRATED DEVELOPMENT PLANNING.....	2
DIVISION: RISK MANAGEMENT.....	2
MUNICIPAL MANAGER.....	2
DIVISION: PMS.....	2
DEPARTMENT: COMMUNITY SERVICES.....	2
DEPARTMENT: CORPORATE SUPPORT SERVICES.....	2
DEPARTMENT: EXECUTIVE SUPPORT.....	2