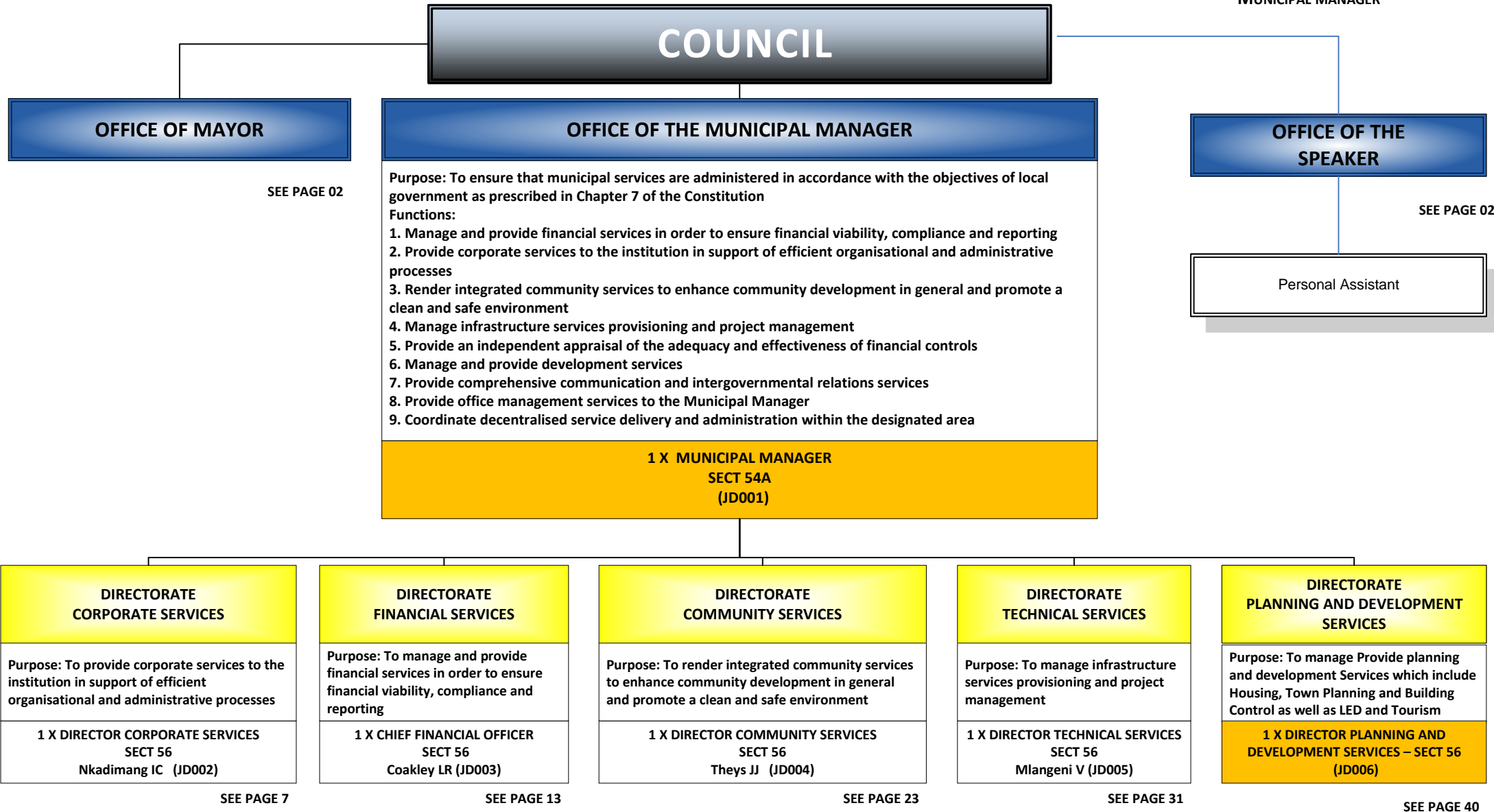


DRAFT ORGANOGRAM 2023/2024

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MUNICIPAL MANAGER



OFFICE OF MAYOR

SEE PAGE 02

OFFICE OF THE MUNICIPAL MANAGER

Purpose: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution

Functions:

1. Manage and provide financial services in order to ensure financial viability, compliance and reporting
2. Provide corporate services to the institution in support of efficient organisational and administrative processes
3. Render integrated community services to enhance community development in general and promote a clean and safe environment
4. Manage infrastructure services provisioning and project management
5. Provide an independent appraisal of the adequacy and effectiveness of financial controls
6. Manage and provide development services
7. Provide comprehensive communication and intergovernmental relations services
8. Provide office management services to the Municipal Manager
9. Coordinate decentralised service delivery and administration within the designated area

1 X MUNICIPAL MANAGER
SECT 54A
(JD001)

OFFICE OF THE SPEAKER

SEE PAGE 02

Personal Assistant

DIRECTORATE CORPORATE SERVICES

Purpose: To provide corporate services to the institution in support of efficient organisational and administrative processes

1 X DIRECTOR CORPORATE SERVICES
SECT 56
Nkadimang IC (JD002)

SEE PAGE 7

DIRECTORATE FINANCIAL SERVICES

Purpose: To manage and provide financial services in order to ensure financial viability, compliance and reporting

1 X CHIEF FINANCIAL OFFICER
SECT 56
Coakley LR (JD003)

SEE PAGE 13

DIRECTORATE COMMUNITY SERVICES

Purpose: To render integrated community services to enhance community development in general and promote a clean and safe environment

1 X DIRECTOR COMMUNITY SERVICES
SECT 56
They's JJ (JD004)

SEE PAGE 23

DIRECTORATE TECHNICAL SERVICES

Purpose: To manage infrastructure services provisioning and project management

1 X DIRECTOR TECHNICAL SERVICES
SECT 56
Mlangeni V (JD005)

SEE PAGE 31

DIRECTORATE PLANNING AND DEVELOPMENT SERVICES

Purpose: To manage Provide planning and development Services which include Housing, Town Planning and Building Control as well as LED and Tourism

1 X DIRECTOR PLANNING AND DEVELOPMENT SERVICES – SECT 56
(JD006)

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DRAFT ORGANOGRAM 2023/2024

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MUNICIPAL MANAGER

GOVERNANCE SUPPORT

Purpose: Provide support services to political office bearers.

Functions:

1. Provision of democratic and accountable governance
2. Provision of political leadership & strategic direction for council
3. Maintenance, cohesion and sound relationship within Council

**DIVISION
OFFICE OF MAYOR**

Purpose:
To provide democratic and accountable governance.

Functions:

1. The promotion of inter-governmental and inter-institutional relations
2. The building, enhancement and maintenance of sound relationship between the Council, Councillors and administration in consultation with the Municipal Manager
3. Provide administrative support to the Mayor and Councillors
4. Provide driver and messenger services to the Mayor
5. Coordination of proper political representation on various portfolio committees.
6. Maintenance of sound relations between the various political parties.
7. Manage special programmes relating to community development on human rights, gender, disability, elderly, youth, early Childhood development

1 X MAYOR OFFICE MANAGER
T
(JD039)

**DIVISION
OFFICE OF THE SPEAKER**

Purpose:
To provide political leadership & strategic direction to Council.

Functions;

1. Provide administrative support to the Speaker and Councillors.
2. Facilitation of public participation in legislative matters.
3. Responsible for establishment and functioning of ward committees.
4. Responsible for the co-ordination of the ward committee system.
5. Provide administrative support to ward committees

1 X PERSONAL ASSISTANT
T
(JD042)

2 X WARD COMMITTEES CLERKS
T (JD042A)

OFFICE OF THE MUNICIPAL MANAGER
<p>Purpose: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage and provide financial services in order to ensure financial viability, compliance and reporting 2. Provide corporate services to the institution in support of efficient organisational and administrative processes 3. Render integrated community services to enhance community development in general and promote a clean and safe environment 4. Manage infrastructure services provisioning and project management 5. Provide an independent appraisal of the adequacy and effectiveness of financial controls 6. Manage and provide development services 7. Provide comprehensive communication and intergovernmental relations services 8. Provide office management services to the Municipal Manager 9. Coordinate decentralised service delivery and administration within the designated area
<p>1 X MUNICIPAL MANAGER – SECT 54A (JD001)</p>

SECTION EXECUTIVE SUPPORT
<p>Purpose: To provide office management services to the Municipal Manager</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide planning, research, analyses and reporting services to the Municipal Manager 2. Planning and monitoring of strategic / critical matters 3. Manage secretarial and executive support services and coordinate logistical support
<p>1 X EXECUTIVE SECRETARY T (JD007)</p>

SEE PAGE 3

DIVISION INTERNAL AUDIT
<p>Purpose: To provide an independent appraisal of the adequacy and effectiveness of financial controls</p>
<p>1 X INTERNAL AUDITOR T (JD008)</p>

SEE PAGE 4

DIVISION STRATEGIC SERVICES
<p>Purpose: To manage and provide strategic Services in respect of IDP, Performance Management, Communication and</p>
<p>1 X MANAGER STRATEGIC SERVICES T (JD010)</p>

SEE PAGE 5

DRAFT ORGANOGRAM 2023/2024

.....
MUNICIPAL MANAGER

DIVISION INTERNAL AUDIT

Purpose: To provide an independent appraisal of the adequacy and effectiveness of financial controls

Functions:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year
2. Advise the Accounting Officer and report to the Audit Committee on the implementation of the internal audit plan
3. Conduct internal investigations and assessments and review control systems
4. Liaise with external auditors
5. Compile regular audit reports

1 X INTERNAL AUDITOR
T
(JD008)

1X INTERNAL AUDIT CLERK
T
NAME (JD009)

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MUNICIPAL MANAGER

DIVISION STRATEGIC SERVICES
<p>Purpose: To manage and provide development services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop and co-ordinate the IDP 2. Support high level strategic and operational interfaces and activities 3. Develop, maintain and monitor the institutional performance management system/ SDBIP in the municipality 4. Provide comprehensive compliance and enterprise risk management (ERM) Service to the municipality. 5. Manage the provision of comprehensive communication and intergovernmental relations services
<p>1 X MANAGER STRATEGIC SERVICES T (JD010)</p>

SECTION COMMUNICATION
<p>Purpose: To provide comprehensive communication and intergovernmental relations services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide media relations service: <ol style="list-style-type: none"> i) Coordinate, scrutinize and arrange media statements, briefings and conferences ii) Cultivate good media relationships and liaison and rapid response iii) Manage and coordinate a rapid response service. 2. Conduct communications research: <ol style="list-style-type: none"> i) Implement the Municipality's communication strategy, policy and procedures ii) Develop appropriate content and provide advice/ copy iii) Analyse communications environment to identify communication opportunities 3. Advance corporate communications and marketing: <ol style="list-style-type: none"> i) Source and write/ check content of internal and external copy ii) Website content management iii) Coordinate Internal and external communication activities/ newsletter iv) Promote marketing and branding opportunities v) Provide support regarding communication events 4. Facilitate and promote IGR programmes and projects, develop and implement IGR policy, in accordance with prescripts
<p>1+1 X COMMUNICATION OFFICER T (JD011)</p>

SECTION IDP MANAGEMENT
<p>Purpose: To develop,</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Facilitate and implement IDP processes 2. Coordinate and develop integrated strategies 3. Coordinate public participation processes related to IDP
<p>1 X IDP OFFICER T (JD012)</p>

SECTION PERFORMANCE MANAGEMENT
<p>Purpose: To develop, maintain and monitor the institutional performance management system / SDBIP in the municipality</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Establish, implement and monitor the PMS 2. Provide regular reports with regard to the performance of the municipality
<p>1 X PMS OFFICER T NAME (JD014)</p>

SECTION COMPLIANCE AND ERM SERVICES
<p>Purpose: : To provide comprehensive compliance and enterprise risk management (ERM) services to the municipality to safeguard the municipality's interests in all compliance and risk.</p>
<p>1 X RISK & COMPLIANCE OFFICER T NAME (JD015)</p>

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MUNICIPAL MANAGER

DIRECTORATE CORPORATE SERVICES
Purpose: To provide corporate services to the institution in support of efficient organisational and administrative processes Functions: 1. Render administrative support services 2. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital 3. Provide comprehensive Legal and Administrative services to the municipality to safeguard the municipality's interests in all legally related matters and compliance within the organisation 5. Render ICT services to the municipality 6. Render CRM Services to the municipality 7. Render Councillor Support Services 8. Render management and line function executive support services to the directorate
1 X DIRECTOR CORPORATE SERVICES SECT 56 (JD002)

SECTION SECRETARIAL SUPPORT
Purpose: To render management and line function secretarial support services to the directorate Functions: 1. Provide auxiliary / logistic/ secretarial support services 2. Administer customer care processes 3. Administer departmental records management system
1 X SECRETARY T (JD016)

DIVISION LEGAL AND ADMINISTRATIVE SERVICES
Purpose: To render Legal and administrative support services

SEE PAGE 8

DIVISION HUMAN RESOURCES
Purpose: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital
1 X MANAGER HUMAN RESOURCES T NAME (JD024)

SEE PAGE 9

DIVISION CRM
Purpose: To provide Customer Services to the community and attend to all customer calls and queries.

SEE PAGE 10

DIVISION ICT
Purpose: To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT strategy and policy
1 X OFFICER T NAME (JD036)

SEE PAGE 11

DIVISION COUNCILLOR SUPPORT
Purpose: Provide support services to political office bearers.
1 X MAYOR OFFICE MANAGER T (JD039)

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MUNICIPAL MANAGER

DIVISION
LEGAL AND ADMINISTRATIVE SERVICES

Purpose: To render administrative support services

Functions:

1. To provide comprehensive Legal services to the municipality to safeguard the municipality's interests in all legal matters.
2. Provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes
3. Provide record management services to the organisation
4. Render efficient office administration services to sustain the proper functioning of the municipality's administration

SECTION
SECRETARIAT SERVICES

Purpose: To provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes

Functions:

1. Provide Committee Services to Council, Mayor, Deputy Mayor, Speaker and Mayoral Committee, Portfolio Committees, Appeal Committees and other Ad hoc Committees of Council
2. Provide a resolution tracking, drafting & distribution of documentation service
3. Liaise with various directorates to facilitate the implementation of resolutions
4. Execute general administrative support functions

1 X COMMITTEE OFFICER
T
(JD019)

1 X COMMITTEE CLERK
T
(JD020)

SECTION
ARCHIVES SERVICES

Purpose: To provide record management services to the organisation.

Functions:

1. Provide sound record keeping and record management practices.
2. Capture and keep general records and information provisioning.
3. Implementation, maintenance and development of the document management system.

SENIOR ARCHIVES CLERK
T
NAME (JD021)

2 X ARCHIVES CLERK
T
(JD022)

SECTION LEGAL
AND ADMINISTRATIVE SUPPORT

Purpose: To render efficient Legal and Administration Services to the municipality.

Functions:

1. coordinate legal advisory services pertaining to council resolutions, prosecution management and defense of legal action by and / or against the municipality, contracts, service agreements, legal obligations, delictis, statutes, by-laws, regulations and labour law matters.
2. Administer and coordinate the development and maintenance of bylaws and policies.
3. Administer legal aspects relating to property and assets: alienation, sales, leases, donations, servitudes, notary agreements, deeds of sale and ownership confirmation.
4. Administration of transfers in respect of municipal houses.
5. Monitor usage in terms of contracts and upkeep of council properties.
6. Administer all contracts of the municipality and is responsible for the upkeep of the securities register.

1 X LEGAL ADMINISTRATIVE OFFICER
T
NAME (JD023)

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MUNICIPAL MANAGER

DIVISION HUMAN RESOURCES
<p>Purpose: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop and implement HRM administrative services to ensure efficient HR management processes. 2. Ensure that training and development is coordinated and implemented in line with organizational strategies and legislation 3. Render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy 4. Render OHS and Wellness services to the municipality
<p>1 X MANAGER HUMAN RESOURCES</p> <p>T</p> <p>NAME (JD024)</p>

SECTION HR ADMINISTRATION, OHS AND EMPLOYEE WELLNESS
<p>Purpose: To develop and implement HRM administrative services to ensure efficient HR management processes</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide staff provisioning services: recruitment and selection, policies, systems, procedures, job descriptions and staff establishment 2. Render human resources administration services 3. Administer conditions of service/ benefits, memberships, leave and terminations 4. Administer and maintain HR database and records 5. Administer staff establishment, job descriptions and remuneration procedures 6. Implementation of employee wellness programmes 7. Establish and maintain a safe and healthy working environment 8. Render employee wellness services to the municipality
<p>1 X HUMAN RESOURCES OFFICER</p> <p>T</p> <p>NAME (JD025)</p>

SECTION TRAINING AND SKILLS DEVELOPMENT
<p>Purpose: To ensure that training and development is coordinated and implemented in line with organizational strategies and legislation and administer Employee Performance Appraisal System (EPAS)</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop, implement and maintain skills development policies and procedures 2. Perform SDF's functions 3. Coordinate training and development 4. Administer Employee Performance Appraisal System (EPAS)
<p>1 X SKILLS DEVELOPMENT OFFICER</p> <p>T</p> <p>NAME (JD029)</p>

SECTION LABOUR RELATIONS
<p>Purpose: To render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Managing the labour relations function and provide a general administrative and advisory service to management and trade unions 2. Develop, implement and maintain sound labour relation policies and procedures, grievance procedures and disciplinary hearing processes 3. Implementation of employment equity administrative processes
<p>1 X LABOUR RELATIONS OFFICER</p> <p>T</p> <p>(JD31)</p>

<p>1 X SNR HR CLERK</p> <p>T</p> <p>(JD026)</p>

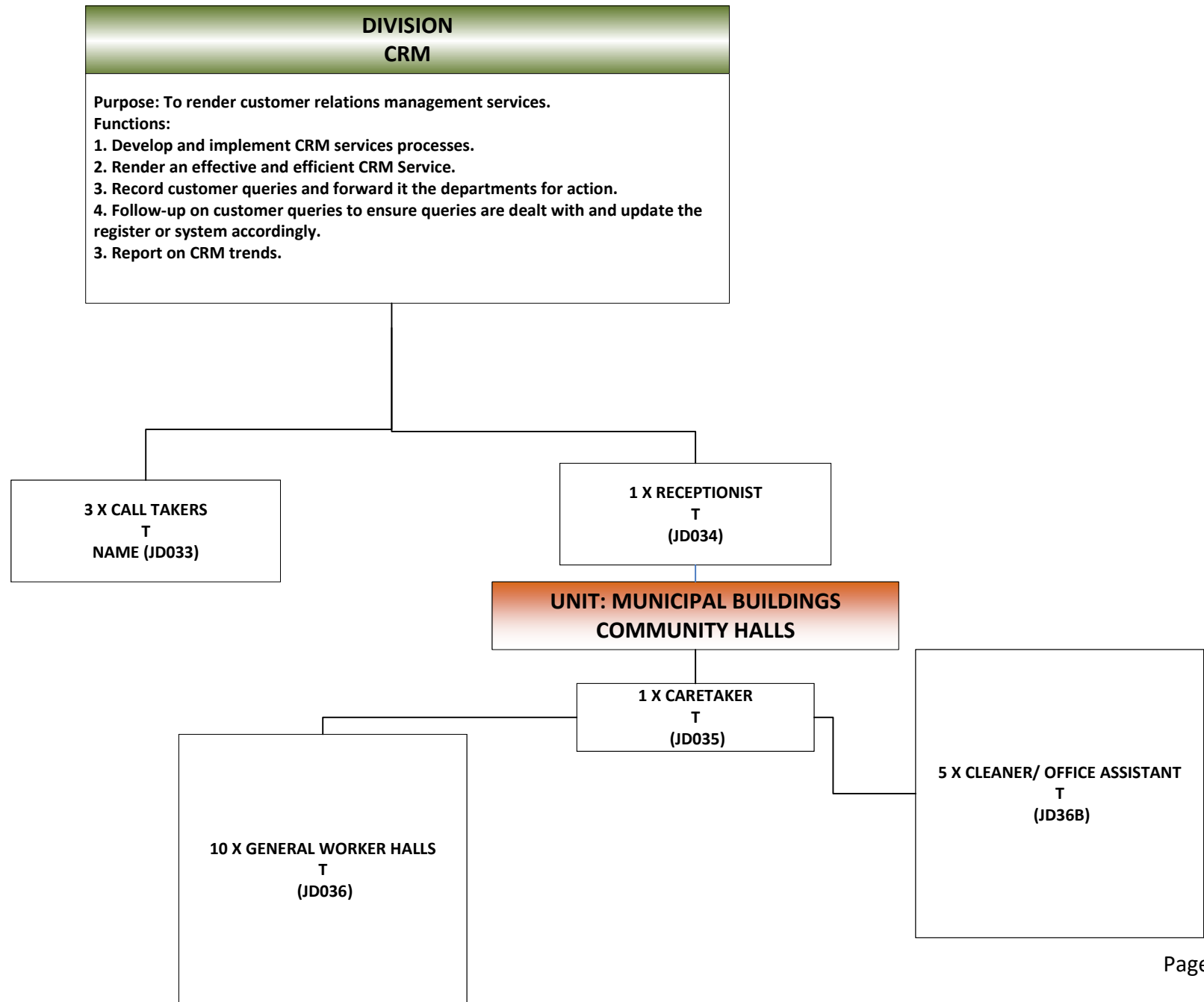
<p>1 X HR CLERK</p> <p>T</p> <p>(JD027)</p>

<p>1 x OHS and Wellness Assistant</p> <p>T</p> <p>NAME (JD028)</p>
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<p>1 X SNR SKILLS DEVELOPMENT CLERK</p> <p>T</p> <p>(JD029B)</p>
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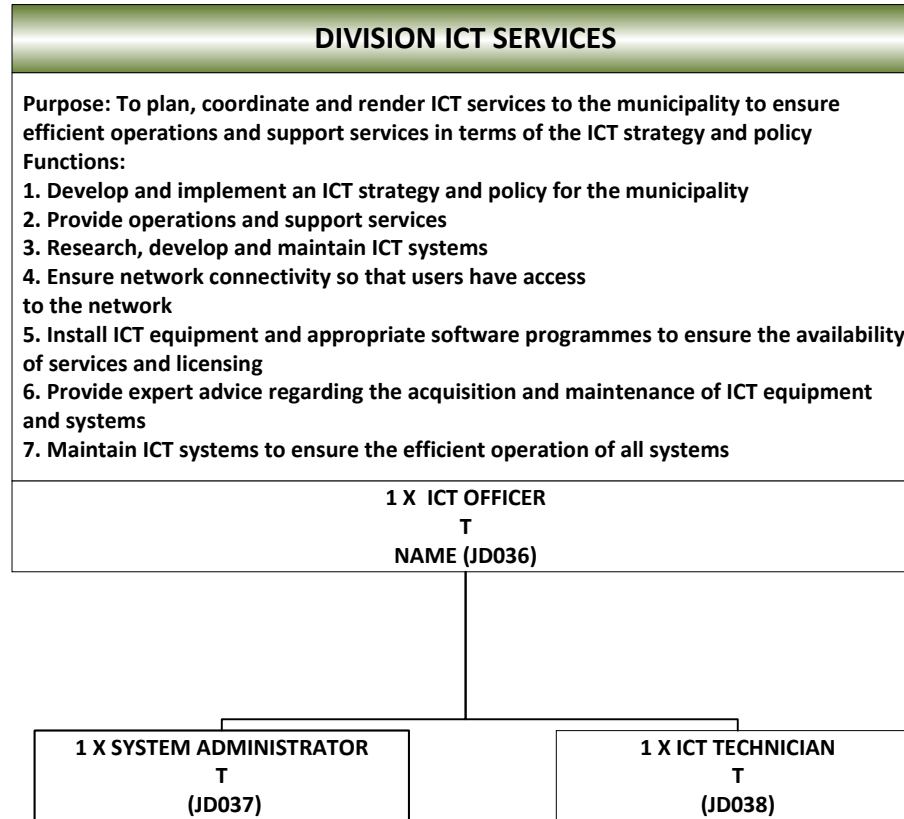
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MUNICIPAL MANAGER



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MUNICIPAL MANAGER

DIVISION COUNCILLOR SUPPORT

Purpose:
Provide support services to political office bearers for democratic and accountable governance.

- Functions**
1. The promotion of inter-governmental and inter-institutional relations
 2. The building, enhancement and maintenance of sound relationship between the Council, Councillors and administration in consultation with the Municipal Manager.
 3. Provide administrative support to the Mayor and Councillors.
 4. Provide driver and messenger services to the Mayor.
 5. Coordination of proper political representation on various portfolio committees.
 6. Maintenance of sound relations between the various political parties.
 7. Manage special programmes relating to community development on human rights, gender, disability, elderly, youth, early Childhood development

1 X MAYOR OFFICE MANAGER
T
(JD039)

SECTION SPECIAL PROGRAMMES

Purpose: To manage special programmes relating to community development etc.

- Functions:**
1. Human rights
 2. Gender disability
 3. Elderly
 4. Youth
 5. Early Childhood development

SPECIAL PROGRAMMES OFFICER
T
(JD119)

1 X COMMUNITY LIASON OFFICER
T
NAME (JD040)

1 X DRIVER / MESSENGER
T
(JD041)

1 X PERSONAL ASSISTANT
T
(JD042)

**7 X COMMUNITY DEVELOPMENT
WORKER T**
NAME (JD120)

1 X DEVELOPMENT WORKER
T
(JD121)

DIRECTORATE FINANCIAL SERVICES
<p>Purpose: To manage and provide financial services in order to ensure financial viability, compliance and reporting</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance and administer the recording, authorisation, executing and reporting of expenditure transactions 2. Implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance 3. Manage supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management 4. Render management and staff function executive support services to the directorate
<p>1 X CHIEF FINANCIAL OFFICER SECT 56 (JD003)</p>

DIVISION BUDGET, REPORTING & REVENUE MANAGEMENT
<p>Purpose: To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance and administer the recording, authorisation, executing and reporting of expenditure transactions</p> <p>Purpose: To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance</p>
<p>1 X MANAGER BUDGET, REPORTING & REVENUE MANAGEMENT T NAME (JD044)</p>

SEE PAGE 14

DIVISION SUPPLY CHAIN MANAGEMENT (SCM) AND EXPENDITURE MANAGEMENT
<p>Purpose: To manage supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management</p> <p>Purpose: To implement and maintain Expenditure policies and procedures to ensure sound expenditure management practices and compliance</p>
<p>1 X MANAGER SCM AND EXPENDITURE MANAGEMENT T NAME (JD065)</p>

SEE PAGE 20

SECTION SECRETARIAL SUPPORT
<p>Purpose: To render management and line function secretarial support services to the directorate</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide auxiliary / logistic/ secretarial support services 2. Administer customer care processes 3. Administer departmental records management system

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MUNICIPAL MANAGER

DIVISION BUDGET, REPORTING AND REVENUE MANAGEMENT
<p>Purpose: To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance and administer the recording, authorisation, executing and reporting of Revenue transactions</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Administer budgeting, statements & reporting processes 2. Manage Revenue management policies, procedures and transaction. 3. Manage the rates and tax services 4. Administer asset management, lease and loan registers 5. Develop a fleet management Strategy
<p>1 X MANAGER BUDGET, REPORTING & REVENUE T NAME (JD044)</p>

SECTION BUDGET AND REPORTING
<p>Purpose: To administer budgeting, statements & reporting processes</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Administer budgeting processes, compilation & reporting, compliance and overall budget control, monitoring, reconciliations and control accounting procedures 2. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: Planning, Strategizing, Preparation, Tabling, Public Participation, Approval and Finalising and administer adjustment budget process 3. Prepare, compile and submit financial reports and statements 4. Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices 5. Administer costing and departmental charge-outs 6. Execute bank reconciliations and cash flow management 7. Implement and maintain the financial accounting system, computerised systems requirements and maintenance in collaboration with ICT service provider 8. Administer insurance portfolio and investments 9. Coordinate internship programmes
<p>1 X ACCOUNTANT BUDGET, REPORTING T (JD045)</p>

SEE PAGE 14

SECTION REVENUE MANAGEMENT
<p>Purpose: To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render rates and tax services 2. Render debtors and cashiering services 3. Administer credit control policy and procedures in accordance with regulations and Council policies
<p>1 X ACCOUNTANT REVENUE MANAGEMENT T (JD049)</p>

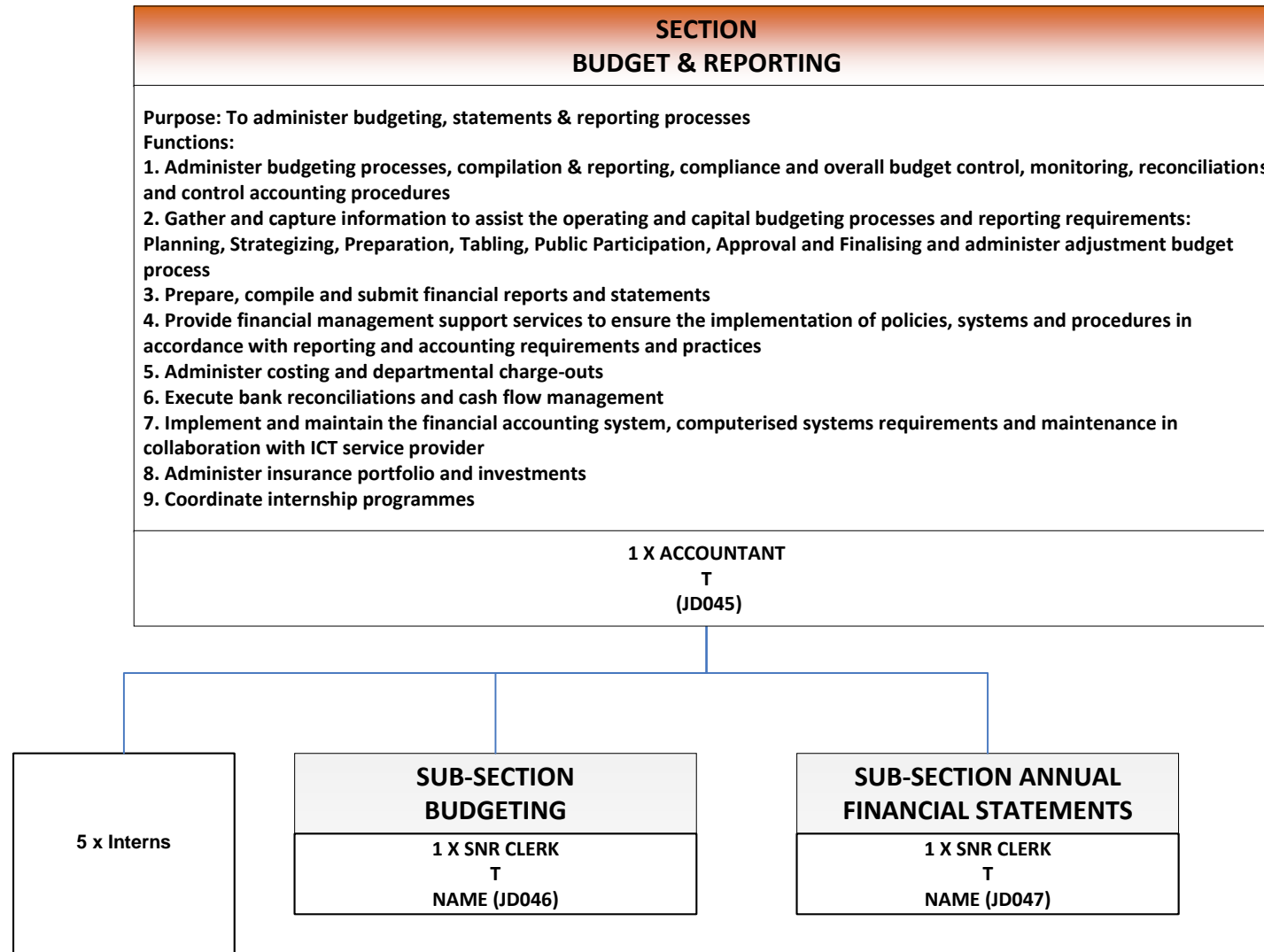
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SECTION ASSET AND FLEET MANAGEMENT
<p>Purpose: To implement and maintain Asset and Fleet management policies and procedures to ensure sound management practices and compliance</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Administer assets management processes and assets registers 2. Administer the lease and loan register 3. To coordinate and implement the Fleet management Strategy
<p>1 X ASSET AND FLEET OFFICER T NAME (JD064)</p>

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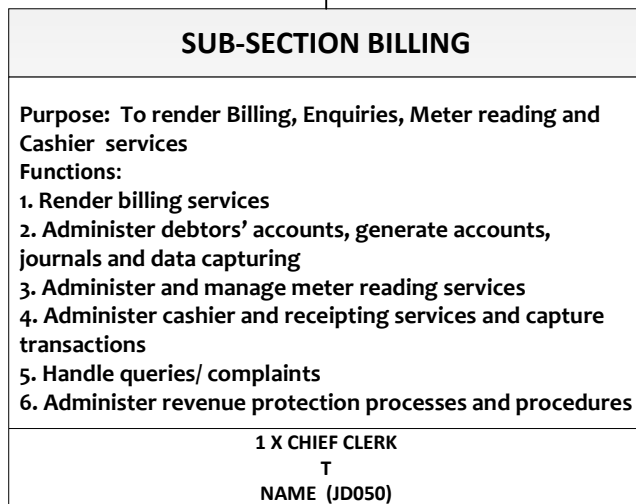
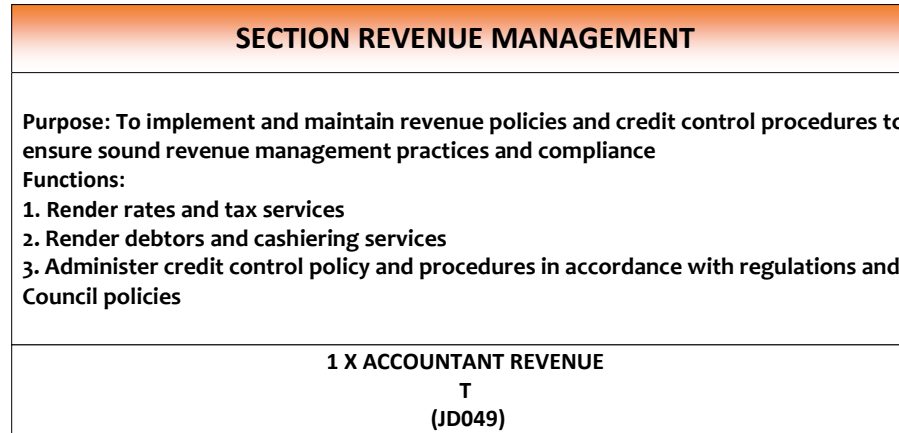
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MUNICIPAL MANAGER

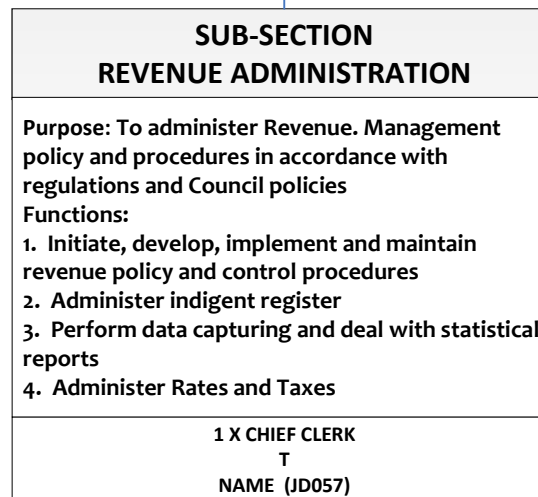


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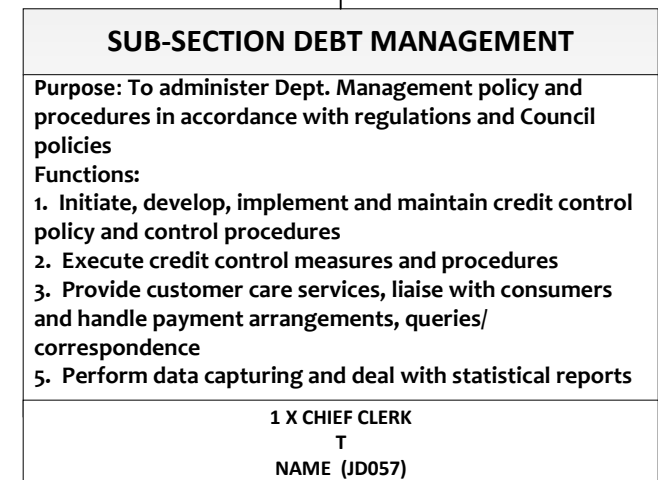
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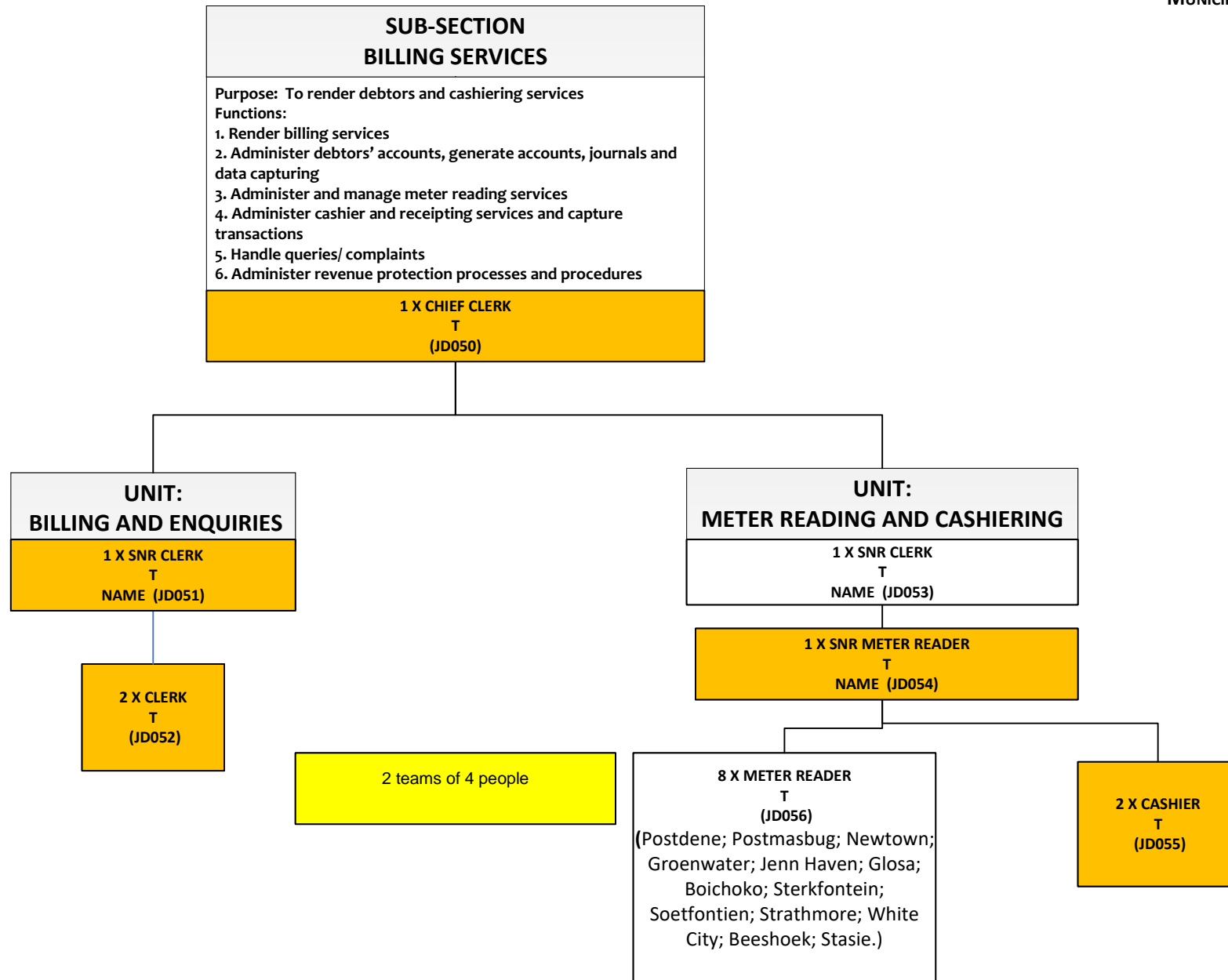
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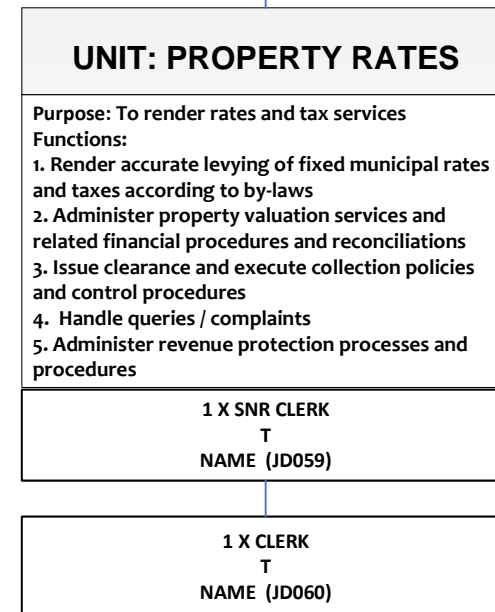
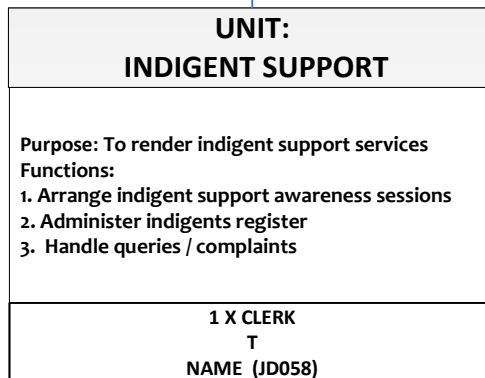
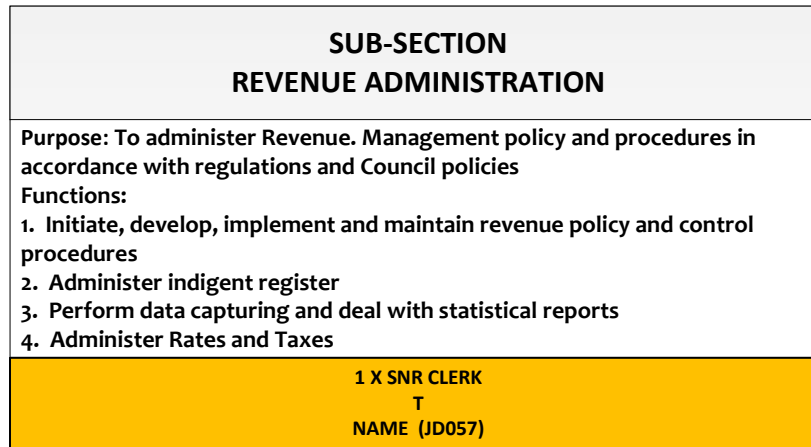
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MUNICIPAL MANAGER



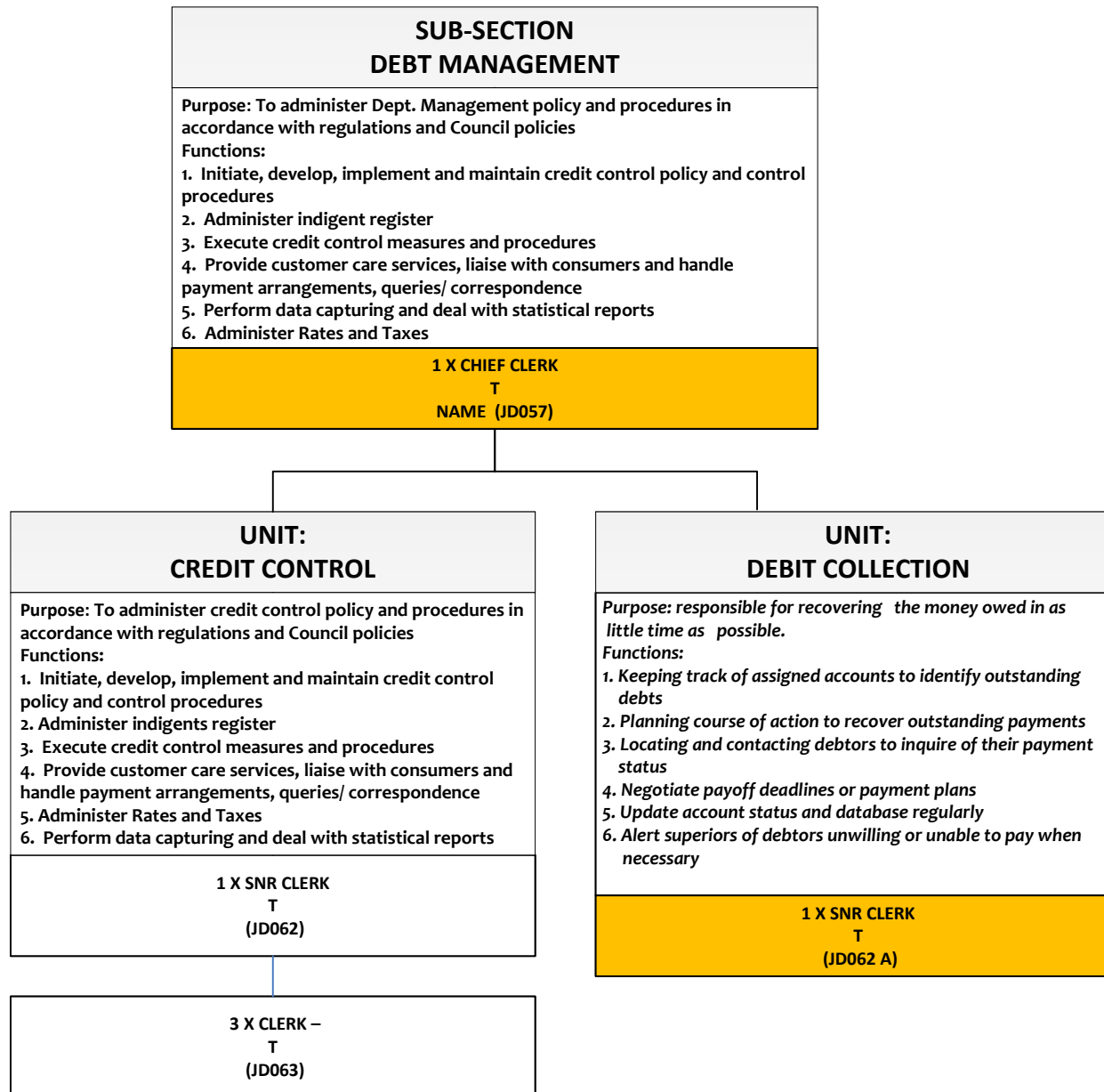
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MUNICIPAL MANAGER



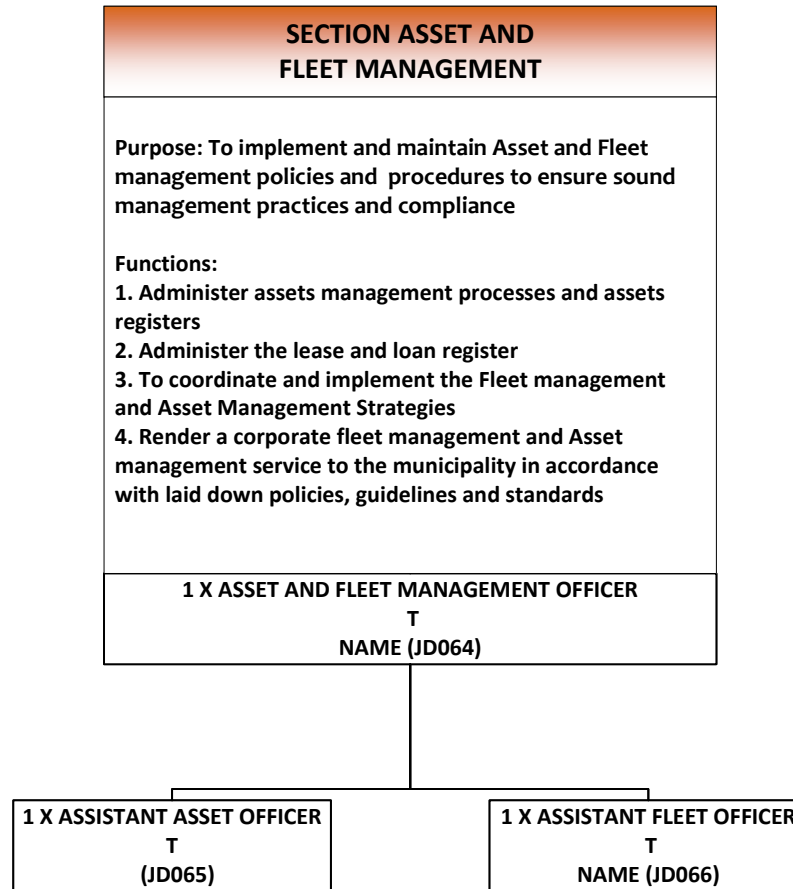
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MUNICIPAL MANAGER



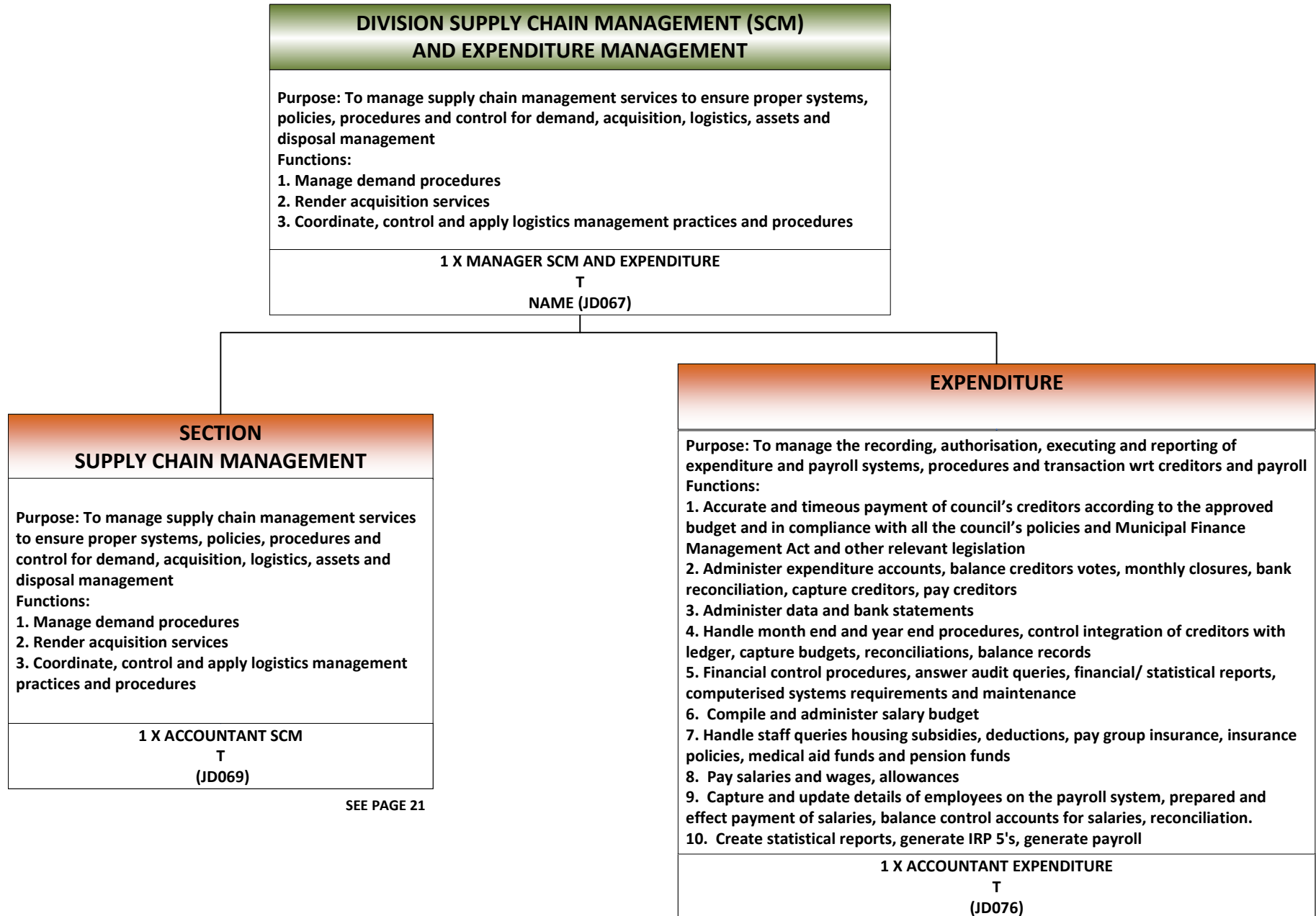
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MUNICIPAL MANAGER



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MUNICIPAL MANAGER



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MUNICIPAL MANAGER

SECTION SUPPLY CHAIN MANAGEMENT (SCM)

Purpose: To manage supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

Functions:

1. Manage demand procedures
2. Render acquisition services
3. Coordinate, control and apply logistics management practices and procedures

1 X ACCOUNTANT SCM
T
(JD069)

SUB-SECTION DEMAND

Purpose: To manage demand procedures

Functions:

1. Formulate supply chain management policies and procedures
2. Maintain supplier database
3. Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures
4. Execute prescribed procurement practices, contract initiation and conclusion, journals, orders, procure goods, requisitions, tenders, assessing patrons' needs, sourcing suppliers, dispatch goods
5. Implement effective systems for contract, performance and risk management

1 X SNR CLERK
T
(JD069 (b))

1 X CLERK
T
(JD070)

SUB -SECTION ACQUISITION

Purpose: To render acquisition services

Functions:

1. Ensure that all acquisitions, as well as the appointment of service providers is done in accordance with authorised processes
2. Perform BIDS evaluation operations
3. Administer tender administration and CIDB
4. Execute procurement process compliance

1 X SNR CLERK
T
NAME (JD071)

1 X CLERK
T
(JD072)

SUB-SECTION LOGISTIC (Stores) MANAGEMENT

Purpose: To coordinate, control and apply logistics management practices and procedures

Functions:

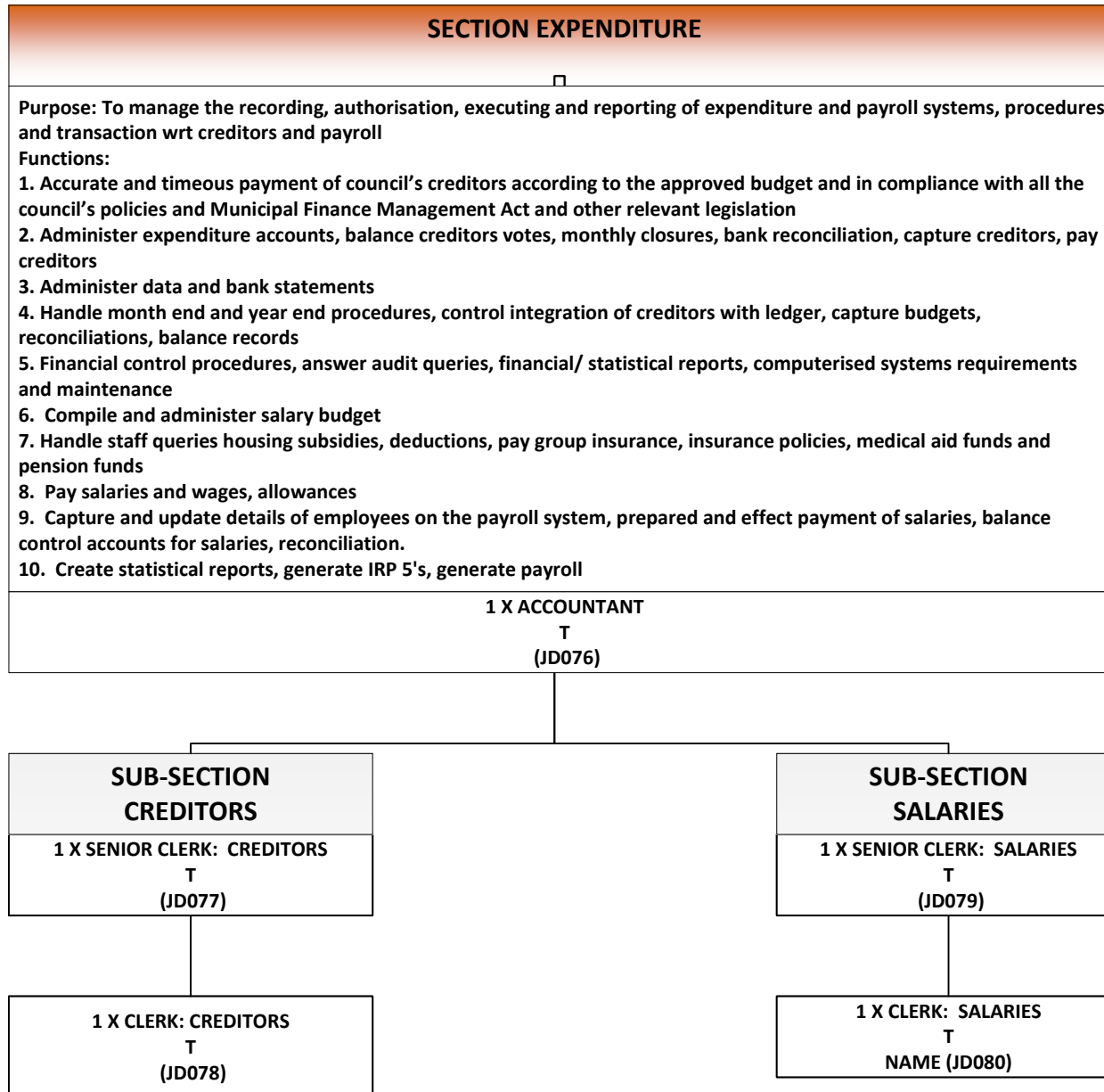
1. Apply logistics management practices
2. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods
3. Administer and control specific accounting procedures associated with asset and disposal management

1 X SNR LOGISTICS CLERK
T
NAME (JD073)

1 X LOGISTICS ASSISTANT
T
(JD075)

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MUNICIPAL MANAGER



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MUNICIPAL MANAGER

DIRECTORATE COMMUNITY SERVICES
<p>Purpose: To render integrated community services to enhance community development in general and promote a clean and safe environment</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage traffic law enforcement services 2. Administer library services in accordance with provincial and Council policies 3. Provide social development services 4. Manage the provisioning and maintenance of parks, street cleaning, cemeteries and refuse removal to the community 5. Render management and line function executive support services to the directorate
<p>1 X DIRECTOR COMMUNITY SERVICES SECT 56 (JD004)</p>

SECTION SECRETARIAL SUPPORT
<p>Purpose: To render management and line function executive support services to the directorate</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide auxiliary / logistic/ secretarial support services 2. Administer customer care processes 3. Administer departmental records management system 4. Issue hawkers licences
<p>1 X SECRETARY T NAME (JD081)</p>

DIVISION PUBLIC SAFETY SERVICES
<p>Purpose: To Manage public safety Services which includes traffic law enforcement services and firefighting and disaster management</p>

SEE PAGE 24

DIVISION LIBRARY SERVICES
<p>Purpose: To administer library services in accordance with provincial and Council policies</p>
<p>1 X LIBRARIAN SERVICES T (JD101)</p>

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DIVISION SOCIAL DEVELOPMENT
<p>Purpose: To provide DCW, Youth Development and ECD Services</p>

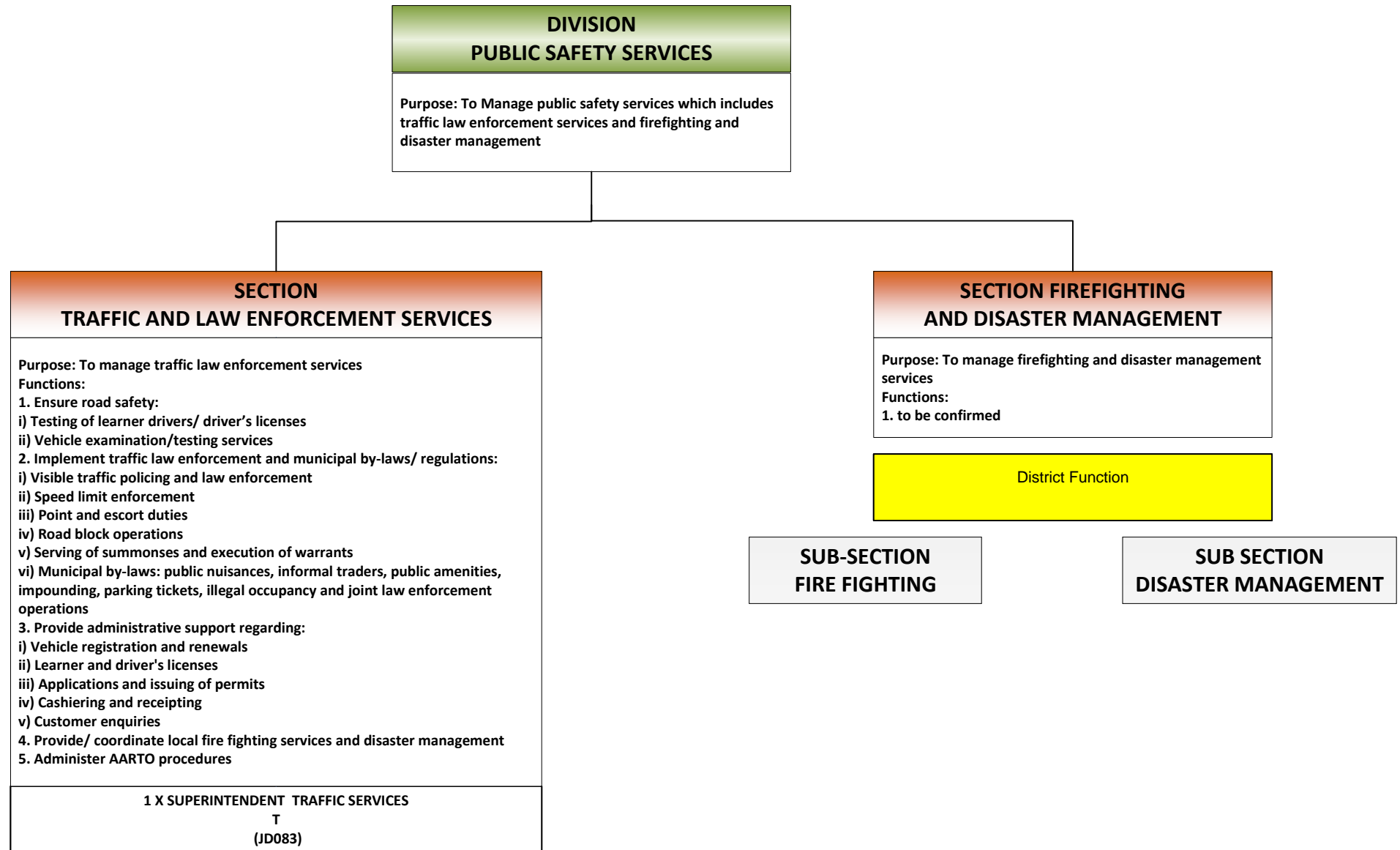
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DIVISION COMMUNITY SUPPORT SERVICES
<p>Purpose: To manage the provisioning and maintenance of parks, street cleaning, cemeteries and refuse removal to the community</p>

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MUNICIPAL MANAGER



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MUNICIPAL MANAGER

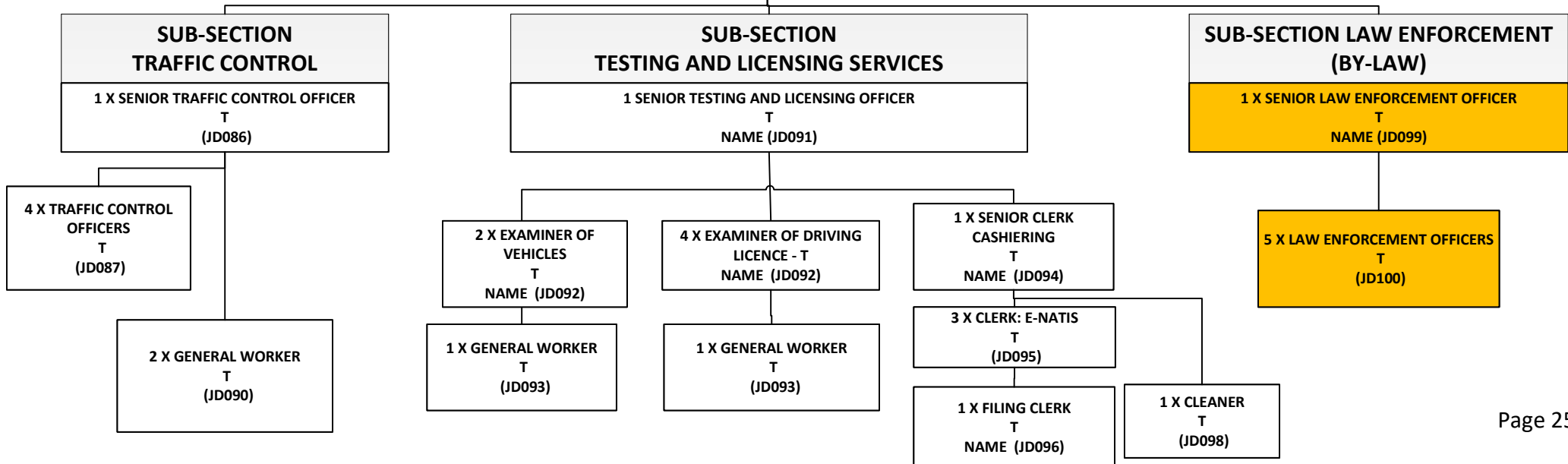
SECTION TRAFFIC AND LAW ENFORCEMENT SERVICES

Purpose: To manage traffic law enforcement services

Functions:

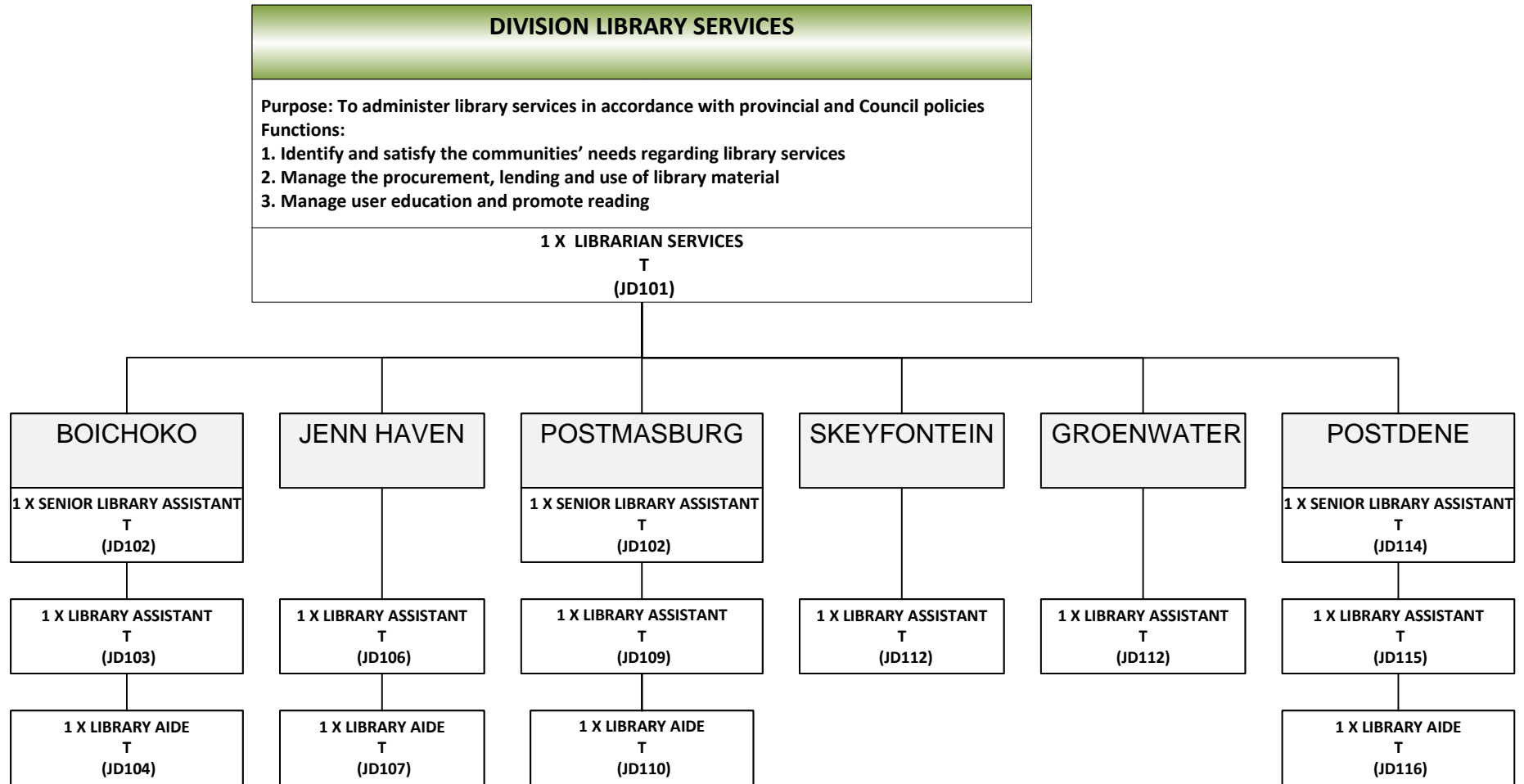
1. Ensure road safety:
 - i) Testing of learner drivers/ driver's licenses
 - ii) Vehicle examination/testing services
2. Implement traffic law enforcement and municipal by-laws/ regulations:
 - i) Visible traffic policing and law enforcement
 - ii) Speed limit enforcement
 - iii) Point and escort duties
 - iv) Road block operations
 - v) Serving of summonses and execution of warrants
 - vi) Municipal by-laws: public nuisances, informal traders, public amenities, impounding, parking tickets, illegal occupancy and joint law enforcement operations
3. Provide administrative support regarding:
 - i) Vehicle registration and renewals
 - ii) Learner and driver's licenses
 - iii) Applications and issuing of permits
 - iv) Cashiering and receipting
 - v) Customer enquiries
4. Administer AARTO procedures

1 X SUPERINTENDENT TRAFFIC AND LAW ENFORCEMENT SERVICES
T
(JD083)



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MUNICIPAL MANAGER



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MUNICIPAL MANAGER

**DIVISION
SOCIAL DEVELOPMENT**

Purpose: To manage the provisioning of Community Development programmes

Functions:

1. Managing Community Development Workers programmes.
2. Managing Youth Development programmes
3. Managing Early Childhood Development Programmes

**SECTION
ENVIRONMENTAL HEALTH**

Purpose: To perform environmental health functions

Functions:

1. Provide support to district municipality on an agency basis regarding the monitoring of noise / air / and environmental pollution
2. Participate in strategic environmental and social environmental impact assessments
3. To provide environmental management services.

1 X ENVIRONMENTAL HEALTH PRACTITIONER
ZFM
(JD122)

District Funded Mandate

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MUNICIPAL MANAGER

DIVISION
COMMUNITY SUPPORT SERVICES

Purpose: To manage the provisioning and maintenance of parks, street cleaning, cemeteries and refuse removal to the community

Functions:

1. Provide and maintain parks, caravan park, public gardens, open spaces and cemeteries and provide and prepare burial facilities
2. Provide domestic, household and business refuse removal services together with a sweeping/cleansing service i.e. streets and public places

SECTION
PARKS, SPORT AND RECREATION

Purpose: To manage the provisioning and maintenance of parks, sports facilities, cemeteries and Municipal buildings to the community

Functions:

1. Provide and maintain parks, caravan park, public gardens, open spaces and cemeteries and provide and prepare burial facilities .
2. Provide and maintain services relating to municipal sports facilities and buildings.

1 X Superintendent
T
NAME (JD124)

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SECTION
REFUSE REMOVAL

Purpose: To manage the provisioning of street cleaning, and refuse removal to the community

Functions:

1. Provide domestic, household and business refuse removal services together with sweeping/cleansing service i.e. streets and public places

1 X Superintendent
T
NAME (JD141)

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SUB-SECTION
REFUSE COLLECTION

SUB-SECTION
STREET CLEANING SERVICES

SUB-SECTION
PARKS

SUB-SECTION
SPORT FACILITIES

SUB-SECTION
CEMETERIES

SUB-SECTION
MUNICIPAL BUILDINGS

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MUNICIPAL MANAGER

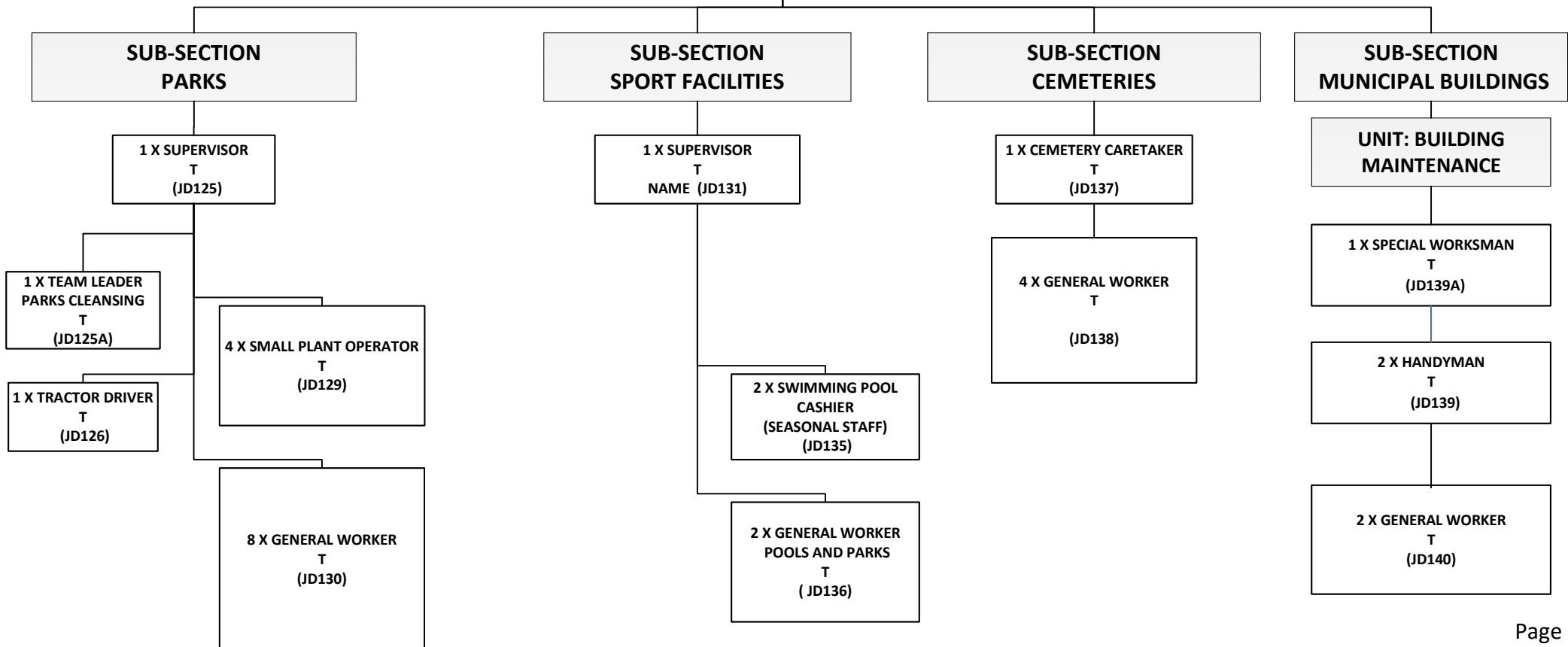
SECTION
PARKS, SPORT AND RECREATION

Purpose: To manage the provisioning and maintenance of parks, sports facilities, cemeteries and Municipal buildings to the community

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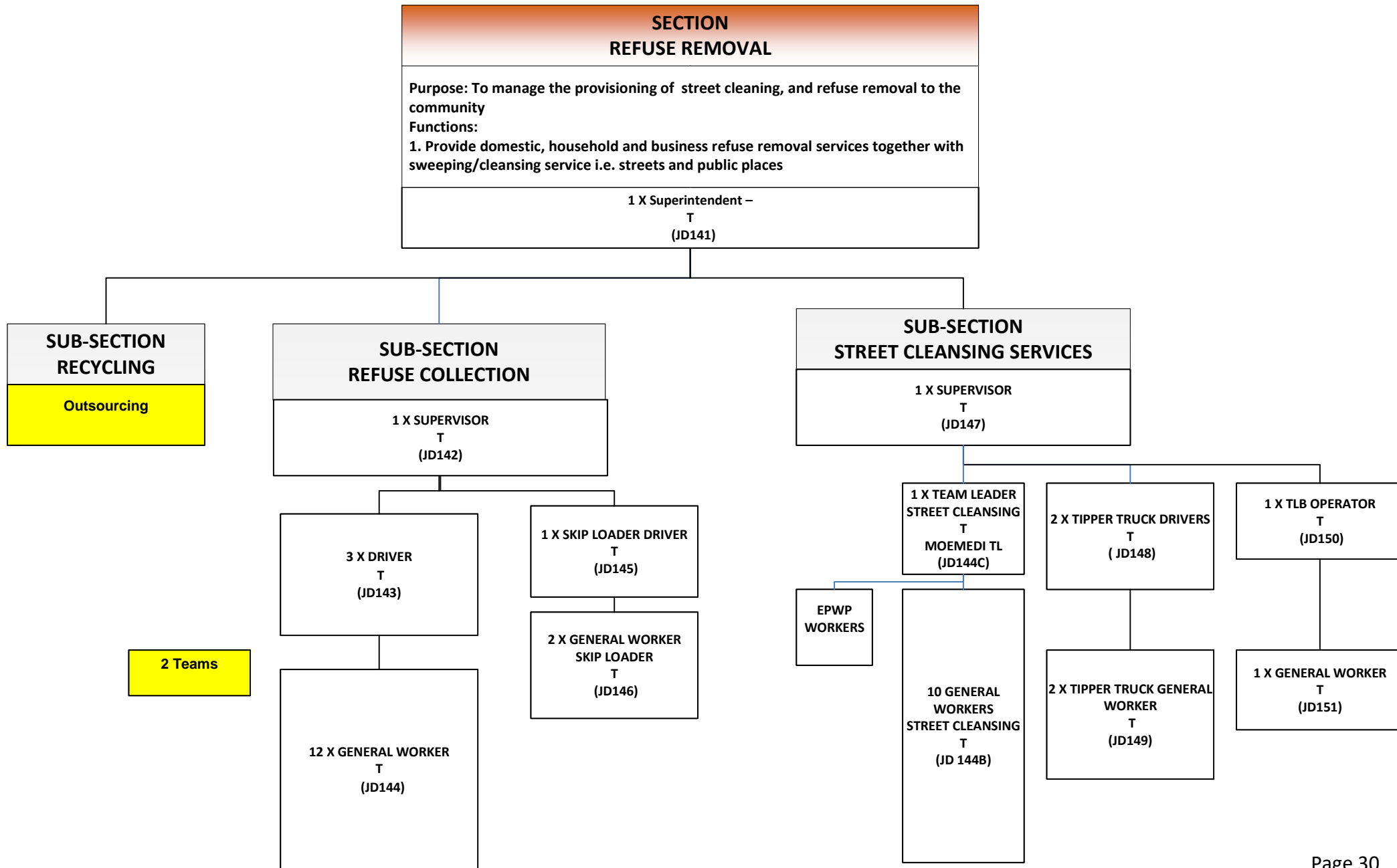
1. Provide and maintain parks, caravan park, public gardens, open spaces and cemeteries and provide and prepare burial facilities .
2. Provide and maintain services relating to municipal sports facilities and buildings.

1 X SUPERINTENDENT
T
NAME (JD124)



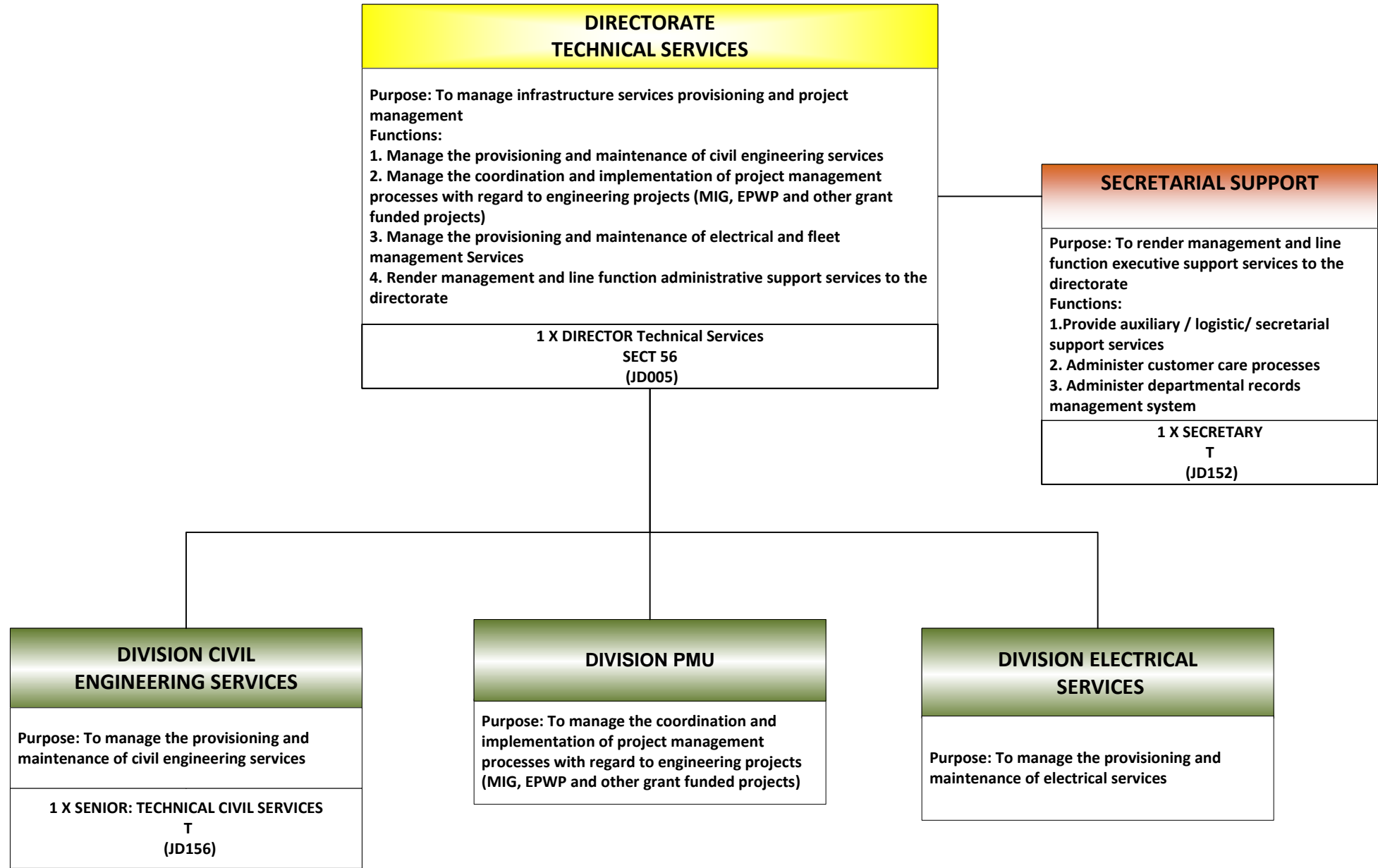
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MUNICIPAL MANAGER

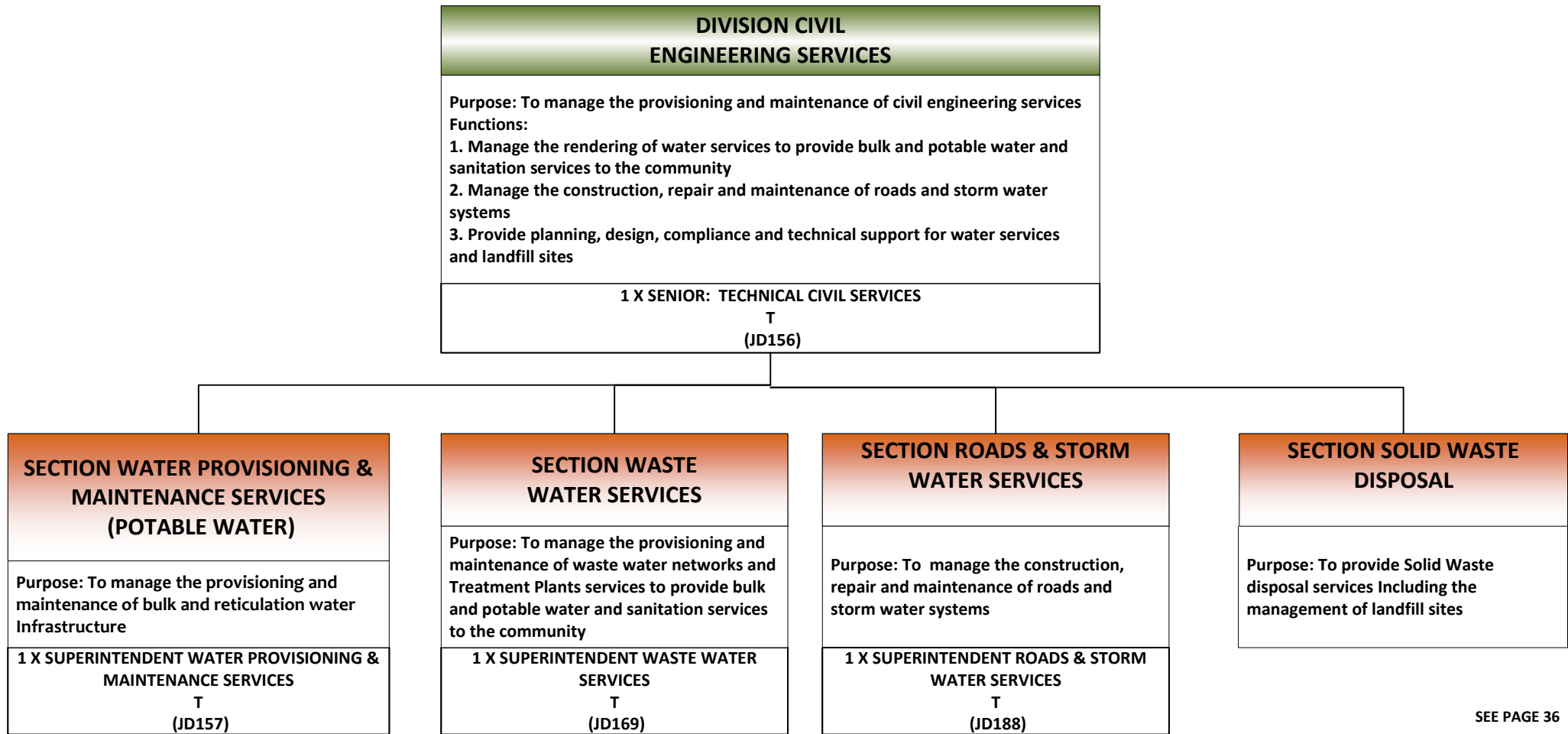


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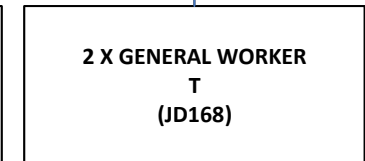
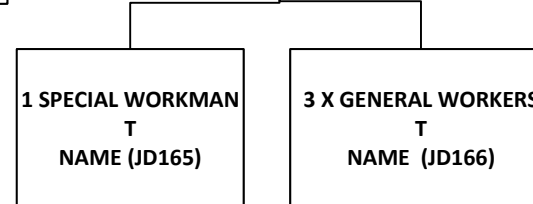
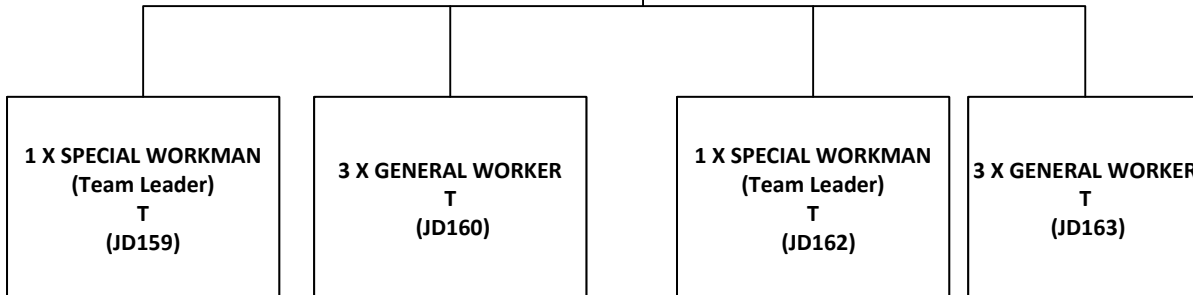
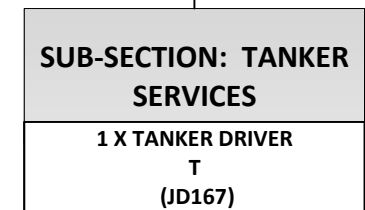
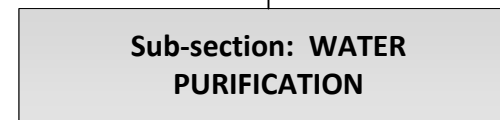
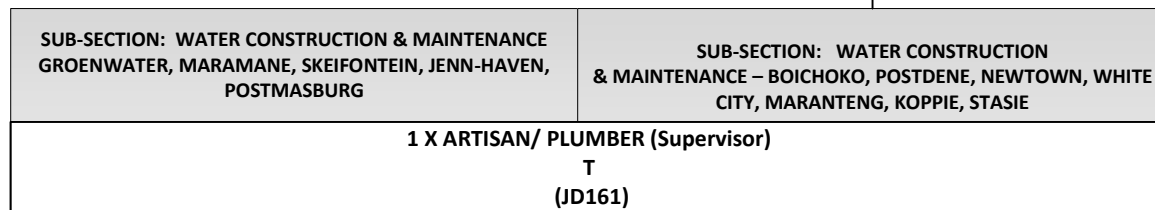
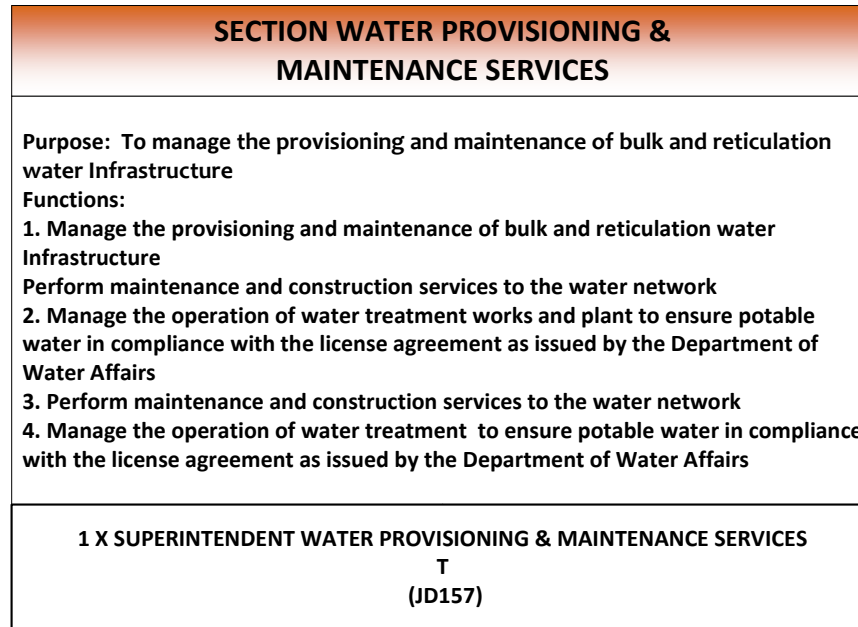
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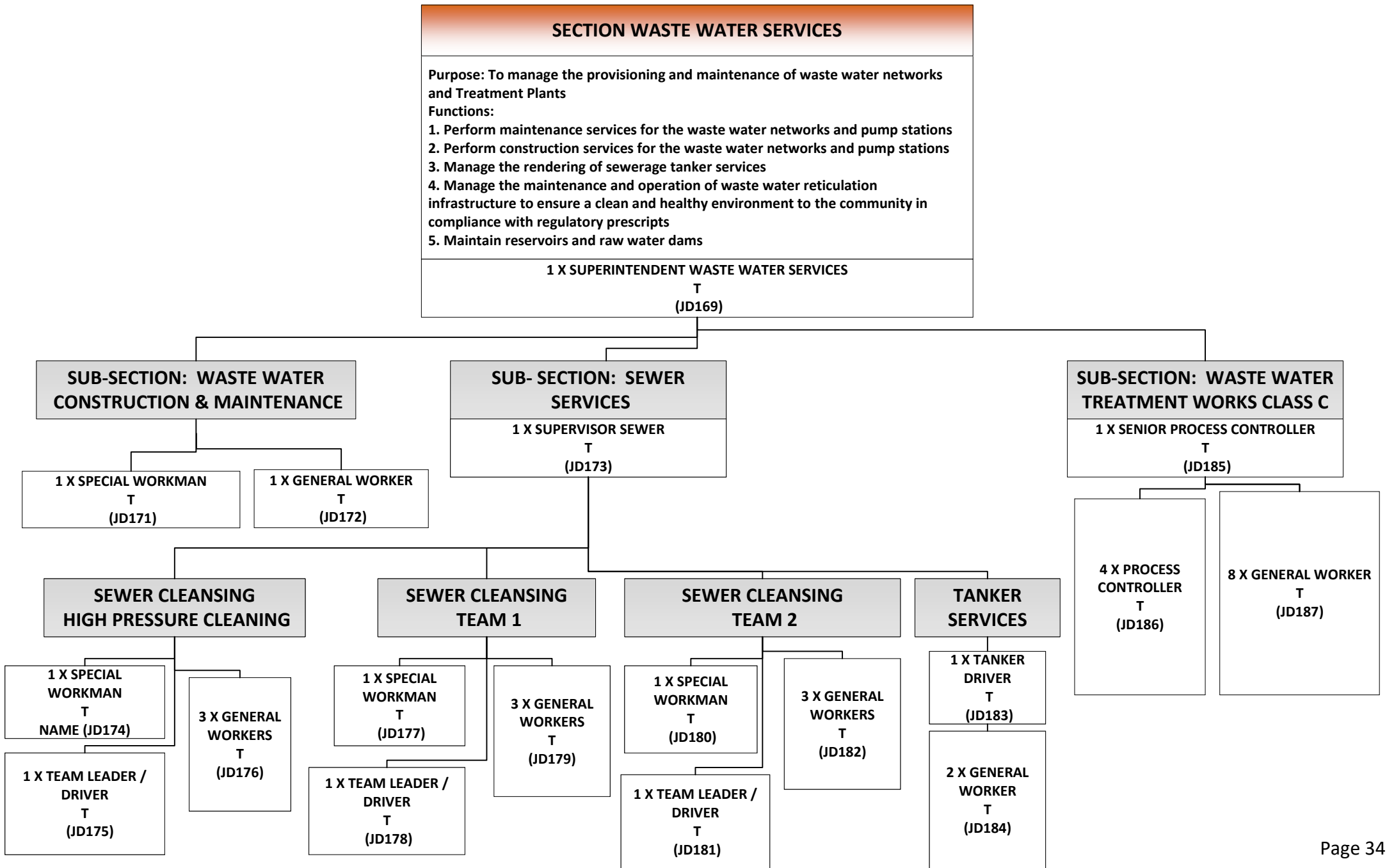
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MUNICIPAL MANAGER



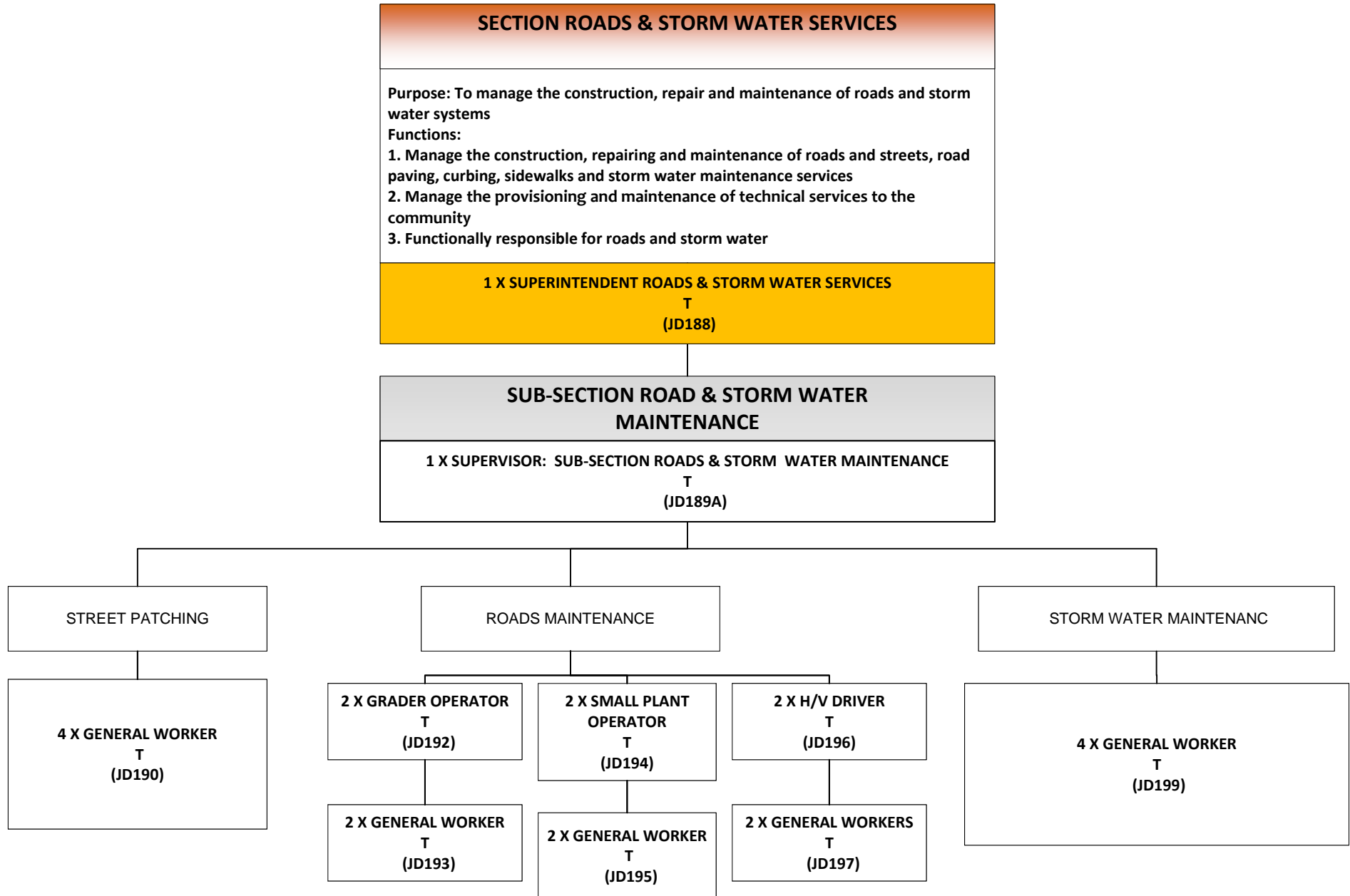
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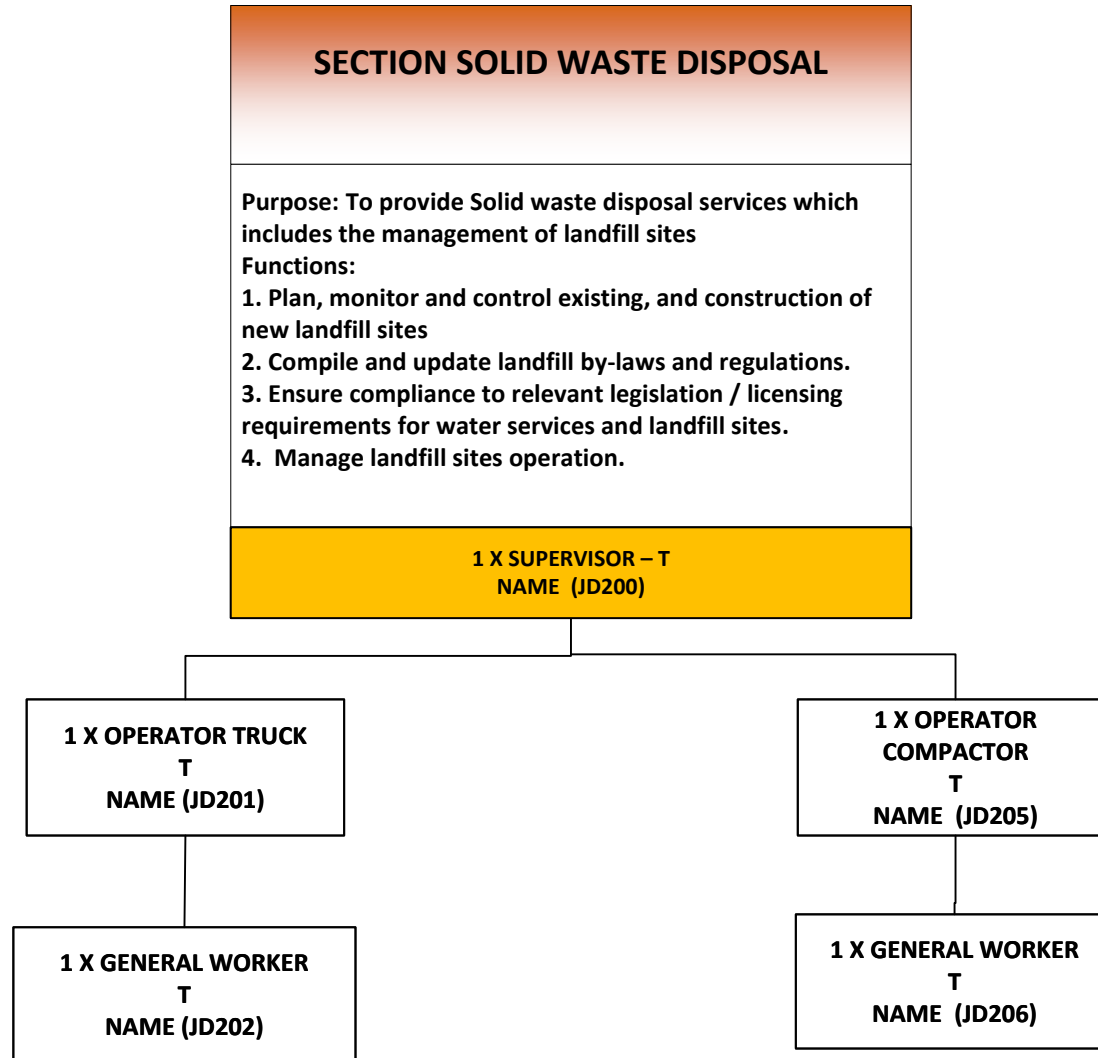
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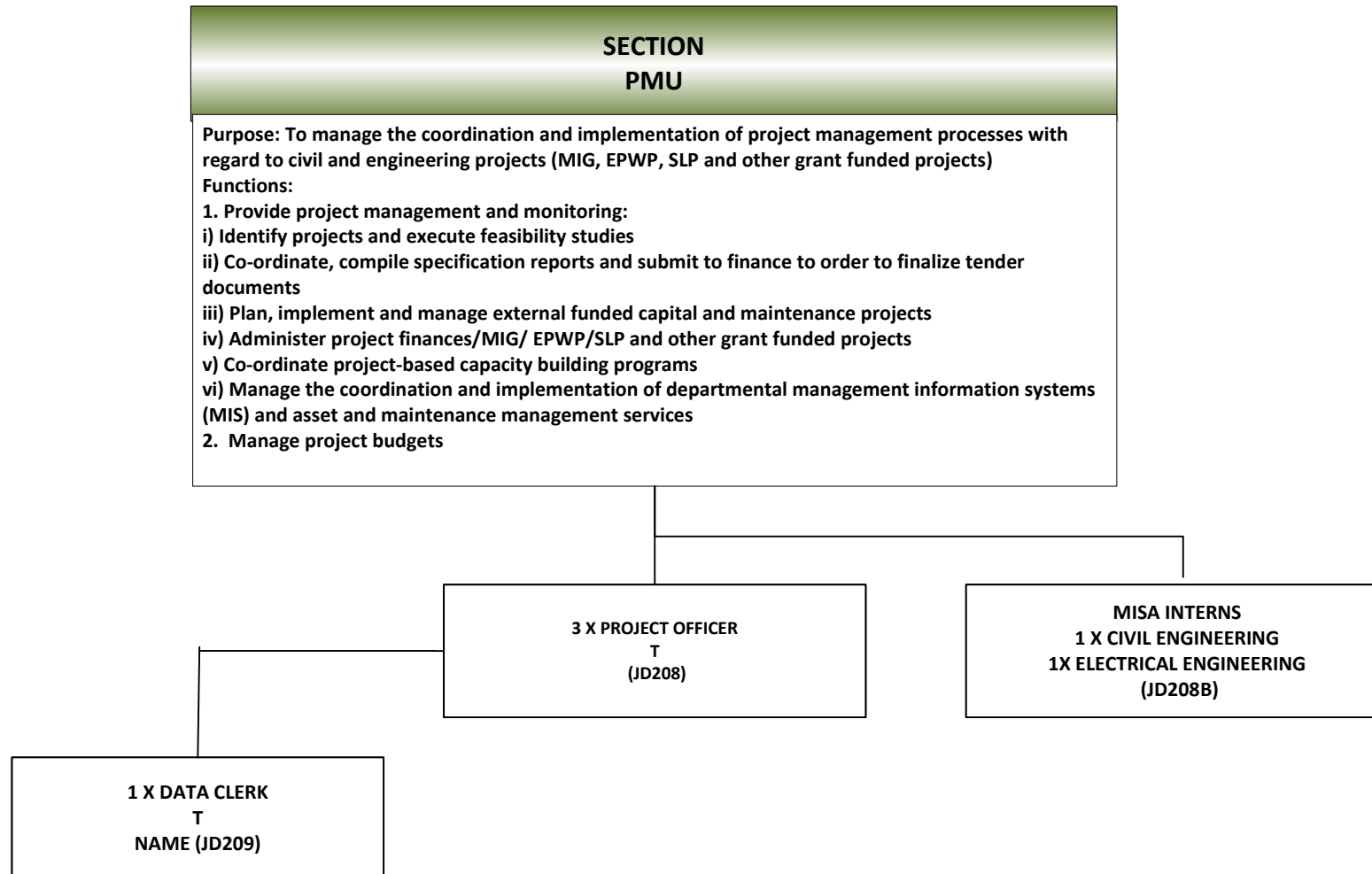
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MUNICIPAL MANAGER

DIVISION ELECTRICAL SERVICES

Purpose: To manage the provisioning and maintenance of electrical services
Functions:

1. Provide planning, design, compliance, technical support and operational management for electrical services
2. Manage the mechanical maintenance services to enhance service delivery in general
3. Manage the operation and maintenance of the electricity distribution network

SECTION DISTRIBUTION SERVICES

Purpose: To manage the operation and maintenance of the electricity distribution network
Functions:

1. Manage the maintenance of electrical distribution networks including:
 - i) Manage the procurement and safeguarding of electrical supplies and equipment
 - ii) Manage the maintenance and repair of streetlights, buildings and electrical water works equipment
 - iii) Managing the maintenance and repair of electrical and meter connections
2. Manage the maintenance of all electricity substations.
3. Manage the operations and maintenance of the distribution network
4. Plan, monitor and control the design and construction of new electrical infrastructure to ensure continuous service delivery, reducing maintenance cost and maximization of capacity
5. Develop, update, implement, monitor and maintain a maintenance / operational and risk/ loss control plan for electrical services
6. Ensure compliance to relevant legislation / licensing requirements for electrical services
7. Plan the provisioning of new/improved electrical services

**1 X SUPERINTENDENT
T
(JD212)**

SECTION MECHANICAL SERVICES

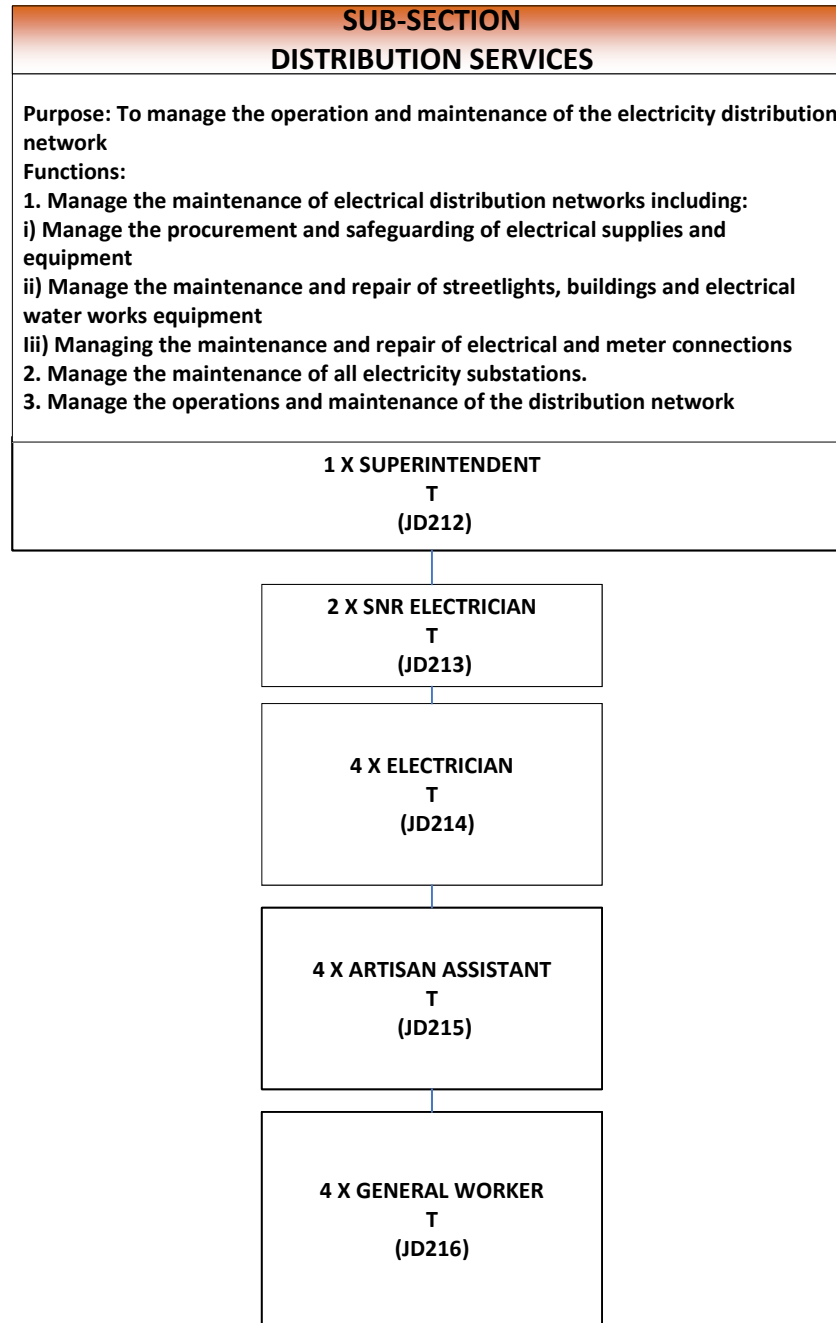
Purpose: To manage the operation and maintenance of the Mechanical Services
Functions:

1. Manage the effective, efficient and economical operation of a fleet and equipment maintenance service to ensure the readily availability and road worthiness of Council's vehicle, plant, machinery and equipment.
2. To provide centralize mechanical workshop services to the municipality in order to maintain machinery vehicles plant and equipment.
3. To administer the registry and license renewal of vehicles in conjunction with fleet management

**1 X SUPERVISOR
T
(JD217)**

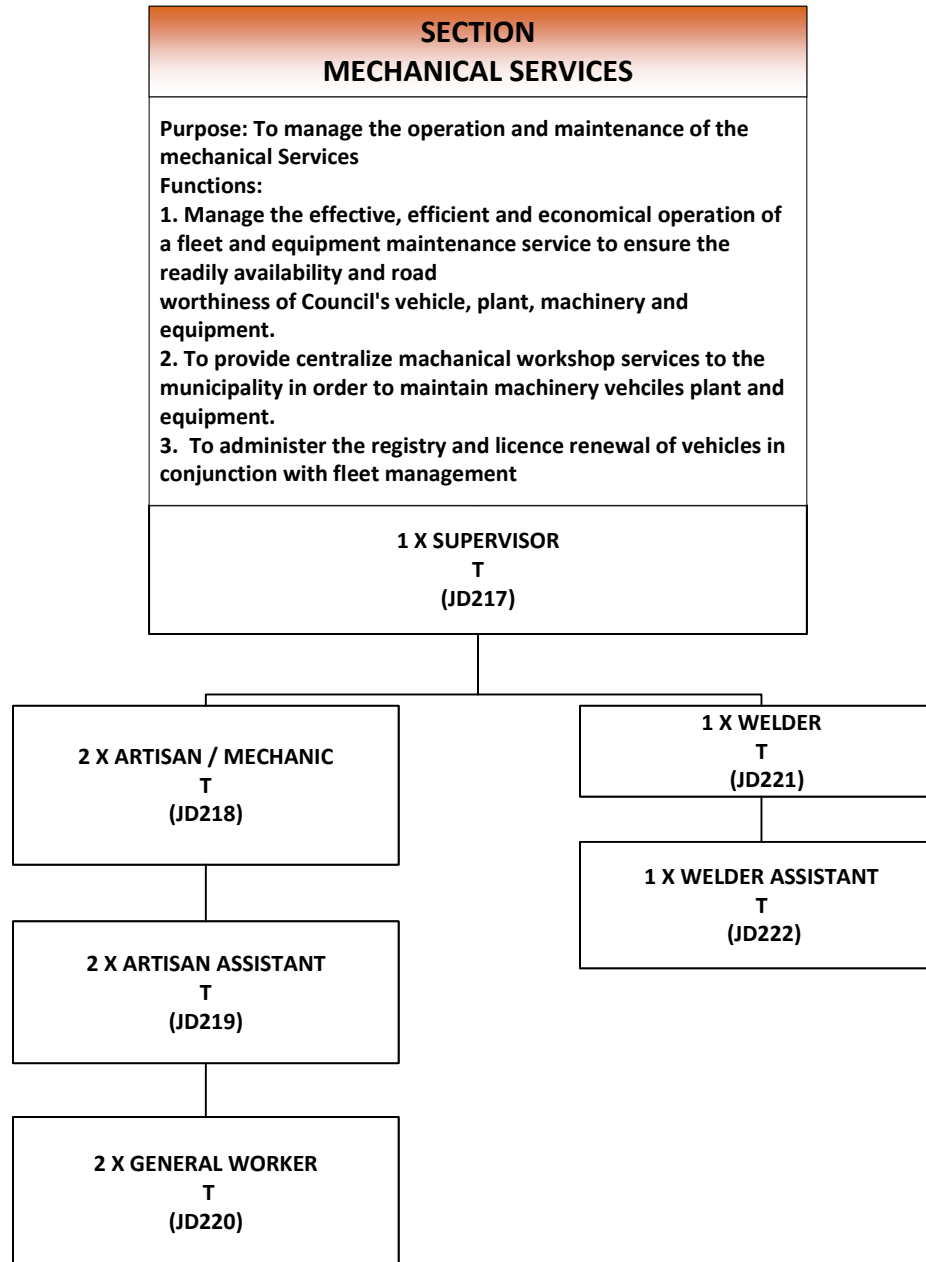
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MUNICIPAL MANAGER



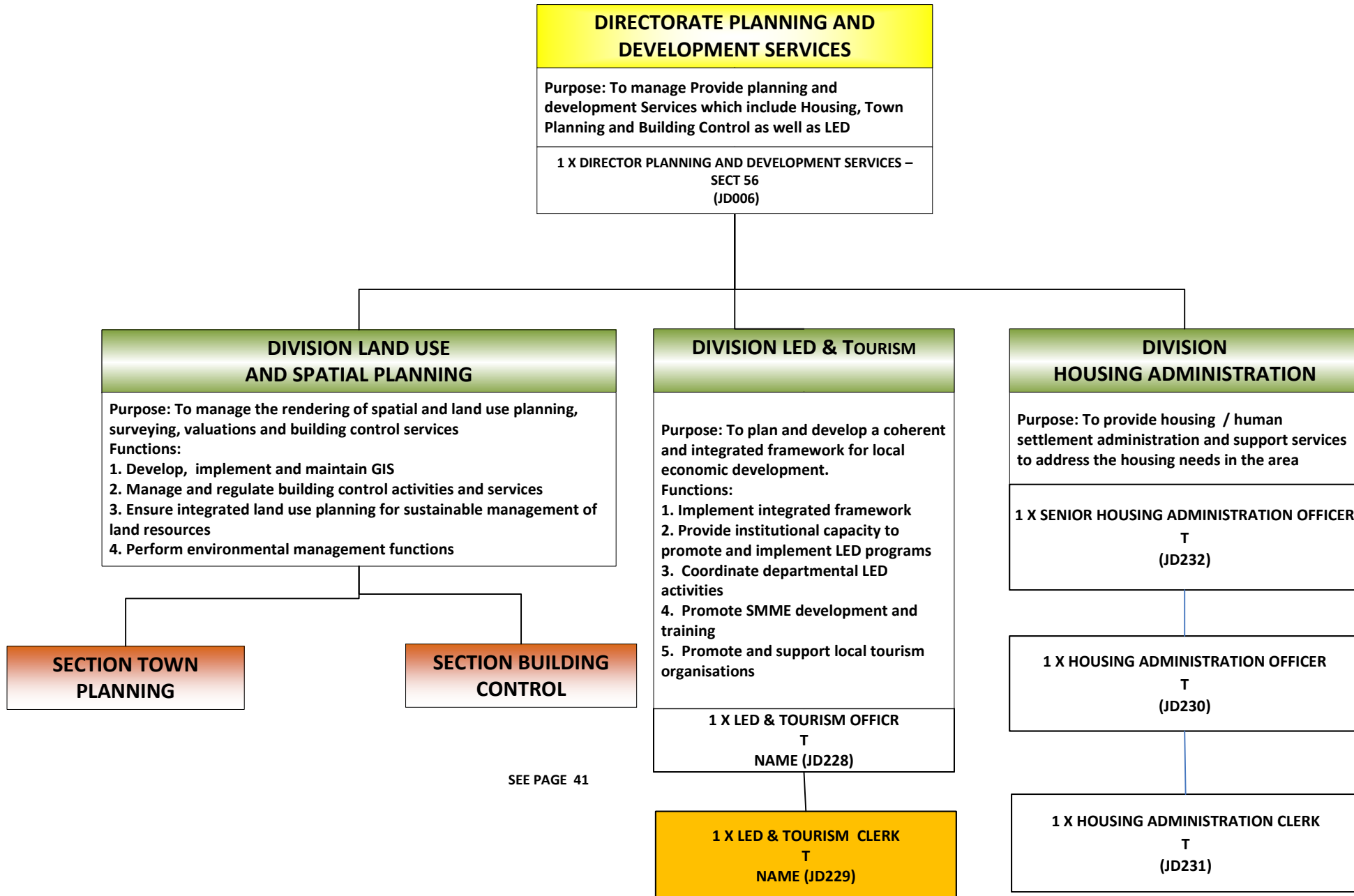
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MUNICIPAL MANAGER



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MUNICIPAL MANAGER

DIVISION LAND USE AND SPATIAL PLANNING

Purpose: To manage the rendering of spatial and land use planning, surveying, valuations and building control services

Functions:

1. Develop, implement and maintain GIS
2. Manage and regulate building control activities and services
3. Ensure integrated land use planning for sustainable management of land resources
4. Perform environmental management functions

SECTION TOWN PLANNING

Purpose: To ensure integrated land use planning for sustainable management of land resources

Functions:

1. Develop and implement the Spatial Development Framework
2. Ensure consistency of land use applications with regard to legislative and policy prescripts
3. Ensure land use audit and risk management of land use applications
4. Ensure compliance with town planning scheme and land use legislation / by-laws
5. Administer land use planning application processes
6. Maintain zoning scheme, map and register
7. Ensure proper and effective building plan administration services and approvals
8. Handle applications for billboards/ posters

1 X TOWN PLANNER
T
NAME(JD227)

1 X CLERK
(JD228)

SECTION GIS

Purpose: To develop, implement and maintain GIS

Functions:

1. Implement the spatial and land use GIS in collaboration with ICT
2. Develop protocol for the GIS
3. Operate and maintain Council's geo spatial datasets
4. Design, develop and assemble digital base maps
5. Edit, create and maintain the geographic and tabular GIS databases

1 X GIS TECHNICIAN – T
NAME (JD224)

MISA INTERNS
2 X TOWN PLANNING
(JD227B)

SECTION BUILDING CONTROL

Purpose: To manage and regulate building control activities and services

Functions:

1. Manage the rendering of building inspection services in compliance with legislation and land use management
2. Ensure enforcement of outdoor advertisement policies and by-laws
3. Enforce applicable provisions of relevant legislation

1 X SNR BUILDING INSPECTOR
T
NAME (JD225)

1 X BUILDING INSPECTOR
T
NAME (JD226)