

CORPORATE SERVICES

2020-2021 ORGANOGRAM-CORPORATE SERVICES DEPARTMENT

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)

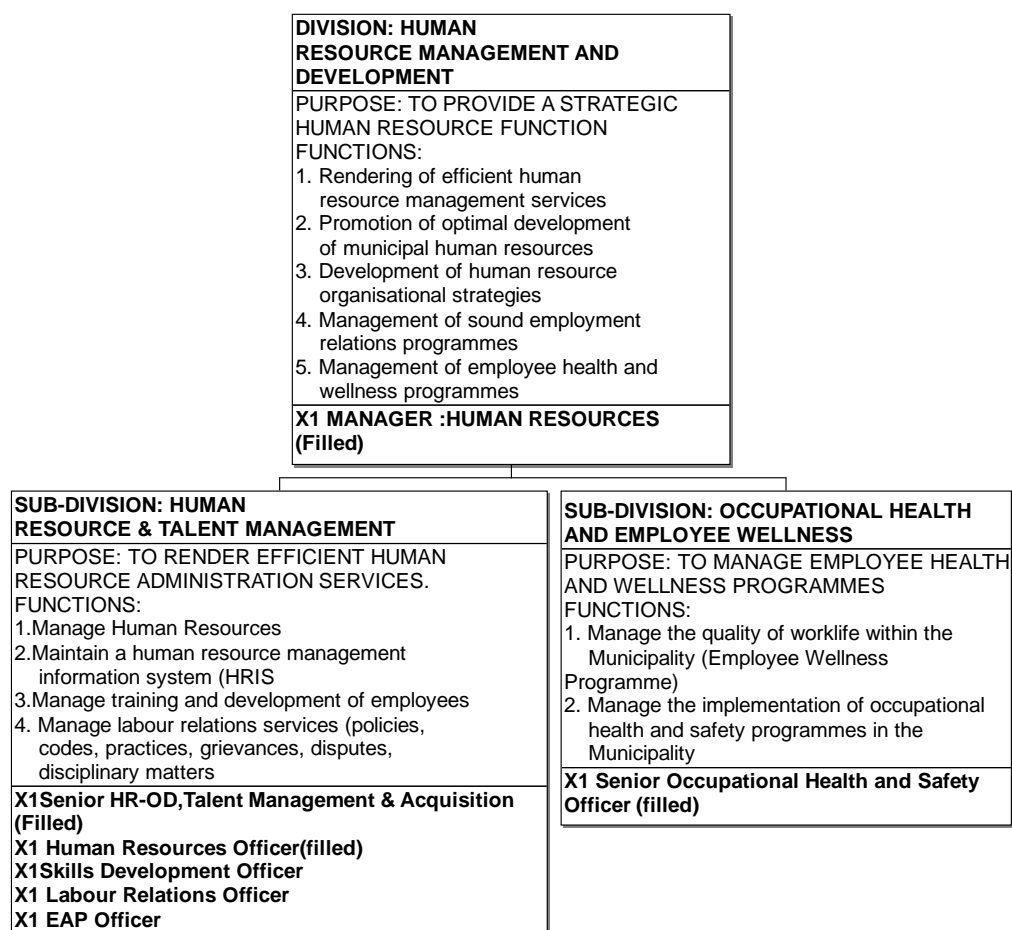
DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
PURPOSE: TO PROVIDE A STRATEGIC HUMAN RESOURCE FUNCTION
FUNCTIONS: 1. Rendering of efficient human resource management services 2. Promotion of optimal development of municipal human resources 3. Development of human resource organisational strategies 4. Management of sound employment relations programmes 5. Management of employee health and wellness programmes
X1 MANAGER :HUMAN RESOURCES (Filled)

DIVISION: GENERAL ADMINISTRATION
PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES 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 4. Provide administrative support to satellite / regional offices 5. Provide a continuous process improvement and management service 6. Facilitate development and documenting of service standards 7. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(vacant)

DIVISION: LEGAL SERVICES
PURPOSE: TO PROVIDE LEGAL SUPPORT SERVICES
FUNCTIONS: 1. Provide sound legal advice and opinions 2. Handle litigation matters 3. Advice on the drafting and monitoring of service level agreements 4. Draft and amend legislation and legal instruments 5. Carry out all administrative legal actions to ensure compliance
X1 MANAGER: LEGAL SERVICES(filled) X1 Senior Legal Services Officer(filled)

DIVISION: INFORMATION TECHNOLOGY
PURPOSE: TO MANAGE THE PROVISION OF INFORMATION TECHNOLOGY
FUNCTIONS: 1. Develop and monitor the acquisition and implementation of ICT framework, architecture (e.g. ERP), infrastructure, policies, processes and procedures 2. Provide and facilitate infrastructure and operational support services (networks, hardware, software, applications, system administration) 3. Instal and maintain ICT systems security, data integrity, and information security and backup 4. Conduct ICT research and advice municipality on latest ICT needs and requirements
X1 MANAGER: INFORMATION TECHNOLOGY (filled) X1 Senior IT TECHNICIAN(filled) X1 IT Officer(filled) X1 Help Desk Officer (filled)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT



DIVISION: GENERAL ADMINISTRATION, FACILITIES AND FLEET MANAGEMENT

DIVISION: GENERAL ADMINISTRATION
PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES 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
4. Provide administrative support to satellite / regional offices
5. Provide a continuous process improvement and management service
6. Facilitate development and documenting of service standards
7. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(vacant)

SUB-DIVISION: REGISTRY / RECORDS OFFICE 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) x1 Data Capture(filled) X2 Messenger	SUB-DIVISION: CUSTOMER CARE 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 facilitating resolution of customer problems and complaints 4. Render switchboard and receptionist services X1 Customer Care Officer(filled) X1 Receptionist(filled) X1 Switchboard Operator (1 filled)	SUB-DIVISION: REGISTRY / RECORDS OFFICE PURPOSE: To ensure compliance with facilities utilization laws and regulations and proper utilization by employees within the entire institution and ensure regular maintenance and repairs FUNCTIONS: Manage the provision of cleaning services of facilities Manage the provision of gardening services and parking facilities Manage office space to ensure sufficient office space is available to accommodate all employees Manage refurbishments and improvements of facilities X1 Facilities Officer
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