

**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

OFFICE OF THE MUNICIPAL MANAGER



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

31 / 05 / 2018

APPROVED BY COUNCIL

Signature

____ / ____ / 2018

GA-SEGONYANA MUNICIPAL COUNCIL

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. Provide corporate services to the institution in support of efficient organisational and administrative processes
2. Manage and provide financial services in order to ensure financial viability, compliance and reporting
3. Render integrated community services to enhance community development in general and promote a clean and safe environment
4. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community
5. Provide an independent appraisal of the adequacy and effectiveness of financial controls
6. Establish and maintain enterprise risk management (ERM) and compliance within the organisation
7. Manage and provide development services
8. Provide office management services to the Municipal Manager

MUNICIPAL MANAGER SECT 57
MM TSTASIMPE

**DIRECTORATE
CORPORATE SERVICES**

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

DIRECTOR: CORPORATE SERVICES SECT. 57

SEE PAGE 2

**DIRECTORATE
FINANCIAL SERVICES**

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

DIRECTOR: FINANCIAL SERVICES SECT. 57
(CFO)

SEE PAGE 6

**DIRECTORATE
COMMUNITY SERVICES**

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

DIRECTOR: COMMUNITY SERVICES SECT. 57

SEE PAGE 11

**DIRECTORATE
INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

DIRECTOR: INFRASTRUCTURE SERVICES SECT. 57

SEE PAGE 22

**DIVISION
INTERNAL AUDIT**

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

* CHIEF AUDIT EXECUTIVE T
NEW POST

SEE PAGE 30

**DIVISION
RISK & COMPLIANCE MANAGEMENT**

PURPOSE: To establish and maintain enterprise risk management (ERM) and compliance within the organisation

* CHIEF RISK OFFICER T
NEW POST

SEE PAGE 31

**DIVISION
DEVELOPMENT SERVICES**

PURPOSE: To manage and provide development services

DIRECTOR: DEVELOPMENT SERVICES T

SEE PAGE 32

**SECTION
EXECUTIVE SUPPORT**

PURPOSE: To provide office management services to the Municipal Manager

FUNCTIONS:

1. Provide planning, research, analyses and reporting services to the Municipal Manager
2. Planning and monitoring of strategic / critical matters
3. Coordinate logistical support
4. Provide executive secretarial and administrative support services

EXECUTIVE SECRETARY T



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DIRECTORATE
CORPORATE SERVICES

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

FUNCTIONS:

1. Provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures
2. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital
3. Coordinate and provide functional and administrative support to the political office bearers
4. Provide effective and efficient information and communication technology services
5. Render management and line function executive support services to the directorate

DIRECTOR: CORPORATE SERVICES SECT. 57

Vacant

SECTION EXECUTIVE
SUPPORT

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic / secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

EXECUTIVE SECRETARY

DIVISION
LEGAL & ADMINISTRATION SERVICES

PURPOSE: To provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures

MANAGER: LEGAL AND COMPLIANCE SERVICES

SEE PAGE 3

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

MANAGER: HUMAN RESOURCES

SEE PAGE 4

DIVISION
OFFICE OF THE POLITICAL OFFICE BEARERS

PURPOSE: To coordinate and provide functional and administrative support to the political office bearers

MANAGER: OFFICE OF THE POLITICAL OFFICE BEARERS

SEE PAGE 5

DIVISION INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

FUNCTIONS:

1. Provide new systems/programs; maintain existing systems/programs and governance administration and ensure desktop services and security
2. Manage the effective functioning and availability of Network/Infrastructure/Communication Technology and PC services

MANAGER: ICT

DIVISION
ADMINISTRATION SERVICES

Manage and provide organisation-wide records management services to sustain the proper functioning of the municipality's administration

MANAGER: RECORDS

PROGRAMMER / WEB DESIGNER

IT TECHNICIAN

ICT SUPPORT OFFICER

IT Technician
 New Post



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DIVISION
LEGAL & ADMINISTRATION SERVICES

PURPOSE: To provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures

FUNCTIONS:

1. Provide a comprehensive legal service to the institution to safeguard the municipality's interests in all legally related matters
2. Render administrative support services

MANAGER: LEGAL & ADMINISTRATION SERVICES

SECTION LEGAL AND COMPLIANCE SERVICES

PURPOSE: To provide a comprehensive legal service to the institution to safeguard the municipality's interests in all legally related matters

FUNCTIONS:

1. Provide legal guidance pertaining to Council resolutions, prosecution management and defence of legal action by and/ or against the municipality, contracts, service level agreements, legal obligations, delicts, statutes and by-laws
2. Administer and coordinate the development and maintenance of by-laws and policies
3. Ensure legal and regulatory compliance to improve the organisational and regulatory environment
4. Provide legal services regarding contracts and property administration: alienation, sales, leases, servitudes, notaries agreements, deeds of sale
5. Provide legal opinions

SNR ADMINISTRATIVE OFFICER

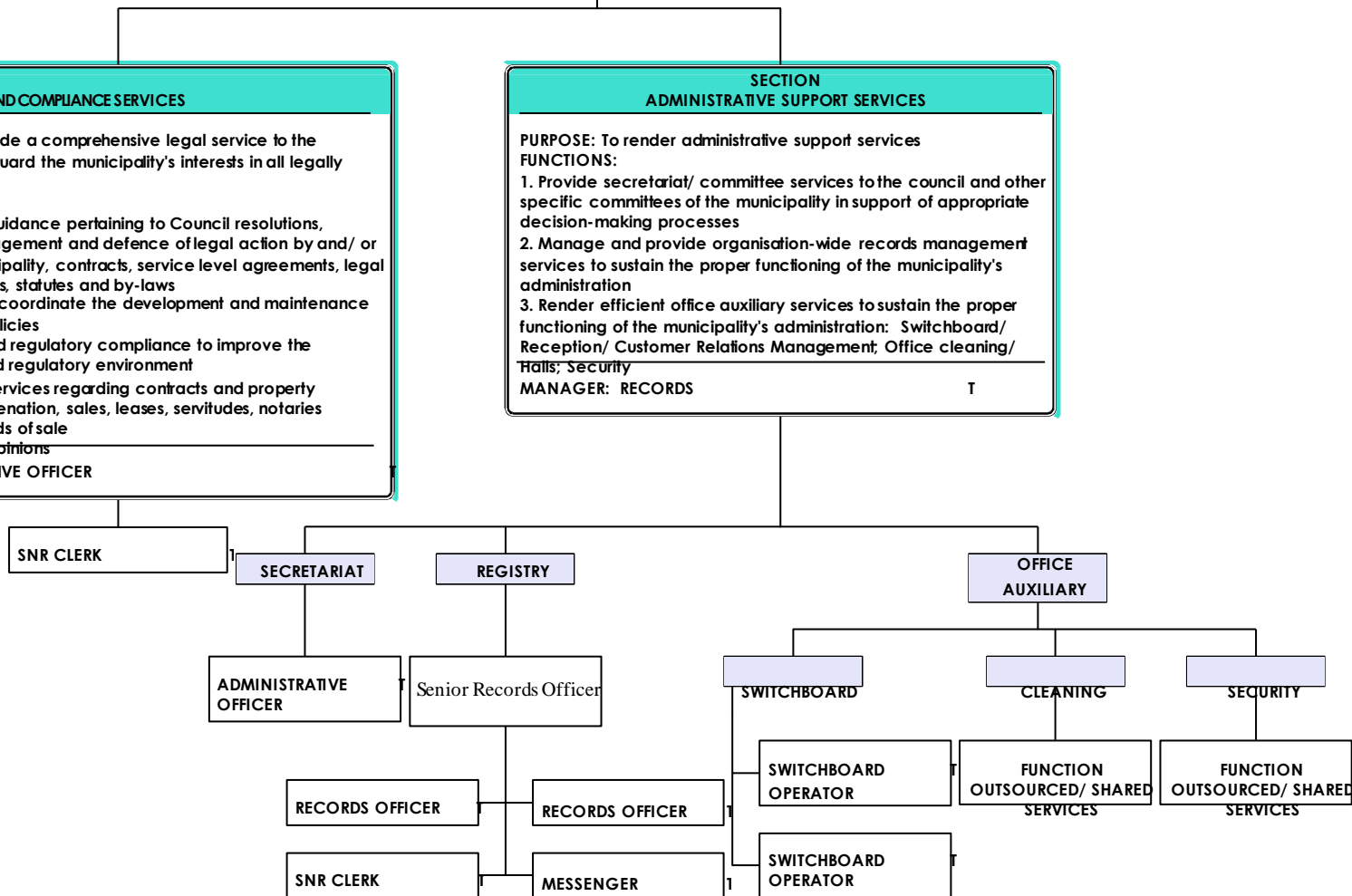
SECTION
ADMINISTRATIVE SUPPORT SERVICES

PURPOSE: To render administrative support services

FUNCTIONS:

1. Provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes
2. Manage and provide organisation-wide records management services to sustain the proper functioning of the municipality's administration
3. Render efficient office auxiliary services to sustain the proper functioning of the municipality's administration: Switchboard/ Reception/ Customer Relations Management; Office cleaning/ Halls; Security

MANAGER: RECORDS T



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PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

DIRECTORATE CORPORATE SERVICES - DIVISION HUMAN RESOURCES



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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

FUNCTIONS:

1. Render an effective and efficient labour relations function and occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy
2. Develop and implement HR administrative services to ensure efficient HR management processes
3. Ensure that training and development is coordinated and implemented in line with organizational strategies and legislation and administer Employee Performance Appraisal System (EPAS) and Employee Assistance Programmes (EAP)

MANAGER: HUMAN RESOURCES

SECTION LABOUR RELATIONS & OCCUPATIONAL HEALTH & SAFETY (OHS)

PURPOSE: To render an effective and efficient labour relations function and occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy

FUNCTIONS:

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. Establish and maintain a safe and healthy working environment; coordinate occupational health and safety programmes; identify safety-training needs and nominate OHS representatives

LABOUR RELATIONS OFFICER

SAFETY OFFICER

SECTION HR ADMINISTRATION

PURPOSE: To develop and implement HR administrative services to ensure efficient HR management processes

FUNCTIONS:

1. Render human resources administration services: recruitment and selection, policies, systems, procedures and staff establishment
2. Provide an effective personnel administration function

HR ADMINISTRATOR

SNR CLERK

SECTION HRD/ EPAS/ EAP

PURPOSE: 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) and Employee Assistance Programmes (EAP)

FUNCTIONS:

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)
5. Develop, implement and maintain Employment Equity Plan (EEP)
6. Implementation of Employee Assistance Programmes (EAP)

HR OFFICER/ SDF

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PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

DIRECTORATE CORPORATE SERVICES - DIVISION OFFICE OF THE
POLITICAL OFFICE BEARERS



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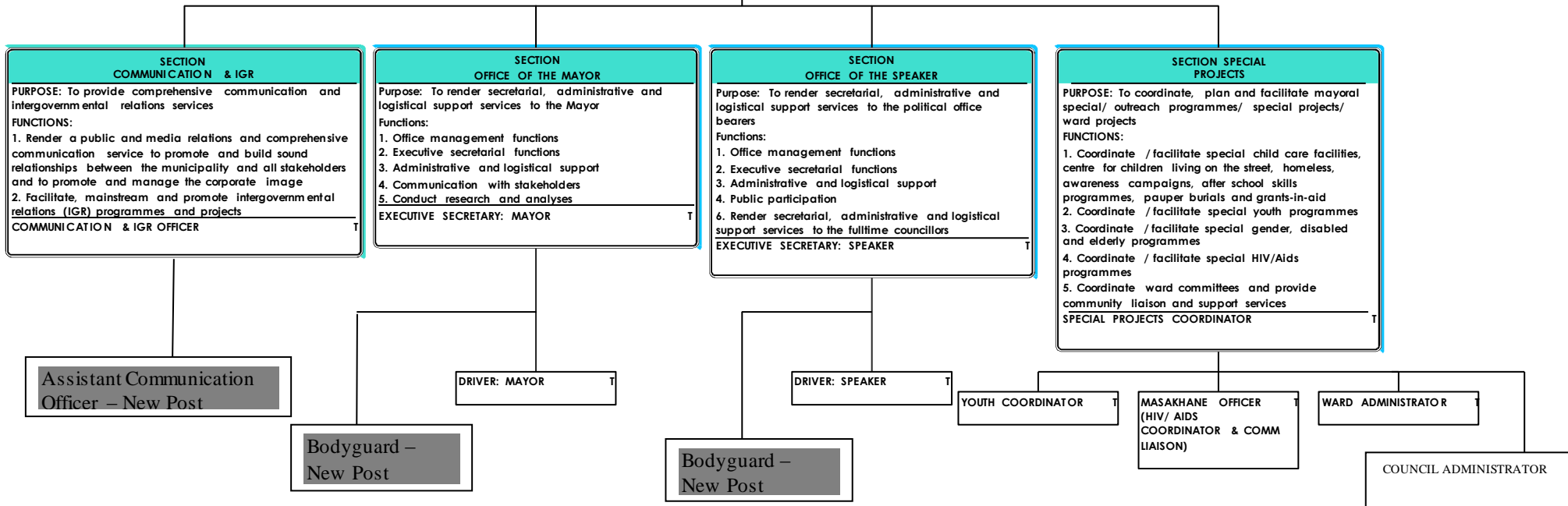
**DIVISION
OFFICE OF THE POLITICAL OFFICE BEARERS**

PURPOSE: To coordinate and provide functional and administrative support to the political office bearers

FUNCTIONS:

1. provide comprehensive communication and intergovernmental relations services
2. Render secretarial, administrative and logistical support services to the Mayor
3. Render secretarial, administrative and logistical support services to the political office bearers
4. Coordinate, plan and facilitate mayoral special/ outreach programmes/ special projects/ ward projects

MANAGER: OFFICE OF THE POLITICAL OFFICE BEARERS





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**DIRECTORATE
 FINANCIAL SERVICES**

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

FUNCTIONS:

1. Manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices
2. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
3. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
4. Manage supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management
5. Render management and line function executive support services to the directorate

DIRECTOR: FINANCIAL SERVICES (CFO) SECT. 57

**SECTION EXECUTIVE
 SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

EXECUTIVE SECRETARY

**DIVISION
 FINANCIAL MANAGEMENT SERVICES**

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices

MANAGER: FINANCIAL MANAGEMENT SERVICES

SEE PAGE 7

**DIVISION
 EXPENDITURE & PAYROLL**

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

MANAGER: EXPENDITURE & PAYROLL

NEW POST

SEE PAGE 8

**DIVISION
 REVENUE & DEBT COLLECTION**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

MANAGER: REVENUE & DEBT COLLECTION

SEE PAGE 9

**DIVISION
 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

MANAGER: SCM

SEE PAGE 10

GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATION AL STRUCTURE - 10 MARCH 2018
DIRECTORATE FINANCIAL SERVICES - DIVISION BUDGET, FINANCIAL REPORTING & ASSET MANAGEMENT



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DIVISION
FINANCIAL MANAGEMENT SERVICES

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices

FUNCTIONS:

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Manage the municipality's assets/ liabilities register, financial management information system and revenue protection

MANAGER: FINANCIAL MANAGEMENT SERVICES

Division

Asset and Financial Management Information System

A new Division to be formed for the Manager: Asset and Financial Management Information System

SECTION
BUDGET & FINANCIAL REPORTING

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures

FUNCTIONS:

1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: Planning, Strategizing, Preparation, Tabling, Public Participation, Approval and Finalising
2. 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. Manage budgetary compliance, monitoring and accounting processes, costing and departmental charge-outs
6. Execute financial reporting processes and procedures
7. Implement and maintain the financial accounting system in collaboration with ICT
- 8 Risk management of the whole financial department

SNR ACCOUNTANT

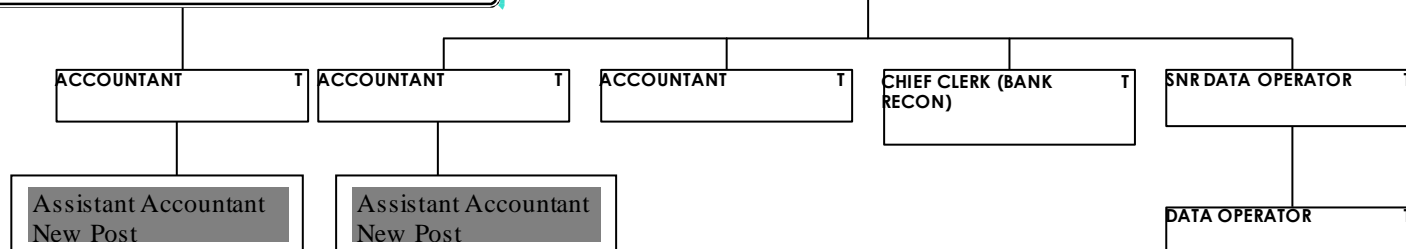
SECTION
ASSETS & FINANCIAL MANAGEMENT INFORMATION SYSTEM

PURPOSE: To manage the municipality's assets/ liabilities register, financial management information system and revenue protection

FUNCTIONS:

1. Liability management, administer and update lease and loan registers, assets management processes and assets registers
2. Manage cash flow and investments
3. Administer insurance portfolio
4. Administer bank reconciliations
5. Ensure the performance, integrity and security of the financial database
6. Verify, administer and process financial data on the financial system
7. Administer revenue protection processes and procedures

SNR ACCOUNTANT





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DIVISION EXPENDITURE & PAYROLL

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

FUNCTIONS:

1. Manage the recording, authorisation, executing and reporting of creditors, ad-hoc payments transactions and EFT payments on system
2. Manage the recording, authorisation, executing and reporting of payroll transactions

MANAGER: EXPENDITURE & PAYROLL
 NEW POST

SECTION CREDITORS & PAYMENT ADMINISTRATION

PURPOSE: To manage the recording, authorisation, executing and reporting of creditors, ad-hoc payments transactions and EFT payments on system

FUNCTIONS:

1. Accurate timeous payment of council's creditors according to the approved budget and in compliance with all the council's policies and Municipal Finance Management Act and other relevant legislation
2. Administer creditors, balance creditors votes, monthly closures, capture creditors, pay creditors, creditors and expenditure accounts
3. Administer data and bank statements
4. Handle month end and year end procedures, control integration of creditors with ledger, capture budgets, reconciliations, balance records
5. Filing, costing and cost control
6. Financial control procedures, answer audit queries, financial/statistical reports, computerised systems requirements and maintenance

ACCOUNTANT

SECTION PAYROLL

PURPOSE: To manage the recording, authorisation, executing and reporting of payroll transactions

FUNCTIONS:

1. Compile and administer salary budget
2. Handle staff queries, housing subsidies, deductions, pay group insurance, insurance policies, medical aid funds and pension funds
3. Pay salaries and wages, allowances
4. Capture and update details of employees on the payroll system, prepare and effect payment of salaries, balance control accounts for salaries, reconciliation
5. Create statistical reports, generate IRP 5's, generate payroll

ASST ACCOUNTANT (PAYROLL OFFICER)

CREDITORS

ASST ACCOUNTANT (EXPENDITURE OFFICER)

PAYMENT ADMINISTRATION

ASST ACCOUNTANT (EXPENDITURE OFFICER)

*SNR CLERK: FILING

*SNR CLERK: FILING TO BE UTILISED IN BOTH SECTIONS

**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
DIRECTORATE FINANCIAL SERVICES - DIVISION REVENUE & DEBT**



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**DIVISION
REVENUE & DEBT COLLECTION**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

FUNCTIONS:

1. Manage, develop, implement and maintain credit control policies, control procedures, sundry debtors and meter reading services
2. Administer rates and taxes in accordance with legislative prescripts
3. Manage client services and administer cashiering, receipting and indigents

MANAGER: REVENUE & DEBT COLLECTION

**SECTION
CREDIT CONTROL, SUNDRY DEBTORS & METER READING**

PURPOSE: To manage, develop, implement and maintain credit control policies and execute credit control measures and procedures

FUNCTIONS:

1. Implement and maintain credit control policy and control procedures and execute credit control measures and procedures
2. Liaise with consumers, handle queries, correspondence and customer care procedures, keep complaints register in relation to credit control
3. Administer sundry debtors in accordance to signed contracts and Council's by-laws, printing and posting of sundry accounts and diverse debtors, generate accounts, journals and data capturing
4. Administer and manage meter reading services, download meter reader units, generate electronic reports, interdepartmental charges, manage meter reading routes, service charges, cut-off lists, cutting off and switching on meters
5. Administer revenue protection processes and procedures, deal with statistical data/reports and compile deviation reports

ACCOUNTANT

**SECTION
RATES & TAXES**

PURPOSE: To administer rates and taxes in accordance with legislative prescripts

FUNCTIONS:

1. Render billing services, accurate levying of fixed municipal rates and taxes according to council's by-laws
2. Ensure the levying of service charges e.g. sewerage and refuse
3. Ensuring the regular reconciliation of rates and taxes accounts against valuation roll
4. Issuing of clearances
5. Maintain and balance erf sale register
6. Administer property valuation services and related financial procedures and reconciliations

ACCOUNTANT

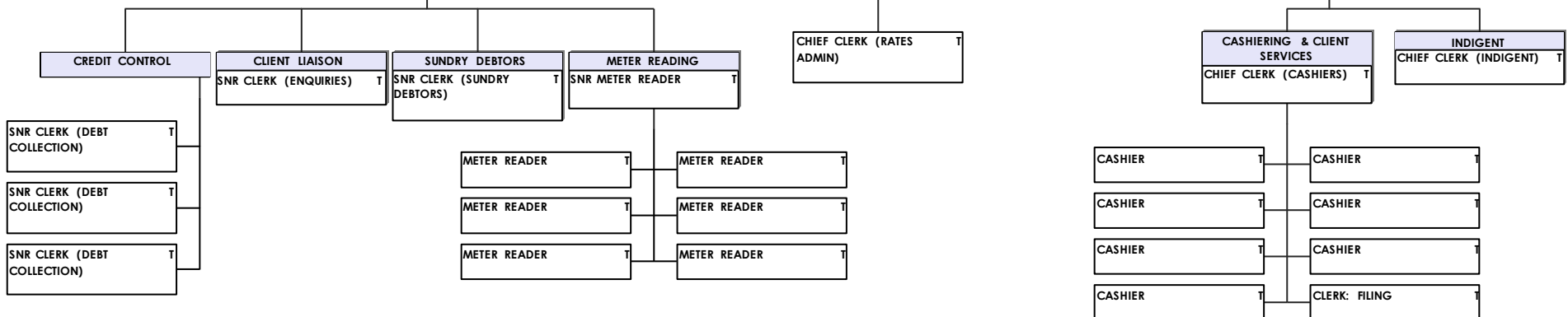
**SECTION
CASHIERING, CLIENT SERVICES & INDIGENT**

PURPOSE: To manage client services and administer cashiering, receipting and indigents

FUNCTIONS:

1. Receipting, capture financial transactions, receive monies, cashier services, assistance to the public, income protection and control, financial control procedures
2. Administration of the council's Pay points
3. Handle queries and complaints from the general public in respect of accounts
4. Register new users on the financial system, opening and closing of accounts and prepare refunds on remaining credits and deposits on closed accounts
5. Receive, approve, capture and administer indigent applications, indigent register and policies in accordance with relevant legislative/ policy directives and perform inspections at indigent premises on an ad hoc basis

ACCOUNTANT





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**DIVISION
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 and render acquisition services
2. Coordinate, control and apply logistics and disposal management practices and procedures

MANAGER: SCM T

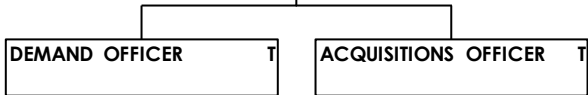
**SECTION
DEMAND & ACQUISITION MANAGEMENT**

PURPOSE: To manage demand procedures and render acquisition services

FUNCTIONS:

1. Manage demand procedures:
 - (i) Formulate supply chain management policies and procedures
 - (ii) Maintain supplier database
 - (iii) Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures
 - (iv) Execute prescribed procurement practices, contract initiation and conclusion, journals, orders, procure goods, requisitions, tenders, assessing patrons' needs, sourcing suppliers, dispatch goods
 - (v) Implement effective systems for contract, performance and risk management
2. Render acquisition services:
 - (i) Ensure that all acquisitions, as well as the appointment of service providers is done in accordance with authorised processes
 - (ii) Perform BIDS evaluation operations
 - (iii) Administer tender administration and CIDB
 - (iv) Execute procurement process compliance
 - (v) Perform contracts, risks and performance management processes

ACCOUNTANT (PROCUREMENT OFFICER) T



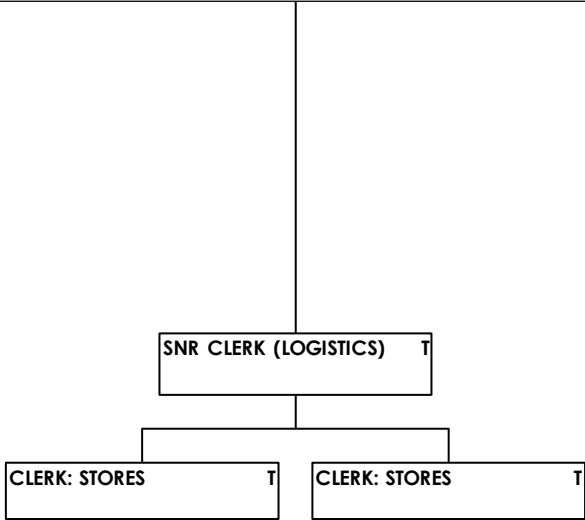
**SECTION
STORES & DISPOSAL MANAGEMENT**

PURPOSE: To coordinate, control and apply logistics and disposal 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 disposal management

CHIEF CLERK (LOGISTICS OFFICER) T



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

DIRECTORATE COMMUNITY
SERVICES



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DIRECTORATE COMMUNITY SERVICES	
PURPOSE: To render integrated community services to enhance community development in general and promote a clean and safe environment	
FUNCTIONS:	
1. Manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation	
2. Manage the provisioning and maintenance/ operation of parks, sport facilities, cemeteries, commonage and public amenities	
3. Manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards	
4. Manage the provisioning of library and information services to the municipality's communities	
5. Manage the rendering of fire services and disaster management to prevent/ manage potential losses/threats to property and lives	
6. Render management and line function executive support services to the directorate	
DIRECTOR: COMMUNITY SERVICES	SECT. 57

SECTION EXECUTIVE SUPPORT	
PURPOSE: To render management and line function administrative support services to the directorate	
FUNCTIONS:	
1. Provide administrative support services	
2. Provide logistic/ secretarial support services	
3. Provide planning, research, analyses and reporting services to the Director	
ADMIN OFFICER	T

EXECUTIVE SECRETARY T

CLEANER T

DIVISION TRAFFIC SERVICES	
PURPOSE: To manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation	
MANAGER: TRAFFIC SERVICES	T

SEE PAGE 12

DIVISION PARKS & RECREATION	
PURPOSE: To manage the provisioning and maintenance/ operation of parks, sport grounds, commonage and public amenities	
MANAGER: PARKS & RECREATION	T

SEE PAGE 14

DIVISION WASTE MANAGEMENT	
PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards	
MANAGER: WASTE MANAGEMENT	T

SEE PAGE 18

DIVISION LIBRARY SERVICES	
PURPOSE: To manage the provisioning of library and information services to the municipality's communities	
MANAGER: LIBRARY SERVICES	T

SEE PAGE 20

DIVISION FIRE SERVICES & DISASTER MANAGEMENT	
PURPOSE: To manage the rendering of fire services and disaster management to prevent/ manage potential losses/threats to property and lives	
MANAGER: FIRE SERVICES & DISASTER MANAGEMENT	T

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GA-SEGONYANA LOCAL MUNICIPALITY
 PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
 DIRECTORATE COMMUNITY SERVICE S - DIVISIO N
 TRAFFIC S SERVICES



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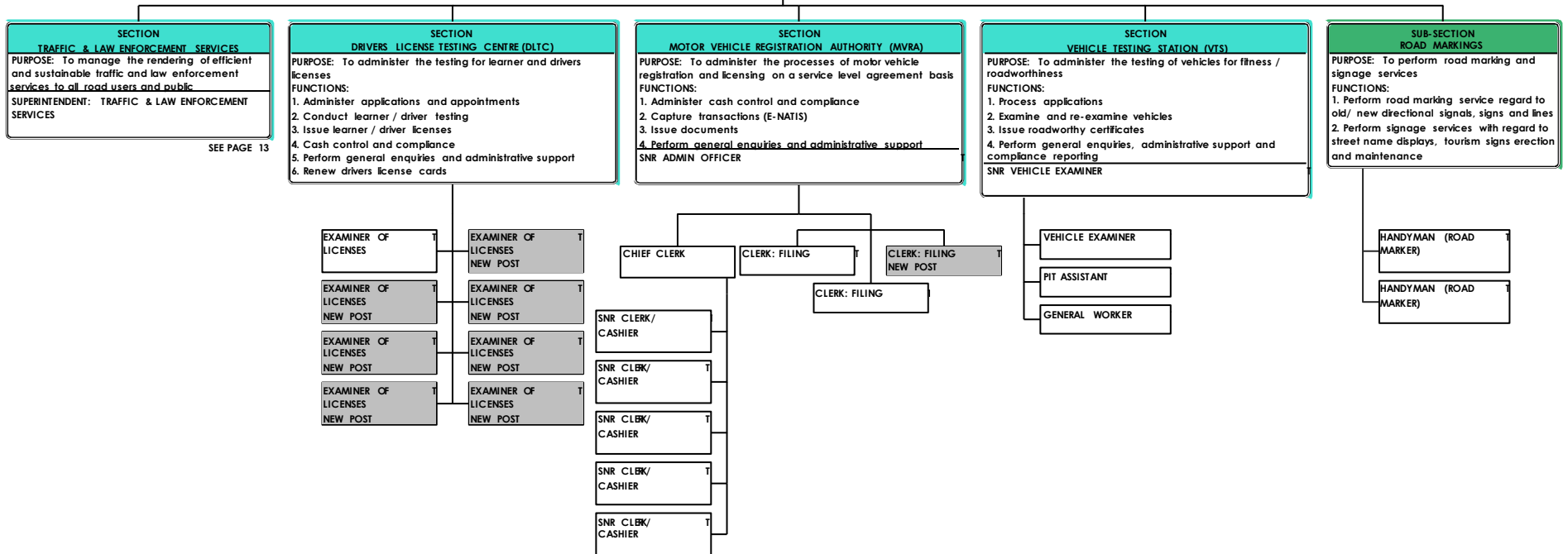
**DIVISION
 TRAFFIC SERVICES**

PURPOSE: To manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation

FUNCTIONS:

1. Manage the rendering of efficient and sustainable traffic and law enforcement services to all road users and public
2. Administer the testing for learner and drivers licenses
3. Administer the processes of motor vehicle registration and licensing on a service level agreement basis
4. Administer the testing of vehicles for fitness / roadworthiness
5. Perform road marking and signage services

MANAGER: TRAFFIC SERVICES



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**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

DIRECTORATE COMMUNITY SERVICES - DIVISION PARKS & RECREATION



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**DIVISION
PARKS & RECREATION**

PURPOSE: To manage the provisioning and maintenance/ operation of parks, sportgrounds, commonage and public amenities
 FUNCTIONS:
 1. Manage the provisioning and maintenance parks, open spaces, sport ground, recreational facilities and commonage to the benefit of the community
 2. Manage the provisioning, maintenance and operation of caravan park/ Eye
 MANAGER: PARKS & RECREATION

**SECTION
PARKS, SPORT GROUNDS & COMMONAGE**

PURPOSE: To manage the provisioning and maintenance parks, open spaces, sportground, recreational facilities and commonage to the benefit of the community
 FUNCTIONS:
 1. Manage the provisioning and maintenance of parks and open spaces
 2. Manage the provisioning and maintenance of sport and recreational facilities
 3. Manage the provisioning and maintenance of commonage, cemeteries, pounds, irrigation canals and nature reserve
 SUPERINTENDENT: PARKS, SPORT GROUNDS & COMMONAGE

**SECTION
* CARAVAN PARK/ EYE**

PURPOSE: To manage the provisioning, maintenance and operation of caravan park/ Eye
 FUNCTIONS:
 1. Perform programming and scheduling of maintenance
 2. Coordinate equipment maintenance/ management/ training
 3. Provide swimming pool maintenance
 4. Coordinate caravan park/ Eye maintenance and operation and ensure compliance of playground equipment
 5. Administer chalets maintenance and operation
 SUPERVISOR: CARAVAN PARK/ EYE

**SUB-SECTION
PARKS & OPEN SPACES**

PURPOSE: To manage the provisioning and maintenance of parks and open spaces
 FOREMAN: PARKS & OPEN SPACES

SEE PAGE 15

**SUB-SECTION
SPORT GROUNDS**

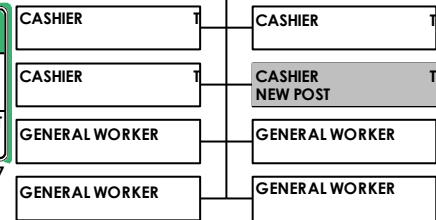
PURPOSE: To manage the provisioning and maintenance of sport and recreational facilities
 FOREMAN: SPORT GROUNDS

SEE PAGE 16

**SUB-SECTION
COMMONAGE**

PURPOSE: To manage the provisioning and maintenance of commonage, cemeteries, pounds, irrigation canals and nature reserve
 FOREMAN: COMMONAGE

SEE PAGE 17



* SUBJECT TO INVESTIGATION REGARDING OUTSOURCING



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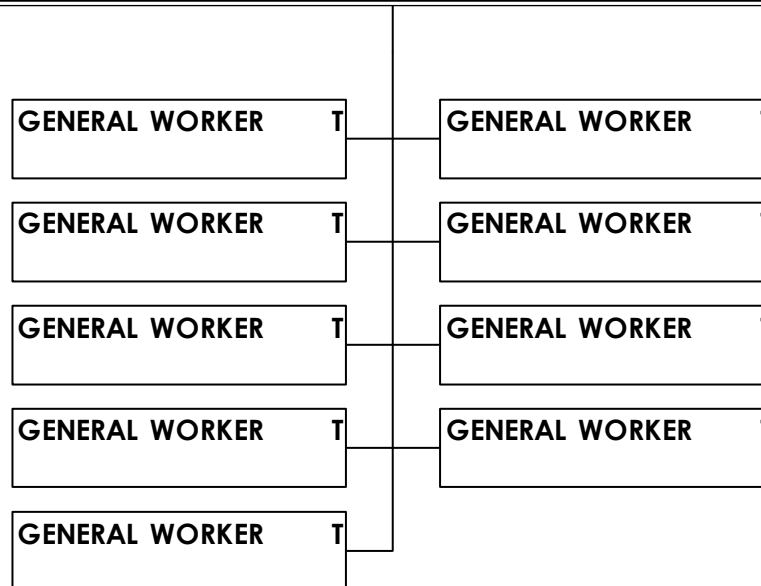
**SUB-SECTION
SPORT GROUNDS**

PURPOSE: To manage the provisioning and maintenance of sport and recreational facilities

FUNCTIONS:

1. Perform programming and scheduling of maintenance
2. Coordinate equipment/ buildings/ facility maintenance and management
3. Ensure compliance to standards/ safety regulations
4. Perform seasonal/ off-seasonal maintenance
5. Provide turf grass management and preparation of surfaces
6. Coordinate bookings and liaison
7. Ensure procurement of goods and materials
8. Perform specialised training of personnel

FOREMAN: SPORT GROUNDS T





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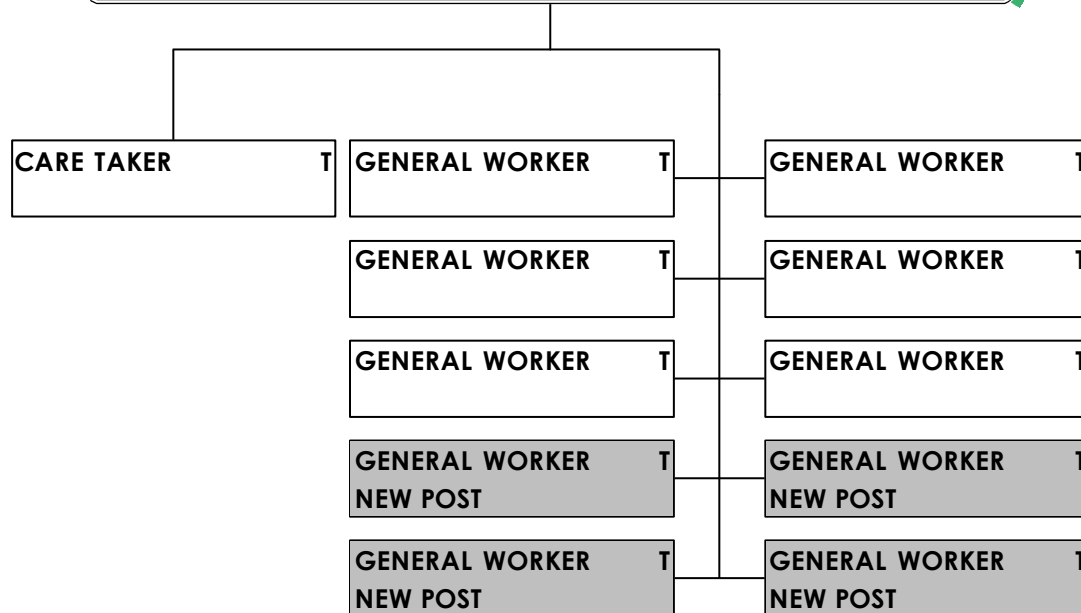
**SUB-SECTION
 COMMONAGE**

PURPOSE: To manage the provisioning and maintenance of commonage, cemeteries, pounds, irrigation canals and nature reserve

FUNCTIONS:

1. Maintain the commonage
2. Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
3. Maintain, coordinate and provide pound operations
4. Provide and maintain irrigation canals
5. Manage the maintenance and operation of the Nature Reserve to preserve local fauna and flora
6. Maintain and provide fences

FOREMAN: COMMONAGE T



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
DIRECTORATE COMMUNITY SERVICES - DIVISION WASTE**



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**DIVISION
WASTE MANAGEMENT**

PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards

FUNCTIONS:

1. Manage the rendering of waste collection and cleansing services to ensure solid waste management in accordance with applicable legislation, by-laws and standards
2. Manage the rendering of sanitation services in accordance with applicable legislation, by-laws and standards to ensure a clean and healthy environment to the community

MANAGER: WASTE MANAGEMENT

**SECTION
CLEANSING**

PURPOSE: To manage the rendering of waste collection and cleansing services to ensure solid waste management in accordance with applicable legislation, by-laws and standards

FUNCTIONS:

1. Provide residential, business and bulk refuse removal services in accordance with a refuse removal program
2. Provide street and public/ open space cleaning service
3. Manage and control landfill disposal sites
4. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed
5. Facilitate and coordinate the composting process for peak effectiveness

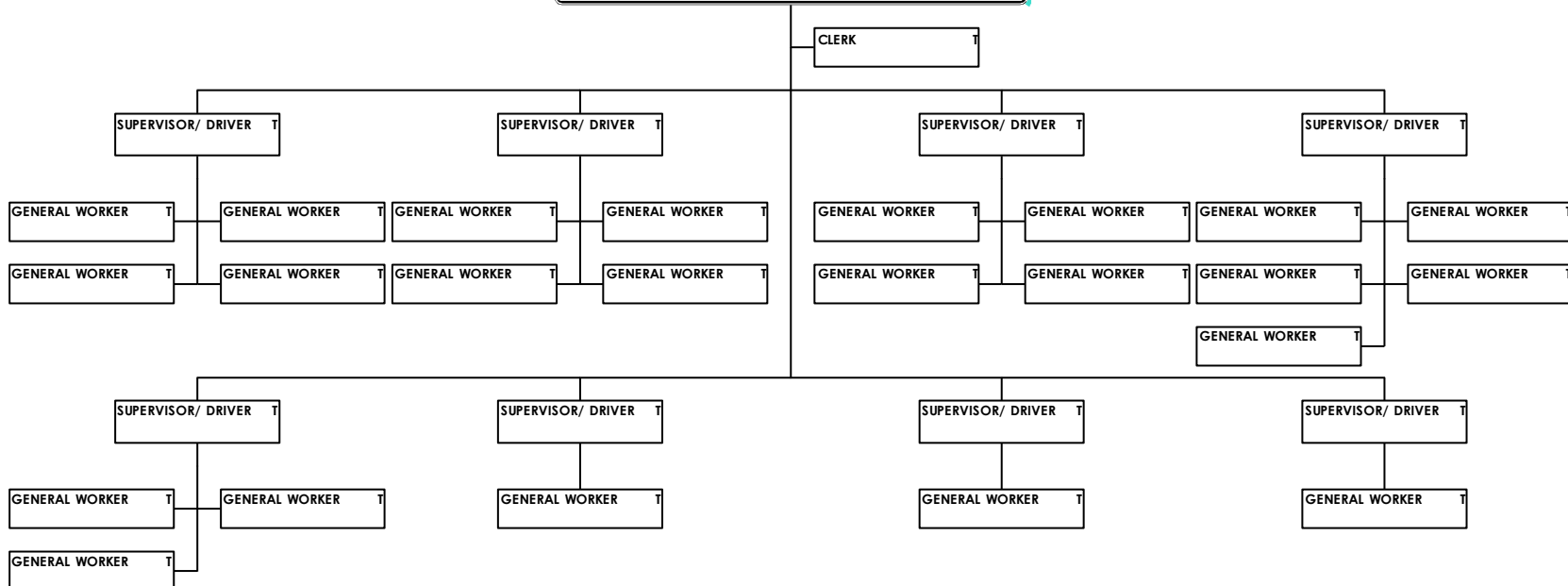
SNR SUPERINTENDENT: CLEANSING

**SECTION
SANITATION**

PURPOSE: To manage the rendering of sanitation services in accordance with applicable legislation, by-laws and standards to ensure a clean and healthy environment to the community

SUPERINTENDENT: SANITATION

SEE PAGE 19





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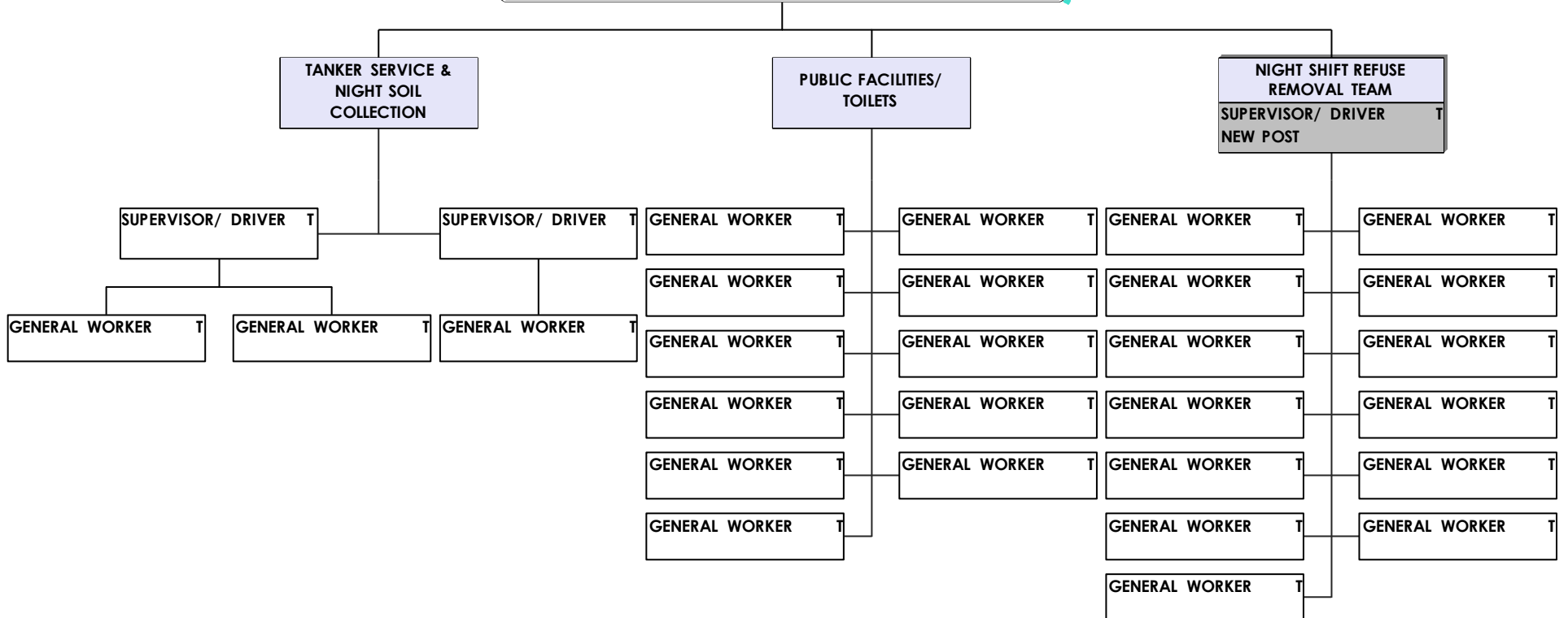
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SECTION SANITATION	
PURPOSE: To manage the rendering of sanitation services in accordance with applicable legislation, by-laws and standards to ensure a clean and healthy environment to the community FUNCTIONS: 1. Manage the rendering of sewerage tanker services in rural areas 2. Provide night soil collection and removal services 3. Provide public facility/ toilet cleaning service 4. Remove business and bulk refuse after hours in accordance with a refuse removal program SUPERINTENDENT: SANITATION	
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**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
DIRECTORATE COMMUNITY SERVICES - DIVISION LIBRARY SERVICES**



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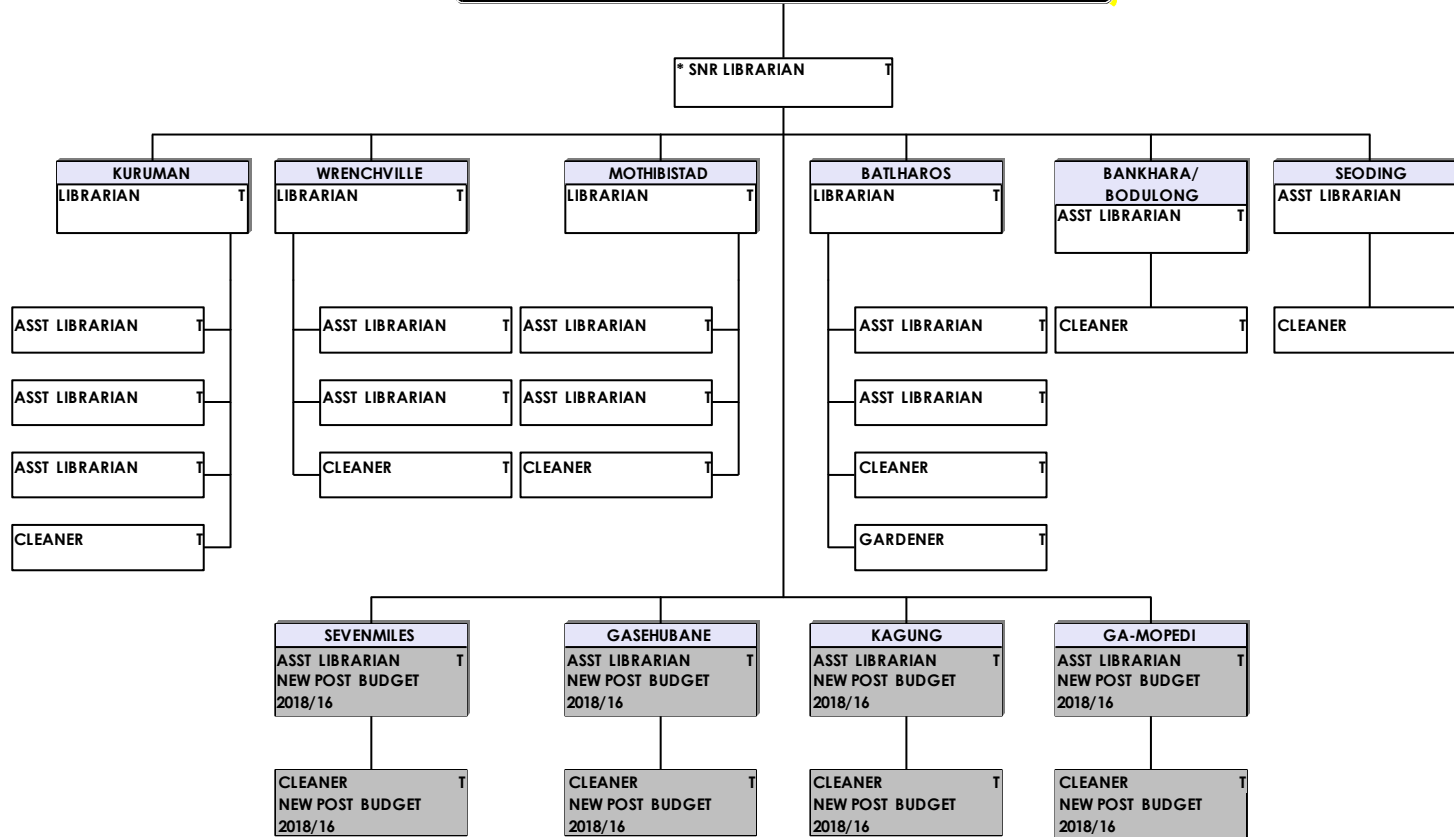
**DIVISION
LIBRARY SERVICES**

PURPOSE: To manage the provisioning of library and information services to the municipality's communities

FUNCTIONS:

1. Administer library services in accordance with provincial and Council policies
2. Identify and satisfy the communities' needs regarding library services
3. Manage the procurement, lending and use of library material (circulation, preservation, referencing, shelving and guidance)
4. Provide specialised library services (internet facilities, information services, cataloguing and classification)
5. Coordinate user education and promote reading for future growth of the municipal area

MANAGER: LIBRARY SERVICES



*The position is still budgeted for and cannot be abolished

**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

DIRECTORATE COMMUNITY SERVICES - DIVISION DISASTER MANAGEMENT



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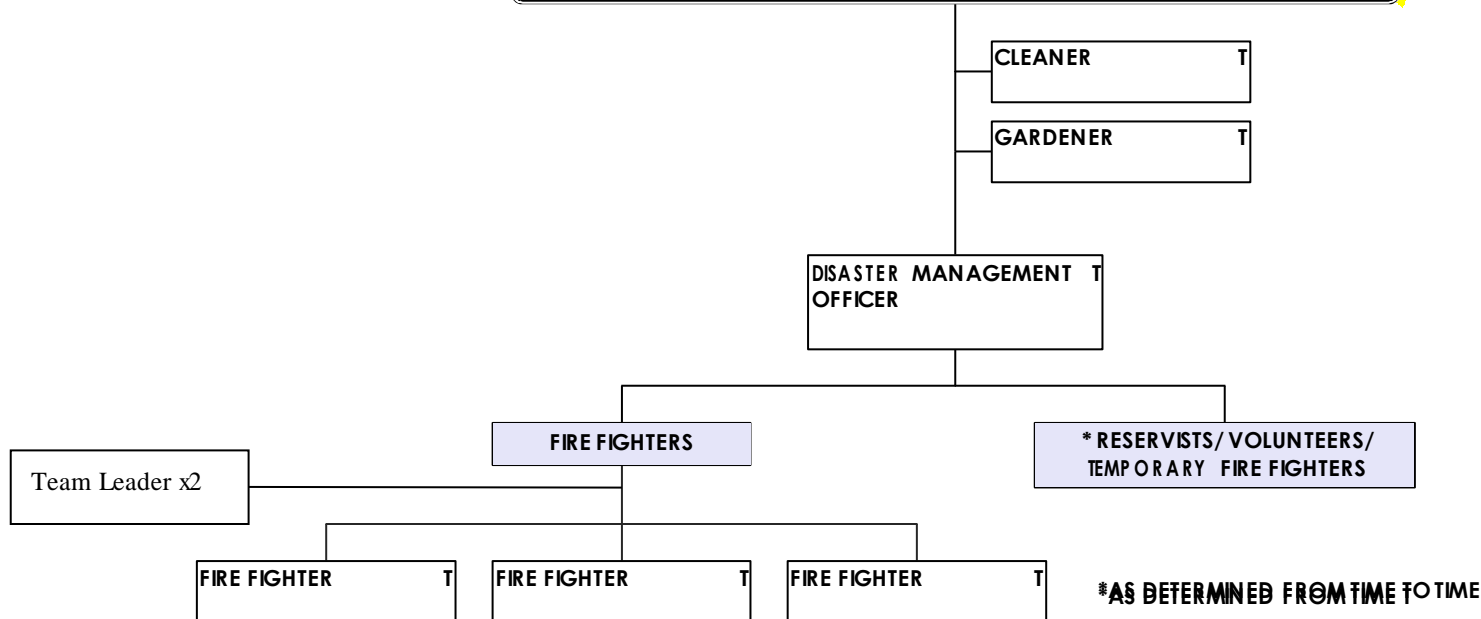
**DIVISION
FIRE SERVICES & DISASTER MANAGEMENT**

PURPOSE: To manage the rendering of fire services and disaster management to prevent/ manage potential losses/threats to property and lives

FUNCTIONS:

1. Conduct preventative and reactive fire inspections:
 - i) Fire safety and fire risk inspections within buildings, premises and plants to ensure compliance
 - ii) Issuing compliance certificates
 - iii) Scrutinise building plans to ensure compliance
2. Render a disaster management service:
 - i) The development of guidelines for the preparation and regular review and updating of disaster management plans and strategies
 - ii) Aligning these plans and strategies to ensure an integrated approach during emergencies
 - iii) Establishing a uniform approach to assessing and monitoring disaster risks
3. Manage the rendering of fire and rescue operational services to save and protect the lives and property of the community

MANAGER: FIRE SERVICES & DISASTER MANAGEMENT





**DIRECTORATE
INFRASTRUCTURE SERVICES
SERVICES**

RECOMMENDED BY
MUNICIPAL MANAGER

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**DIRECTORATE
INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

FUNCTIONS:

1. Manage the provisioning and maintenance of electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical and fleet maintenance service
2. Manage the construction, repair and maintenance and operational processes with regard to water, waste water, roads and storm water networks
3. Manage the rendering of spatial and land use planning, human settlements, building control and environmental management services
4. Provide project/ program management, planning, technical support and GIS services
5. Render management and line function executive support services to the directorate

DIRECTOR: INFRASTRUCTURE SERVICES SECT. 57

**SECTION EXECUTIVE
SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

ADMIN OFFICER

EXECUTIVE SECRETARY

Admin Officer:
Blue and Green Drop New Post

**DIVISION
ELECTRICAL SERVICES & MECHANICAL WORKSHOP**

PURPOSE: To manage the provisioning and maintenance of electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical and fleet maintenance service

MANAGER: ELECTRICAL SERVICES & MECHANICAL WORKSHOP

SEE PAGE 23

**DIVISION CIVIL
SERVICES**

PURPOSE: To manage the construction, repair and maintenance and operational processes with regard to water, waste water, roads and storm water networks

MANAGER: CIVIL SERVICES

SEE PAGE 24

**DIVISION
PLANNING, HUMAN SETTLEMENTS & BUILDING
CONTROL**

PURPOSE: To manage the rendering of spatial and land use planning, human settlements, building control and environmental management services

MANAGER: PLANNING, HUMAN SETTLEMENTS & BUILDING CONTROL

SEE PAGE 28

**DIVISION
PMU/ CAPITAL PROJECTS & GIS**

PURPOSE: To provide project/ program management, planning, technical support and GIS services

MANAGER: PMU/ CAPITAL PROJECTS & GIS

SEE PAGE 29

**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**



**DIRECTORATE INFRASTRUCTURE SERVICES
SERVICES - DIVISION ELECTRICAL SERVICES &
MECHANICAL WORKSHOP**

RECOMMENDED BY
MUNICIPAL MANAGER

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**DIVISION
ELECTRICAL SERVICES & MECHANICAL WORKSHOP**

PURPOSE: To manage the provisioning and maintenance of electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical and fleet maintenance service

FUNCTIONS:

1. Provide planning, design, compliance, technical support and operational management for electrical and fleet management services
2. Manage the operation and maintenance of the electricity distribution network
3. Manage the effective, efficient and economical operation of a fleet maintenance service to ensure the ready availability and road worthiness of Council's vehicles
4. Render a corporate fleet administration service to the municipality

MANAGER: ELECTRICAL SERVICES & MECHANICAL WORKSHOP

**SECTION
PLANNING, COMPLIANCE & OPERATIONS**

PURPOSE: To provide planning, design, compliance, technical support and operational management for electrical and fleet management services

FUNCTIONS:

1. Plan, monitor and control the design and construction of new electrical infrastructure to ensure continuous service delivery, reducing maintenance cost and maximization of capacity
2. Develop, update, implement, monitor and maintain a maintenance / operational and risk / loss control plan for electrical services
3. Ensure compliance to relevant legislation / licensing requirements for electrical services
4. Plan the provisioning of new/improved electrical services
5. Provide maintenance services regarding pumps
6. Provide estimations and specifications for fleet management

**ENGINEERING TECHNICIAN
NEW POST**

SECTION ELECTRICAL 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 to ensure continuous service delivery, reducing maintenance cost and maximization of capacity
 - 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
 - iv) Provide maintenance services regarding pumps
2. Manage the maintenance of all electricity substations
3. Manage the operations and maintenance of the distribution network of surrounding areas

SNR SUPERINTENDENT: ELECTRICAL SERVICES

SECTION MECHANICAL WORKSHOP

PURPOSE: To manage the effective, efficient and economical operation of a fleet maintenance service to ensure the ready availability and road worthiness of Council's vehicles

FUNCTIONS:

1. Manage the operating of a workshop to provide general preventative and reactive maintenance services to repair Council's vehicles to the satisfaction of the client
2. Manage the outsourcing of specialised maintenance and repair of vehicles
3. Provide administrative support services to facilitate procurement processes and ensure timely ordering and delivery of material and equipment

SUPERINTENDENT: MECHANICAL WORKSHOP

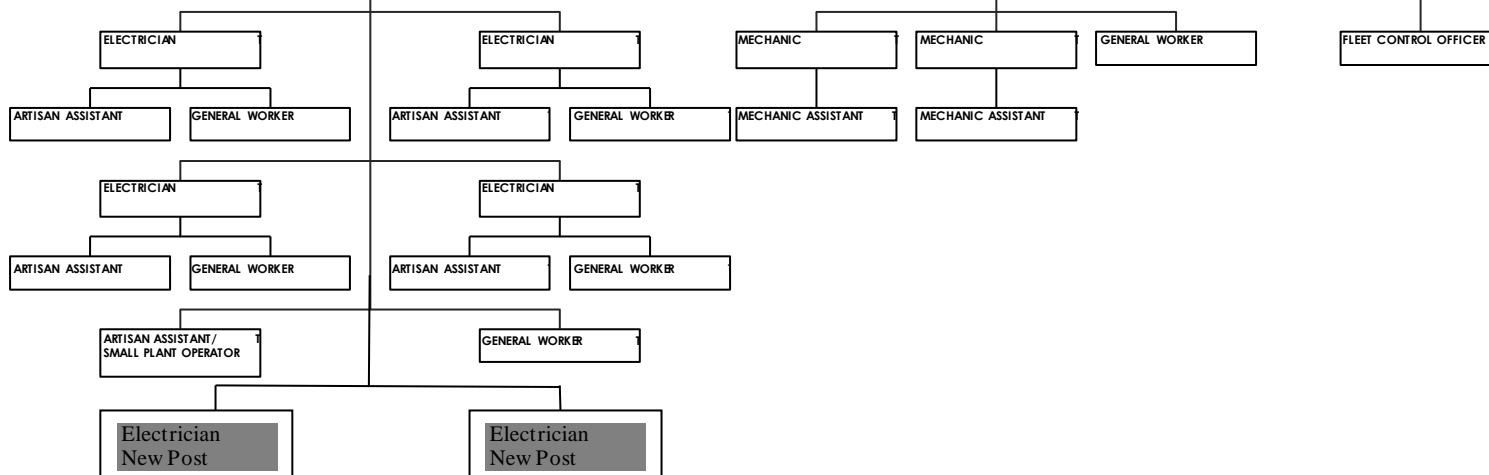
SECTION FLEET ADMINISTRATION

PURPOSE: To render a corporate fleet administration service to the municipality

FUNCTIONS:

1. Provide official vehicle inspection and driver training services
2. Develop, implement and maintain a fleet management program and system to ensure effectiveness, affordability and efficiency
3. Provide administrative support services to (insurance, assessment of fleet statistics and needs, monitoring fleet administration processes and controls, reporting)
4. Determining and monitoring of operational criteria

**SNR FLEET CONTROL OFFICER
NEW POST**



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**



DIRECTORATE INFRASTRUCTURE SERVICES SERVICES - DIVISION WATER, WASTE WATER, ROADS & STORM WATER

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MUNICIPAL MANAGER

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DIVISION CIVIL SERVICES

PURPOSE: To manage the construction, repair and maintenance and operational processes with regard to water, waste water, roads and storm water networks

FUNCTIONS:

1. Provide planning, design and technical support services with regard to water and waste water services
2. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers
3. Manage the operation of water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
4. Manage the construction, repairs and maintenance of roads, storm water systems / structures and municipal buildings in accordance with laid down maintenance programs and standards

MANAGER: CIVIL SERVICES

SECTION PLANNING, DESIGN AND SUPPORT

PURPOSE: To provide planning, design and technical support services with regard to water and waste water services

FUNCTIONS:

1. Plan, monitor and control the design and construction of new bulk water infrastructure with the aim to ensure continuous water supply, reducing maintenance cost and maximisation of capacity
2. Develop, update, implement, monitor and maintain a maintenance / operational plan of water purification plants to optimise potable water production.
3. Develop policies, service standards and regulatory requirements for water service provisioning in compliance to legislation
4. Compile and update potable water services by-laws and regulations
5. Assist with the develop and updating of an asset and asset maintenance management system
6. Perform Quality Control functions with regard to Blue & Green Drop

ENGINEERING TECHNICIAN

SECTION WATER DISTRIBUTION

PURPOSE: To manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers

SNR SUPERINTENDENT: WATER DISTRIBUTION

SECTION WATER & WASTE WATER TREATMENT WORKS

PURPOSE: To manage the operation of water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

SUPERINTENDENT: WATER & WASTE WATER TREATMENT

SECTION ROADS, STORM WATER & BUILDING MAINTENANCE

PURPOSE: To manage the construction, repairs and maintenance of roads, storm water systems / structures and municipal buildings in accordance with laid down maintenance programs and standards

SUPERINTENDENT: ROADS, STORM WATER & BUILDING MAINTENANCE

SEE PAGE 27

**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**

DIRECTORATE INFRASTRUCTURE SERVICES SERVICES - DIVISION WATER, WASTE WATER, ROADS & STORM WATER - SECTION WATER DISTRIBUTION



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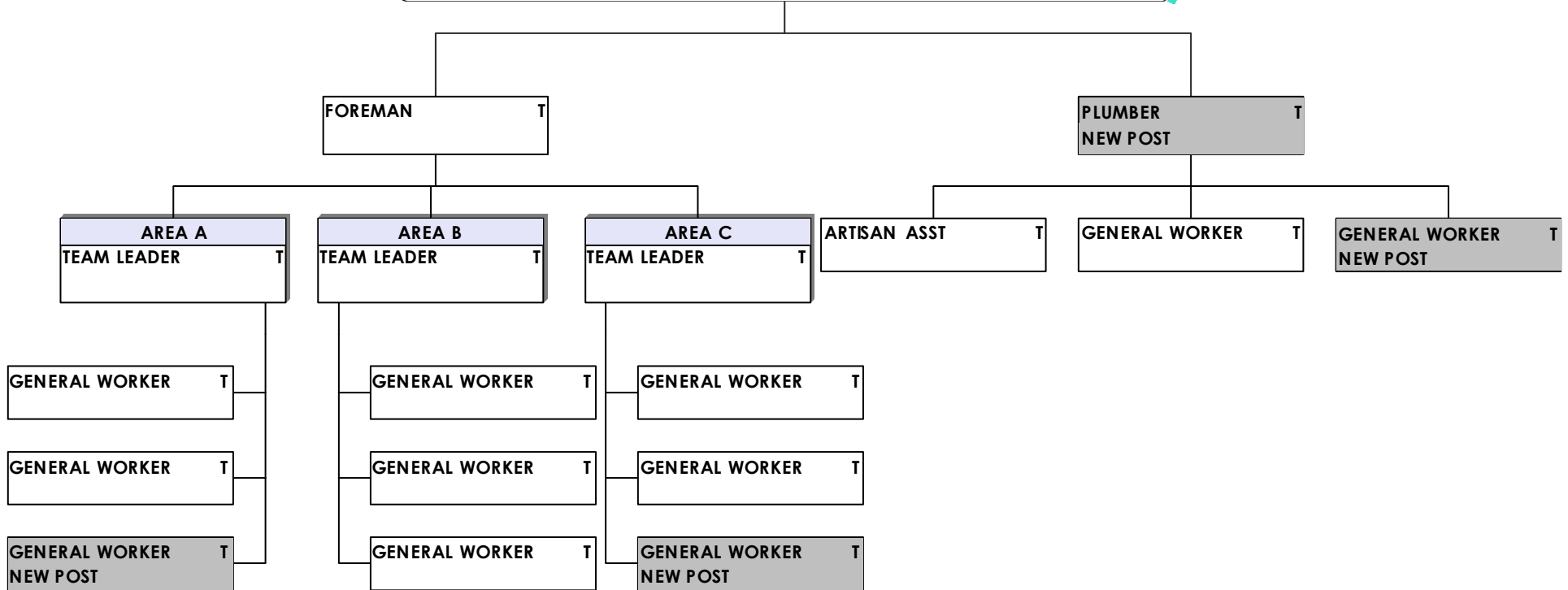
**SECTION
WATER DISTRIBUTION**

PURPOSE: To manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Compile, implement and manage a preventative maintenance plan to manage the water network pipelines, tanker service, construction operations and pump stations
2. Compile, implement and manage the installation and maintenance of bulk metering, meter management and operations
3. Administer and coordinate revenue protection and stock control processes and procedures

SNR SUPERINTENDENT: WATER DISTRIBUTION T



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**



DIRECTORATE INFRASTRUCTURE SERVICES SERVICES - DIVISION WATER, WASTE WATER, ROADS & STORM WATER - SECTION WATER & WASTE WATER TREATMENT

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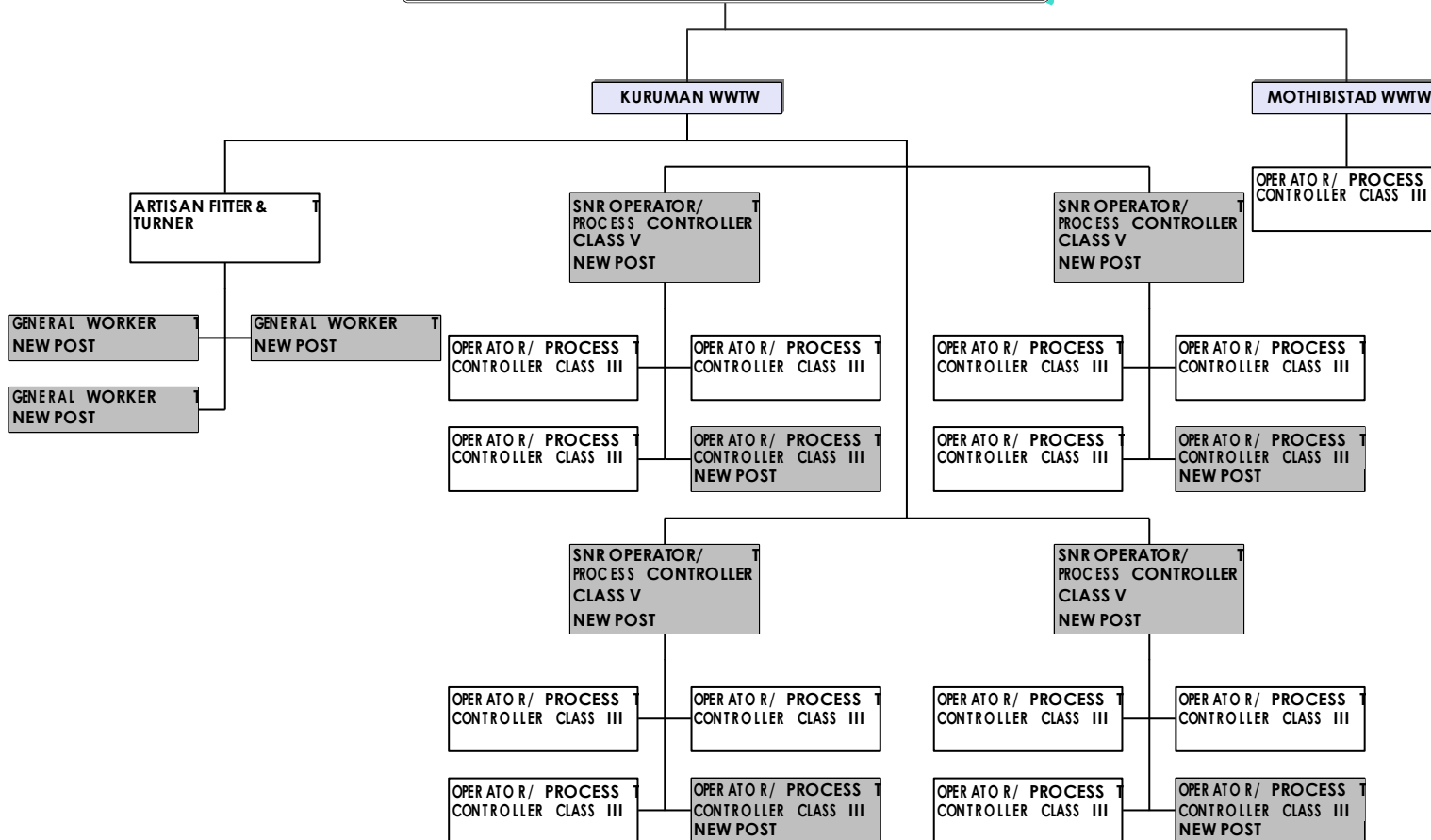
SECTION
WATER & WASTE WATER TREATMENT WORKS

PURPOSE: To manage the operation of water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the operation of bulk water treatment plants and systems
2. Manage the maintenance of water treatment plants / systems and pump stations
3. Assure the collection and conveying of waste water in a sustainable, efficient and safe manner to render adequate services to the community
4. Manage the maintenance and operation of waste water treatment infrastructure to assure uninterrupted services

SUPERINTENDENT: WATER & WASTE WATER TREATMENT



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**



**DIRECTORATE INFRASTRUC TURE SERVICES SERVICES -
DIVISION WATER, WASTE WATER, ROADS & STORM
WATER**

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**SECTION
ROADS, STORM WATER & BUILDING MAINTENANCE**

PURPOSE: To manage the construction, repairs and maintenance of roads, storm water systems / structures and municipal buildings in accordance with laid down maintenance programs and standards

FUNCTIONS:

1. Manage the maintenance, operations and minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures
2. Manage the buildings, property, structures & public facility maintenance programs of the municipality

SUPERINTENDENT: ROADS, STORM WATER & BUILDING MAINTENANCE

**SUB-SECTION
ROADS & STORM WATER**

PURPOSE: To Manage the maintenance, operations and minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

FUNCTIONS:

1. Perform the maintenance operations of tar roads, streets and gravel roads
2. Perform minor construction works of roads and streets
3. Perform road reserve maintenance services with regard to roads, streets and paving repair
4. Perform maintenance operations and minor construction works of storm water systems and channels

FOREMAN: ROADS & STORM WATER

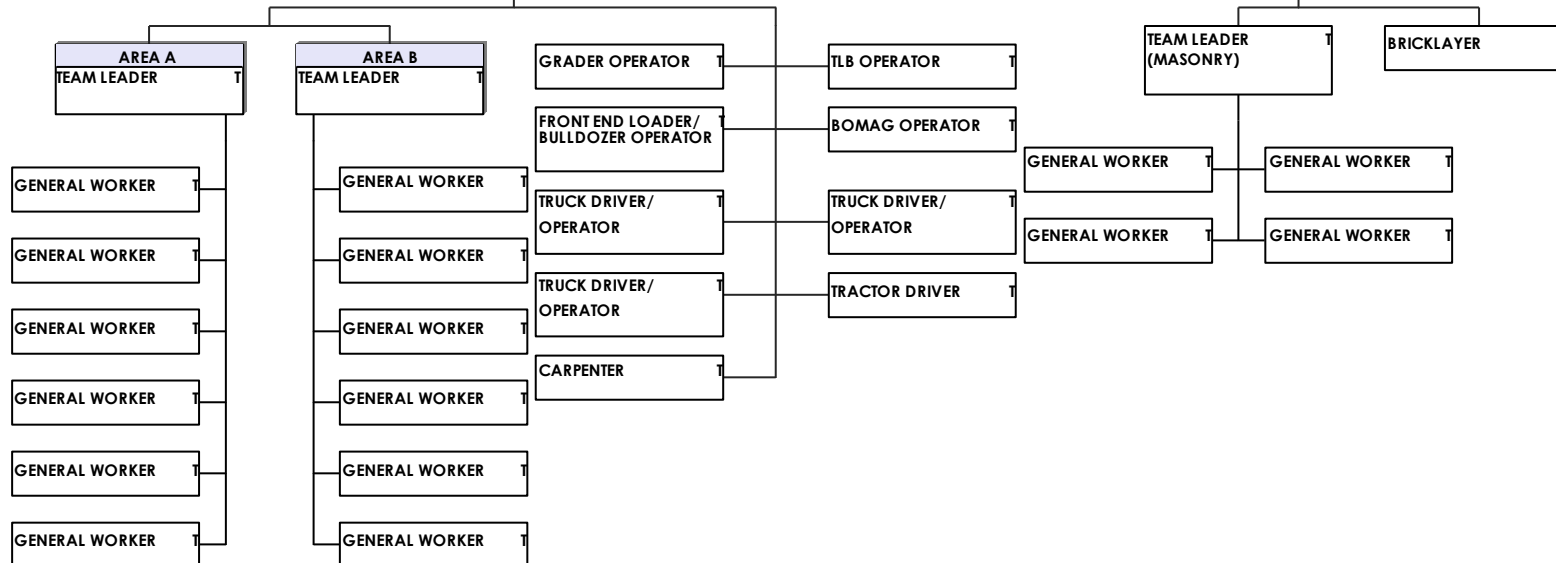
**SUB-SECTION
BUILDING MAINTENANCE**

PURPOSE: To manage the buildings, property, structures & public facility maintenance programs of the municipality

FUNCTIONS:

1. Render property and building maintenance services including basic carpentry and plumbing maintenance services
2. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide engineering / technical project support

FOREMAN: BUILDING MAINTENANCE



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018**



**DIRECTORATE INFRASTRUCTURE SERVICES SERVICES -
DIVISION PLANNING, HUMAN SETTLEMENTS &
BUILDING CONTROL**

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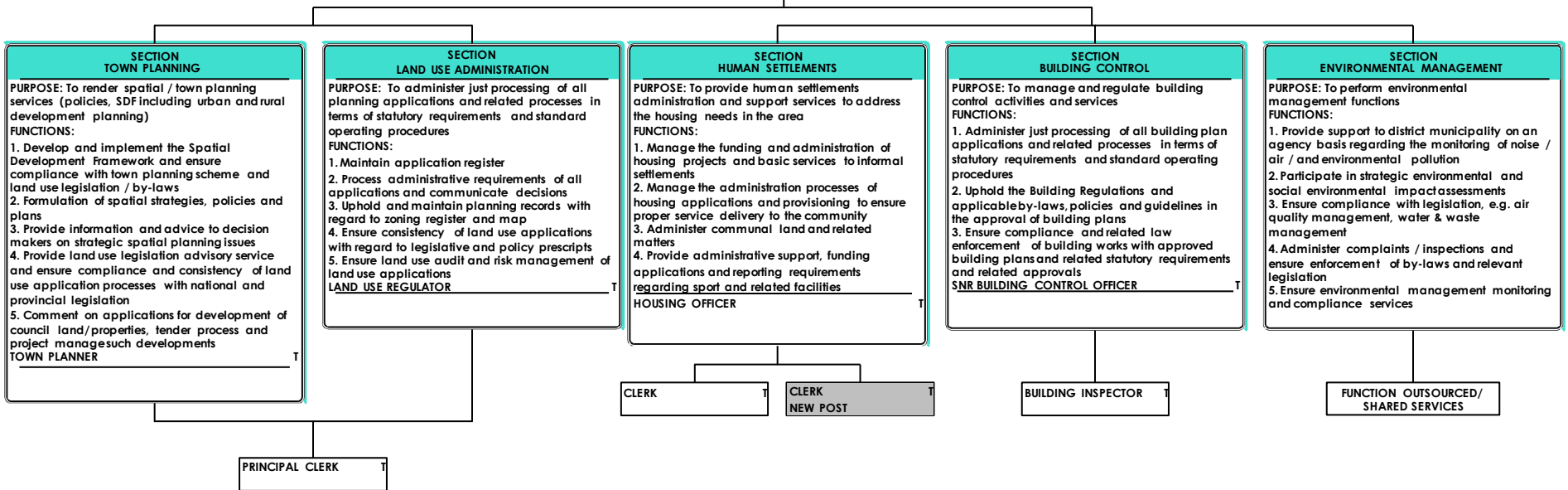
**DIVISION
PLANNING, HUMAN SETTLEMENTS & BUILDING CONTROL**

PURPOSE: To manage the rendering of spatial and land use planning, human settlements, building control and environmental management services

FUNCTIONS:

1. Render spatial /town planning services (policies, SDF including urban and rural development planning)
2. Manage the provisioning of effective land use management services
3. Provide human settlements administration and support services to address the housing needs in the area
4. Manage and regulate building control activities and services
5. Perform environmental management functions

MANAGER: PLANNING, HUMAN SETTLEMENTS & BUILDING CONTROL T



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
DIRECTORATE INFRASTRUCTURE SERVICES SERVICES -**



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**DIVISION
PMU/ CAPITAL PROJECTS & GIS**

PURPOSE: To provide project/ program management, planning, technical support and GIS services

FUNCTIONS:

1. Manage the provisioning of project management services for the construction phase of capital / maintenance / external funded projects
2. Develop, implement and maintain GIS and planning asset management services with regard to Infrastructure services

MANAGER: PMU/ CAPITAL PROJECTS & GIS T

**SECTION
PMU & CAPITAL PROJECTS**

PURPOSE: To manage the provisioning of project management services for the construction phase of capital / maintenance / external funded projects

FUNCTIONS:

1. Provide project management support, execute feasibility studies and administer contracts
2. Manage, monitor and control MIG/EPWP projects/ contracts for other directorates / departments (Parks etc.) after the appointment of consultants and contractors and ensure quality monitoring and supervision
3. Manage, monitor and control civil engineering projects / contracts / administration after the appointment of consultants and contractors and ensure quality monitoring and supervision
4. Manage, monitor and control external funded capital and maintenance projects / contracts / administration after the appointment of consultants and contractors and ensure quality monitoring and supervision

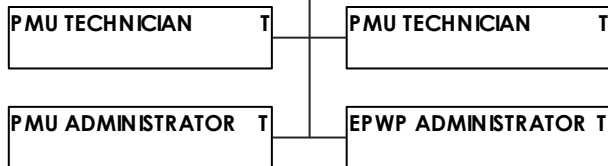
**SECTION
GIS**

PURPOSE: To develop, implement and maintain GIS and planning asset management services with regard to Infrastructure services

FUNCTIONS:

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

GIS OFFICER T



**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
OFFICE OF THE MUNICIPAL MANAGER -
DIVISION INTERNAL AUDIT**



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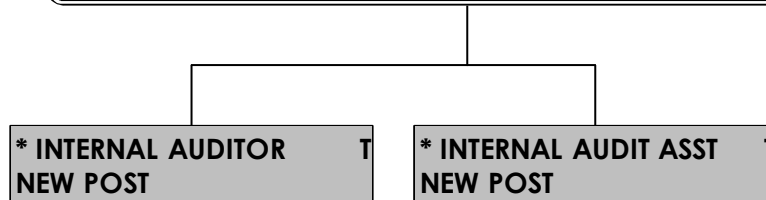
**DIVISION
INTERNAL AUDIT**

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 an 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, institutional risk analyses and assessments and review control systems
4. Assess compliance and provide assurance regarding effectiveness and efficiency of organisational performance
5. Liaise with external auditors
6. Compile regular audit reports to Audit Committee, Accounting Officer and AG

*** CHIEF AUDIT EXECUTIVE T**
NEW POST



*** FREEZE NEW POSITIONS UNTIL IMPLEMENTATION**



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**DIVISION
RISK & COMPLIANCE MANAGEMENT**

PURPOSE: To establish and maintain enterprise risk management (ERM) and compliance within the organisation

FUNCTIONS:

1. Analyse and advise on risk management issues and review the risk philosophy of the municipality:
 - i) Promote and communicate appropriate ethics and values in the organisation
 - ii) Develop and establish fraud detection investigation and prevention initiatives
 - iii) Manage and execute fraud investigation processes
 - iv) Communicate risk and control information to appropriate areas of the organisation
 - v) Liaise with the external auditors and other role players
2. Ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, or licenses and permits:
 - i) Prevent unethical or improper conduct in the organization
 - ii) Interact with all directorates regarding issues related to compliance
 - iii) Updating standards of conduct and development of periodical reviews
 - iv) Monitor, review and evaluate compliance activities
3. Liaise with the external auditors

* CHIEF RISK OFFICER

NEW POST

* FREEZE NEW POSITION UNTIL IMPLEMENTATION

**GA-SEGONYANA LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 10 MARCH 2018
OFFICE OF THE MUNICIPAL MANAGER - DIVISION**



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DIVISION DEVELOPMENT SERVICES

PURPOSE: To manage and provide development services

FUNCTIONS:

1. Manage and coordinate the IDP processes in accordance with legislative requirements
2. Manage and coordinate institutional performance management (PM)
3. Plan and develop a coherent and integrated framework for local economic development
4. Render management and line function administrative support services

DIRECTOR: DEVELOPMENT SERVICES

SECTION ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services to the Manager
2. Provide planning, research, analyses and reporting services to the Manager

(SNR CLERK): ADMINISTRATIVE OFFICER

SECTION IDP

PURPOSE: To manage and coordinate the IDP processes in accordance with legislative requirements

FUNCTIONS:

1. Guide and direct planning and logistical arrangements of the IDP processes
2. Integrate organisational management activities with the strategic planning process
3. Monitor and report on the implementation of the IDP
4. Ensure public participation in IDP processes

MANAGER: IDP

IDP OFFICER

SECTION INSTITUTIONAL PERFORMANCE MANAGEMENT (PM)

PURPOSE: To manage and coordinate institutional performance management (PM)

FUNCTIONS:

1. Develop, maintain and monitor the institutional PM
2. Operate and manage the system throughout the planning, performance review and reporting stages
3. Ensure legislative compliance of the institutional PM
4. Monitor and evaluate service delivery and strategic projects
5. Prepare and submit legislated reports such as quarterly and annual reports
6. Coordinate and implement SDBIP processes

MANAGER: PMS

PMS OFFICER

SECTION LED

PURPOSE: To plan and develop a coherent and integrated framework for local economic development

FUNCTIONS:

1. Implement integrated framework
2. Provide institutional capacity to promote and implement LED programs
3. Coordinate departmental LED activities
4. Promote SMME development and training
5. Promote and support local tourism organisations
6. Administer, coordinate and manage the effective utilisation of the commonage

LED OFFICER

TOURISM OFFICER

SMME OFFICER

AGRICULTURE OFFICER

LICENSING OFFICER