



GREATER GIYANI MUNICIPALITY

2023/2027

APPROVED ORGANISATIONAL STRUCTURE

**The Mayor
Cllr ZITHA T**



Signature

30/05/23

Date

MUNICIPAL COUNCIL

MAYOR

SPEAKER

CHIEF WHIP

OFFICE OF THE MUNICIPAL MANAGER	
PURPOSE:	To provide governance and strategic administrative support.
FUNCTIONS:	<ol style="list-style-type: none"> 1. Lead the development and implementation of municipal strategy. 2. Lead institutional corporate governance. 3. Monitor effectiveness of service delivery. 4. Lead and oversee the performance and functions of various directorates
POSTS:	1x Municipal Manager 1x Personal Assistant

OFFICE OF THE SPEAKER	
PURPOSE:	To structure the two functions of a Municipal Council, i.e. its legislative function and its executive function
FUNCTIONS:	<ol style="list-style-type: none"> 1. Ensuring compliance in the Council and Council committees with the Code of Conduct of Councillors 2. Ensuring that Council meetings are conducted in accordance with the rules and orders of the Council.
POSTS:	1X Secretary 1X VIP Protection 1x Driver/Chauffeur

OFFICE OF THE CHIEF WHIP	
PURPOSE:	Purpose: Coordination activities of political parties in council
FUNCTIONS:	<ol style="list-style-type: none"> 1. Facilitates sound working relationships within political parties in council. 2. Support the functioning of Councillors deployed in various committees
POSTS:	1X Secretary

DIVISION	
OFFICE OF THE MAYOR	
PURPOSE:	To Provide Political Support and Municipal Governance
FUNCTIONS:	<ol style="list-style-type: none"> 1. Manage Stakeholder Engagements and Communication Services. 2. Manage and Monitor the Implementation of Special Programmes.
POSTS:	1x Deputy Director 1x Personal Assistant 2x Special Programmes 1x Driver/Chauffeur 1x VIP Protection

OFFICE OF THE MUNICIPAL MANAGER	
PURPOSE:	To provide governance and strategic administrative support.
FUNCTIONS:	1. Lead the development and implementation of municipal strategy. 2. Lead institutional corporate governance. 3. Monitor effectiveness of service delivery. 4. Lead and oversee the performance and functions of various directorates
POSTS:	1x Municipal Manager 1x Personal Assistant

DIVISION	
INTERNAL AUDIT	
Purpose:	To manage internal audit services.
Functions:	1. Provide management reviews. 2. Manage the development of audit plan. 3. Manage Performance Management and IT Systems audit 4. Manage risk based and Financial Management Systems audit.
Posts:	1x Deputy Director: Internal Auditor 1x Assistant Director: Internal Auditor 1 x Internal Auditor

DEPARTMENT	
CORPORATE SERVICES	
Purpose:	To manage Corporate Strategic Support Services.
Functions:	1. Manage Administration Services 2. Manage Human Resources Services 3. Manage ICT services 4. Manage council administration & public participation 5. Manage the provision of legal support services
Posts:	1x Director: Corporate Services 1x Secretary

DEPARTMENT	
BUDGET AND TREASURY	
PURPOSE:	To manage the financial administration of the Municipality
FUNCTIONS:	1. Manage municipal expenditure 2. Manage revenue services. 3. Manage municipal budget and reporting. 4. Manage supply chain management services.
POSTS:	1 x Chief Financial Officer 1 x Secretary

DEPARTMENT	
TECHNICAL SERVICES	
PURPOSE:	To provide sustainable Infrastructure development services
FUNCTIONS:	1. Manage roads and storm water services 2. Manage Electrical and Mechanical Services 3. Manage Building Services 4. Manage Project Management Unit
Posts:	1x Director: Technical Services 1x Secretary

DEPARTMENT	
COMMUNITY SERVICES	
PURPOSE	To manage community and social services
FUNCTIONS	1. Manage community safety services 2. Manage sports, arts, culture & recreation 3. Manage waste and environmental services 4. Manage disaster services.
POST	1x Director: Community Services 1x Secretary

DEPARTMENT	
DEPARTMENT DEVELOPMENT AND TOWN PLANNING	
PURPOSE:	To render municipal, environmental and local economic development services.
FUNCTIONS:	1. Manage strategic integrated development plans. 2. Manage development support services. 3. Manage local economic development and tourism. 4. Manage spatial planning and land use services
Post	1x Director: Planning & Local Economic Development 1x Secretary

DIVISION	
INSTITUTIONAL PERFORMANCE MANAGEMENT	
Purpose:	To manage institutional performance management
Functions:	1. Develop and manage institutional performance KPA's 2. Align institutional strategy into directorate SBIP's 3. Coordinate and ensure implementation of the institutional performance. 4. Provide institutional performance monitoring support..
Posts:	1 x Deputy Director: IPMS 1x Assistant Director: IPMS 1x Admin Clerk PMS

SUB-DIVISION	
COMMUNICATION & EVENT MANAGEMENT	
PURPOSE:	To render communications services
FUNCTIONS:	1. Manage internal and external communications. 2. Promote public relations. 3. Coordinate event management.
POSTS:	1x Assistant Director: Communications 1x Event Management Officer 1x Customer Care Facilitator

DIVISION	
RISK & SECURITY MANAGEMENT	
PURPOSE:	To provide strategic operational Risk and Security management services.
FUNCTIONS:	1. Manage operational risk management services. 2. Manage security services
POSTS:	1x Deputy Director: Risk & Security Management

DEPARTMENT
CORPORATE SERVICES
PURPOSE: To manage Corporate Strategic Support Services.
FUNCTIONS: 1. Manage Administration Services 2. Manage Human Resources Services 3. Manage ICT services 4. Manage council administration & public participation 5. Manage the provision of legal support services 6. Manage the provision of legal support services.
POSTS: 1x Director: Corporate Services 1x Secretary

HUMAN RESOURCE MANAGEMENT
PURPOSE: To render human resource management services
FUNCTIONS: 1. Manage Human Resources practices and Administration 2. Manage Organizational Development and Design Services 3. Manage Sound Labour Relations matters 4. Manage OHS services & Employee Assistance Programmes 5. Manage individual performance management
POST: 1x Deputy Director: Human Resource Management

DIVISION
LEGAL SERVICES
Purpose To manage the provision of legal support services.
FUNCTIONS 1. Provide a sound legal opinion to Council and administration or municipality. 2. Provide litigations services. 3. Draft and management of contracts and Service Level Agreement (SLA). 4. Provide legal support on drafting policies and bylaws.
Posts: 1 x Deputy Director: Legal Services 1x Admin Officer: Legal Services

DIVISION
COUNCIL AND SUPPORT SERVICES
PURPOSE: To Coordinate council support and public participation services.
FUNCTIONS: 1. Manage public participation. 2. Manage Council support services 3. Manage Council oversight and the implementation of MPAC programmes
POSTS: 1x Deputy Director: Council & Support Services

SUB-DIVISION
RECORDS MANAGEMENT AND ARCHIVE SERVICES
PURPOSE To provide registry and records management services.
FUNCTIONS 1. Provide printing and photocopying services. 2. Provide records management and its distribution. 3. Maintain departmental records and disposal.
POSTS: 1x Assistant Director: Record Management 1x Senior Records Clerk 2x Records Clerk 1x Photocopier 1x Messenger/Driver

DIVISION
INFORMATION COMMUNICATION TECHNOLOGY & RECORDS MANAGEMENT
PURPOSE: To provide effective operation and support of ICT Services and records management
FUNCTIONS: 1. Manage effective ICT governance and ICT services. 2. Manage records and archiving services.
POSTS: 1x Deputy Director: ICT & Records Management

SUB-DIVISION
INFORMATION COMMUNICATION TECHNOLOGY
PURPOSE: To provide effective operation and support of ICT Services and Systems
FUNCTIONS: 1. Manage effective ICT governance and ICT services. 2. Manage the operation and support of ICT services and system services. 3. Coordinate ICT governance. 4. Manage ICT security and user support. 5. Management and maintenance of telephone lines and directory
POSTS: 1x Assistant Director: IT Security & Governance Administrator 1x Network and Server Administrator 1x ICT Systems Support 2x Switchboard Operator

HUMAN RESOURCE MANAGEMENT
PURPOSE: To render human resource management services
FUNCTIONS: 1. Manage Human Resources practices and Administration 2. Manage Organizational Development and Design Services 3. Manage Sound Labour Relations matters 4. Manage OHS services & Employee Assistance Programmes 5. Manage individual performance management
POST: 1x Deputy Director: Human Resource Management

SU-DIVISION INDIVIDUAL PERFORMANCE MANAGEMENT SYSTEMS
Purpose: To manage individual performance management
Functions: 1. Coordinator individual performance management system. 2. Facilitate the development of performance agreements and plan. 3. Facilitate the implementation of performance assessment.
Posts: 1x PMS Officer

SUB-DIVISION HUMAN RESOURCE DEVELOPMENT
Purpose: To facilitate training and skills development services to internal and external stakeholders.
Functions: 1. Coordinate training needs. 2. Develop training plan. 3. Provide training and development services
Posts: 1x Assistant Director: SDF 1x Admin Clerk

SUB-DIVISION ORGANISATIONAL DEVELOPMENT
PURPOSE: To provide Organisational Development and Human Resource Planning.
FUNCTIONS: 1. Conduct work study investigations. 2. Design and Maintain organisational structure. 3. Develop and coordinate procedure manuals 4. Facilitate the development and coordination of job descriptions. 5. Conduct job evaluation processes. 6. Coordinate HRP and EE plans
POSTS: 1x Assistant Director : Organisational Development

SUB-DIVISION LABOUR RELATIONS
PURPOSE: To provide and facilitate labour relation services
FUNCTIONS: 1. Coordinate employee grievances 2. Coordinate labour disputes. 3. Coordinate collective bargaining processes. 4. Advise management on labour matters
POST: 1x Assistant Director: Labour Relations 1x Labour Relations Officer

SUB-DIVISION OHS AND EAP SERVICES
PURPOSE: To facilitate OHS and EAP services.
FUNCTIONS: 1. Coordinate OHS services. 2. Coordinate EAP services.
POST: 1x Assistant Director: OHS & EAP 1x OHS Officer 1x EAP Officer

SUB-SECTION ADMINISTRATION AND AUXILIARY SERVICES
PURPOSE: To provide office administration & auxiliary services
FUNCTIONS: 1. Coordinate Council boardroom bookings 2. Provision of auxiliary services. 3. Cleaning of Council buildings
POST: 1x Admin Officer 1x Supervisor-Cleaning Services 20x Cleaners

SUB-DIVISION HUMAN PRACTICE AND ADMINISTRATION
PURPOSE: To provide human resources administration and condition of services
FUNCTIONS: 1. Provide recruitment and selection services. 2. Coordinate employee benefits 3. Maintain employees records
POST: 1x Assistant Director: Human Practice & Administration 1x Personnel Officer 2x Personnel Clerk

DIVISION
COUNCIL AND SUPPORT SERVICES
PURPOSE: To Coordinate council support and public participation services.
FUNCTIONS: 1. Manage public participation. 2. Manage Council support services 3. Manage Council oversight and the implementation of MPAC programmes
POSTS: 1x Deputy Director: Council & Support Services

SUB-DIVISION
PUBLIC PARTICIPATION
PURPOSE: To facilitate public participation and public relations.
FUNCTIONS: 1. Coordinate public participation and stakeholder engagement. 2. Establish and manage the functioning of ward committees.
POSTS: 1X Assistant Director: Public Participation 1X Public Participation Officer 2X Community Development Clerk

SUB-DIVISION
COUNCIL SECRETARIAT
PURPOSE: To provide administration and council support services.
FUNCTIONS: 1. Coordinate secretariat services to council and council structures. 2. Coordinate capacity building & councilor welfare
POSTS: 1 xAssistant Director: Council Secretariat 2 x Admin Officer 4 x Admin Clerk

SUB-DIVISION
MPAC SUPPORT
PURPOSE: To oversight & account to the implementation programmes & plans consistent with the policy , legislation and the constitution.
FUNCTIONS: 1. Exercise oversight over the executive functionaries of council. 2. Ensure good governance in the municipality and the entities. 3. Conduct reaserch on MPAC.
POSTS: 1x Assistant Director: MPAC Researcher

DEPARTMENT
BUDGET AND TREASURY
PURPOSE: To manage the financial administration of the Municipality
FUNCTIONS: 1. Manage municipal expenditure 2. Manage revenue services. 3. Manage municipal budget and reporting. 4. Manage supply chain management services.
POSTS: 1 x Chief Financial Officer 1 x Secretary

DIVISION
BUDGET PLANNING AND REPORTING
PURPOSE: To provide and facilitate budget planning processes and reporting
FUNCTIONS: 1. Manage and facilitate of the budget planning processes 2. Manage and facilitate of the budget reporting 3. Report and compile of Annual Financial Statements 4. Manage & coordinate bank reconciliation 5. Coordination of budget planning processes.
POSTS: 1x Deputy Director: Budget & Reporting

DIVISION
EXPENDITURE
PURPOSE: To provide municipal expenditure.
FUNCTIONS: 1. Manage Municipal Payroll System. 2. Manage creditor's payments and reconciliation.
POSTS: 1x Deputy Director: Expenditure

DIVISION
SUPPLY CHAIN MANAGEMENT
PURPOSE: To provide supply chain services
FUNCTIONS: 1. Manage demand and logistics/stores services. 2. Manage acquisition and disposal services. 3. Manage assets 4. Manage compliance in Supply Chain operations
POSTS: 1 x Deputy Director: SCM

DIVISION
REVENUE
PURPOSE: To provide revenue management services
FUNCTIONS: 1. Manage billing system and collection 2. Manage cash control services 3. Manage credit control services
POSTS: 1 x Deputy Director: Revenue

DIVISION
BUDGET PLANNING AND REPORTING
PURPOSE: To provide and facilitate budget planning processes and reporting
FUNCTIONS: 1. Manage and facilitation of the budget planning processes 2. Manage and facilitate of the budget reporting 3. Report and compile of Annual Financial Statements 4. Manage & coordinate bank reconciliation 5. Coordination of budget planning processes.
POSTS: 1x Deputy Director: Budget & Reporting

SUB-DIVISION
BUDGET PLANNING
PURPOSE: To manage and coordinate budget process
FUNCTIONS: 1. Manage budget planning process. 2. Monitor budget implementation.
POSTS: 1x Assistant Director: Budget 1x Accountant: Budget 1x Senior Clerk: Budget

SUB-DIVISION
REPORTING
PURPOSE: To ensure sound financial management through quality reporting
FUNCTIONS: 1. Reporting and preparation of annual financial statements. 2. Cash management 3. Preparation of MFMA compilation report
POSTS: 1x Assistant Director: Reporting 1x Accountant: Reporting 1x Senior Clerk: Reporting

SUB-DIVISION
ANNUAL FINANCIAL STATEMENT
PURPOSE: To coordinate annual financial statements
FUNCTIONS: 1. Compile of Annual Financial Statements 2. Report and compile Compliance Reports
POSTS: 1x Assistant Director: AFS 1x Senior Clerk: VAT 1x Senior Clerk: AFS

DIVISION
EXPENDITURE
PURPOSE: To provide municipal expenditure.
FUNCTIONS: 1. Manage Municipal Payroll System. 2. Manage creditor's payments and reconciliation.
POSTS: 1x Deputy Director: Expenditure

SUB - DIVISION
PAYROLL
PURPOSE: To administer Municipal Payroll System .
FUNCTIONS: 1. Administrate and calculation of salaries. 2. Administrate payment of employee's salaries and third party dues
POSTS: 1x Assistant Director: Payroll 1x Accountant: Payroll 1x Senior Clerk: Payroll 3x Payroll Clerk

SUB - DIVISION
CREDITORS PAYMENTS AND RECONCILIATION
PURPOSE: To administor trade, sundry creditors payments and reconciliation services.
FUNCTIONS: 1. Render sundry creditors and reconciliation services. 2. Provide trade creditors and reconciliation services. 3. Provide reconciliation of creditors payments.
POSTS 1x Assistant Director: Creditors payments & Reconciliation 1x Accountant: Creditors payments & Reconciliation 2x Senior Clerk: Payment 1x Payment Clerk

DIVISION
REVENUE
PURPOSE: To provide revenue management services
FUNCTIONS: 1. Manage billing system and collection 2. Manage cash control services 3. Manage credit control services
POSTS: 1 x Deputy Director: Revenue

SUB-DIVISION
METERING AND BILLING MANAGEMENT
PURPOSE: To provide metering and billing services
FUNCTIONS: 1. Provide billing and collection services 2. Render meter reading services
POSTS: 1 x Assistant Director: Metering & Billing 1x Accountant: Property Rates 1x Senior Clerk: Metering & Billing 4 x Billing Clerk 1 x Supervisor: Meter Reader 13 x Meter Reader

SUB-DIVISION
CASH CONTROL MANAGEMENT
PURPOSE: To provide cash control services
FUNCTIONS: 1. Provision of accounts management services. 2. Provision of debt and cash collection.
POSTS: 1x Assistant Director: Cash Control 1x Senior Clerk: Cash Control 2 x Cashier :Cash Control

SUB-DIVISION
CREDIT CONTROL
PURPOSE: To provide credit control services
FUNCTIONS: 1. Provision of credit control services 2. Develop and implement credit control measures.
POSTS: 1 x Assistant Director: Credit Control 1 x Senior Clerk: Credit Control 1 x Clerk: Credit Control 1x Indigent Clerk

DIVISION
SUPPLY CHAIN MANAGEMENT
PURPOSE: To provide supply chain services
FUNCTIONS: 1. Manage demand and logistics/stores services. 2. Manage acquisition and disposal services. 3. Manage assets 4. Manage compliance in Supply Chain operations
POSTS: 1 x Deputy Director: SCM

SUB-DIVISION
ACQUISITION AND DISPOSAL
PURPOSE: To provide acquisition and disposal services
FUNCTIONS: 1. Provision of sourcing and acquisition services. 2. Identification of PPPFA goals. 3. Facilitation of disposal of assets. 4. Conduct expenditure and commodity analysis 5. Manage payable transactions accounts
POSTS: 1x Assistant Director: Acquisition and Disposal 2x Accountant: Acquisition and Disposal 2x Clerk: Acquisition and Disposal

SUB-DIVISION
DEMAND AND LOGISTICS/STORES
PURPOSE: To provide demand and logistics/Stores Services
FUNCTIONS: 1. Coordinate demand management services 2. Coordinate logistics and disposal services
POSTS: 1 x Assistant Director: Demand & Logistics

SUB-DIVISION
COMPLIANCE MANAGEMENT
PURPOSE: To monitor compliance in Supply Chain Management processes
FUNCTIONS: 1. Ensure Procedures, Systems and Controls 2. Management of contract register 3. Coordinate Bid Administration 4. Administration of contract management. 5. Conduct vendor/supplier performance
POSTS: 1x Assistant Director: Compliance Management

SUB-DIVISION
ASSET MANAGEMENT
PURPOSE: To manage municipal assets.
FUNCTIONS: 1. Safeguarding of assets 2. Maintenance of the asset register, stores and logistics management.
POSTS: 1 x Assistant Director: Asset

SUB-SECTION
DEMAND
PURPOSE: To provide demand management services
FUNCTIONS: 1. Maintain suppliers database 2. Manage payable transactions accounts 3. Determine procurement future needs 4. Coordinate procurement and budget processes.
POSTS: 1x Accountant: Demand 1x Clerk: Demand

SUB-SECTION
LOGISTICS/STORES
PURPOSE: To provide logistics and disposal services
FUNCTIONS: 1. Maintain suppliers database 2. Determine procurement future needs 3. Conduct expenditure and commodity analysis 4. Coordinate procurement and budget processes.
POSTS: 1x Senior Clerk : Logistics 2x Clerk: Logistics

SUB-DIVISION
ASSET MANAGEMENT-IMMOVABLE
PURPOSE: To manage immovable municipal assets.
FUNCTIONS: 1. Safeguarding of immovable assets 2. Maintenance of the immovable asset register,
POSTS: 1x Accountant Immovable 1 x Senior Asset Clerk: Immovable 3 x Asset Clerk: Immovable

SUB-DIVISION
ASSET MANAGEMENT-MOVABLE
PURPOSE: To manage movable municipal assets.
FUNCTIONS: 1. Safeguarding of movable assets. 2. Maintenance of the movable asset register,
POSTS: 1 x Accountant : Movable 1 x Senior Asset: Movable 3 x Asset Clerk: Movable

DEPARTMENT
TECHNICAL SERVICES
PURPOSE: To provide sustainable Infrastructure development services
FUNCTIONS: 1. Manage roads and storm water services 2. Manage Electrical and Mechanical Services 3. Manage Building Services 4. Manage Project Management Unit
Posts: 1x Director: Technical Services 1x Secretary

DIVISION
ELECTRICAL & MECHANICAL ENGINEERING SERVICES
PURPOSE: To provide electrical and Mechanical engineering services
FUNCTIONS: 1. Manage electrical services 2. Manage mechanical services. 3. Manage fleet services
Posts: 1x Deputy Director: Electro-Mechanical

DIVISION
PROJECT MANAGEMENT UNIT
PURPOSE: To Manage Project Management Unit
FUNCTIONS: 1. Manage Construction of Projects 2. Coordinate reports on compliance and progress of projects 3. Monitor Service Provides 4. Financial management. 5. Liaise with community members
Posts: 1x Deputy Director: Project Management 1x Assistant Director: Project Management 2x Project Technician 1x EPWP Coordinator 1x Project Admin / Data Capture

DIVISION
ROADS AND STORM WATER
PURPOSE: To provide and maintain roads and Storm Water Infrastructure
FUNCTIONS: 1. Maintenance of storm water services 2. Maintenance of surface and gravel road
POSTS: 1x Deputy Director: Roads and Storm Water 1x Assistant Director: Roads & Storm Water

DIVISION
PROPERTY MANAGEMENT
PURPOSE: To maintain and provide municipal properties
FUNCTIONS: 1. Manage and maintain Building Services
POSTS: 1x Deputy Director: Property Management

DIVISION
ELECTRICAL & MECHANICAL ENGINEERING SERVICES
PURPOSE To provide electrical and Mechanical engineering services
FUNCTIONS 1. Manage electrical services 2. Manage mechanical services. 3. Manage fleet services
Posts: 1x Deputy Director: Electro-Mechanical

SUB-DIVISION
ELECTRICAL ENGINEERING SERVICES
PURPOSE: To provide electrical engineering services
FUNCTIONS: 1. Coordinate electrical construction and Installations 2. Plan and Predictive maintenance 3. Maintain and give expert advice regarding electricity 4. Coordinate clean worksites, storage and safekeeping of electrical tools
POSTS: 1x Assistant Director: Electrical 2x Technician: Electrical 2x Assistant Technician: Electrical 4x General Worker

SUB-DIVISION
MECHANICAL ENGINEERING SERVICES
PURPOSE: To provide mechanical engineering services
FUNCTIONS: 1. Perform mechanical maintenance and repair of plant and vehicles 2. Plan and Predictive maintenance 3. Maintain and give expert advice regarding mechanical matters 4. Coordinate clean worksites, storage and safekeeping of mechanical tools
POSTS: 1x Assistant Director: Mechanical 1x Technician: Mechanical 1x Assistant Technician: Mechanical 2x General Worker

SUB-DIVISION
FLEET MANAGEMENT
PURPOSE: To render fleet management services
FUNCTIONS: 1. Provision of acquisition of pool and subsidized vehicles. 2. Maintenance and updating of vehicle utilization records. 3. Administration of log sheets and accidents Claims 4. Administration of pool vehicle Payments documents. 5. Ensure allocation of fleet and safety of vehicles
POSTS: 1 x Assistant Director: Fleet Management 1 x Admin Officer : Fleet Management 2 x Admin Clerk: Fleet Management

DIVISION
ROADS AND STORM WATER
<u>PURPOSE:</u> To provide and maintain roads and Storm Water Infrastructure
<u>FUNCTIONS:</u> 1. Maintenance of storm water services 2. Maintenance of surface and gravel road
<u>POSTS:</u> 1x Deputy Director: Roads and Storm Water 1x Assistant Director: Roads & Storm Water

SUB-DIVISION
STORM WATER
<u>PURPOSE:</u> To provide road cleaning weed control services.
<u>FUNCTIONS</u> 1. Maintenance of weed on the side walk 2. Provision of cleaning of roads.
<u>POSTS:</u> 1x Foreman 10x General Workers

SUB-DIVISION
ROAD PATCHING/SURFACE & GRAVEL ROAD MAINTENANCE
<u>PURPOSE:</u> To provide road maintenance.
<u>FUNCTIONS:</u> 1. Maintenance of roads. 2. Maintenance of sidewalks.
<u>POSTS:</u> 1x Superintendent 2x Foreman 10x Plant Operator 8x Truck Driver 23x General Worker

DIVISION
PROPERTY MANAGEMENT
PURPOSE: To maintain and provide municipal properties
FUNCTIONS: 1.. Manage and maintain Building Services
POSTS: 1x Deputy Director: Property Management

SUB-DIVISION
BUILDING MAINTENANCE
PURPOSE: To Maintain Building Services
FUNCTIONS: 1. Install and the maintenance of pipes, for water distribution and waste water disposal in residential, commercial and industrial buildings 2. Coordinate the maintenance of municipal building to ensure that buildings are safe 3. Coordinate the maintenance of municipal building and furniture to ensure that buildings are safe in terms of carpentry activities. 4. Coordinate building or repairing walls in accordance with construction plans
POSTS: 1x Senior Artisan Foreman

SUB-DIVISION
BUILDING MAINTENANCE
PURPOSE: To Maintain Building Services
FUNCTIONS: <ol style="list-style-type: none"> 1. Install and the maintenance of pipes, for water distribution and waste water disposal in residential, commercial and industrial buildings 2. Coordinate the maintenance of municipal building to ensure that buildings are safe 3. Coordinate the maintenance of municipal building and furniture to ensure that buildings are safe in terms of carpentry activities. 4. Coordinate building or repairing walls in accordance with construction plans
POSTS: 1x Senior Artisan Foreman

SECTION
CARPENTRY
PURPOSE: To provide the maintenance of municipal building and furniture to ensure that buildings are safe in terms of carpentry activities.
FUNCTIONS: <ol style="list-style-type: none"> 1. Maintain municipal buildings and facilities 2. Coordinate carpentry and other related services 3. Manage administration of carpentry services
POSTS: 1x Senior Carpenter 1x Carpenter 4x General Worker

SECTION
PLUMBING
PURPOSE: To provide the installation, repair and maintenance of pipes/plumbing services.
FUNCTIONS: <ol style="list-style-type: none"> 1. Install, repair and maintain plumbing systems and components 2. Maintain all building codes, installation requirements and relevant legislation 3. Administer and schedule work
POSTS: 1x Senior Plumbers 4x Plumbers 16x General Worker

SECTION
BUILDING & PAINTING
PURPOSE: To provide building or repairing walls in accordance with construction plans
FUNCTIONS: <ol style="list-style-type: none"> 1. Provide bricklaying activities 2. Provide plastering activities 3. Manage all the masons activities 4. Provide painting activities
POSTS: 1x Senior Masons 4x Masons 14x General Worker

DEPARTMENT
COMMUNITY SERVICES
PURPOSE: To manage community and social services
FUNCTIONS: 1. Manage community safety services 2. Manage sports, arts, culture & recreation 3. Manage waste and environmental services 4. Manage disaster services.
POST: 1x Director: Community Services 1x Secretary

DIVISION
ENVIRONMENTAL SERVICES
PURPOSE: To manage environmental health and waste management services
FUNCTIONS: 1. Manage Environmental waste 2. Manage waste services 3. Manage Parks and Cemetery 4. Manage disaster services.
POSTS: 1x Deputy Director: Environmental Services

DIVISION
COMMUNITY SAFETY SERVICES
PURPOSE: To manage Traffic and Licensing services.
FUNCTIONS: 1. Manage traffic services 2. Manage Licensing services
POSTS: 1 x Deputy Director: Community Safety Services

DIVISION
SPORTS, ART, CULTURE & RECREATION
PURPOSE: To provide Sports, Arts, Culture and Recreation Services
FUNCTIONS: 1. Manage sports, arts, culture and recreation services 2. Manage library services
POST: 1x Deputy Director: Sports, Art, Culture & recreation

DIVISION
ENVIRONMENTAL SERVICES
PURPOSE: To manage environmental health and waste management services
FUNCTIONS: 1. Manage Environmental waste 2. Manage waste services 3. Manage Parks and Cemetery 4. Manage disaster services.
POSTS: 1x Deputy Director: Environmental Services

SUB-DIVISION
PARKS AND CEMETERY
PURPOSE To Manage Parks and Cemeteries
Functions 1. Render greening campaign and tree planting 2. Maintenance of Parks and Cemeteries
Posts 1x Senior Admin Clerk 1x Horticulturist 1x Admin Clerk 2x Supervisor 30x General Worker 2x Small Plant Operator(Loan Mower)

SUB-DIVISION
ENVIRONMENT & WASTE MANAGEMENT
PURPOSE To manage environmental health and waste management services
Functions 1. Coordinate landfill site operations 2. Coordinate waste management.
Posts 1x Assistant Director: Environment & Waste Management 3x Environment Officer

SUB-DIVISION
DISASTER MANAGEMENT
Purpose: To provide disaster management services.
Functions: 1. Develop disaster risk management plan 2. Conduct risk assessment. 3. Develop risk reduction strategy 4. Coordinate response and recovery
Posts: 1x Assistant Director: Disaster Management 1x Disaster Management Officer 1x Senior Admin Clerk: Disaster Management

SUB-DIVISION
ENVIRONMENT & WASTE MANAGEMENT
PURPOSE To manage environmental health and waste management services
Functions 1. Coordinate landfill site operations 2. Coordinate waste management.
Posts 1x Assistant Director: Environment & Waste Management 3x Environment Officer

SUB-SECTION
WASTE MANAGEMENT
PURPOSE To coordinate waste management services
Functions 1. Coordinate waste disposal sites and recycling facilities 2. Coordinate teams of garbage or recycling collectors
Posts 1x Superintendent Refuse Removal 1x Supervisor (Refuse Removal) 8x Operator Driver 2x Truck Driver 25x General Workers

SUB-SECTION
LANDFILL
PURPOSE To provide landfill site operations
Functions 1. Directs vehicles to correct dumping locations 2. Ensures proper handling and disposal of trash and recyclables 3. Maintains logs and records detailing disposal of hazardous waste materials
Posts 1x Supervisor (Landfill) 2x Landfill Site Plant Operator 1x Landfill Site Spotter 1x Admin Clerk: Weigh bridge Operator 5x General Workers

DIVISION
SPORTS, ART, CULTURE & RECREATION
PURPOSE: To provide Sports, Arts, Culture and Recreation Services
FUNCTIONS 1. Manage sports, arts, culture and recreation services 2. Manage library services
POST: 1x Deputy Director: Sports, Art, Culture & recreation

SUB-DIVISION
SPORTS, ARTS AND CULTURE
PURPOSE: To coordinate sports, arts and culture activities, support, preserve and promotes heritage in the cultural activities
FUNCTIONS: 1. Coordinate Arts and Culture services 2. Research and promotes talent locally. 3. Preserve information and artefacts 4. Act as Art and Culture ambassador 5. Coordination of all sporting codes activities. 6. Render gardening and cleaning services
POSTS: 1x Assistant Director: Sports, Arts & Culture 1x Sports Coordinator 1x Senior Admin Clerk 3x Supervisor 40x General Workers

SUB-DIVISION
LIBRARY SERVICES
PURPOSE To provide library and research services for the information and maintenance of the library and its collections
FUNCTIONS: 1. Provide effective access to library collections & resources 2. Maintain the information/organization of library materials 3. Provide library services in response to the information needs of library users
POSTS: 1x Librarian

DIVISION
COMMUNITY SAFETY SERVICES
PURPOSE: To manage Traffic and Licensing services.
FUNCTIONS: 1. Manage traffic services 2. Manage Licensing services
POSTS: 1 x Deputy Director: Community Safety Services

SUB-DIVISION
LICENSING SERVICES
PURPOSE: To coordinate and manage licensing services.
FUNCTIONS: 1. Identify Road Safety strategy and statutory requirements and defines, implements and monitors the short term plans 2. Implement procedures, systems and controls to regulate specific work sequences 3. Monitors and performs applications/ procedures associated with testing and certification of driver and vehicle road worthiness applications. 4. Co-ordinates administrative and reporting requirements associated with the key performance and result indicators of the functionality.
POSTS: 1x Chief Licensing Officer

SUB-DIVISION
TRAFFIC SERVICES
PURPOSE: To manage traffic services and promote road safety through effective and efficient law enforcement in the jurisdiction area
FUNCTIONS 1. Manage the implementation of operational law enforcement plan. 2. Enforce road traffic ,public passenger, transport legislation and other relevant legislations. 3. Manage joint law enforcement activities and project(co-operative). 4. Manage traffic control to ensure crime prevention activities. 5. Attend accident scene/direct traffic flow, road safety . 6. Manage all administrative activities and related duties
POSTS 1x Chief Traffic Officer

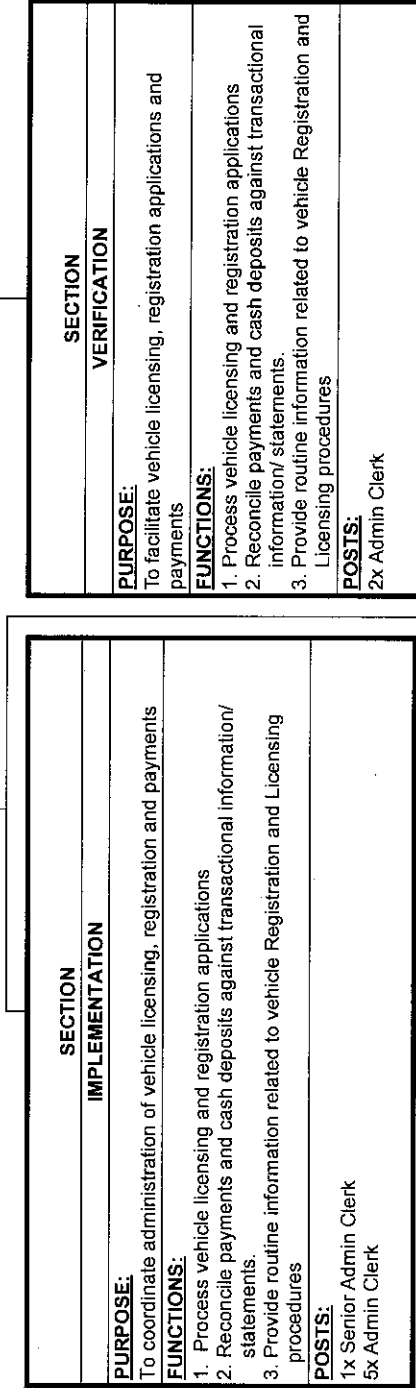
SUB-DIVISION
LICENSING SERVICES
PURPOSE: To coordinate and manage licensing services.
FUNCTIONS: 1. Identify Road Safety strategy and statutory requirements and defines, implements and monitors the short term plans 2. Implement procedures, systems and controls to regulate specific work sequences 3. Monitors and performs applications/ procedures associated with testing and certification of driver and vehicle road worthiness applications. 4. Co-ordinates administrative and reporting requirements associated with the key performance and result indicators of the functionality.
POSTS: 1x Chief Licensing Officer

SUB-SECTION
DRIVERS LICENSE TESTING CENTRE (DLTC)
PURPOSE: To promote road safety through effective & efficient assessment of learners and drivers licenses
FUNCTIONS: 1. Conduct eye test to applicant. 2. Coordinate renewal of licence and PrDP. 3. Conduct assessment for of applicants for instructors certificates. 4. Conduct assessment of drivers licence & learners licence applicants
POSTS: 1x Management Rep 5x Grade A Examiners

SUB-SECTION
REGISTRY AUTHORITY (RA)
PURPOSE To promote road safety effective & efficient through registration & licencing of vehicles
FUNCTIONS: 1. Registration and licencing of vehicles. 2. Coordinate bookings of learners licences & drivers licences, PrDP roadworthy test. 3. Process change of ownership transactions. 4. Issuing of learners , drivers licence & PrDP certificates, permits. 5. Conduct daily reconciliation and banking 6. Handle telephone enquires
POSTS: 1 x Senior Licensing Officer 1x Senior Licensing Clerk 1x Information Services

SUB-SECTION
VEHICLE TESTING STATION (VTS)
PURPOSE: To promote road safety through effective & efficient assessment of vehicle roads worthy testing
FUNCTIONS: 1. Assessment of vehicle roadworthy certificates. 2. Asses and verify the fitness of public transport certificates 3. Conduct verification of vehicles to be deregistered
POSTS: 1x Management Rep VTS 1x Examiner 1x General Worker /Pit Assistant

SUB-SECTION	
REGISTRY AUTHORITY (RA)	
PURPOSE:	To promote road safety effective & efficient through registration & licencing of vehicles
FUNCTIONS:	<ol style="list-style-type: none"> 1. Registration and licencing of vehicles. 2. Coordinate bookings of learners licences & drivers licences, PrDP roadworthy test. 3. Process change of ownership transactions. 4. Issuing of learners , drivers licence & PrDP certificates,permits. 5. Conduct daily reconciliation and banking 6. Handle telephone enquires
POSTS:	1 x Senior Licensing Officer 1x Senior Licensing Clerk 1x Information Services



SECTION	
IMPLEMENTATION	
PURPOSE:	To coordinate administration of vehicle licencing, registration and payments
FUNCTIONS:	<ol style="list-style-type: none"> 1. Process vehicle licencing and registration applications 2. Reconcile payments and cash deposits against transactional/ statements. 3. Provide routine information related to vehicle Registration and Licensing procedures
POSTS:	1x Senior Admin Clerk 5x Admin Clerk

SECTION	
VERIFICATION	
PURPOSE:	To facilitate vehicle licencing, registration applications and payments
FUNCTIONS:	<ol style="list-style-type: none"> 1. Process vehicle licencing and registration applications 2. Reconcile payments and cash deposits against transactional information/ statements. 3. Provide routine information related to vehicle Registration and Licensing procedures
POSTS:	2x Admin Clerk

SECTION	
ENQUIRES/RECORDS	
PURPOSE:	To render record management services
FUNCTIONS:	<ol style="list-style-type: none"> 1. Organize and manage all records and documents in an orderly manner. 2. Retrieve necessary appropriate records and reports from the records room. 3. Maintain databases appropriate to the various records, reports and documents. 4. Provide access of records to the appropriate personnel in a corporate or business setting. 5. Provide support to the administrative division in managing records
POSTS:	3x Admin Clerk

SUB-DIVISION
TRAFFIC SERVICES
<p>PURPOSE: To manage traffic services and promote road safety through effective and efficient law enforcement in the jurisdiction area</p> <p>FUNCTIONS</p> <ol style="list-style-type: none"> 1. Manage the implementation of operational law enforcement plan. 2. Enforce road traffic ,public passenger, transport legislation and other relevant legislations. 3. Manage joint law enforcement activities and project(co-operative). 4. Manage traffic control to ensure crime prevention activities. 5. Attend accident scene/direct traffic flow, road safety . 6. Manage all administrative activities and related duties <p>POSTS 1x Chief Traffic Officer</p>

SUB-SECTION
TRAFFIC LAW ENFORCEMENT
<p>PURPOSE: To promote road safety through effective and efficient law enforcement in the jurisdiction area</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Enforce road traffic ,public passenger, transport legislation and other relevant legislations. 2. Coordinate joint law enforcement activities and project(co-operative). 3. Provide traffic control to ensure crime prevention activities. 4. Exercise national land transport act 5/2009 5. Asses road conditions <p>POSTS: 1x Superintendent 12x Traffic Officers 2x Traffic Officers(Warrant Unit) 2x Traffic Warders Section : AARTO 1x Senior Clerk 2 x Admin Clerk</p>

SUB-SECTION
POUND STATION (ANIMALS)
<p>PURPOSE To render a pound animals within the area</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Pound animals to safer care 2. Feed pounded animals. 3. Recording of pounded animals 4. Release animals upon payment by the owner. 5. Facilitate the process of auctioning pounded animals <p>POSTS: 1X Pound Master 1x Driver 1x Admin Clerk 3x General Worker</p>

DEPARTMENT
DEPARTMENT DEVELOPMENT AND TOWN PLANNING
PURPOSE: To render municipal, environmental and local economic development services.
FUNCTIONS: 1. Manage strategic integrated development plans. 2. Manage development support services. 3. Manage local economic development and tourism. 4. Manage spatial planning and land use services
Post 1x Director: Planning & Local Economic Development 1x Secretary

DIVISION
LOCAL ECONOMIC DEVELOPMENT
PURPOSE To provide local economic development services
FUNCTION 1. Manage Local Economic Development Projects 2. Manage the implementation of LED programmes in Tourism Management 3. Manage the implementation of LED programmes in Agricultural management 4. Manage the implementation of Local Economic Development programmes in business control and regulations.
Posts: 1 x Deputy Director: LED 1 x Assistant Director: LED

DIVISION
INTERGRATED DEVELOPMENT PLANNING
PURPOSE: To manage Intergrated Developments Plans.
FUNCTION: 1. Render strategic planning services 2. Monitor organisational performance through SDBIP 3. Prepare process plan for & review of IDP. 4. Compile IDP documents
POSTS: 1x Deputy Director: IDP 1x Assistant Director: IDP

DIVISION
DEVELOPMENT SUPPORT
PURPOSE: To provide development support services.
FUNCTIONS: 1. Manage Geographic Information Systems 2. Manage Town Administration 3. Manage Spatial Planning and Land Use services 4. Manage human settlement services 5. Manage the inspection and approve building plans
POSTS: 1x Deputy Director: Development Support

DIVISION
LOCAL ECONOMIC DEVELOPMENT
PURPOSE To provide local economic development services
FUNCTION 1. Manage Local Economic Development Projects 2. Manage the implementation of LED programmes in Tourism Management 3. Manage the implementation of LED programmes in Agricultural management 4. Manage the implementation of Local Economic Development programmes in business control and regulations.
Posts: 1 x Deputy Director: LED 1 x Assistant Director: LED

SUB - DIVISION
BUSINESS CONTROL & REGULATIONS
PURPOSE to provide the implementation of Local Economic Development programmes in business control and regulations
FUNCTIONS 1. Develop LED plans with economic development stakeholders within through LED forum 2. Provide business referrals and linkages with potential donors. 3. Provide technical support, advice and guidance
POST 1x Admin Clerk: Business Control Regulations

SUB - DIVISION
TOURISM
PURPOSE To provide the implementation of Local Economic Development programmes in tourism activities.
FUNCTIONS 1. Develop local economic development plans with economic development stakeholders LED forum. 2. Provide business referrals and linkages with potential donors 3. Explore markets for locally produced services 4. Facilitate the development of business plans for LED initiatives. 5. Provide technical support, advice and guidance
POST 1x Admin Clerk: Tourism

SUB - DIVISION
AGRICULTURAL MANAGEMENT
PURPOSE: To provide the implementation of Local Economic Development programmes in Agricultural management.
FUNCTIONS: 1. Develop local economic development plans with economic development stakeholders within the districts through LED forum 2. Provide business referrals and linkages with potential donors. 3. Provide technical support, advice and guidance. 4. Facilitate the development of business plans for LED initiatives. 5. Explore markets for locally produced products.
POSTS: 1x Admin Clerk: Agricultural Management

DIVISION
DEVELOPMENT SUPPORT
PURPOSE: To provide development support services.
FUNCTIONS: 1. Manage Geographic Information Systems 2. Manage Town Administration 3. Manage Spatial Planning and Land Use services 4. Manage human settlement services 5. Manage the inspection and approve building plans
POSTS: 1x Deputy Director: Development Support

SUB-DIVISION
GEOGRAPHIC INFORMATION SYSTEM
PURPOSE: To provide GIS by planning and implementing GIS support to ensure effective spatial maps
FUNCTIONS: 1. Plan and implement Geographic Information Systems 2. Provide GIS support services. 3. Develop and implement Geo-spatial database.
Posts: 1x Assistant Director: GIS Technician

SUB-DIVISION
HUMAN SETTLEMENT
PURPOSE: To coordinate human settlement services
FUNCTIONS: 1. Coordinate in planning of allocation of houses 2. Maintain records of human settlement 3. Render general admin support services
POSTS: 1x Assistant Director: Human Settlement 1x Admin Officer: Human Settlement 1x Admin Clerk: Human Settlement

SUB-DIVISION
SPATIAL PLANNING AND LAND USE
PURPOSE: To provide spatial planning and land use services
FUNCTIONS: 1. Develop and review of Spatial Plans and Policies, 2. Coordinate land development applications 3. Manage spatial planning projects, 4. The promotion of tourism business opportunities 5. Coordinate participation of traditional authorities in land development processes
POSTS: 1x Assistant Director: Town Planner 1x Town Planner 1x Admin Officer 1x Senior Admin Clerk 1x Admin Clerk

SUB-DIVISION
BUILDING INSPECTION
PURPOSE: To inspect and approve building plans
FUNCTIONS: 1. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance 2. Ensure that the relevant project documentation for new and existing structures is compiled 3. Manage the activities of contractors and consultants 4. Attend to public enquiries:
POSTS: 1x Assistant Director: Building Inspector 1x Building Inspector 1x Admin Clerk

SUB-DIVISION
TOWN ADMINISTRATION
PURPOSE: To facilitate Enterprise Development of formal and informal business Entities
FUNCTIONS: 1. Coordinate the application of deed of grant and lost copy of deed of grant 2. Administer the application of transfer, cancellation and registration of bonds 3. Coordinate the completion of forms of birth, death and ID certificates 4. Write confirmation letters to local citizens 5. Coordinate the issuing of clearance certificate
POSTS: 1x Assistant Director: Town Administration 1x Admin Officer: Town Administration 1x Senior Admin Clerk: Town Administration 2x Admin Clerk: Town Administration

DIVISION
RISK & SECURITY MANAGEMENT
<u>PURPOSE:</u> To provide strategic operational Risk and Security management services.
<u>FUNCTIONS:</u> 1. Manage operational risk management services. 2. Manage security services
<u>POSTS:</u> 1x Deputy Director: Risk & Security Management

SUB-DIVISION
SECURITY SERVICES
<u>PURPOSE:</u> To provide protocol and protection services
<u>FUNCTIONS:</u> 1. Provide physical security management
<u>POSTS:</u> 1x Assistant Director: Security Services 2x Security Officer 50 x Security Guards

SUB-DIVISION
RISK MANAGEMENT
<u>PURPOSE:</u> To provide strategic operational risk management services.
<u>FUNCTIONS:</u> 1. Develop Risk Management Strategy and compilation of Fraud Prevention Plans. 2. Manage the identification of strategic and operational risk. 3. Implement municipal fraud prevention plan.
<u>POSTS:</u> 1x Assistant Director: Risk Management

The Mayor Cllr ZITHA T Signature