

# COMMUNITY SERVICES

# 2025-2026 ORGANOGRAM-COMMUNITY SERVICES DEPARTMENT

<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(filled)</b>

**X1 Admin Assistant (Filled)**

<b>DIVISION: COMMUNITY AND SOCIAL SERVICES</b>
PURPOSE: TO PROVIDE SPORTS & RECREATION,DISASTER MANAGEMENT SERVICES
FUNCTIONS:
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
<b>X1 MANAGER: COMMUNITY AND SOCIAL SERVICES (vacant)</b>
<b>X1 Admin Clerk: Proof of Residence (Filled)</b>
<b>X1 Sports and Recreation Officer (filled)</b>
<b>X1 Arts &amp; Culture Officer(filled)</b>
<b>X1 Librarian(filled)</b>
<b>X6 Library Assistant (filled)</b>
<b>X1 Disaster Management Officer(filled)</b>
<b>X1 Disaster Coodinator(Vacant)</b>

<b>DIVISION: LICENSING &amp; TRAFFIC</b>
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
<b>X1 MANAGER : LICENSING &amp; TRAFFIC MANAGEMENT (filled)</b>

<b>DIVISION: ENVIRONMENTAL &amp; WASTE MANAGEMENT SERVICES</b>
PURPOSE; TO PROVIDE ENVIRONMENTAL & WASTE MANAGEMENT SERVICES
FUNCTIONS:
1.Provide waste management services (solid waste, refuse removal, landfill sites)
2. Provide environmental management services
<b>X1 MANAGER ENVIRONMENTAL &amp; WASTE MANAGEMENT SERVICES(Vacant)</b>
<b>X1 Environmental &amp; Waste Management Officer (Filled)</b>
<b>X1 Landfill Supervisor(Filled)</b>
<b>X3 Waste Truck Drivers (Filled) &amp; x3 (Vacant)</b>
<b>X13 General Workers Waste (Filled ) &amp; x7 (Vacant)</b>

## **DIVISION: LICENSING & REGISTERING AUTHORITY**

### **DIVISION: LICENSING & TRAFFIC**

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 : LICENSING & TRAFFIC MANAGEMENT (filled)**

### **SUB-DIVISION: LICENSING & 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(X2 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 (Filled)**

**X2 Traffic Superintendent(filled)**

**X13 Traffic Officers (filled)**

**X1 Admin Traffic Management (filled)**

**X8 Traffic Wardens(Filled)**

**X4 Contravention/By-Law enforcement Officers(New Proposed)**

### **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 Management Rep VTS( Filled)**

**X1Senior Examiner VTS(Filled)**

**X1 Examiner of VTS(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 (X1 Filled& X1 Vacant)**

**X8 Examiner of Drivers Licenses(X8 filled)**

**X2 Supervisor Cashier/Enatis(x2 Filled)**

**X8 Cashiers/Enatis Clerk ( x8 Filled)**