

# MUNICIPAL MANAGER'S OFFICE

# DRAFT 2019-2020 ORGANOGRAM-MUNICIPAL MANAGER'S OFFICE

Total Number of posts=10

Filled=10

Vacant=2

Interns=2

<b>MUNICIPAL MANAGER</b>
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
<b>X1 Municipal Manager(Filled)</b>

<b>DIVISION: INTERNAL AUDIT</b> 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 <b>X1 Manager Internal Audit(filled)</b> <b>X1 Senior Internal Auditor(x1 filled)</b> <b>X2 Internal Audit Officers(x1 filled &amp; x1 New Vacant)</b>	<b>DIVISION: RISK MANAGEMENT</b> 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 <b>X1 Manager Risk (filled)</b> <b>X1 Risk Management Officer(filled)</b> <b>X1 Security Risk Officer( New Vacant)</b>
<b>DIVISION: MUNICIPAL MANAGER'S SUPPORT</b> FUNCTIONS: To provide administrative support to the Office of the Municipal Manager <b>X1 Manager in Municipal Manager's Office(filled)</b> <b>X1 Admin Assistant(Filled)</b>	

<b>DEPARTMENT: CORPORATE SUPPORT SERVICES</b> 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 <b>X1 Senior Manager(Filled)</b> <b>X1 Admin Assistant (Filled)</b>	<b>DEPARTMENT: BUDGET AND TREASURY OFFICE</b> 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 <b>X1 CHIEF FINANCIAL OFFICER (FILLED)</b> <b>X1 DEPUTY CHIEF FINANCIAL OFFICER(VACANT)</b> <b>X1 Admin Assistant (filled)</b>	<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(vacant)</b> <b>X1 Admin Assistant (vacant)</b>	<b>DEPARTMENT: INFRASTRUCTURE DEVELOPMENT</b> 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 <b>X1 Senior Manager(Vacant)</b> <b>X1 Admin Assistant (filled)</b>	<b>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING</b> PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING SERVICES 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 <b>X1 Senior Manager (vacant)</b> <b>X1 Admin Assistant (filled)</b>	<b>DEPARTMENT: EXECUTIVE SUPPORT</b> PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES FUNCTIONS: 1. Provide political and executive support to the Mayor 2. Provide administrative support to the municipality 3. Provide executive and operational support to the Municipal Manager <b>X1 Deputy Director (new vacant)</b> <b>X1 Admin Assistant (vacant)</b>
---	--	---	---	---	---