

# MUNICIPAL MANAGER'S OFFICE

# 2020-2021 ORGANOGRAM-MUNICIPAL MANAGER'S OFFICE

## 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)**

**X1 Personal Assistant**

### 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)**

**X3 Internal Audit Officers(x2 filled & x1 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 Operational & Security Risk Officer**

### 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 CFO(Filled)**

**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(Filled)**

**X1 Admin Assistant (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 Admin Assistant (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 (Filled)**

**X1 Admin Assistant (Vacant)**