



GREATER GIYANI MUNICIPALITY

2022/2026

APPROVED ORGANISATIONAL STRUCTURE

CR86-27/05/22 SP

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GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2022-26

MUNICIPAL COUNCIL

MAYOR

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

SPEAKER

OFFICE OF THE SPEAKER

PURPOSE:
To structure the two functions of a Municipal Council, i.e. its legislative function and its executive function

FUNCTIONS:

1. Ensuring compliance in the Council and Council committees with the Code of Conduct of Councilors
2. Ensuring that Council meetings are conducted in accordance with the rules and orders of the Council.

POSTS:
1X Manager
1X Secretary
1X VIP Protection
1x Driver/Chauffeur

CHIEF WHIP

OFFICE OF THE CHIEF WHIP

PURPOSE:
Purpose: Coordination activities of political parties in council

FUNCTIONS:

1. Facilitates sound working relationship within political parties in council.
2. Support the functioning of Councilors deployed in various committees

POSTS:
1X Secretary

DIVISION OFFICE OF THE MAYOR

PURPOSE:
To Provide Political Support and Municipal Governance

FUNCTIONS:

1. Manage Stakeholder Engagements and Communication Services.
2. Manage and Monitor the Implementation of Special Programmes.
3. Manage Communication and events.

POSTS:
1x Manager
1x Personal Assistant
1x Driver/Chauffeur
1x VIP Protection



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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 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 Manager 1x Disaster Management Officer 1x Senior Admin Clerk

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 Manager 1x Senior Internal Auditor 1x 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
POSTS:	1x Director 1x Secretary 1x Secretary

DEPARTMENT BUDGET AND TREASURY	
PURPOSE:	To manage the financial administration of the Municipality
FUNCTIONS:	1. Manage municipal expenditure 2. Manage movable and immovable assets management. 3. Manage revenue services. 4. Manage municipal budget and reporting. 5. Manage supply chain management services.
POSTS:	1x Chief Financial Officer 1x 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 1x 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 library services
POSTS:	1x Director 1x Secretary

DEPARTMENT PLANNING AND LOCAL ECONOMIC DEVELOPMENT	
PURPOSE:	To render municipal, environmental and local economic development services.
FUNCTIONS:	1. Manage strategic integrated development plans. 2. Manage local economic support services. 3. Manage local economic development and tourism. 4. Manage spatial planning and land use services
POSTS:	1x Director 1x Secretary 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 Manager 1x Senior PMS Officer 1x PMS Officer

DIVISION RISK MANAGEMENT	
PURPOSE:	To provide strategic operational risk management services.
FUNCTIONS:	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.
POSTS:	1x Manager 1x Senior Risk Officer

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 Senior Communication Officer 1x Event Management Officer 1x Customer Care Facilitator

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 litigation services. 3. Draft and management of contracts and Service Level Agreement (SLA). 4. Provide legal support on drafting policies and bylaws.
POSTS:	1x Manager 1x Senior Legal Admin Officer

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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
POSTS: 1x Director 1x Secretary

DIVISION
ADMINISTRATION
To provide administration support services.
FUNCTIONS 1. Manage protocol and protection services 2. Manage office administration & auxiliary services. 3. Manage registry and records management services.
POSTS: 1 x Manager

DIVISION
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 Manager

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.
POSTS: 1x Manager 1x ICT Security ,Infrastructure & systems Administrator 1x Governance , Compliance and Services Administrator 1x Network and Server Administrator 1x ICT Systems Support

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



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DIVISION ADMINISTRATION
To provide administration support services.
FUNCTIONS
1. Manage protocol and protection services
2. Manage office administration & auxiliary services.
3. Manage registry and records management services.
POSTS:
1 x Manager

SUB-DIVISION SECURITY SERVICES
PURPOSE:
To provide protocol and protection services
FUNCTIONS:
1. Provide physical security management
2. Provide protocol support & assistance to the office of the Mayor and Council.
POSTS:
1x Senior Security and Protocol Officer
2x Security Officer
55x Security Guards

SUB-DIVISION OFFICE ADMINISTRATION & AUXILIARY SERVICES
PURPOSE:
To provide office administration & auxiliary services.
FUNCTIONS
1. Provide council boardroom bookings.
2. Provision of auxiliary services.
3. Maintenance of all council buildings
4. Management and maintenance of telephone lines and directory.
POSTS:
1x Senior Admin Officer
1x Admin Officer
2x Switchboard Operator
1x Supervisor-Cleaning Services
20x Cleaners

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 Senior Record Officer
1x Senior Records Clerk
2x Records Clerk
2x Photocopier
1x Messenger/Driver



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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 Manager

SU-DIVISION INDIVIDUAL PERFORMANCE MANAGEMENT SYSTEMS
Purpose: To manage individual performance management
Functions: 1. Coordinate 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 Senior Skills Development Officer 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 Senior Organisational Officer

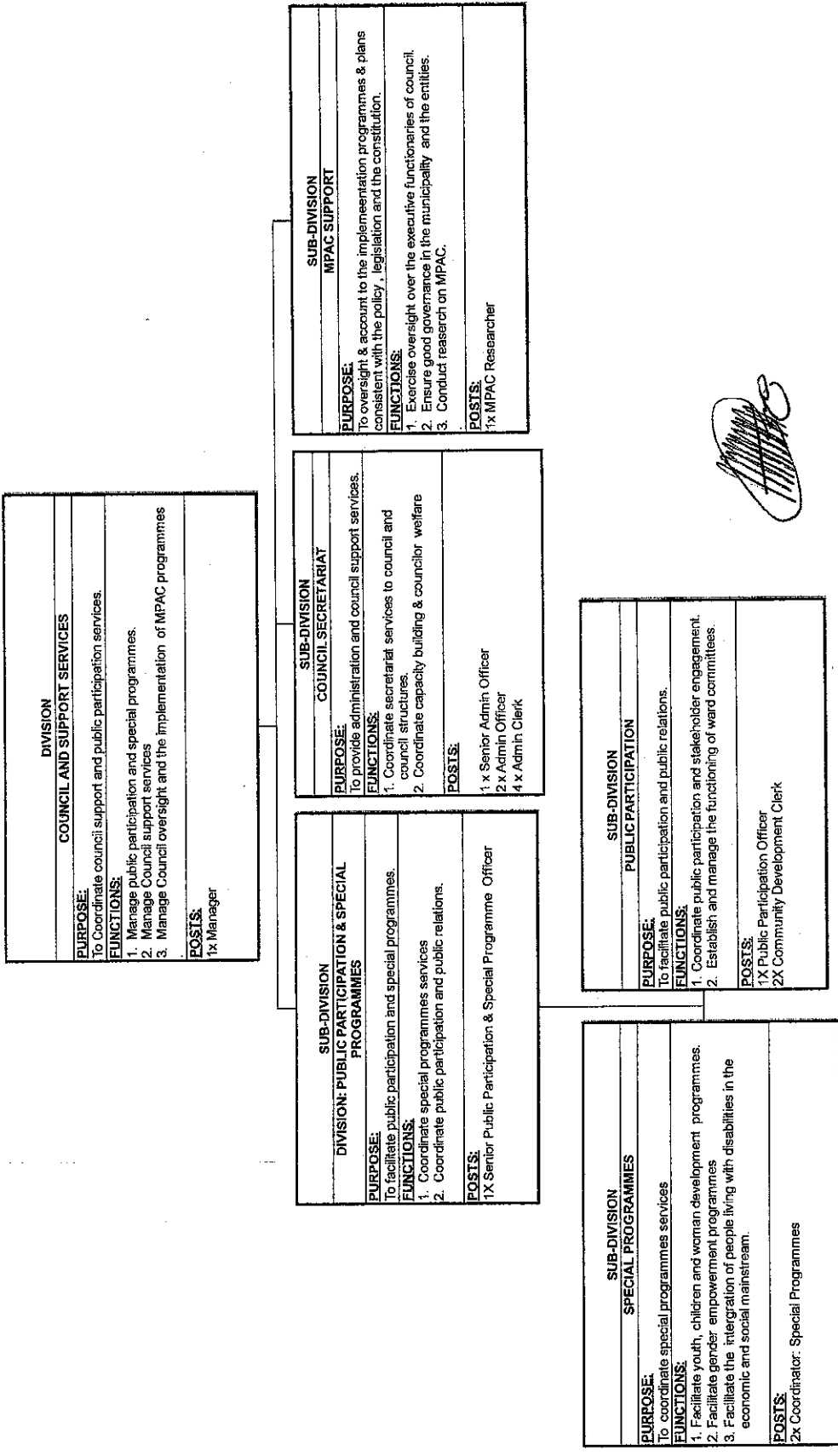
SUB-DIVISION HUMAN PRACTICE AND ADMINISTRATION
PURPOSE: To provide human resources administration and condition of services
FUNCTIONS: 1. Provide recruitment and selection services. 2. Coordinate employee benefits 3. Maintain employees records
POST: 1x Senior Personnel Practitioner 1x Personnel Officer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

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 Senior Labour Relations Officer 1x Labour Relations Officer

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



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DEPARTMENT BUDGET AND TREASURY
PURPOSE: To manage the financial administration of the Municipality
FUNCTIONS: 1. Manage municipal expenditure 2. Manage movable and immovable assets management. 3. Manage revenue services. 4. Manage municipal budget and reporting. 5. 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. Report and compile Compliance Reports 5. Coordination of budget planning processes.
POSTS: 1x Manager

DIVISION EXPENDITURE
PURPOSE: To provide municipal expenditure.
FUNCTIONS: 1. Manage Municipal Payroll System. 2. Manage creditor's payments and reconciliation. 3. Manage & coordinate bank reconciliation
POSTS: 1x Manager

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

DIVISION ASSET MANAGEMENT
PURPOSE: To provide asset & fleet management services
FUNCTIONS: 1. Manage fleets for the municipality 2. Manage movable and immovable assets
POSTS: 1 x Manager

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 compliance in Supply Chain operations
POSTS: 1 x Manager



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DIVISION
BUDGET PLANNING AND REPORTING
<p>PURPOSE: To provide and facilitate budget planning processes and reporting</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. Report and compile Compliance Reports 5. Coordination of budget planning processes. <p>POSTS: 1x Manager</p>

SUB-DIVISION
BUDGET PLANNING
<p>PURPOSE: To manage and coordinate budget process</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage budget planning process. 2. Monitor budget implementation. <p>POSTS: 1x Senior Accountant: Budget 1x Accountant: Budget 1x Senior Clerk: Budget</p>

SUB-DIVISION
REPORTING
<p>PURPOSE: To ensure sound financial management through quality reporting</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Reporting and preparation of annual financial statements. 2. Cash management 3. Preparation of MFMA compilation report <p>POSTS: 1x Senior Accountant: Reporting 1x Accountant: Reporting 1x Senior Clerk: Reporting</p>



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DIVISION EXPENDITURE
PURPOSE: To provide municipal expenditure.
FUNCTIONS: 1. Manage Municipal Payroll System. 2. Manage creditor's payments and reconciliation. 3. Manage & coordinate bank reconciliation
POSTS: 1x Manager

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 Senior Accountant: Payroll: 1x Accountant: Payroll 1x Senior Clerk: Payroll 3x Payroll Clerk

SUB - DIVISION CREDITORS PAYMENTS AND RECONCILIATION
PURPOSE: To administer 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. 4. Calculate VAT claims.
POSTS 1x Senior Accountant: Creditors payments & Reconciliation 1x Accountant: Creditors payments & Reconciliation 2x Senior Clerk: Payment 1x Payment Clerk



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DIVISION
REVENUE
<p><u>PURPOSE:</u> To provide revenue management services</p> <p><u>FUNCTIONS:</u> 1. Manage billing system and collection 2. Manage cash control services 3. Manage credit control services</p> <p><u>POSTS:</u> 1 x Manager</p>

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

SUB-DIVISION
CASH CONTROL MANAGEMENT
<p><u>PURPOSE:</u> To provide cash control services</p> <p><u>FUNCTIONS:</u> 1. Provision of accounts management services. 2. Provision of debt and cash collection.</p> <p><u>POSTS:</u> 1x Senior Accountant: Cash Control 1x Senior Clerk: Cash Control 2 x Cashier :Cash Control</p>

SUB-DIVISION
CREDIT CONTROL
<p><u>PURPOSE:</u> To provide credit control services</p> <p><u>FUNCTIONS:</u> 1. Provision of credit control services 2. Develop and implement credit control measures.</p> <p><u>POSTS:</u> 1 x Senior Accountant: Credit Control 1 x Senior Clerk: Credit Control 1 x Clerk: Credit Control 1x Indigent Clerk</p>



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DIVISION
ASSET MANAGEMENT
PURPOSE: To provide asset & fleet management services
FUNCTIONS: 1. Manage fleets for the municipality 2. Manage movable and immovable assets
POSTS: 1 x Manager

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 Senior Accountant: Asset

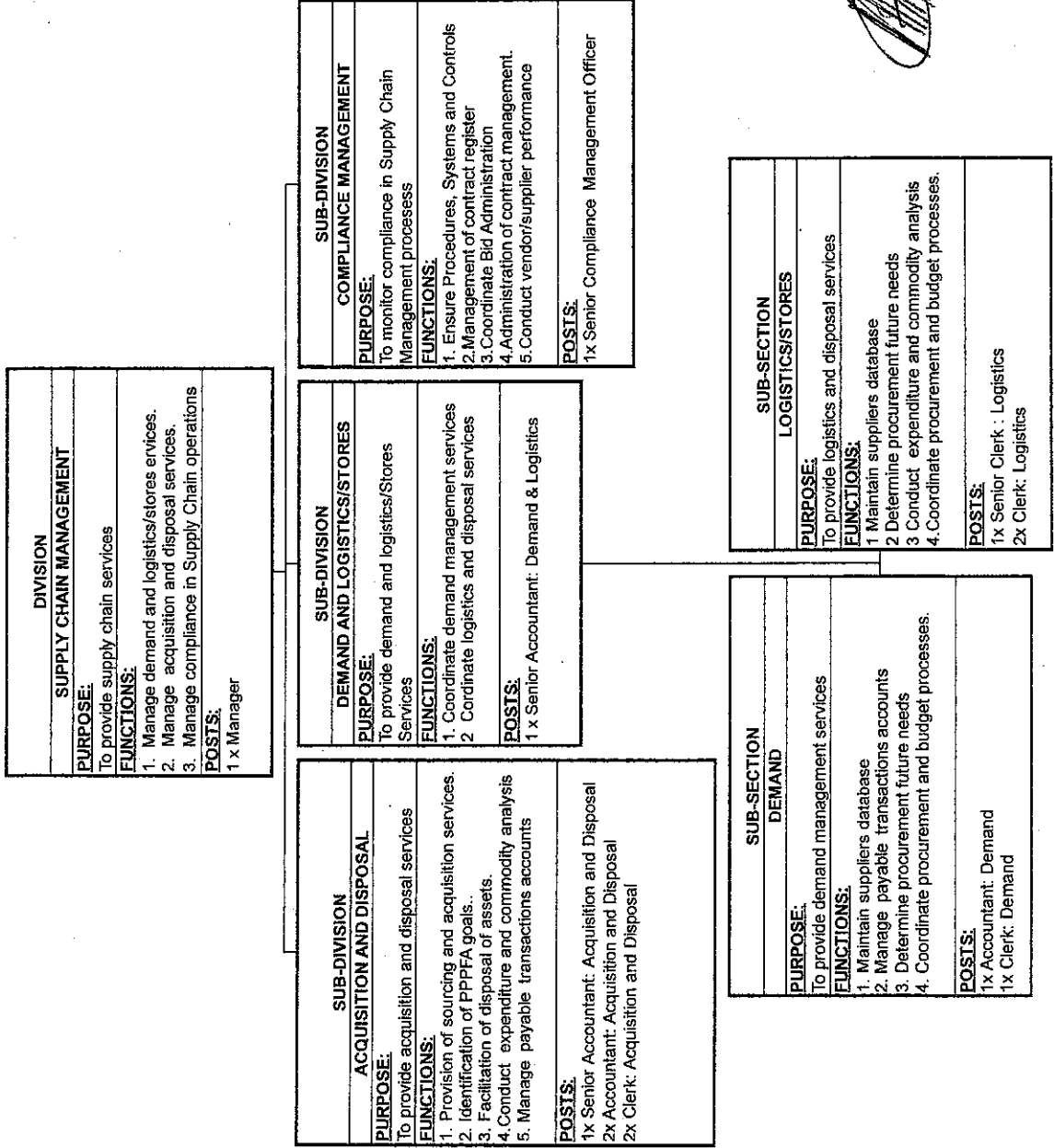
SUB-DIVISION
FLEET MANAGEMENT
PURPOSE: To render fleet management services
FUNCTIONS: 1. Provision of acquisition of pool and subsidized vehicles. 2. Maintenance and updating of vehicle utilization records. 3. Administration of log sheets and accidents Claims 4. Administration of pool vehicle Payments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

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



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DEPARTMENT
TECHNICAL SERVICES
PURPOSE: To provide sustainable Infrastructure development services
FUNCTIONS
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 1. Manage electrical services 2. Manage mechanical services
Posts:
1x Manager Electro-Mechanical

DIVISION
PROJECT MANAGEMENT UNIT
PURPOSE: To Manage Project Management Unit
FUNCTIONS:
<ol style="list-style-type: none"> 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 Project Manager 1x Senior Project Technician 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:
<ol style="list-style-type: none"> 1. Maintenance of storm water services 2. Maintenance of surface and gravel road
POSTS:
1x Manager: Roads and Storm Water 1x Senior Technician: Roads & Storm Water

DIVISION
BUILDING CONTROL
PURPOSE: To maintain and provide municipal properties
FUNCTIONS:
<ol style="list-style-type: none"> 1. Manage and maintain Building Services 2. Manage and approve Building plans 3. Manage coordination Human Settlement Services
POSTS:
1x Manager: Building Control



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DIVISION
ELECTRICAL & MECHANICAL ENGINEERING SERVICES
PURPOSE: To provide electrical and Mechanical engineering services
FUNCTIONS 1. Manage electrical services 2. Manage mechanical services
Posts: 1x Manager 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 work sites, storage and safekeeping of electrical tools
POSTS: 1x Senior Technician: 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 work sites, storage and safekeeping of mechanical tools
POSTS: 1x Senior Technician: Mechanical 1x Technician: Mechanical 1x Assistant Technician: Mechanical 2x General Worker



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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 Manager: Roads and Storm Water 1x Senior Technician: Roads & Storm Water

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

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



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DIVISION
BUILDING CONTROL
PURPOSE: To maintain and provide municipal properties
FUNCTIONS: 1.. Manage and maintain Building Services 2. Manage and approve Building plans 3. Manage coordination Human Settlement Services
POSTS: 1x Manager: Building Control

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 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. Exercise building control 5. Attend to public enquiries:
POSTS: 1x Senior Building Inspector 1x Building Inspector 1x Admin Clerk



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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

SECTION PAINTING	SECTION BUILDING
PURPOSE: To Coordinate the maintenance of municipal building to ensure that buildings are safe.	PURPOSE: To provide building or repairing walls in accordance with construction plans
FUNCTIONS: 1. Maintenance and Repair of municipal buildings 2. Ensure safety procedure are adhered to 3. Manage administration activities of painting	FUNCTIONS: 1. Provide bricklaying activities 2. Provide plastering activities 3. Manage all the masons activities
POSTS: 1x Senior Painter 1x Painter 3x General Worker	POSTS: 1x Senior Masons 6x Masons 14x General Worker

SECTION CARPENTRY	SECTION PLUMBING
PURPOSE: To provide the maintenance of municipal building and furniture to ensure that buildings are safe in terms of carpentry activities.	PURPOSE: To provide the installation, repair and maintenance of pipes/plumbing services.
FUNCTIONS: 1. Maintain municipal buildings and facilities 2. Coordinate carpentry and other related services 3. Manage administration of carpentry services	FUNCTIONS: 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 Carpenter 1x Carpenter 4x General Worker	POSTS: 1x Senior Plumbers 4x Plumbers 16x General Worker

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DEPARTMENT
COMMUNITY SERVICES
PURPOSE To manage community and social services
FUNCTIONS 1. Manage community safety services 2. Manage sports, arts, culture & recreation 3. Manage library services
POSTS 1x Director 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
POSTS: 1x Manager

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
POSTS: 1x Manager


DIVISION
COMMUNITY SAFETY SERVICES
PURPOSE: To manage Traffic and Licensing services.
FUNCTIONS: 1. Manage traffic services 2. Manage Licensing services
POSTS: 1 x Manager



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DIVISION
ENVIRONMENTAL SERVICES
<p>PURPOSE: To manage environmental health and waste management services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage Environmental waste 2. Manage waste services 3. Manage Parks and Cemetery <p>POSTS: 1x Manager</p>


SUB-DIVISION
PARKS AND CEMETERY
<p>PURPOSE To Manage Parks and Cemeteries</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Render greening campaign and tree planting 2. Maintenance of Parks and Cemeteries <p>Posts</p> <p>1x Senior Admin Clerk 1x Horticulturist 1x Admin Clerk 2x Supervisor 30x General Worker 2x Small Plant Operator(Loan Mower)</p>

SUB-DIVISION
ENVIRONMENT & WASTE MANAGEMENT
<p>PURPOSE To manage environmental health and waste management services</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Coordinate landfill site operations 2. Coordinate waste management. <p>Posts</p> <p>1x Senior Environment Officer 1x Environment Officer</p> <div style="text-align: right;">  </div>

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SUB-DIVISION
ENVIRONMENT & WASTE MANAGEMENT
<p>PURPOSE To manage environmental health and waste management services</p> <p>Functions 1. Coordinate landfill site operations 2. Coordinate waste management.</p> <p>Posts 1x Senior Environment Officer 1x Environment Officer</p>

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

SUB-SECTION
LANDFILL
<p>PURPOSE To provide landfill site operations</p> <p>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</p> <p>Posts 1x Supervisor (Landfill) 2x Landfill Site Plant Operator 1x Landfill Site Spotter 1x Admin Clerk: Weigh bridge Operator 5x General Workers</p> <div style="text-align: right;">  </div>

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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 Manager

SUB-DIVISION
SPORTS, ARTS AND CULTURE
PURPOSE: To coordinate 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. Render gardening and cleaning services
POSTS: 1x Senior Admin Officer 1x Admin Officer 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



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DIVISION
COMMUNITY SAFETY SERVICES
PURPOSE: To manage Traffic and Licensing services.
FUNCTIONS: 1. Manage traffic services 2. Manage Licensing services
POSTS: 1 x Manager

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



GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2022-26

SUB-DIVISION LICENSING SERVICES	
PURPOSE:	To coordinate and manage licensing services.
FUNCTIONS:	<ol style="list-style-type: none"> 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 LICENCE TESTING CENTRE (DLTC)	
PURPOSE:	To promote road safety through effective & efficient assessment of learners and drivers licenses
FUNCTIONS:	<ol style="list-style-type: none"> 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:	<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 Information Services

SUB-SECTION VEHICLE TESTING STATION (VTS)	
PURPOSE:	To promote road safety through effective & efficient assessment of vehicle roads worthy testing
FUNCTIONS:	<ol style="list-style-type: none"> 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

GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2022-26

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

SECTION
IMPLEMENTATION
<p>PURPOSE: To coordinate administration of vehicle licencing, registration and payments</p> <p>FUNCTIONS:</p> <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 <p>POSTS: 1x Senior Admin Clerk 5x Admin Clerk</p>

SECTION
ENQUIRES/RECORDS & VERIFICATION
<p>PURPOSE: To handle enquires, records and verification processes</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Record management services 2. Facilitate vehicle licencing, registration applications and payments <p>POSTS: 1x Senior Licensing Clerk</p>



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SECTION
ENQUIRES/RECORDS & VERIFICATION
PURPOSE: To handle enquires, records and verification processes
FUNCTIONS: 1. Record management services 2. Facilitate vehicle licensing, registration applications and payments
POSTS: 1x Senior Licensing Clerk

SUB-SECTION VERIFICATION
PURPOSE: To facilitate vehicle licensing, registration applications and payments
FUNCTIONS: 1. Process vehicle licensing 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

SUB-SECTION ENQUIRES/RECORDS
PURPOSE: To render record management services
FUNCTIONS: 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



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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 Section : AARTO 1x Senlor Clerk 2 x Admin Clerk</p>

SUB-SECTION
COMMUNITY SAFETY (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 Driver 1x Pound Master 1x Admin Clerk 3x General Worker</p>



GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2022-26

DEPARTMENT DEPARTMENT PLANNING AND LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render municipal, environmental and local economic development services.
FUNCTIONS: 1. Manage strategic intergrated 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 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 Manager 1 x Senior LED Officer

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 Manager 1x Senior IDP Officer

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
POSTS: 1x Manager



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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 Manager 1 x Senior LED Officer

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
POSTS: 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
POSTS: 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



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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
POSTS: 1x Manager

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 Senior 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 Senior Admin Officer 1x Admin Officer 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 Senior Admin Officer 1x Admin Officer 1x Senior Admin Clerk 2x Admin Clerk

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 Senior Town Planner 1x Town Planner 1x Admin Officer 1x Senior Admin Clerk 1x Admin Clerk