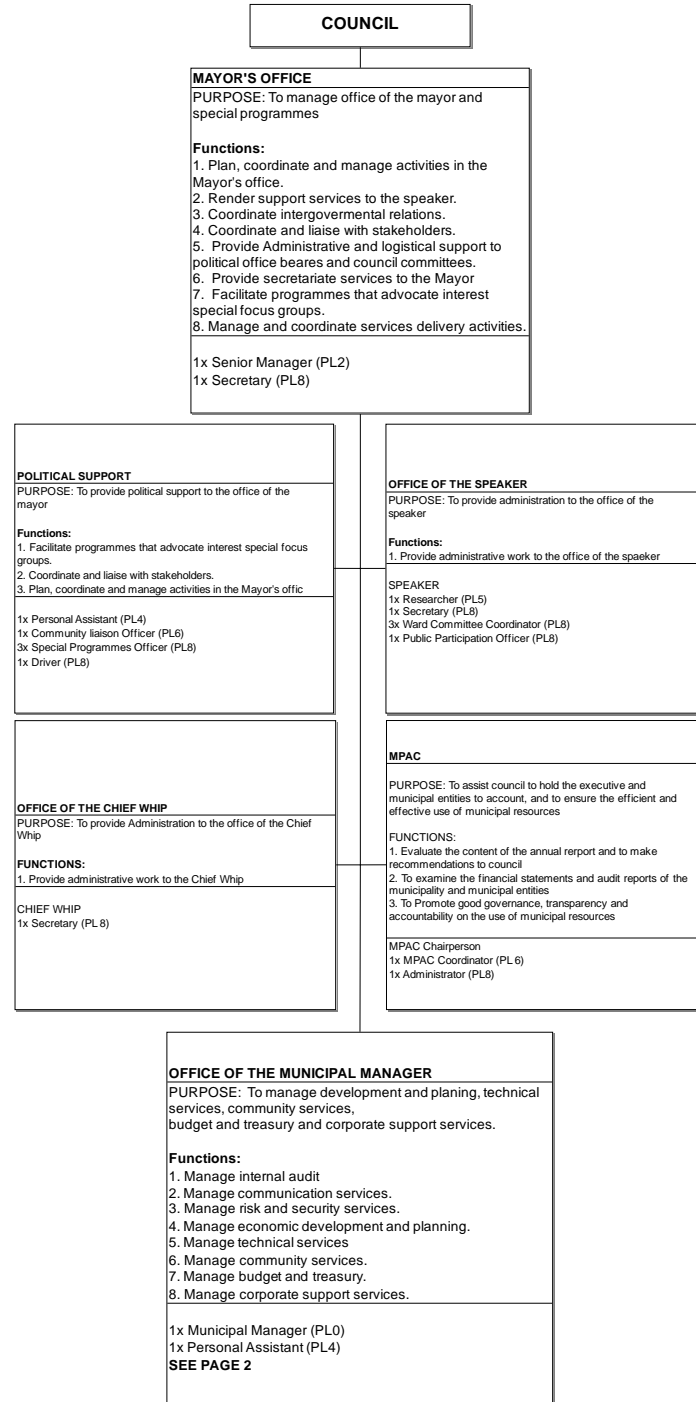
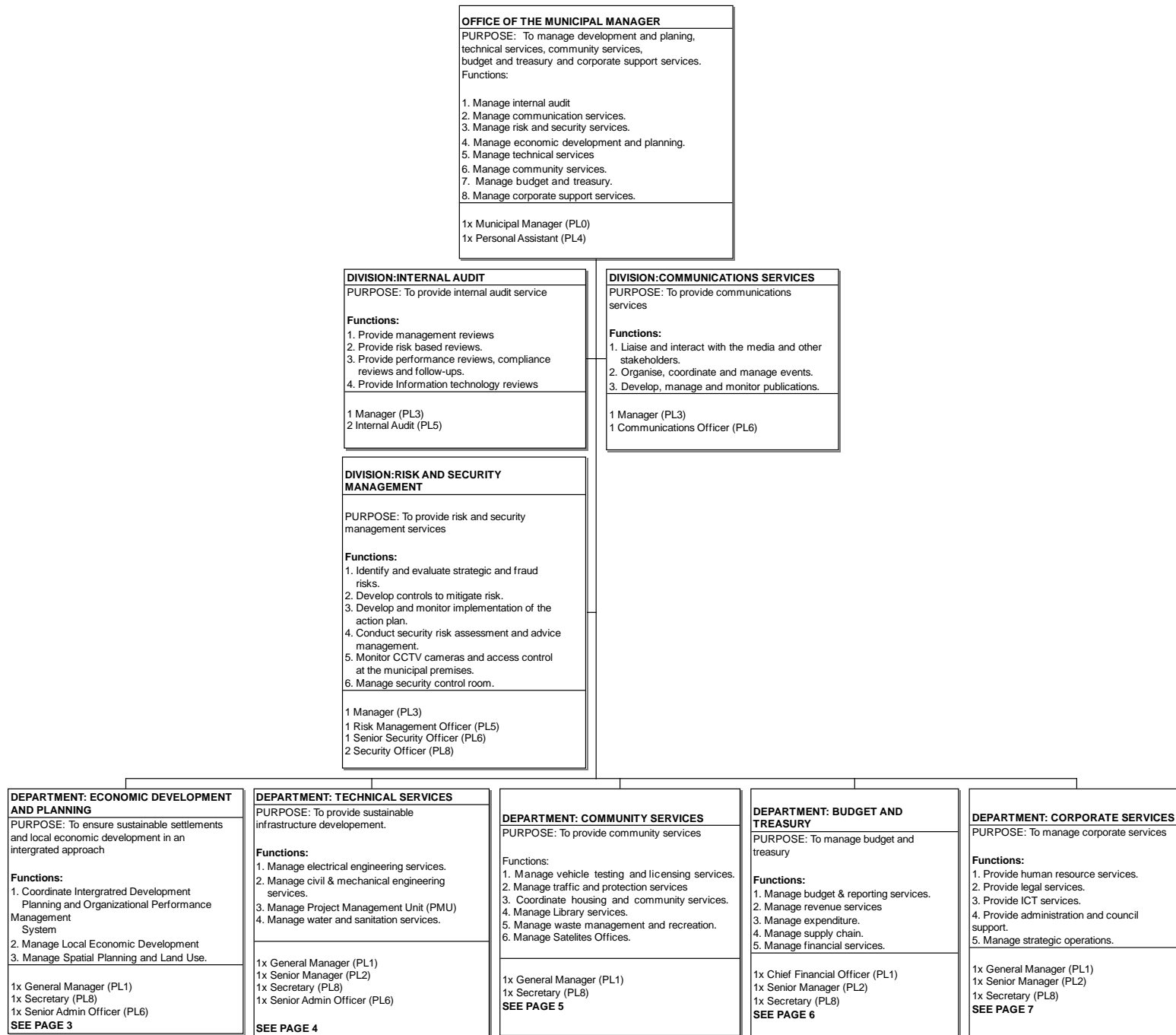


**APPROVED  
ORGANISATIONAL  
STRUCTURE: MUSINA  
LOCAL MUNICIPALITY**

# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)



# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)



# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)

<b>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING</b>
PURPOSE: To ensure sustainable settlements and local economic development in an intergrated approach
<b>Functions:</b> <ol style="list-style-type: none"> <li>1. Coordinate Intergrated Development Planning and Organizational Performance Management System</li> <li>2. Manage Local Economic Development</li> <li>3. Manage Spatial Planning and Land Use.</li> </ol>
1x General Manager (PL1) 1x Secretary (PL8) 1x Senior Admin Officer (PL6)

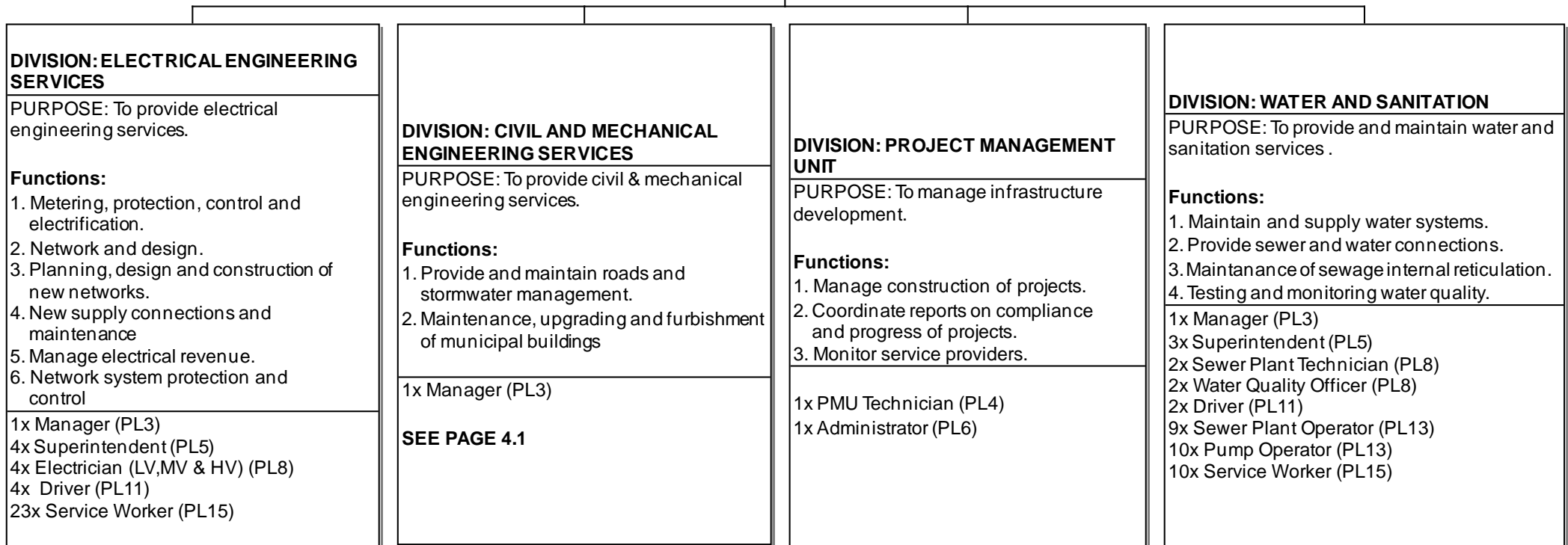
<b>DIVISION: IDP</b>
PURPOSE: To coordinate Intergrated Developement Planning and Organisational Performance Management System.
<b>Functions:</b> <ol style="list-style-type: none"> <li>1. Draft, review and coordinate the IDP</li> <li>2. Align IDP, Budget and Service Delivery Budget Implementation Plan.</li> <li>3. Monitor organisational performance through Service Delivery Budget Implementation Plan.</li> <li>4. Coordinate organisational reports.</li> </ol>
1x Manager (PL3) 1x IDP Officer (PL6)

<b>DIVISION: ECONOMIC DEVELOPMENT</b>
PURPOSE: To coordinate and support Local Economic Development programmes
<b>Functions:</b> <ol style="list-style-type: none"> <li>1. Create an enabling environment for SMMEs, Agriculture, Mining, Tourism and Cooperatives.</li> <li>2. Manage business regulation and licensing.</li> <li>3. Provision of support and coordination of LED projects</li> </ol>
1x Manager (PL3) 1x LED Officer (PL5) 2x Senior Administrative Officer(PL6)

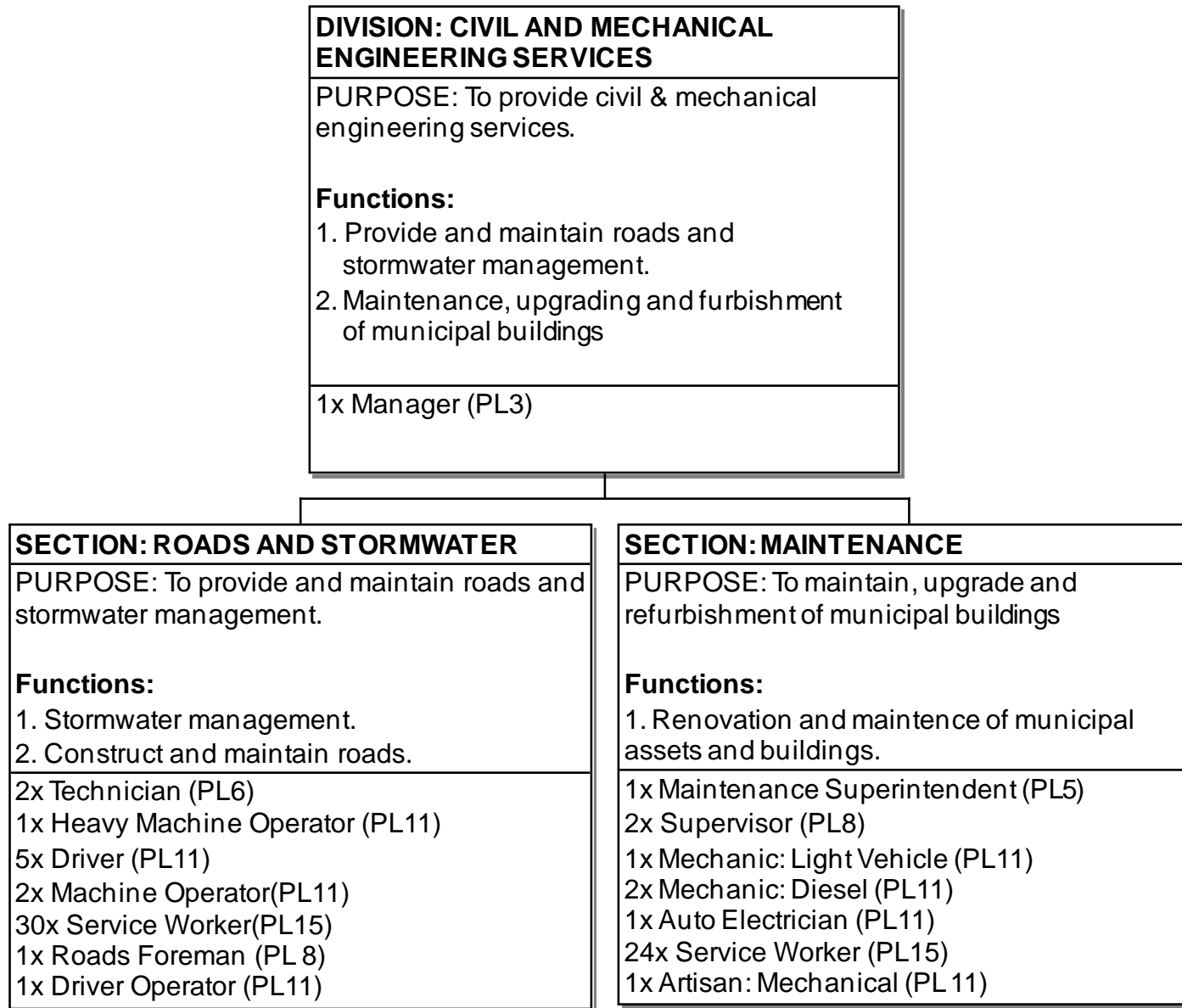
<b>DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT</b>
PURPOSE: To ensure Land Use Management and effective Spatial Planning
<b>Functions:</b> <ol style="list-style-type: none"> <li>1. Conduct building inspection.</li> <li>2. Render survey services.</li> <li>3. Develop and update Geographical Information System.</li> <li>4. Ensure compliance to Town Planning Scheme and other Planning Legislations.</li> </ol>
1x Manager Town Planner (PL3) 1x GIS Officer (PL5) 2x Building Inspector(PL5) 2x Zoning Inspector (PL5) 1x Land Surveyor (PL5) 1x Land Administration Officer(PL6)

# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)

<p><b>DEPARTMENT: TECHNICAL SERVICES</b></p> <p>PURPOSE: To provide sustainable infrastructure development.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage electrical engineering services.</li> <li>2. Manage civil &amp; mechanical engineering services.</li> <li>3. Manage Project Management Unit (PMU)</li> <li>4. Manage water and sanitation services.</li> </ol>
<p>1x General Manager (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8) 1x Senior Admin Officer (PL6)</p>



# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)



# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)

<p><b>DEPARTMENT: COMMUNITY SERVICES</b></p> <p>PURPOSE: To provide community services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage vehicle testing and licensing services.</li> <li>2. Manage traffic and protection services</li> <li>3. Coordinate housing and community services.</li> <li>4. Manage Library services.</li> <li>5. Manage waste management and recreation.</li> <li>6. Manage Satellites Offices.</li> </ol>
<p>1x General Manager (PL1)</p> <p>1x Secretary (PL8)</p>

<p><b>DIVISION: LICENSING AND TESTING SERVICES</b></p> <p>PURPOSE: To manage licensing and testing services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage registration and licesing of motor vehicles on E-natis.</li> <li>2. Testing and issuing of road worthy certificates,learners, drivers and professional driving permits.</li> <li>3. Manage and regulate ranking permits for busses and taxis.</li> <li>4. Implementation of all Road Traffic Act &amp; Legislations.</li> </ol>
<p>1x Manager (PL3)</p> <p>2x Management Representative (PL5)</p> <p>1x Senior Licensing Officer(PL5)</p> <p>2x Examiner Of Motor Vehicles (PL6)</p> <p>4x Examiner Of Licenses (PL6)</p> <p>5x Licensing Officer (PL8)</p> <p>1x Licensing Assistant (PL11)</p> <p>1x Pit Assistant (PL11)</p>

<p><b>DIVISION: TRAFFIC AND PROTECTION SERVICES</b></p> <p>PURPOSE: To manage traffic services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Render traffic and hawkers law enforcement.</li> <li>2. Management of parking, installation of traffic signs and road markings.</li> <li>3. Coordinate and manage road safety Programmes and scholar patrols.</li> <li>4. Implementation of all Road Traffic Act and Legislations.</li> </ol>
<p>1x Manager (PL3)</p> <p>1x Chief Traffic Officer (PL4)</p> <p>2x Superintendent: Law Enforcement (PL5)</p> <p>1x Superintendent Admin and Compliance (PL5)</p> <p>4x Assistant Sup: Law Enforcement (PL6)</p> <p>1x Assistant Sup Admin and Compliance (PL6)</p> <p>1x Senior Admin Officer (PL6)</p> <p>1x Road Safety Officer (PL8)</p> <p>2x Admin Officer (PL8)</p> <p>24x Traffic Officer (PL8)</p> <p>2x Law Enforcement Officer (PL8)</p> <p>10x Traffic Warden (PL9)</p> <p>1x Team Leader Roadmarkings &amp; Signage (PL11)</p> <p>2x General Assistant Roadmarkings &amp; Signage (PL15)</p>

<p><b>DIVISION: SOCIAL SERVICES</b></p> <p>PURPOSE: To provide social services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate construction of RDP and PHP houses.</li> <li>2. Promote and coordinate sports, youth and recreation.</li> <li>3. Provide Disaster management services.</li> <li>4. Provision of library services.</li> <li>5. Coordinate the establishment of satellite libraries.</li> <li>6. Organise and coordinate national library programmes.</li> <li>7. Provide guidance and assistance to schools.</li> </ol>
<p>1 Manager (PL3)</p> <p>1 Senior Librarian (PL6)</p> <p>2 Admin Officer (Disaster and Sports) (PL8)</p> <p>1 Admin Officer (PL8)</p> <p>2 Librarian (PL8)</p> <p>2 Assistant Librarian (PL10)</p> <p>2 General Clerical Assistant (PL15)</p>

<p><b>DIVISION: WASTE MANAGEMENT, PARKS AND RECREATION</b></p> <p>PURPOSE: To provide waste management and recreation services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage waste, parks and recreation facilities.</li> </ol>
<p>1x Manager (PL3)</p> <p><b>SEE PAGE 5.1</b></p>

<p><b>DIVISION: SATELITE OFFICES SERVICES</b></p> <p>PURPOSE: To provide access to Municipal services.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate operations of satelites offices.</li> <li>2. Facilitate the extention of Municipal services.</li> <li>3. Manage satelite offices facilities.</li> </ol>
<p>1x Manager (PL3)</p> <p>1x Thusong Centre Coordinator (Madimbo) (PL10)</p> <p>8x Satellite Office Administrator (PL10)</p> <p>3x General Assistant (2x Malale, 1x Madimbo) (PL15)</p> <p>3x Service Worker (PL15)</p>

<b>DIVISION: WASTE MANAGEMENT, PARKS AND RECREATION</b>
PURPOSE: To provide waste management and recreation services
<b>Functions:</b> 1. Manage waste, parks and recreation facilities.
1x Manager (PL3)

<b>SECTION: WASTE MANAGEMENT PARKS AND RECREATION</b>
PURPOSE: To provide waste management, manage parks and recreation services
<b>Functions:</b> 1. Refuse collection and management. 2. Develop, operate and maintain Waste management facilities. 3. Promote and educate communities on environmental issues. 4. Plan, develop and maintain parks and recreation facilities. 5. Cemetery management. 6. Maintain municipal servitudes.
2x Superintendent (PL5) 2x Team Leader (PL8) 7x Driver (PL11) 102x Service Worker: Refuse (PL15)



# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)

<p><b>DEPARTMENT: BUDGET AND TREASURY</b></p> <p>PURPOSE: To manage budget and treasury</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage budget &amp; reporting services.</li> <li>2. Manage revenue services</li> <li>3. Manage expenditure.</li> <li>4. Manage supply chain.</li> <li>5. Manage financial services.</li> </ol> <hr/> <p>1x Chief Financial Officer (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8)</p>
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<p><b>DIVISION: BUDGET &amp; REPORTING</b></p> <p>PURPOSE: To render budget &amp; reporting services.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Preparation and management of budget process.</li> <li>2. Manage financial reporting.</li> <li>3. Manage budget compliance.</li> </ol> <hr/> <p>1x Manager (PL3) 2x Accountant (PL5) 2x Budget Officer (PL8)</p>
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<p><b>DIVISION: REVENUE SERVICES</b></p> <p>PURPOSE: To manage revenue services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage billing systems.</li> <li>2. Manage debt collection - credit control.</li> <li>3. Manage indigent support services.</li> <li>4. Manage property rates and clearances.</li> </ol> <hr/> <p>1x Manager (PL3) 3x Accountant (PL5) 4x Credit Control Officer (PL8) 1x Valuation Roll Officer (PL8) 3x Team Leader/Supervisor (PL8) 5x Meter Reader (PL9) 5x Cashier (PL9)</p>
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<p><b>DIVISION: EXPENDITURE</b></p> <p>PURPOSE: To manage expenditure.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage salary payments.</li> <li>2. Manage creditor payments.</li> <li>3. Manage petty cash.</li> <li>4. Manage tax levy.</li> </ol> <hr/> <p>1x Manager (PL3) 2x Accountant (PL5) 2x Creditor Officer (PL8) 1x Payroll Officer (PL8)</p>
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<p><b>DIVISION: SUPPLY CHAIN MANAGEMENT</b></p> <p>PURPOSE: To manage supply chain.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage procurement services.</li> <li>2. Manage fleet.</li> <li>3. Manage assets</li> <li>4. Manage inventory.</li> </ol> <hr/> <p>1x Manager (PL3) 1x Accountant Asset (PL5) 1x Accountant SCM (PL5) 1x Contract Management Officer (PL6) 1x Senior Logistics Officer (PL6) 2x Procurement Officer (PL8) 1x Asset Officer (PL8) 2x Admin Officer Logistics (PL8)</p>
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<p><b>DIVISION: FINANCIAL MANAGEMENT SERVICES</b></p> <p>PURPOSE: To manage financial service</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Preparation of financial statement.</li> <li>2. Maintain and administer financial systems.</li> <li>3. Manage bank reconciliation and cash flow.</li> <li>4. Manage control accounts.</li> <li>5. Coordination of audit functions</li> </ol> <hr/> <p>1x Manager (PL3) 1x Senior Accountant (PL4) 1x Accountant (PL5)</p>
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# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)

<p><b>DEPARTMENT: CORPORATE SERVICES</b>                  PURPOSE: To manage corporate services</p> <p>Functions:</p> <ol style="list-style-type: none"> <li>1. Provide human resource services.</li> <li>2. Provide legal services.</li> <li>3. Provide ICT services.</li> <li>4. Provide administration and council support.</li> <li>5. Manage strategic operations.</li> </ol> <p>1x General Manager (PL1)                  1x Senior Manager (PL2)                  1x Secretary (PL8)</p>
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<p><b>DIVISION: HUMAN RESOURCE MANAGEMENT</b>                  PURPOSE: To provide human resource services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Provide personnel admin services.</li> <li>2. Provide OD and skills development.</li> <li>3. Provide labour relations services.</li> </ol> <p>1x Manager (PL3)  <b>SEE PAGE 7.1</b></p>
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<p><b>DIVISION: LEGAL AND COUNCIL SECRETARIAT SERVICES</b>                  PURPOSE: To provide legal &amp; legislation; and council secretariat services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Render legal administration services.</li> <li>2. Render sale and rental of land services.</li> <li>3. Draft contract and service level agreement.</li> <li>4. Render secretariat services to committees.</li> </ol> <p>1x Manager (PL3)                  1x Legal Advisor (PL5)                  2x Committee Officer (PL8)</p>
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<p><b>DIVISION: ICT</b>                  PURPOSE: To provide ICT services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage internal and external communication system.</li> <li>2. Render network administration services.</li> <li>3. Render data management support.</li> <li>4. End user support and maintenance</li> </ol> <p>1x Manager (PL3)                  1x IT Officer (PL6)                  1x Website &amp; Network Administrator (PL6)                  4x Call Center Agent (PL8)</p>
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<p><b>DIVISION: ADMINISTRATION AND AUXILIARY SERVICES</b>                  PURPOSE: To provide administration and auxiliary services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Render administration services.</li> <li>2. Records and information management</li> <li>3. Manage facilities.</li> </ol> <p>1x Manager (PL3)                  1x Senior Records Officer (PL6)                  1x Switchboard Operator (PL8)                  2x Records Officer (PL8)                  1x Photocopy Operator (PL10)                  2x Driver (PL11)                  2x Messenger (PL15)                  14x Cleaner (PL15)</p>
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<p><b>DIVISION: STRATEGIC OPERATIONS</b>                  PURPOSE: To provide strategic operations services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage organisational PMS.</li> <li>2. Manage individual PMS.</li> <li>3. Provide monitoring and evaluation.</li> </ol> <p>1x PMS Officer (PL6)                  1x M &amp; E Officer (PL6)</p>
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# APPROVED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2016/2017)

<b>DIVISION: HUMAN RESOURCE MANAGEMENT</b>
PURPOSE: To provide human resource services
<b>Functions:</b> 1. Provide personnel admin services. 2. Provide OD and skills development. 3. Provide labour relations services.
1x Manager (PL3)

<b>SECTION: PERSONNEL ADMINISTRATION</b>
PURPOSE: To provide personnel administration
<b>Functions:</b> 1. Manage recruitment and selection. 2. Administer benefits. 3. Leave administration.
3x HR Practitioner (PL6)

<b>SECTION: OD AND SKILLS DEVELOPMENT</b>
PURPOSE: To provide OD and skills development
<b>Functions:</b> 1. Manage skills development. 2. Manage employment equity. 3. Manage workstudy and process improvement.
1x Skills Development Facilitator (PL4) 1x Organisational Development Practitioner (PL6)

<b>SECTION: EMPLOYEE RELATIONS</b>
PURPOSE: To provide labour relations services & EAP programmes
<b>Functions:</b> 1. Manage grievances at the work place. 2. Monitor misconduct and labour disputes. 3. Ensure functionality of the LLF. 4. Implement and manage EAP programme. 5. Provide occupational health and safety.
1x Labour Relations Officer (PL6) 1x Occupational Health & Safety Officer (PL6) 1x Employee Wellness Officer (PL6)