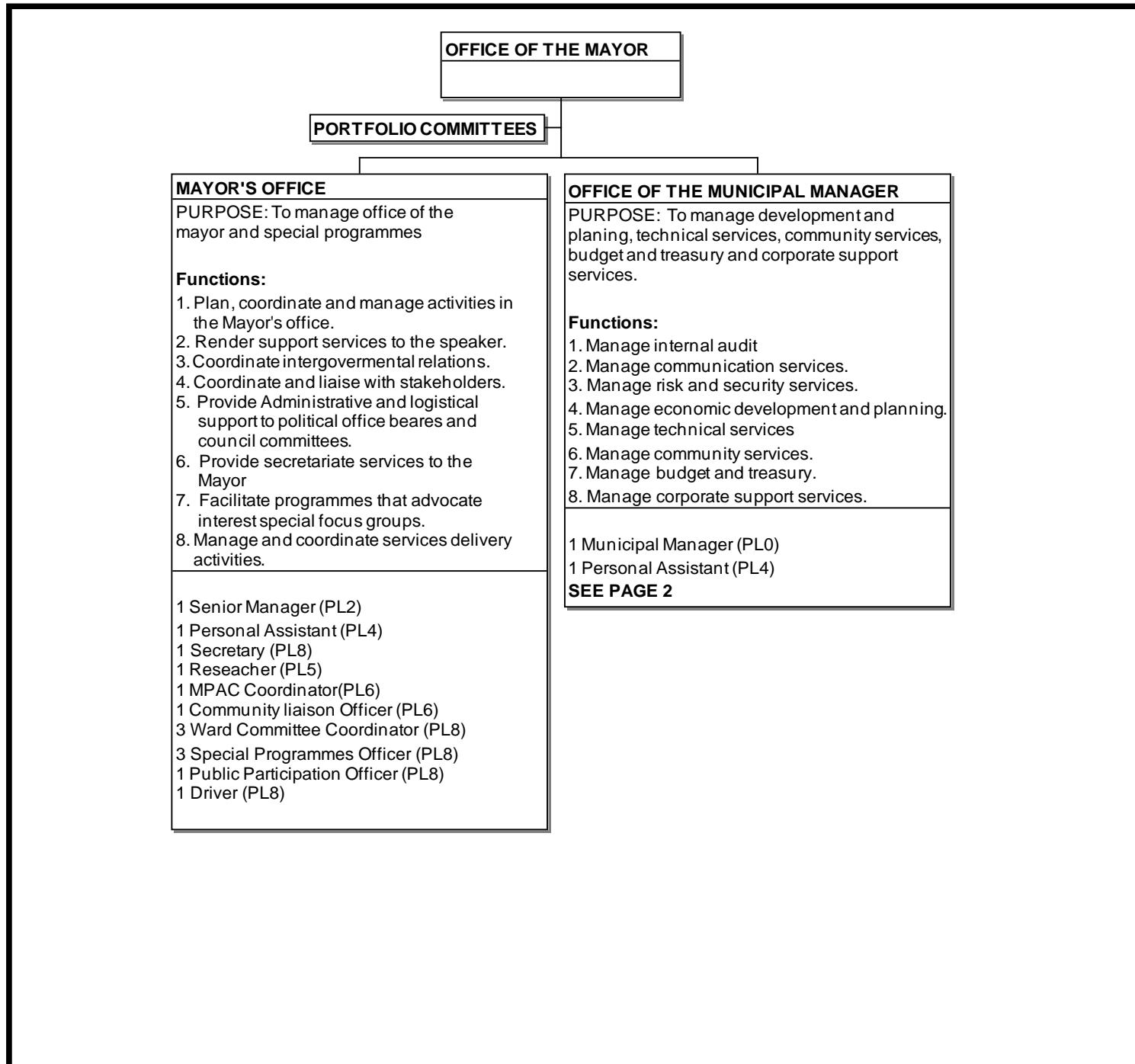


**PROPOSED
ORGANISATIONAL
STRUCTURE FOR
MUSINA LOCAL
MUNICIPALITY
STRUCTURE 10 MARCH
2015**

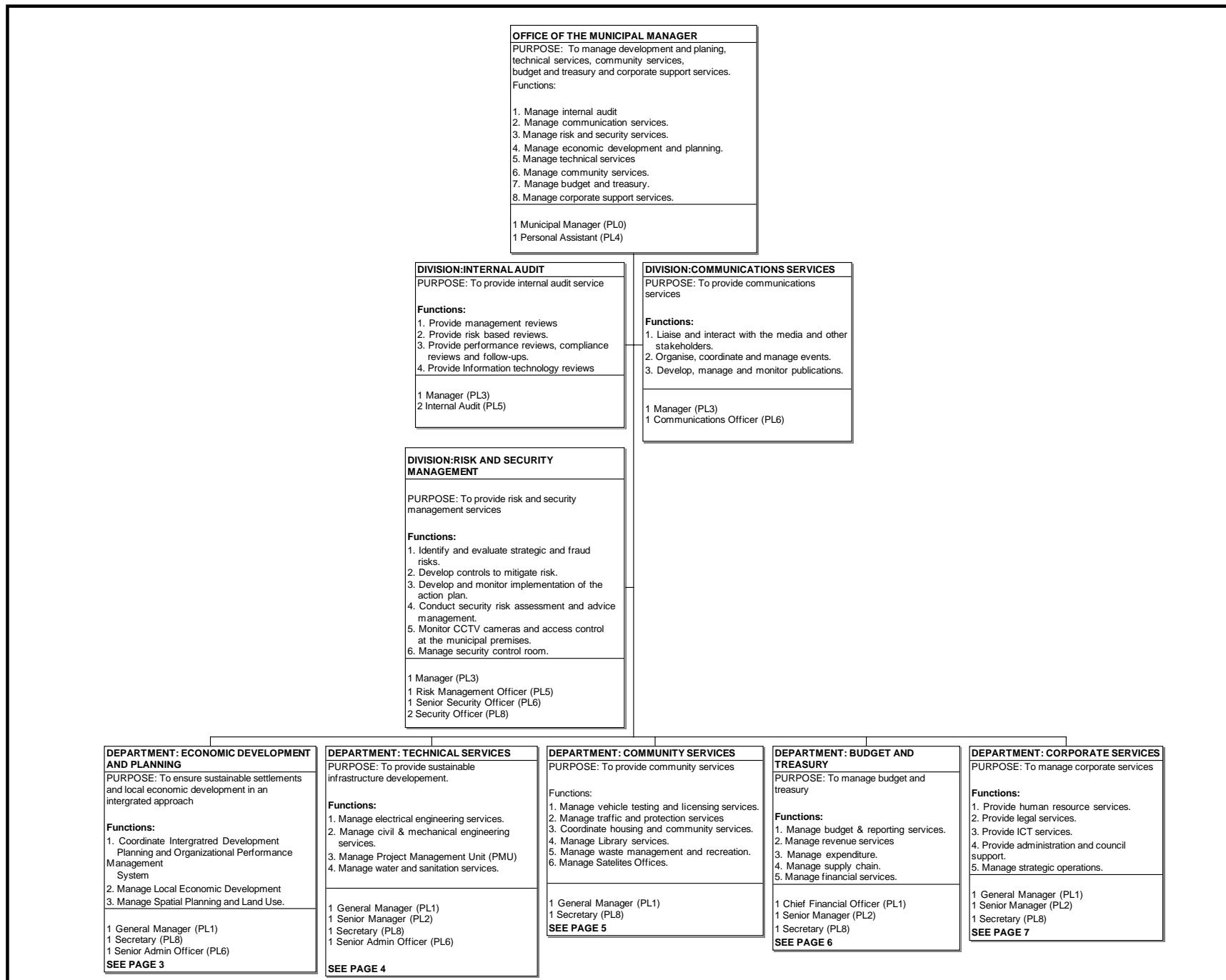
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PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)



PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)



DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

PURPOSE: To ensure sustainable settlements and local economic development in an integrated approach

Functions:

1. Coordinate Integrated Development Planning and Organizational Performance Management System
2. Manage Local Economic Development
3. Manage Spatial Planning and Land Use.

1 General Manager (PL1)
1 Secretary (PL8)
1 Senior Admin Officer (PL6)

DIVISION: IDP

PURPOSE: To coordinate Integrated Development Planning and Organisational Performance Management System.

Functions:

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.

1 Manager (PL3)
1 IDP Officer (PL6)

DIVISION: ECONOMIC DEVELOPMENT

PURPOSE: To coordinate and support Local Economic Development programmes

Functions:

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

1 Manager (PL3)
1 LED Officer (PL5)
2 Senior Administrative Officer (PL6)

DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT

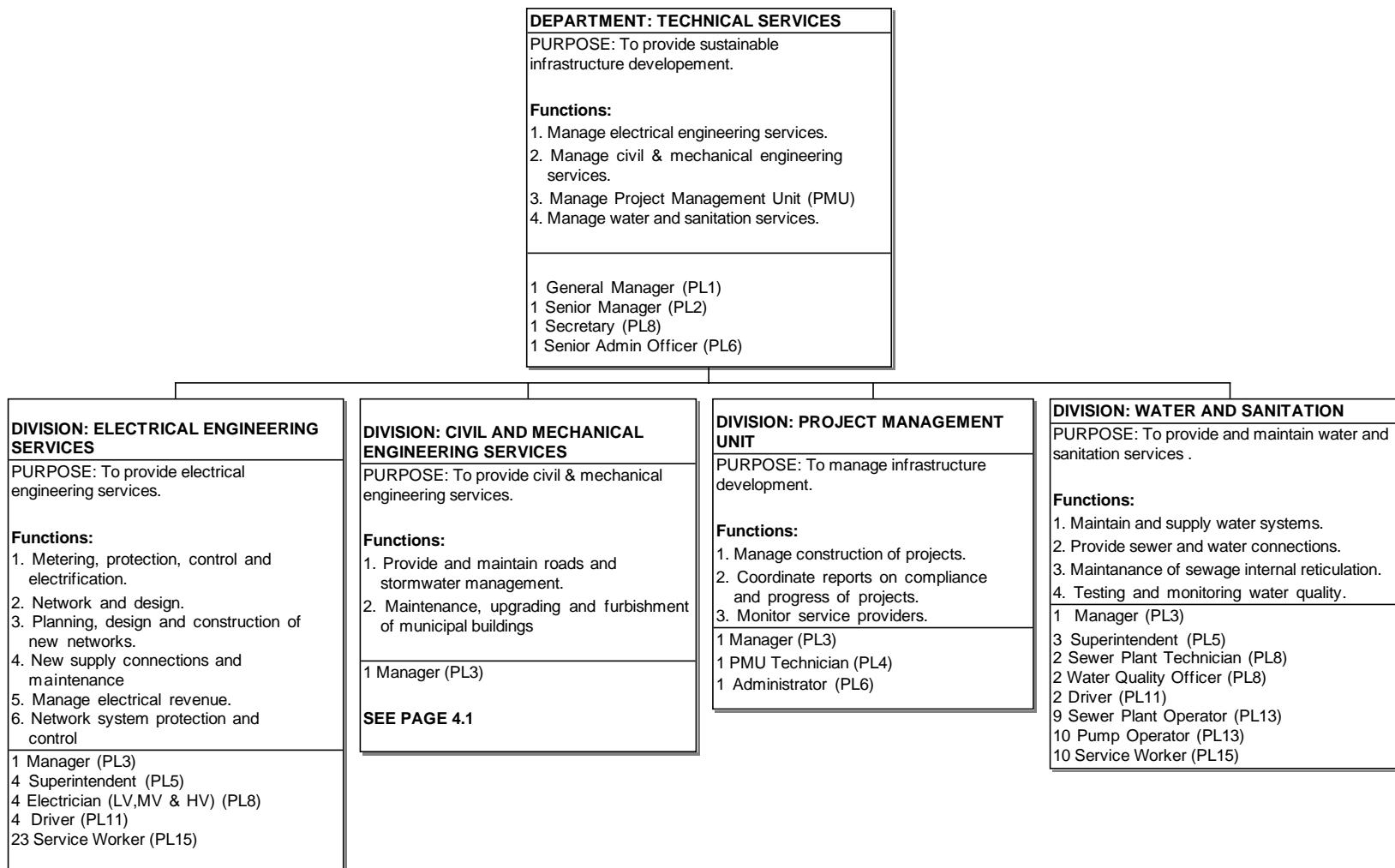
PURPOSE: To ensure Land Use Management and effective Spatial Planning

Functions:

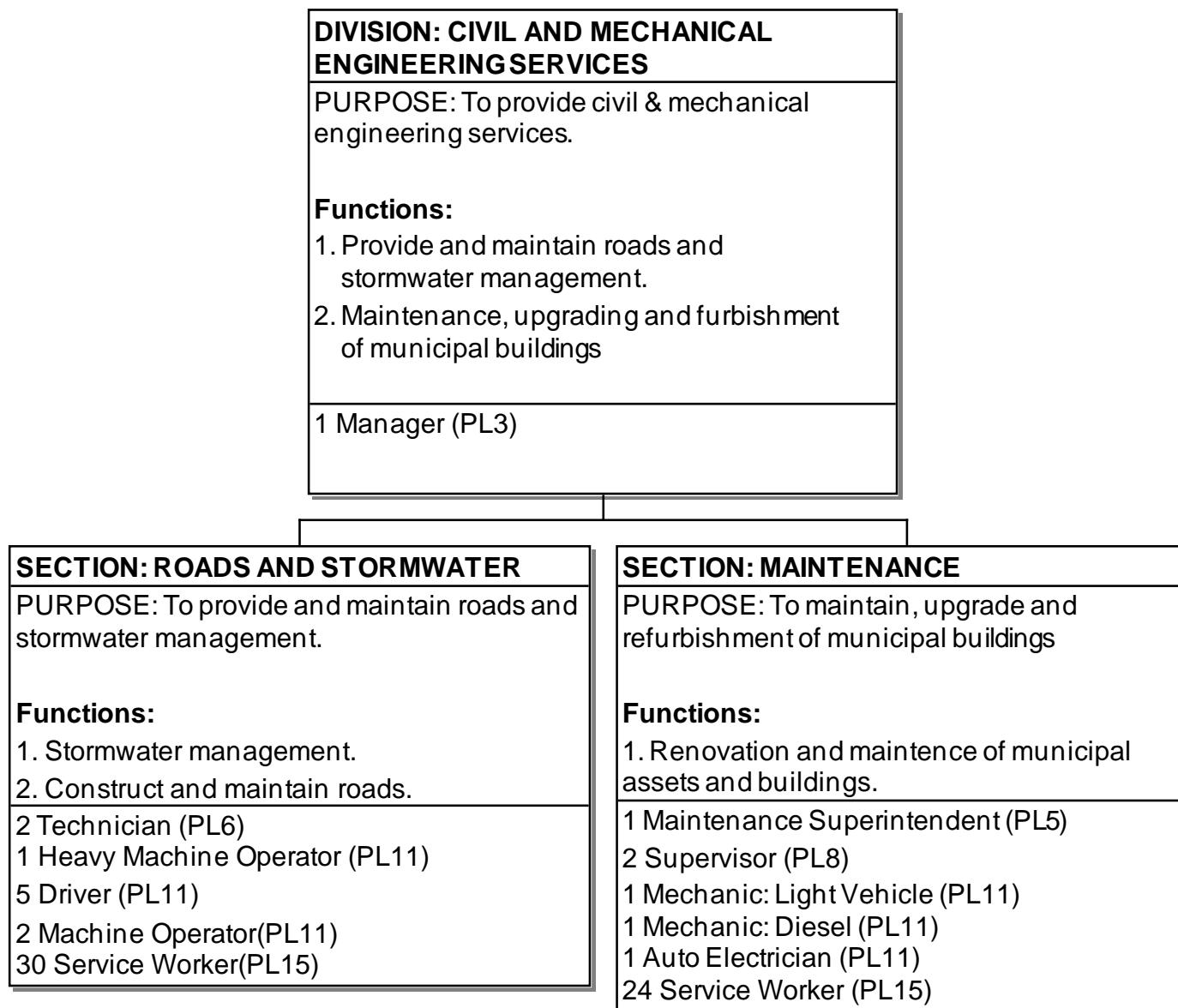
1. Conduct building inspection.
2. Render survey services.
3. Develop and update Geographical Information System.
4. Ensure compliance to Town Planning Scheme and other Planning Legislations.

1 Manager Town Planner (PL3)
1 GIS Officer (PL5)
2 Building Inspector (PL5)
2 Zoning Inspector (PL5)
1 Land Surveyor (PL5)
1 Land Administration Officer (PL6)

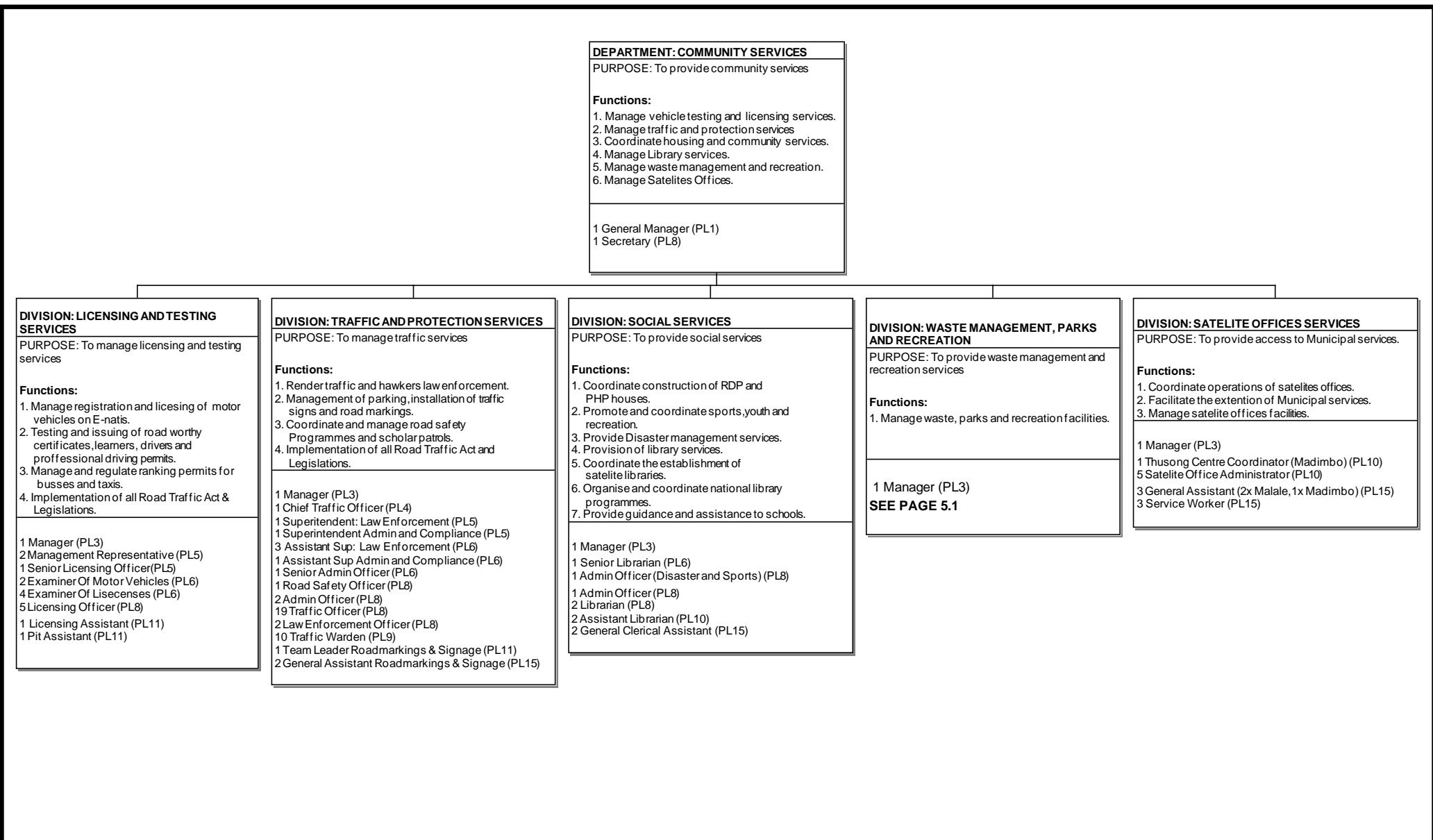
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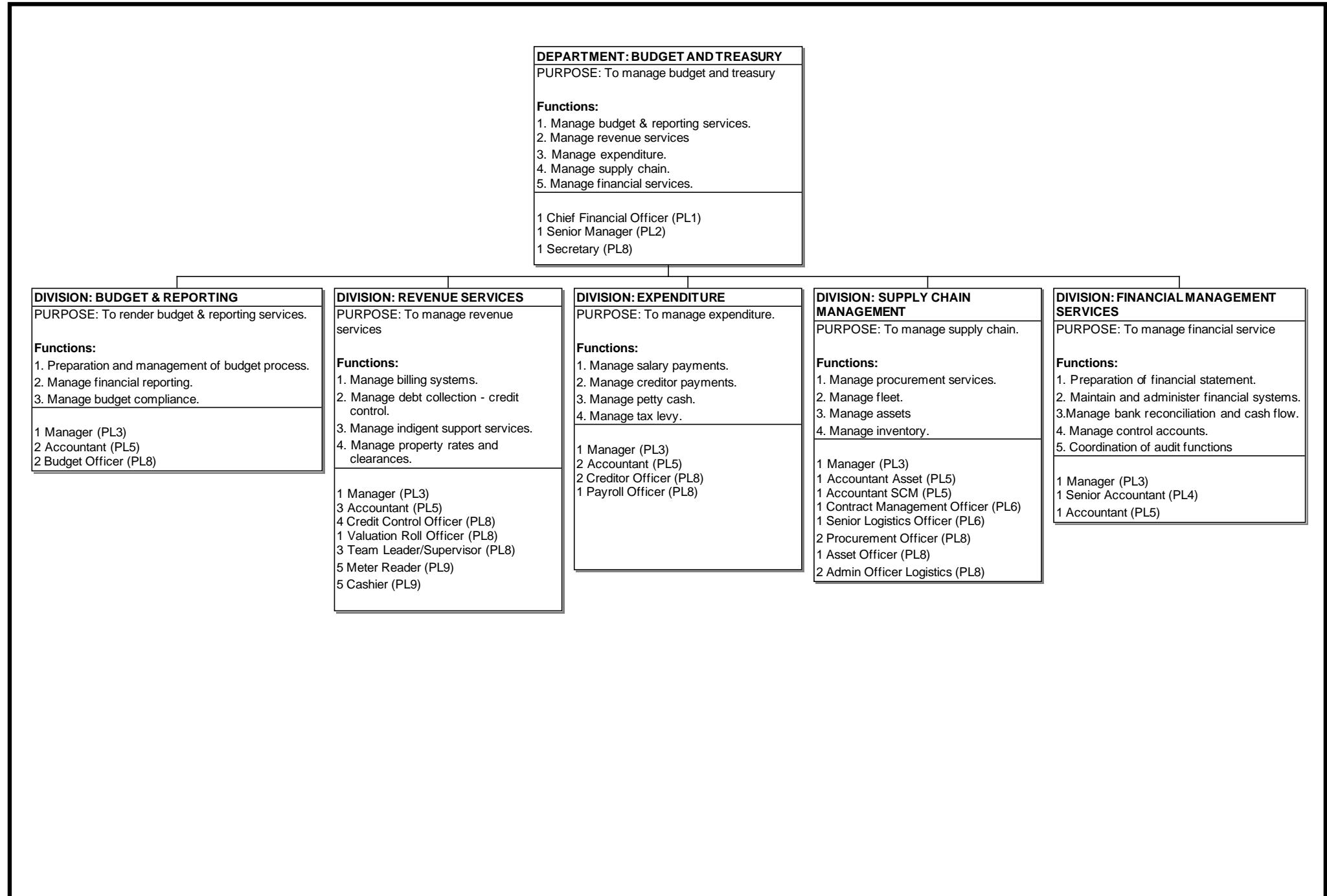
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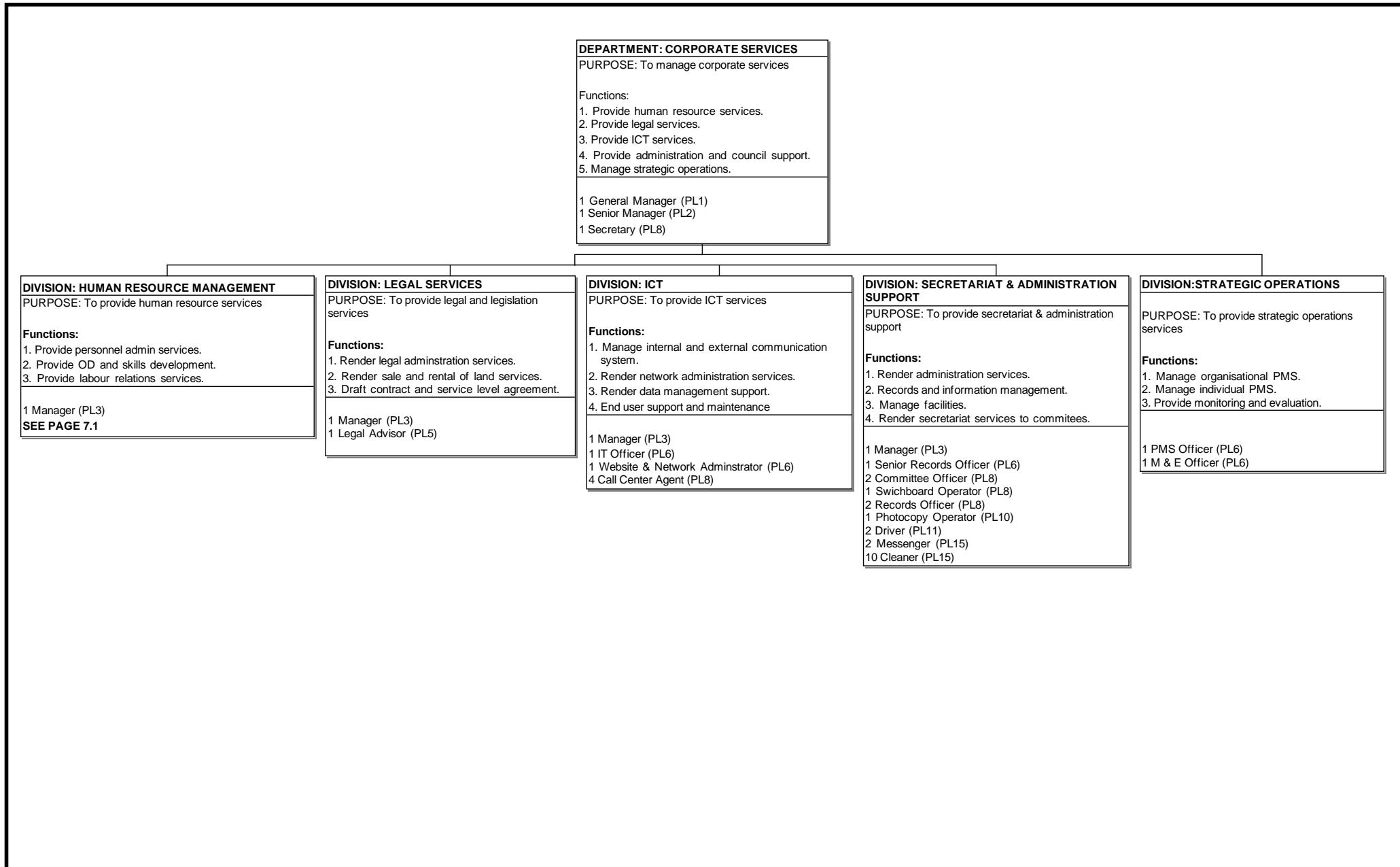
PROPOSED ORGANISATIONAL STRUCTURE: MUSINA LOCAL MUNICIPALITY (2015)

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)



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	<p>DIVISION: HUMAN RESOURCE MANAGEMENT</p> <p>PURPOSE: To provide human resource services</p> <p>Functions:</p> <ol style="list-style-type: none">1. Provide personnel admin services.2. Provide OD and skills development3. Provide labour relations services. <p>1 Manager (PL3)</p>	
<p>SECTION: PERSONNEL ADMINISTRATION</p> <p>PURPOSE: To provide personnel administration</p> <p>Functions:</p> <ol style="list-style-type: none">1. Manage recruitment and selection.2. Administer benefits.3. Leave administration. <p>3 HR Practitioner (PL6)</p>	<p>SECTION: OD AND SKILLS DEVELOPMENT</p> <p>PURPOSE: To provide OD and skills development</p> <p>Functions:</p> <ol style="list-style-type: none">1. Manage skills development.2. Manage employment equity.3. Manage workstudy and process improvement. <p>1 Skills Development Facilitator (PL4)</p> <p>1 Organisational Development Practitioner (PL6)</p>	<p>SECTION: EMPLOYEE RELATIONS</p> <p>PURPOSE: To provide labour relations services & EAP programmes</p> <p>Functions:</p> <ol style="list-style-type: none">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. <p>1 Labour Relations Officer (PL6)</p> <p>1 Occupational Health & Safety Officer (PL6)</p> <p>1 Employee Wellness Officer (PL6)</p>

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