CORPORATE SERVICES

2024-2025 ORGANOGRAM-CORPORATE SERVICES DEPARTMENT

Total number of posts: 26 Filled: 25 Vacant: 01

DEPARTMENT: CORPORATE
SUPPORT SERVICES
PURPOSE: TO RENDER CORPORATE SUPPORT
SERVICES
FUNCTIONS:
 Manage provision of human resource services
Manage provision of general administration and
facilities management services
Manage provision of legal support services
4. Manage provision of information and communication
technology services
Manage customer care services
X1 Senior Manager(Filled)

X1 Admin Assistant(filled)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PURPOSE: TO PROVIDE A STRATEGIC	DIVISION: GENERAL ADMINISTRATION PURPOSE:TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES	DIVISION: LEGAL SERVICES PURPOSE: TO PROVIDE LEGAL SUPPORT SERVICES FUNCTIONS:	DIVISION: INFORMATION TECHNOLOGY PURPOSE: TO MANAGE THE PROVISION OF INFORMATION TECHNOLOGY FUNCTIONS:	DIVIVISION:HR DEVELOPMENT & ORGANIZATIONAL DESIGN PURPOSE:To provide erformance management,		
HUMAN RESOURCE FUNCTION HUMAN RESOURCE FUNCTION FUNCTIONS: 1. Rendering of efficient human resource management services 2. Development of human resource organisational strategies 3. Management of sound employment relations programmes 4. Management of employee health and	TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE FUNCTIONS: 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	 Provide sound legal advice and opinions Handle litigation matters Advice on the drafting and monitoring of service level agreements Draft and amend legislation and legal 	 Develop and monitor the acquisition and implementation of ICT framework, architecture (e.g. ERP), infrastructure, policies, processes and procedures Provide and facilitate infrastructure and operational support services (networks, hardware, software, applications, system administration) Instal and maintain ICT systems 	Human resources information management systems, Employment equity, Job Evaluation and Training and development 1 To render individual perfomance management 2. To render ordganizational design 3. To render HRIS 4. To promote human resources development 5. To render talent management & employment equity X1 MANAGER: HRD & ORGANIZATIONAL DESIGN (Filled) X1 Skills development Officer(Filled)		
wellness programmes X1 MANAGER :HUMAN RESOURCES (Filled)	 Provide administratvie support to satellite / regional offices Provide a continuous process improvement and management service Facilitate development and documenting of service standards 	X1 Assistant Manager: Legal Services (Vacant) X1 Labour Relations Officer(Filled)	egal Services security, data integrity, and information security and backup			
	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)		(filled) X1 Assistant Manager: IT (filled) X1 IT Officer(filled) X1 Service Desk (filled)			

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

PU	IVELOPMENT RPOSE: TO PROVIDE A STRATEGIC
	IMAN RESOURCE FUNCTION
-	Rendering of efficient human
I	resource management services
	Development of human resource
	organisational strategies
	Management of sound employment
	relations programmes
	Management of employee health and
١	wellness programmes
X1	MANAGER :HUMAN RESOURCES
(Fi	lled)

SUB-DIVISION: HUMAN RESOURCE MANAGEMENT PURPOSE: TO RENDER EFFICIENT HUMAN RESOURCE ADMINISTRATION SERVICES. FUNCTIONS: 1.Manage Human Resources 2.Maintain a human resource management information system (HRIS 3. Manage labour relations services (policies, codes, practices, grievances, disputes, disciplinary matters X1Assistant Manager: HRM (Filled) X1 Human Resources Officer(filled)	SUB-DIVISION: OCCUPATIONAL HEALTH AND EMPLOYEE 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 Assistant Manager: Occupational Health and Safety (filled) X1 Wellness Officer(Filled)

DIVISION: GENERAL ADMINISTRATION, FACILITIES AND FLEET MANAGEMENT

-	POSE: TO PROVIDE GENERAL ADMINISTRATION
	FACILITIES MANAGEMENT SERVICES
TO F	PROVIDE A COMMUNITY CUSTOMER CARE
SER	VICE
FUN	CTIONS:
1. Pr	ovide general registry/records management service
2. Pr	ovide facilities management services (cleaning,
	curity and minor building maintenance)
3. Pr	ovide driver, messenger and receptionist services
4. Pr	ovide administratvie support to satellite / regional
office	es
5. Pr	ovide a continuous process improvement and
man	agement service
6. Fa	acilitate development and documenting of service
stan	dards
7. Pr	ovide a customer complaints and compliments Help
	service, and facilitating resolution of customer
	lems and complaints
·	ANAGER: GENERAL ADMINISTRATION AND

SUB-DIVISION: REGISTRY / RECORDS OFFICE	SUB-DIVISION: CUSTOMER CARE
PURPOSE:TO RENDER RECORDS MANAGEMENT AND RECEPTION SERVICES FUNCTIONS: 1. Provide a general records management service 2. Render a messenger (and driver-messenger) service 4. Render bulk document reproduction service X1 Registry Officer (filled) X1 Registry Clerk (filled)	 PURPOSE: TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE FUNCTIONS: 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
x1 Data Capture(filled)	facilitating resolution of customer problems and complaints 4. Render switchboard and receptionist services
	X1 Customer Care Officer(filled) X1 Receptionist (X1 filled)(Kgaola Mafiri Office) X1 Receptionist (X1 filled) (Main Office) X1 Switchboard Operator (1 filled) X1 Help desk clerks(filled)(Nebo DLTC) X1 Help desk clerks(filled)(Sekhukhune DLTC)