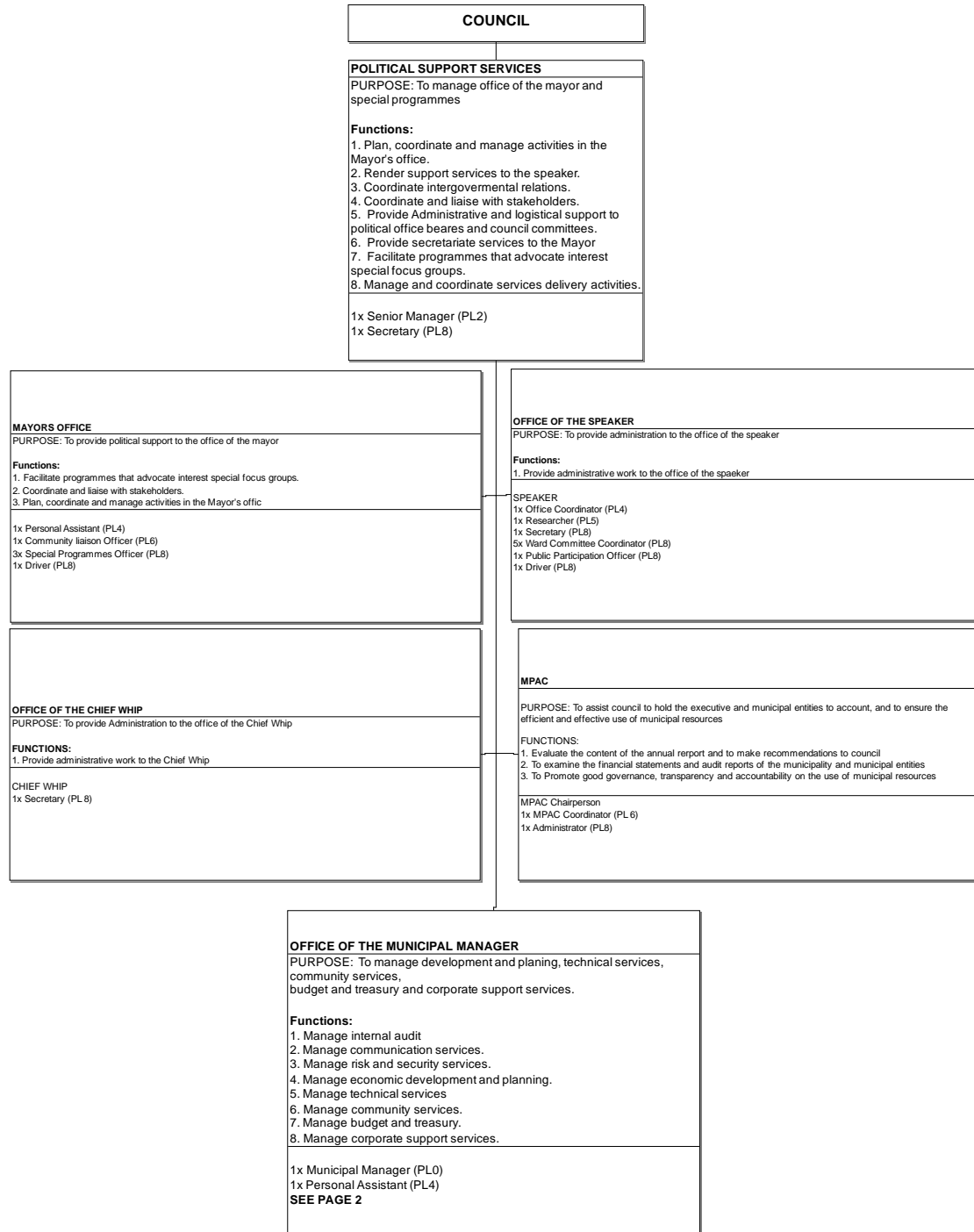


Musina Local Municipality

2020-2021

ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)



ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)

<p>OFFICE OF THE MUNICIPAL MANAGER PURPOSE: To manage development and planning, technical services, community services, budget and treasury and corporate support services. Functions:</p> <ol style="list-style-type: none"> 1. Manage internal audit 2. Manage communication services. 3. Manage risk and security services. 4. Manage economic development and planning. 5. Manage technical services 6. Manage community services. 7. Manage budget and treasury. 8. Manage corporate support services. <p>1x Municipal Manager (PL0) 1x Personal Assistant (PL4)</p>

<p>DIVISION:INTERNAL AUDIT PURPOSE: To provide internal audit service</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide management reviews 2. Provide risk based reviews. 3. Provide performance reviews, compliance reviews and follow-ups. 4. Provide information technology reviews <p>1x Manager (PL3) 1x Senior Internal Auditor (PL4) 3x Internal Audit (PL5)</p>	<p>DIVISION:COMMUNICATIONS SERVICES PURPOSE: To provide communications services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Liaise and interact with the media and other stakeholders. 2. Organise, coordinate and manage events. 3. Develop, manage and monitor publications. <p>1x Manager (PL3) 1x Communications Officer (PL6) 1x Marketing Officer (PL6) 1x Translater (PL8) 1x Events Coordinator (PL8)</p>
<p>DIVISION: SATELITE OFFICES SERVICES PURPOSE: To provide access to Municipal services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate operations of satellites offices. 2. Facilitate the extension of Municipal services. 3. Manage satellite offices facilities. <p>POSTS: 1x Manager (PL3) 1x Thusong Centre Coordinator (Madimbo) (PL10) 8x Sateelite Office Administrator (PL9) 3x General Assiantant (2x Malale, 1x Madimbo) (PL15) 3x Service Worker (PL15)</p>	<p>DIVISION:RISK AND SECURITY MANAGEMENT PURPOSE: To provide risk and security management services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Identify and evaluate strategic and fraud risks. 2. Develop controls to mitigate risk. 3. Develop and monitor implementation of the action plan. 4. Conduct security risk assessment and advice management. 5. Monitor CCTV cameras and access control at the municipal premises. 6. Manage security control room. <p>1 Manager (PL3) 1 Risk Management Officer (PL5) 1x Risk Officer (PL6) 1 Senior Security Officer (PL6) 2 Security Officer (PL8)</p>

<p>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING PURPOSE: To ensure sustainable settlements and local economic development in an intergrated approach</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Intergrated Development Planning and Organizational Performance Management System 2. Manage Local Economic Development 3. Manage Spatial Planning and Land Use. <p>1x General Manager (PL1) 1 x Senior Manager (PL2) 1x Secretary (PL8) SEE PAGE 3</p>

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

<p>DEPARTMENT: COMMUNITY SERVICES PURPOSE: To provide community services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage vehicle testing and licensing services. 2. Manage traffic and protection services 3. Coordinate housing and community services. 4. Manage Library services. 5. Manage waste management and recreation. 6. Manage Sateelite Offices. <p>1x General Manager (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8) SEE PAGE 5</p>

<p>DEPARTMENT: BUDGET AND TREASURY PURPOSE: To manage budget and treasury</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage budget & reporting services. 2. Manage revenue services 3. Manage expenditure. 4. Manage supply chain. 5. Manage financial services. <p>1x Chief Financial Officer (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8) SEE PAGE 6</p>

<p>DEPARTMENT: CORPORATE SERVICES PURPOSE: To manage corporate services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide human resource services. 2. Provide legal services. 3. Provide ICT services. 4. Provide administration and council support. 5. Manage strategic operations. <p>1x General Manager (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8) SEE PAGE 7</p>

ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)

<p>DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING</p>
<p>PURPOSE: To ensure sustainable settlements and local economic development in an intergrated approach</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Intergrated Development Planning and Organizational Performance Management System 2. Manage Local Economic Development 3. Manage Spatial Planning and Land Use.
<p>1x General Manager (PL1) 1 x Senior Manager (PL2) 1x Secretary (PL8)</p>

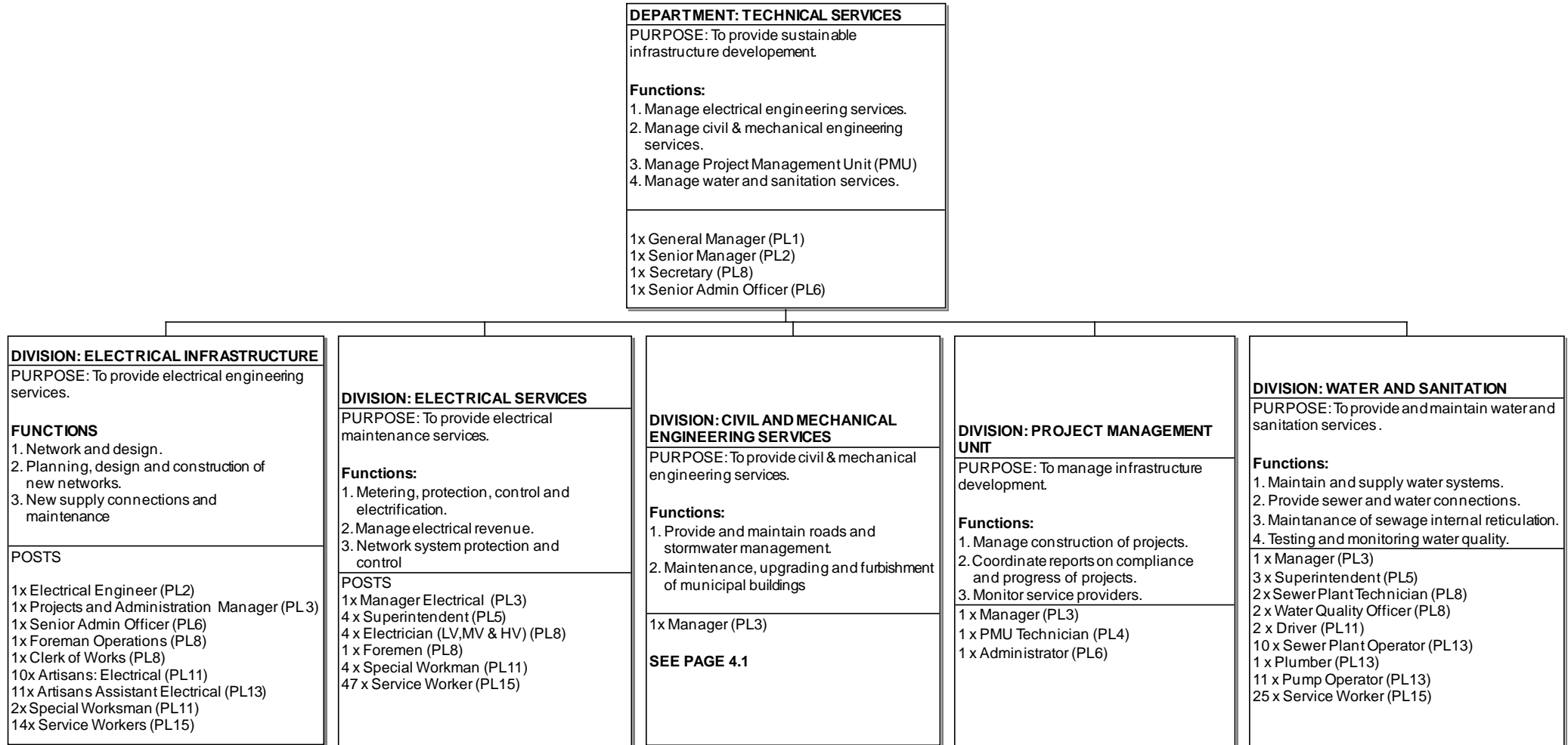
<p>DIVISION: IDP</p>
<p>PURPOSE: To coordinate Intergrated Development Planning and Organisational Performance Management System.</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Draft, review and coordinate the IDP 2. Align IDP, Budget and Service Delivery Budget Implementation Plan. 3. Monitor organisational performance through Service Delivery Budget Implementation Plan. 4. Coordinate organisational reports.
<p>1 x Manager (PL3) 2 x IDP Officer (PL5)</p>

<p>DIVISION: ECONOMIC DEVELOPMENT</p>
<p>PURPOSE: To coordinate and support Local Economic Development programmes</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Create an enabling environment for SMMEs, Agriculture, Mining, Tourism and Cooperatives. 2. Manage business regulation and licensing. 3. Provision of support and coordination of LED projects 4. Manage Business Registration administration
<p>1 x Manager (PL3) 1 x Senior LED Officer (PL4) 1 x LED Specialist (PL5) 1 x Economic Researcher (PL5) 1 x Mining, SMME & Cooperatives Officer (PL6) 1 x Agricultural Development Officer (PL6) 1 x Business Registration Officer (PL6) 2 x Senior Administrative Officer (PL6) 1 x EPWP & CWP Officer (PL8)</p>

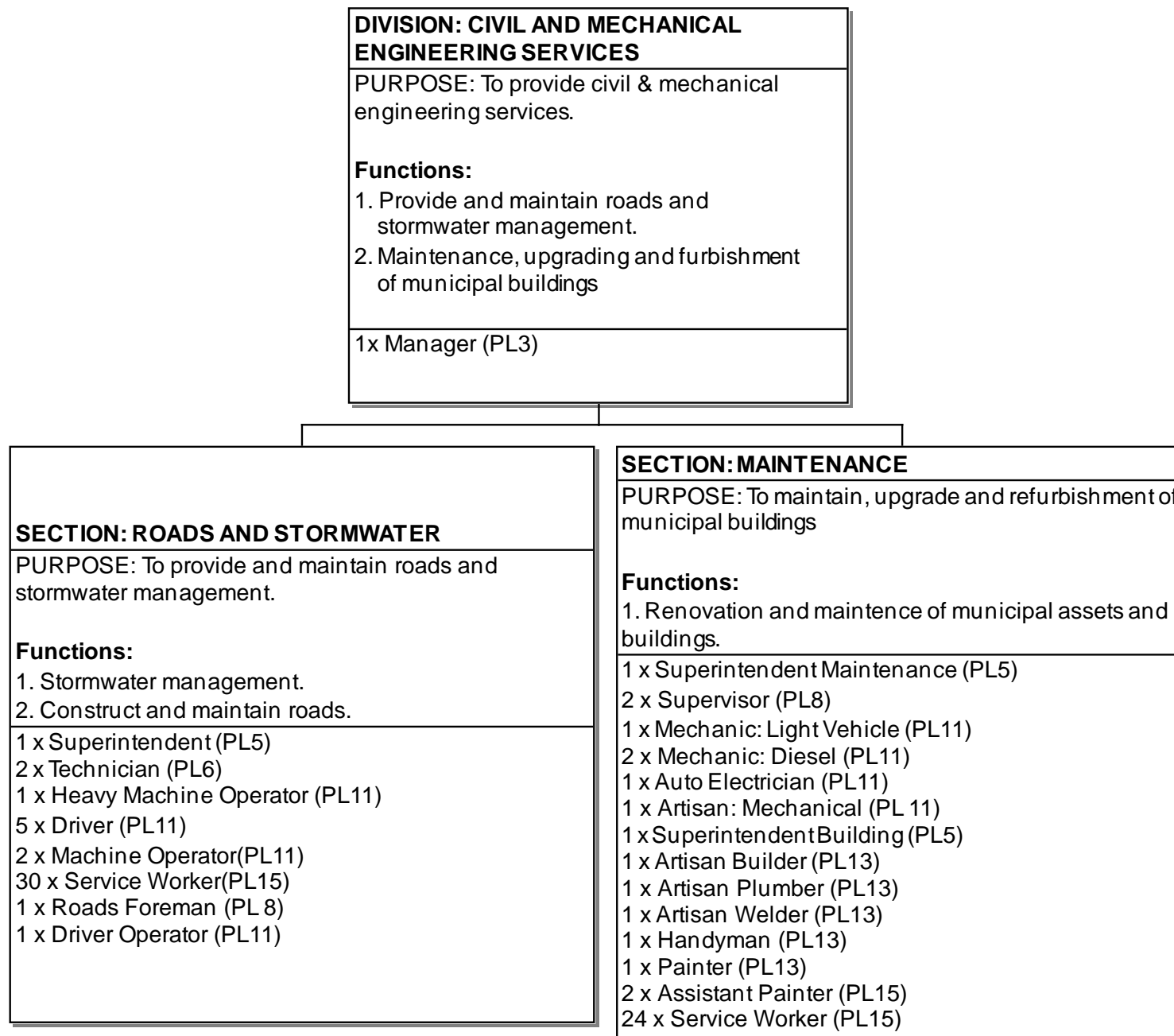
<p>DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT</p>
<p>PURPOSE: To ensure Land Use Management and effective Spatial Planning</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Conduct building inspection. 2. Render survey services. 3. Develop and update Geographical Information System.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

<p>DIVISION: HUMAN SETTLEMENT</p>
<p>PURPOSE: To Coordinate Construction Allocations of IDP and PHP Houses</p>
<p>FUNCTION</p> <p>1.</p>
<p>POSTS</p> <p>1x Manager: Human Settlement (PL3) 1x Senior Housing Administration officer (PL6) 1x Data Capturer (PL8)</p>

ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)



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ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)

<p>DEPARTMENT: COMMUNITY SERVICES</p> <p>PURPOSE: To provide community services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage vehicle testing and licensing services. 2. Manage traffic and protection services 3. Coordinate housing and community services. 4. Manage Library services. 5. Manage waste management and recreation. 6. Manage Satelites Offices.
<p>1x General Manager (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8)</p>

<p>DIVISION: LICENSING AND TESTING SERVICES</p> <p>PURPOSE: To manage licensing and testing services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage registration and licesing of motor vehicles on E-natis. 2. Testing and issuing of road worthy certificates,learners, drivers and professional driving permits. 3. Manage and regulate ranking permits for busses and taxis. 4. Implementation of all Road Traffic Act & Legislations.
<p>1x Manager (PL3) 2 x Management Representative (PL5) 1 x Senior Licensing Officer(PL5) 1 x Senior Examiner For Driving Licences (PL5) 1x Senior Examiner For Motor Vehicles (PL5) 2 x Examiner Of Motor Vehicles (PL6) 4 x Examiner Of Liscenses (PL6) 9 x Licensing Officer (PL8) 1x Records and Filling Clerk (PL11) 1x Pit Assistant (PL11)</p>

<p>DIVISION: TRAFFIC LAW ENFORCEMENT</p> <p>PURPOSE: To manage traffic services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render traffic and hawkers law enforcement. 2. Management of parking,installation of traffic signs and road markings. 3. Coordinate and manage road safety Programmes and scholar patrols. 4. Implementation of all Road Traffic Act and Legislations.
<p>2 x Manager (PL3) 2 x Chief Traffic Officer (Cluster Commander) (PL4) 3 x Superitendent: Law Enforcement (PL5) 6 x Assistant Sup: Law Enforcement (PL6) 40 x Traffic Officer (PL8) 2 x Law Enforcement Officer (PL8) 11 x Traffic Warden (PL9) 1 x Superintendent Admin and Compliance (PL5) 1 x Assistant Sup Admin and Compliance (PL6) 1 x Road Safety Officer (PL8) 1 x Team Leader Roadmarkings & Signage (PL11) 2 x General Assistant Roadmarkings & Signage (PL15) 1 x Senior Admin Officer (PL6) 2 x Admin Officer (PL8) 1 x Filling Clerk (PL10) 2x Cashier (PL8) 2x Registry Clerk (PL8)</p>

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

<p>DIVISION: WASTE MANAGEMENT, PARKS AND RECREATION</p> <p>PURPOSE: To provide waste management and recreation services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage waste, parks and recreation facilities. 2. Refuse collection and management. 3. Develop, operate and maintain Waste management facilities 4. Promote and educate communities on environmental issues. 5. Plan, develop and maintain parks and recreation facilities. 6. Cemetery management. 7. Maintain municipal servitudes.
<p>1x Manager (PL3) 2 x Superitendent (PL5) 2x Environmental Officer (PL6) 4 x Team Leader (PL8) 11 x Driver (PL11) 114 x Service Worker: Refuse (PL15)</p>

ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)

<p>DEPARTMENT: BUDGET AND TREASURY PURPOSE: To manage budget and treasury</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage budget & reporting services. 2. Manage revenue services 3. Manage expenditure. 4. Manage supply chain. 5. Manage financial services.
<p>1x Chief Financial Officer (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8)</p>

<p>DIVISION: BUDGET & REPORTING PURPOSE: To render budget & reporting services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Preparation and management of budget process. 2. Manage financial reporting. 3. Manage budget compliance.
<p>1 x Manager (PL3) 2 x Accountant (PL5) 2 x Budget Officer (PL8)</p>

<p>DIVISION: REVENUE SERVICES PURPOSE: To manage revenue services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage billing systems. 2. Manage debt collection - credit control. 3. Manage indigent support services. 4. Manage property rates and clearances.
<p>1 x Manager (PL3) 1x Senior Accountant (PL4) 3 x Accountant (PL5) 4 x Credit Control Officer (PL8) 1 x Valuation Roll Officer (PL8) 4 x Team Leader/Supervisor (PL8) 1x Indigent Officer (PL8) 5 x Meter Reader (PL9) 7x Cashier (PL9)</p>

<p>DIVISION: EXPENDITURE PURPOSE: To manage expenditure.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage salary payments. 2. Manage creditor payments. 3. Manage petty cash. 4. Manage tax levy.
<p>1 x Manager (PL3) 2 x Senior Accountant (PL5) 2 x Accountant (PL5) 1 x Payroll Officer (PL8) 2 x Creditor Officer (PL8)</p>

<p>DIVISION: SUPPLY CHAIN MANAGEMENT PURPOSE: To manage supply chain.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage procurement services. 2. Manage fleet.
<p>1 x Manager (PL3) 1x Senior Accountant (PL4) 1 x Accountant SCM (PL5) 1 x Contract Management Officer (PL6) 2 x Procurement Officer (PL8)</p>

<p>DIVISION: FINANCIAL MANAGEMENT SERVICES PURPOSE: To manage financial service</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Preparation of financial statement. 2. Maintain and administer financial systems. 3. Manage bank reconciliation and cash flow. 4. Manage control accounts. 5. Coordination of audit functions
<p>1 x Manager (PL3) 1 x Senior Accountant (PL4) 1 x Accountant (PL5) 2 x Financial Management Officer (PL8)</p>

<p>DIVISION: ASSET MANAGEMENT PURPOSE: To manage Assets</p> <p>FUNCTIONS</p> <ol style="list-style-type: none"> 1. Manage assets 2. Manage inventory.
<p>1 x Manager PL 3 1x Senior Accountant (PL4) 1 x Accountant Asset (PL5) 1 x Asset Officer (PL8) 1 x Senior Logistics Officer (PL6) 2 x Admin Officer Logistics (PL8)</p>

ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)

DEPARTMENT: CORPORATE SERVICES PURPOSE: To manage corporate services Functions: 1. Provide human resource services. 2. Provide legal services. 3. Provide ICT services. 4. Provide administration and council support. 5. Manage strategic operations.
1x General Manager (PL1) 1x Senior Manager (PL2) 1x Secretary (PL8)

DIVISION: HUMAN RESOURCE MANAGEMENT PURPOSE: To provide human resource services
Functions: 1. Provide personnel admin services. 2. Provide OD and skills development. 3. Provide labour relations services. 4. Render administration services. 4. Manage facilities.
1x Manager (PL3) SEE PAGE 7.1

DIVISION: LEGAL AND COUNCIL SECRETARIAT SERVICES PURPOSE: To provide legal & legislation; and council secretariat services
Functions: 1. Render legal administration services. 2. Render sale and rental of land services. 3. Draft contract and service level agreement. 4. Render secretariat services to committees.
1 x Manager (PL3) 1 x Legal Advisor (PL5) 1 x Senior Committee Officer (PL6) 2 x Committee Officer (PL8)

DIVISION: ICT PURPOSE: To provide ICT services
Functions: 1. Manage internal and external communication system. 2. Render network administration services. 3. Render data management support. 4. Records and information management. 5. End user support and maintenance
1 x Manager (PL3) 2 x IT Officer (PL6) 1 x Website & Network Administrator (PL6) 4 x Call Center Agent (PL8) 1 x Senior Records Officer (PL6) 1 x Switchboard Operator (PL8) 2 x Records Officer (PL8) 1 x Photocopy Operator (PL10) 2 x Driver (PL11) 2 x Messenger (PL15)

DIVISION: STRATEGIC OPERATIONS PURPOSE: To provide strategic operations services
Functions: 1. Manage organisational PMS. 2. Manage individual PMS. 3. Provide monitoring and evaluation.
1x Manager PMS (PL3) 1x PMS Officer (PL6) 1x M & E Officer (PL6) 1x Data Capture (PL8)

ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2020/2021)

DIVISION: HUMAN RESOURCE MANAGEMENT
PURPOSE: To provide human resource services
Functions: 1. Provide personnel admin services. 2. Provide OD and skills development. 3. Provide labour relations services. 4. Render administration services. 4. Manage facilities.
1x Manager (PL3)

SECTION: PERSONNEL ADMINISTRATION
PURPOSE: To provide personnel administration
Functions: 1. Manage recruitment and selection. 2. Administer benefits. 3. Leave administration.
3 x HRM Practitioner (PL6) 1 x Occupational Health & Safety Officer (PL6) 2x HRM Clerk (PL8) 3 x House Keeping Supervisor (PL10) 31 x Cleaner (PL15)

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

SECTION: EMPLOYEE RELATIONS
PURPOSE: To provide labour relations services & EAP programmes
Functions: 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 Employee Wellness Officer (PL6)