

# MUNICIPAL MANAGER'S OFFICE

<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>X1 Personal Assistant (Filled)</b>
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<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 CFO(Filled)</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(Filled)</b> <b>X1 Admin Assistant (Filled)</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(Filled)</b> <b>X1 Admin Assistant (filled)</b>	<b>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING</b> 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 <b>X1 Senior Manager (Filled)</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 Office of the Mayor, Speaker and Chief Whip 2. Provide administrative support to the municipality 3. Provide executive and operational support to the Municipal Manager <b>Senior Manager(Vacant)</b> <b>X1 Admin Assistant (Filled)</b>
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