

# MUNICIPAL MANAGER'S OFFICE

# 2020-2021 ORGANOGRAM-MUNICIPAL MANAGER'S OFFICE

<p><b>MUNICIPAL MANAGER</b></p> <p>PURPOSE: TO LEAD AND MANAGE THE ADMINISTRATION OF THE LOCAL MUNICIPALITY</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide strategic leadership for executive support</li> <li>2. Provide strategic management for economic development and planning</li> <li>3. Provide strategic management for infrastructure development</li> <li>4. Provide strategic management for community services</li> <li>5. Provide strategic management for budget and financial management</li> <li>6. Provide strategic management for corporate and support services</li> <li>7. Provide strategic leadership for risk management services</li> <li>8. Provide strategic leadership for internal audit services</li> </ol> <p><b>X1 Municipal Manager(Filled)</b> <b>X1 Personal Assistant</b></p>
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<p><b>DIVISION: INTERNAL AUDIT</b></p> <p>PURPOSE: TO PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE AND CONSULTING SERVICES(ADVISORY SERVICES)</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide different types of internal audit services</li> <li>2. Monitor compliance to rules and regulations</li> <li>3. Facilitate external audit and steering committee meetings</li> <li>4. Provide secretariat work for Audit committee</li> </ol> <p><b>X1 Manager Internal Audit(filled)</b> <b>X1 Senior Internal Auditor(x1 filled)</b> <b>X3 Internal Audit Officers(x2 filled &amp; x1 Vacant)</b></p>
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<p><b>DIVISION: RISK MANAGEMENT</b></p> <p>PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Develop and implement risk management framework, policy, processes, strategy, and plan/s</li> <li>2. Develop and implement risk management systems (including a Risk Register to record risks and management responses)</li> <li>3. Facilitate fraud and corruption investigations</li> </ol> <p><b>X1 Manager Risk (filled)</b> <b>X1 Risk Management Officer(filled)</b> <b>X1 Operational &amp; Security Risk Officer</b></p>
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<p><b>DIVISION: MUNICIPAL MANAGER'S SUPPORT</b></p> <p>FUNCTIONS-</p> <p>To provide administrative support to the Office of the Municipal Manager</p> <p><b>X1 Manager in Municipal Manager's Office(filled)</b> <b>X1 Admin Assistant(Filled)</b></p>
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<p><b>DEPARTMENT: CORPORATE SUPPORT SERVICES</b></p> <p>PURPOSE: TO RENDER CORPORATE SUPPORT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Manage provision of human resource services</li> <li>2. Manage provision of general administration and facilities management services</li> <li>3. Manage provision of legal support services</li> <li>4. Manage provision of information and communication technology services</li> <li>5. Manage customer care services</li> </ol> <p><b>X1 Senior Manager(Filled)</b> <b>X1 Admin Assistant (Filled)</b></p>
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<p><b>DEPARTMENT: BUDGET AND TREASURY OFFICE</b></p> <p>PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide a budget planning and management service</li> <li>2. Provide an expenditure management service</li> <li>3. Provide a revenue management service</li> <li>4. Provide a supply chain management service</li> <li>5. Provide an asset management service</li> <li>6. Develop and manage implementation of financial policies and procedures</li> <li>7. Install and manage implementation of internal controls</li> </ol> <p><b>X1 Chief Financial Officer (Filled)</b> <b>X1 Deputy CFO(Filled)</b> <b>X1 Admin Assistant (filled)</b></p>
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<p><b>DEPARTMENT: COMMUNITY SERVICES</b></p> <p>PURPOSE: TO MANAGE COMMUNITY SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide waste and environmental management services</li> <li>2. Provide sport, recreation, arts and culture facilitation and development services</li> <li>3. Provide institutional and social development services</li> <li>4. Provide road traffic management services</li> </ol> <p><b>X1 Senior Manager(Filled)</b> <b>X1 Admin Assistant (Filled)</b></p>
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<p><b>DEPARTMENT: INFRASTRUCTURE DEVELOPMENT</b></p> <p>PURPOSE: TO MANAGE INFRASTRUCTURE DEVELOPMENT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Manage engineering services for infrastructure development</li> <li>2. Manage construction and maintenance for all infrastructure</li> <li>3. Provide a Project Management Unit service</li> <li>4. Co-ordinate the supply of water, sanitation, and electricity services</li> </ol> <p><b>X1 Senior Manager(Filled)</b> <b>X1 Admin Assistant (filled)</b></p>
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<p><b>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING</b></p> <p>PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Manage the provision of Local Economic Development services</li> <li>2. Manage the provision of Development and Town Planning services</li> <li>3. Manage the provision of Property Management and Housing</li> <li>4. Manage integrated development planning</li> <li>5. Manage municipal performance management and monitoring service</li> </ol> <p><b>X1 Senior Manager (Filled)</b> <b>X1 Admin Assistant (Vacant)</b></p>
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