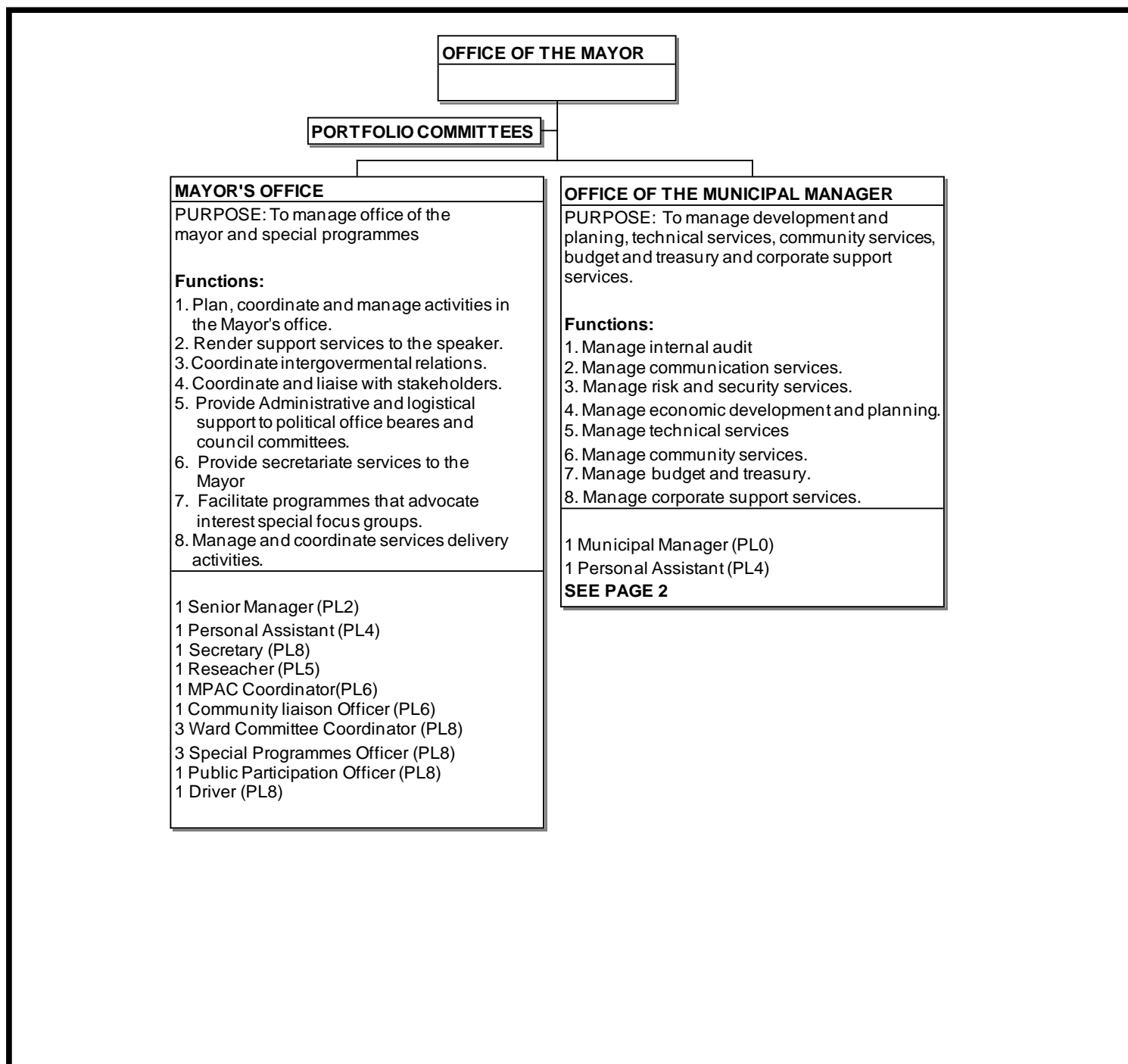


**PROPOSED
ORGANISATIONAL
STRUCTURE FOR
MUSINA LOCAL
MUNICIPALITY
STRUCTURE 10 MARCH
2015**

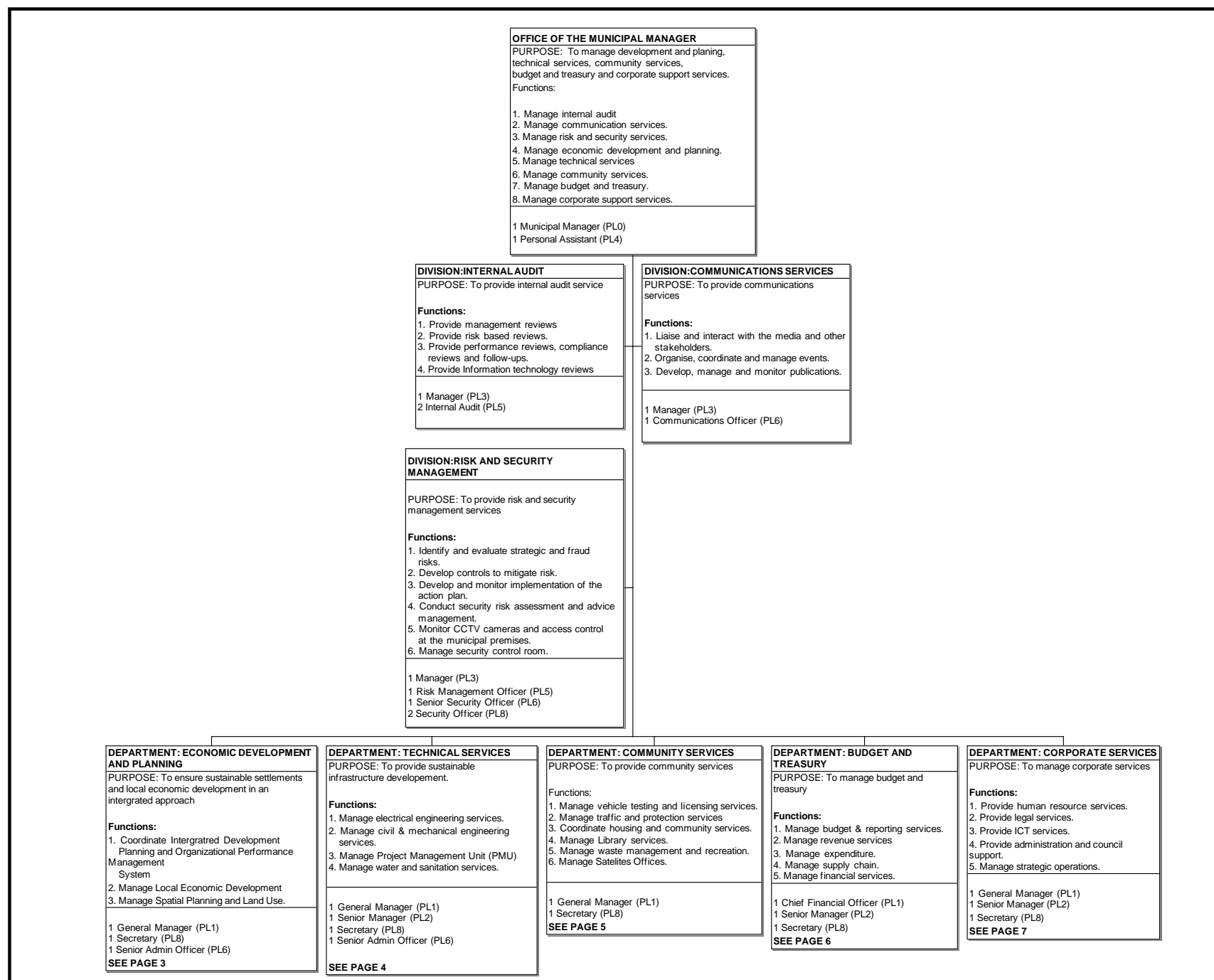
Contents

PROPOSED ORGANISATIONAL STRUCTURE FOR MUSINA LOCAL	1
Contents.....	2
Sub-chart1.....	3
Sub-chart19.....	4
Sub-chart20_Copy2.....	5
Sub-chart20.....	6
Sub-chart14.....	7
Sub-chart18.....	8
Sub-chart15.....	9
Sub-chart9.....	10
Sub-chart9.....	11
Sub-chart8.....	12
Index.....	13

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)



PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)



PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

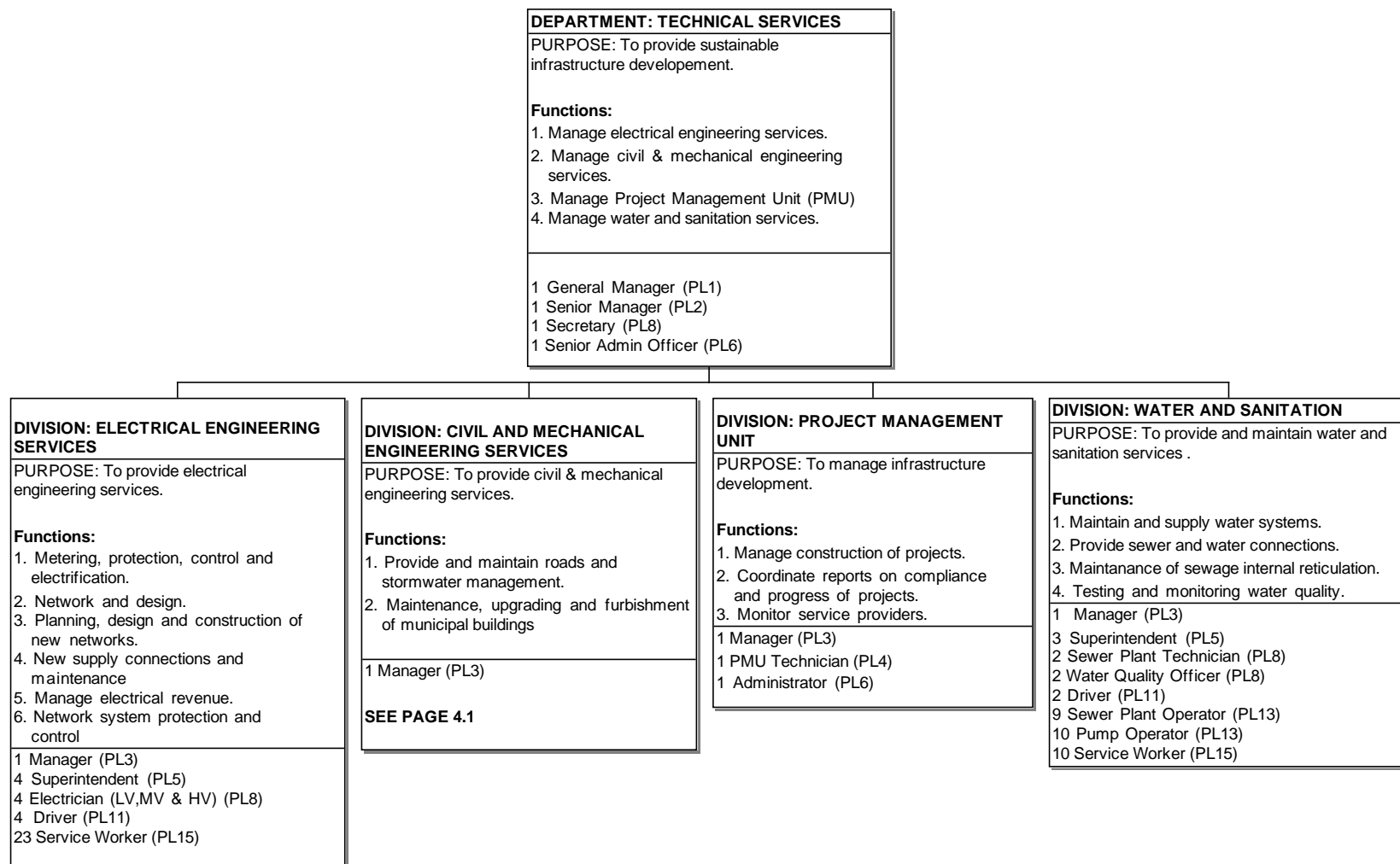
DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
<p>PURPOSE: To ensure sustainable settlements and local economic development in an intergrated approach</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Intergrated Development Planning and Organizational Performance Management System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

DIVISION: IDP
<p>PURPOSE: To coordinate Intergrated Developement 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 Manager (PL3)</p> <p>1 IDP Officer (PL6)</p>

DIVISION: ECONOMIC DEVELOPMENT
<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
<p>1 Manager (PL3)</p> <p>1 LED Officer (PL5)</p> <p>2 Senior Administrative Officer(PL6)</p>

DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT
<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>1 Manager Town Planner (PL3)</p> <p>1 GIS Officer (PL5)</p> <p>2 Building Inspector(PL5)</p> <p>2 Zoning Inspector (PL5)</p> <p>1 Land Surveyor (PL5)</p> <p>1 Land Administration Officer(PL6)</p>

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)



DIVISION: CIVIL AND MECHANICAL ENGINEERING SERVICES
PURPOSE: To provide civil & mechanical engineering services.
Functions: <ol style="list-style-type: none"> 1. Provide and maintain roads and stormwater management. 2. Maintenance, upgrading and refurbishment of municipal buildings
1 Manager (PL3)

SECTION: ROADS AND STORMWATER
PURPOSE: To provide and maintain roads and stormwater management.
Functions: <ol style="list-style-type: none"> 1. Stormwater management. 2. Construct and maintain roads.
2 Technician (PL6) 1 Heavy Machine Operator (PL11) 5 Driver (PL11) 2 Machine Operator(PL11) 30 Service Worker(PL15)

SECTION: MAINTENANCE
PURPOSE: To maintain, upgrade and refurbishment of municipal buildings
Functions: <ol style="list-style-type: none"> 1. Renovation and maintenance of municipal assets and buildings.
1 Maintenance Superintendent (PL5) 2 Supervisor (PL8) 1 Mechanic: Light Vehicle (PL11) 1 Mechanic: Diesel (PL11) 1 Auto Electrician (PL11) 24 Service Worker (PL15)

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

DEPARTMENT: COMMUNITY SERVICES
PURPOSE: To provide community services
Functions: <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.
1 General Manager (PL1) 1 Secretary (PL8)

DIVISION: LICENSING AND TESTING SERVICES PURPOSE: To manage licensing and testing services Functions: <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 proffessional driving permits. 3. Manage and regulate ranking permits for busses and taxis. 4. Implementation of all Road Traffic Act & Legislations.
1 Manager (PL3) 2 Management Representative (PL5) 1 Senior Licensing Officer (PL5) 2 Examiner Of Motor Vehicles (PL6) 4 Examiner Of Lisecenses (PL6) 5 Licensing Officer (PL8) 1 Licensing Assistant (PL11) 1 Pit Assistant (PL11)

DIVISION: TRAFFIC AND PROTECTION SERVICES PURPOSE: To manage traffic services Functions: <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.
1 Manager (PL3) 1 Chief Traffic Officer (PL4) 1 Superintendent: Law Enforcement (PL5) 1 Superintendent Admin and Compliance (PL5) 3 Assistant Sup: Law Enforcement (PL6) 1 Assistant Sup Admin and Compliance (PL6) 1 Senior Admin Officer (PL6) 1 Road Safety Officer (PL8) 2 Admin Officer (PL8) 19 Traffic Officer (PL8) 2 Law Enforcement Officer (PL8) 10 Traffic Warden (PL9) 1 Team Leader Roadmarkings & Signage (PL11) 2 General Assistant Roadmarkings & Signage (PL15)

DIVISION: SOCIAL SERVICES PURPOSE: To provide social services Functions: <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.
1 Manager (PL3) 1 Senior Librarian (PL6) 1 Admin Officer (Disaster and Sports) (PL8) 1 Admin Officer (PL8) 2 Librarian (PL8) 2 Assistant Librarian (PL10) 2 General Clerical Assistant (PL15)

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

DIVISION: SATELITE OFFICES SERVICES PURPOSE: To provide access to Municipal services. Functions: <ol style="list-style-type: none"> 1. Coordinate operations of satelites offices. 2. Facilitate the extention of Municipal services. 3. Manage satelite offices facilities.
1 Manager (PL3) 1 Thusong Centre Coordinator (Madimbo) (PL10) 5 Satelite Office Administrator (PL10) 3 General Assistant (2x Malale, 1x Madimbo) (PL15) 3 Service Worker (PL15)

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

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

SECTION: WASTE MANAGEMENT PARKS AND RECREATION
PURPOSE: To provide waste management, manage parks and recreation services
Functions: 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.
2 Superintendent (PL5) 2 Team Leader (PL8) 7 Driver (PL11) 55 Service Worker: Refuse (PL15)

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

DEPARTMENT: BUDGET AND TREASURY
PURPOSE: To manage budget and treasury
Functions: <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.
1 Chief Financial Officer (PL1) 1 Senior Manager (PL2) 1 Secretary (PL8)

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

DIVISION: REVENUE SERVICES
PURPOSE: To manage revenue services
Functions: <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.
1 Manager (PL3) 3 Accountant (PL5) 4 Credit Control Officer (PL8) 1 Valuation Roll Officer (PL8) 3 Team Leader/Supervisor (PL8) 5 Meter Reader (PL9) 5 Cashier (PL9)

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

DIVISION: SUPPLY CHAIN MANAGEMENT
PURPOSE: To manage supply chain.
Functions: <ol style="list-style-type: none"> 1. Manage procurement services. 2. Manage fleet. 3. Manage assets 4. Manage inventory.
1 Manager (PL3) 1 Accountant Asset (PL5) 1 Accountant SCM (PL5) 1 Contract Management Officer (PL6) 1 Senior Logistics Officer (PL6) 2 Procurement Officer (PL8) 1 Asset Officer (PL8) 2 Admin Officer Logistics (PL8)

DIVISION: FINANCIAL MANAGEMENT SERVICES
PURPOSE: To manage financial service
Functions: <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
1 Manager (PL3) 1 Senior Accountant (PL4) 1 Accountant (PL5)

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

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.
1 General Manager (PL1) 1 Senior Manager (PL2) 1 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.
1 Manager (PL3) SEE PAGE 7.1

DIVISION: LEGAL SERVICES
PURPOSE: To provide legal and legislation services
Functions: 1. Render legal administration services. 2. Render sale and rental of land services. 3. Draft contract and service level agreement.
1 Manager (PL3) 1 Legal Advisor (PL5)

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. End user support and maintenance
1 Manager (PL3) 1 IT Officer (PL6) 1 Website & Network Administrator (PL6) 4 Call Center Agent (PL8)

DIVISION: SECRETARIAT & ADMINISTRATION SUPPORT
PURPOSE: To provide secretariat & administration support
Functions: 1. Render administration services. 2. Records and information management. 3. Manage facilities. 4. Render secretariat services to committees.
1 Manager (PL3) 1 Senior Records Officer (PL6) 2 Committee Officer (PL8) 1 Switchboard Operator (PL8) 2 Records Officer (PL8) 1 Photocopy Operator (PL10) 2 Driver (PL11) 2 Messenger (PL15) 10 Cleaner (PL15)

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

PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

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.
1 Manager (PL3)

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

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 Skills Development Facilitator (PL4) 1 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.
1 Labour Relations Officer (PL6) 1 Occupational Health & Safety Officer (PL6) 1 Employee Wellness Officer (PL6)

Index

DIVISION: BUDGET & REPORTING.....	10
DIVISION: SECRETARIAT & ADMINISTRATION SUPPORT.....	11
SECTION: PERSONNEL ADMINISTRATION.....	12
DEPARTMENT: BUDGET AND TREASURY.....	4, 10
DIVISION: CIVIL AND MECHANICAL ENGINEERING SERVICES.....	6, 7
DIVISION: LICENSING AND TESTING SERVICES.....	8
DIVISION: TRAFFIC AND PROTECTION SERVICES.....	8
DIVISION: WATER AND SANITATION.....	6
SECTION: OD AND SKILLS DEVELOPMENT.....	12
SECTION: ROADS AND STORMWATER.....	7
DIVISION:INTERNAL AUDIT.....	4
DIVISION: SUPPLY CHAIN MANAGEMENT.....	10
PORTFOLIO COMMITTEES.....	3
DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING.....	4, 5
DIVISION: ECONOMIC DEVELOPMENT.....	5
DIVISION: ELECTRICAL ENGINEERING SERVICES.....	6
DIVISION: EXPENDITURE.....	10
DIVISION: ICT.....	11
DIVISION: IDP.....	5
SECTION: MAINTENANCE.....	7
DIVISION: FINANCIAL MANAGEMENT SERVICES.....	10
DIVISION: PROJECT MANAGEMENT UNIT.....	6
DIVISION: WASTE MANAGEMENT, PARKS AND RECREATION.....	8, 9
SECTION: WASTE MANAGEMENT PARKS AND RECREATION.....	9
MAYOR'S OFFICE.....	3
DIVISION: SATELITE OFFICES SERVICES.....	8
DIVISION:STRATEGIC OPERATIONS.....	11
DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT.....	5
SECTION: EMPLOYEE RELATIONS.....	12
DIVISION: HUMAN RESOURCE MANAGEMENT.....	11, 12
DIVISION:RISK AND SECURITY MANAGEMENT.....	4
DEPARTMENT: COMMUNITY SERVICES.....	4, 8
DEPARTMENT: CORPORATE SERVICES.....	4, 11
DEPARTMENT: TECHNICAL SERVICES.....	4, 6
DIVISION: LEGAL SERVICES.....	11
DIVISION: REVENUE SERVICES.....	10
DIVISION: SOCIAL SERVICES.....	8

Index continue...

DIVISION:COMMUNICATIONS SERVICES.....	4
OFFICE OF THE MAYOR.....	3
OFFICE OF THE MUNICIPAL MANAGER.....	3, 4