



## **GREATER GIYANI MUNICIPALITY**

**2020/21**

**APPROVED ORGANISATIONAL STRUCTURE**

**CR117-29/06/20 SP**

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>OFFICE OF THE CHIEF WHIP</b>	
<b>PURPOSE:</b>	Coordination activities of political parties in council
<b>FUNCTIONS:</b>	1. Facilitates sound working relationship within political parties in council
<b>POSTS:</b>	1X Secretary

<b>OFFICE OF THE SPEAKER</b>	
<b>PURPOSE:</b>	To Coordinate the Exercise of legislative and Executive authority of Council
<b>FUNCTIONS:</b>	1. Render administration support. 2. Establish & manage the functioning of Ward Committees. 3. manage the facilitation of public participation in legislative matters
<b>POSTS:</b>	1X Manager 1X Secretary 1X VIP Protection 1x Driver/Chauffeur

<b>SUB-DIVISION</b>	
<b>DIVISION: PUBLIC PARTICIPATION</b>	
<b>PURPOSE:</b>	To facilitate public participation and public relations.
<b>FUNCTIONS:</b>	1. Development of policy and community participation guidelines 2. Coordinate public participation and stakeholder engagement.
<b>POSTS:</b>	1X Senior Public Participation Officer 2X Public Participation Officer 2X Community Development Clerk

<b>MPAC SUPPORT</b>	
<b>PURPOSE:</b>	To oversight and account to the implementation programmes and plans consistent with policy, legislation and the Constitution
<b>FUNCTIONS:</b>	1. Exercise oversight over the executive functionalities of council and to ensure good governance in the municipality and the entities 2. Conduct research on MPAC.
<b>POSTS:</b>	1X MPAC Researcher

<b>SUB-DIVISION</b>	
<b>COUNCIL SECRETARIAT AND COUNCIL SUPPORT</b>	
<b>PURPOSE:</b>	To provide council secretariat and council support services.
<b>FUNCTIONS:</b>	1. The provision of Council administration services support. 2. The provision of secretariat services to council and council structures. 3. Maintain records for council 4. Coordinate capacity building & councillor welfare
<b>POSTS:</b>	1 x Senior Admin Officer- Council Secretariat & Council Support 1 x Senior Admin Officer- Council Support 1 x Admin Officer- Council Secretariat 1 x Admin Officer- Council Support 2 x Admin Clerk- Council Secretariat 2 x Admin Clerk- Council Support

CR117-29/06/20 SP

SIGNATURE .....

*B. S. Sibambe*

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# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>PURPOSE:</b> To provide strategic administrative support to the council and ensure legislative compliant environment
<b>FUNCTIONS:</b> 1. Monitor effectiveness of service delivery departments. 1.1. Community services. 1.2. Technical Services. 1.3. Planning and economic development. 2. Monitor effectiveness of support departments. 2.1. Mayor's office. 2.2. Corporate services. 2.3. Budget and Treasury 3. Oversee Internal Audit Services 4. Oversee Disaster Management 5. Oversee Performance Management System 6. Management of Governance Support services
<b>POSTS:</b> 1x Municipal Manager 1x Personal Assistant

<b>DIVISION</b>
<b>INSTITUTIONAL PERFORMANCE MANAGEMENT SYSTEMS</b>
<b>PURPOSE:</b> To manage institutional performance management
<b>FUNCTIONS:</b> 1. Cascade PMS to all levels 2. Provide monthly, quarterly, mid year and annual report 3. Evaluate and report on key performance indicators and performance reports 4. Provide institutional performance monitoring on performance information. 5. Attend to AG and Internal Audit requirements on performance. 6. Administration of performance rewards and expenditure. 7. Maintenance of performance management database 8. Continuation of probationary reports
<b>POSTS:</b> 1x Manager 1x Senior PMS Officer 1x PMS Officer

<b>DIVISION</b>
<b>RISK MANAGEMENT</b>
<b>PURPOSE:</b> To provide strategic operational risk management services
<b>FUNCTIONS:</b> 1. Evaluation of potential risks identification. 2. Analysis of identified risks. 3. Development of Risk Management Strategy and completion of Fraud Prevention Plans. 4. Monitoring of Risk Intervention Plans.
<b>POSTS:</b> 1x Manager 1x Senior Risk Officer

<b>DIVISION</b>
<b>LEGAL SERVICES</b>
<b>PURPOSE:</b> To provide legal support services.
<b>FUNCTIONS:</b> 1. Provision of a sound legal opinion to Council and administration or municipality. 2. Provision of litigation management. 3. Draft and management of contracts and Service Level Agreement 4. Provide legal support on drafting policies and bylaws.
<b>POSTS:</b> 1x Manager 1x Senior Legal Officer 1x Legal Admin Clerk

<b>DIVISION</b>
<b>DISASTER MANAGEMENT</b>
<b>PURPOSE:</b> To provide disaster management
<b>FUNCTIONS:</b> 1. Perform institutional capacity. 2. Conduct risk assessment. 3. Develop risk reduction strategy 4. Coordinate response and recovery
<b>POSTS:</b> 1x Manager 1x Disaster Management Officer 1x Senior Admin Clerk

<b>DIVISION</b>
<b>INTERNAL AUDIT</b>
<b>PURPOSE:</b> To render internal audit services
<b>FUNCTIONS:</b> 1. Auditing of risk based auditing 2. Audit Information and Communication Technology Systems. 3. Audit Risk Management Processes. 4. Audit Performance Management Systems. 5. The auditing of Financial Management Systems.
<b>POSTS:</b> 1x Manager 1x Senior Internal Auditor 1x Internal Auditor

<b>DIVISION</b>
<b>OFFICE OF THE MAYOR</b>
<b>PURPOSE:</b> To render support services to the Mayor
<b>FUNCTIONS:</b> 1. Plan, coordinate and manage activities in the Mayor's Office 2. Compile and Manage Budget for the Mayor's Office 3. Manage Communication, Protocol and Special events
<b>POSTS:</b> 1x Manager 1x Personal Assistant 1x VIP Protection 1x VIP Protection

<b>DEPARTMENT</b>
<b>COMMUNITY SERVICES</b>
<b>PURPOSE:</b> To manage community and social services
<b>FUNCTIONS:</b> 1. Management of community safety services 2. Management of sports, arts, culture & recreation 3. Management of library services
<b>POST:</b> 1x Director 1x Secretary

<b>DEPARTMENT</b>
<b>DEPARTMENT PLANNING AND LOCAL ECONOMIC DEVELOPMENT</b>
<b>PURPOSE:</b> To render municipal, environmental and local economic development services.
<b>FUNCTIONS:</b> 1. Manage strategic integrated development plans. 2. Manage development support services. 3. Manage local economic development and tourism.
<b>Post:</b> 1x Director 1x Secretary

<b>DEPARTMENT</b>
<b>CORPORATE SERVICES</b>
<b>PURPOSE:</b> To manage Corporate Strategic Support Services.
<b>FUNCTIONS:</b> 1. Manage Human Resources Development 2. Manage Human Resources Development 3. Manage Legal Services 4. Manage Council Support 5. Manage Administration Services 6. Manage Public Participation Services 7. Manage ICT services
<b>POSTS:</b> 1x Director 1x Secretary

<b>DEPARTMENT</b>
<b>BUDGET AND TREASURY</b>
<b>PURPOSE:</b> To manage the financial administration of the Municipality.
<b>FUNCTIONS:</b> 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
<b>POSTS:</b> 1x Manager 1x Senior Financial Officer 1x Secretary

<b>DEPARTMENT</b>
<b>TECHNICAL SERVICES</b>
<b>PURPOSE:</b> To provide sustainable infrastructure development services
<b>FUNCTIONS:</b> 1. Manage roads and storm water services 2. Manage Electrical and Mechanical Services 4. Manage Project Management Unit
<b>POSTS:</b> 1x Director 1x Secretary

CR117-29/06/20 SP

SIGNATURE: *P.A. Ibambu*

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<b>DIVISION</b>
<b>OFFICE OF THE MAYOR</b>
<b>PURPOSE:</b> To render support services to the Mayor
<b>FUNCTIONS:</b> 1. Plan, coordinate and manage activities in the Mayor's Office 2. Compile and Manage Budget for the Mayor's Office 3. Manage Communication , Protocol and Special events
<b>POSTS:</b> 1x Manager 1x Personal Assistant 1x Driver/Chauffer 1x VIP Protection

<b>SUB-DIVISION</b>
<b>SPECIAL PROGRAMMES</b>
<b>PURPOSE:</b> To advocate on special programmes services
<b>FUNCTIONS:</b> 1. Facilitate youth, children and woman development programmes. 2. Facilitate gender empowerment programmes 3. Advocate for intergration of people living with disabilities in the economic and social mainstream.
<b>POSTS:</b> 1x Senior Special Programmes Officer 1x Special Programme Coordinator: Gender & Disability Support 1x Special Programme Coordinator: Youth and Children, HIV/AIDS

<b>SUB-DIVISION</b>
<b>COMMUNICATION &amp; EVENT MANAGEMENT</b>
<b>PURPOSE:</b> To render communications services
<b>FUNCTIONS:</b> 1. Manage internal and external communications. 2. Promote public relations. 3. Coordinate event management.
<b>POSTS:</b> 1x Senior Communication Officer 1x Event Management Officer 1x Customer Care Facilitator

CR117-29/06/20 SP

SIGNATURE *B.A. S. Ibambur*

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<b>DEPARTMENT</b>
<b>CORPORATE SERVICES</b>
<b>Purpose:</b> To manage Corporate Strategic Support Services.
<b>Functions:</b> <ol style="list-style-type: none"> <li>1. Manage Human Resources Services</li> <li>2. Manage Human Resources Development</li> <li>3. Manage Legal Services</li> <li>4. Manage Council Support</li> <li>5. Manage Administration Services</li> <li>6. Manage Public Participation Services</li> <li>7. Manage ICT services</li> </ol>
<b>Posts:</b> <ol style="list-style-type: none"> <li>1x Director</li> <li>1x Secretary</li> </ol>

<b>DIVISION</b>
<b>ADMINISTRATION</b>
To provide Council administration and Records management services.
<b>FUNCTIONS</b> <ol style="list-style-type: none"> <li>1. Administration support services.</li> <li>2. Manage records and registry services.</li> <li>3. Manage customer care services.</li> <li>4. Manage protocol and protection services</li> </ol>
<b>POSTS:</b> 1 x Manager: Administration

<b>HUMAN RESOURCE MANAGEMENT</b>
<b>PURPOSE:</b> To render human resource management services
<b>FUNCTIONS:</b> <ol style="list-style-type: none"> <li>1. Manage Human Resources practices and Administration</li> <li>2. Manage Organizational Development and Design Services</li> <li>3. Manage Sound Labour Relations matters</li> <li>4. Management of Occupational Health and Safety services and management of Employee Assistance Programmes</li> </ol>
<b>POST:</b> 1x Manager

<b>DIVISION</b>
<b>INFORMATION COMMUNICATION TECHNOLOGY</b>
<b>Purpose</b> To provide information and communication technological services.
<b>Functions</b> <ol style="list-style-type: none"> <li>1. Manage effective ICT Governance &amp; ICT Services.</li> <li>2. Manage the operation and support of ICT Services and Systems services.</li> </ol>
<b>Posts:</b> 1x Manager

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<b>DIVISION</b>	
<b>ADMINISTRATION</b>	
To provide Council administration and Records management services.	
<b>FUNCTIONS</b>	
<ol style="list-style-type: none"> <li>Administration support services.</li> <li>Manage records and registry services.</li> <li>Manage customer care services.</li> <li>Manage protocol and protection services</li> </ol>	
<b>POSTS:</b>	
1 x Manager: Administration	

<b>SUB-DIVISION</b>	
<b>SECURITY SERVICES</b>	
To provide protocol and protection services	
<b>PURPOSE:</b>	
To provide protocol and protection services	
<b>FUNCTIONS:</b>	
<ol style="list-style-type: none"> <li>Physical security management</li> <li>Manage protocol and protection services</li> <li>Provide protocol support &amp; assistance to the office of the Mayor and Council</li> </ol>	
<b>POSTS:</b>	
1x Senior Security and Protocol Officer 1x Senior Security Officer 3x Security Officer 55x Security Guards	

<b>SUB-DIVISION</b>	
<b>OFFICE ADMINISTRATION &amp; AUXILIARY SERVICES</b>	
To provide Council buildings administration and management	
<b>PURPOSE:</b>	
To provide Council buildings administration and management	
<b>FUNCTIONS</b>	
<ol style="list-style-type: none"> <li>provide municipal buildings administration and management</li> <li>provide customer care services</li> </ol>	
<b>POSTS:</b>	
1x Admin Officer	

<b>SUB-DIVISION</b>	
<b>RECORDS MANAGEMENT AND ARCHIVE SERVICES</b>	
To provide registry and records management services.	
<b>PURPOSE</b>	
To provide registry and records management services.	
<b>FUNCTIONS</b>	
<ol style="list-style-type: none"> <li>Provision of printing, photocopying, registry services.</li> <li>Provide binding, packing, postal services and circulation of documents to relevant places</li> <li>Management of all incoming and outgoing of municipal documents.</li> <li>Render electronic records management and its distribution.</li> <li>The provision identification, classification and prioritisation of records.</li> </ol>	
<b>POSTS:</b>	
1x Senior Record Officer 1x Senior Records Clerk 2x Records Clerk 2x Photocopier 1x Messenger	

<b>SECTION</b>	
<b>OFFICE ADMINISTRATION</b>	
To provide municipal buildings administration and management	
<b>PURPOSE:</b>	
To provide municipal buildings administration and management	
<b>FUNCTIONS</b>	
<ol style="list-style-type: none"> <li>Provide council boardroom bookings.</li> <li>Provision of auxiliary services.</li> <li>Maintenance of all council buildings</li> </ol>	
<b>POSTS:</b>	
1x Supervisor-Cleaning Services 36x Cleaners	

<b>SECTION</b>	
<b>CUSTOMER CARE AND TELEPHONE SERVICES</b>	
To provide customer care services.	
<b>PURPOSE:</b>	
To provide customer care services.	
<b>FUNCTIONS:</b>	
<ol style="list-style-type: none"> <li>The provision of customer care services.</li> <li>management and maintenance of telephone lines and directory</li> <li>Provision of monthly compilations of telephone usage</li> </ol>	
<b>POSTS:</b>	
1x Admin Officer 2x Switchboard Operator	

CR117-29/06/20 SP

SIGNATURE: *B. S. Subramani*

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>HUMAN RESOURCE MANAGEMENT</b>
<b>PURPOSE:</b> To render human resource management services
<b>FUNCTIONS:</b> 1. Manage Human Resources practices and Administration 2. Manage Organizational Development and Design Services 3. Manage Sound Labour Relations matters 4. Management of Occupational Health and Safety services and management of Employee Assistance Programmes
<b>POSTS:</b> 1x Manager

<b>DIVISION</b>
<b>INDIVIDUAL PERFORMANCE MANAGEMENT SYSTEMS</b>
<b>Purpose:</b> To manage institutional performance management
<b>Functions:</b> 1. Cascade PMS to all levels 2. Conducts monthly, quarterly, mid year and annual report 3. Facilitate submission and consolidation of Programmes and performance reports 4. Provide institutional performance monitoring support. 5. Attend to AG and Internal Audit requirements on performance information. 6. Administration of performance rewards and expenditure. 7. Maintenance of performance management database. 8. Coordination of probationary reports
<b>Posts:</b> 1 x PMS Officer

<b>HUMAN RESOURCE DEVELOPMENT</b>
<b>Purpose:</b> To facilitate training and development services to internal and external stakeholders.
<b>Functions:</b> 1. Facilitate training of Councilors and employee. 2. Conduct skills audit processes. 3. Coordination of discretionary grants. 4. Development of individual municipal training plans. 6. Coordination of competency profiling services.
<b>Posts:</b> 1x Senior Skills Development Officer 1x Admin Clerk

<b>SUB-DIVISION</b>
<b>ORGANISATIONAL DEVELOPMENT</b>
<b>PURPOSE:</b> To provide Organisational Development, Human Resource Planning and EE plans
<b>FUNCTIONS:</b> 1. Conduct work study investigations. 2. Development and coordination of procedure manuals 3. Maintenance of organisational structure. 4. Facilitate the development and coordination of job descriptions. 5. Coordination of job evaluation processes. 6. Coordinate HRP and EE plans
<b>POSTS:</b> 1x Senior Workstudy Officer

<b>SUB-DIVISION</b>
<b>HUMAN PRACTICE AND ADMINISTRATION</b>
<b>PURPOSE:</b> To provide human resources administration and condition of services
<b>FUNCTIONS:</b> 1. Provision of recruitment services. 2. Facilitation of the selection process. 3. Facilitation of the appointment process and employee exits. 4. Render human resource personnel 5. Management and co-ordination of employee leave. 6. Render condition of services and remuneration matters
<b>POSTS:</b> 1x Senior Personnel Practitioner 1x Personnel Officer 2x Personnel Clerk-Recruitment 1x Personnel Clerk-Benefits

<b>SUB-DIVISION</b>
<b>LABOUR RELATIONS</b>
<b>PURPOSE:</b> To provide and facilitate labour relation services
<b>FUNCTIONS:</b> 1. Facilitation of Human Resource Policies, guidelines and processes. 2. Facilitation of Collective Bargaining and Dispute Resolution processes. 3. Provision of training on Conditions of Service and the Collective Agreement for employees and shopstewards. 4. Advise management on labour matters
<b>POSTS:</b> 1x Senior Labour Relations Officer 1x Labour Relations Officer

<b>SUB-DIVISION</b>
<b>OCCUPATIONAL HEALTH, SAFETY AND WELLNESS PROGRAMMES</b>
<b>PURPOSE:</b> To facilitate and provide employee Occupational Health, Safety and Wellness Programmes
<b>FUNCTIONS:</b> 1. Development and management of employee wellness services 2. Development and management of occupational health and safety services
<b>POSTS:</b> 1x Senior OHS & EAP Officer 1x OHS Officer 1x EAP Officer

CR117-29/06/20 SP

SIGNATURE.....*Bashibamba*.....

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

<b>DIVISION</b>
<b>INFORMATION COMMUNICATION TECHNOLOGY</b>
<b>Purpose</b> To provide information and communication technological services.
<b>Functions</b> 1. Manage effective ICT Governance & ICT Services. 2. Manage the operation and support of ICT Services and Systems services.
<b>Posts:</b> 1x Manager

<b>SUB-DIVISION</b>
<b>ICT GOVERNANCE AND SERVICES</b>
<b>PURPOSE:</b> To provide effective ICT Governance & ICT Services. services.
<b>FUNCTIONS:</b> 1. Coordinate ICT Governance Activities 2. Improvement of ICT Services, Risks and Compliance 3. ICT End User Support
<b>POSTS:</b> 1x ICT Governance, Compliance and Services Administrator

<b>SUB-DIVISION</b>
<b>SUB-DIVISION: ICT OPERATION AND SUPPORT</b>
<b>PURPOSE:</b> To provide effective operation and support of ICT Services and Systems
<b>FUNCTIONS:</b> 1. Server and Network Administration 2. ICT Security Management and User Support
<b>POSTS:</b> 1x ICT Security, Infrastructure and Systems Administrator 1x ICT Network and Server Administrator 1x ICT Systems Support



# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DEPARTMENT</b>	
<b>BUDGET AND TREASURY</b>	
<b>PURPOSE:</b>	To manage the financial administration of the Municipality
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage municipal expenditure</li> <li>2. Manage movable and immovable assets management.</li> <li>3. Manage revenue services.</li> <li>4. Manage municipal budget and reporting.</li> <li>5. Manage supply chain management services.</li> </ol>
<b>POSTS:</b>	1 x Chief Financial Officer 1 x Secretary

<b>DIVISION</b>	
<b>BUDGET PLANNING AND REPORTING</b>	
<b>PURPOSE:</b>	To provide and facilitate budget planning processes and reporting
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage and facilitate of the budget planning processes</li> <li>2. Manage and facilitate of the budget reporting</li> <li>3. Report and compile of Annual Financial Statements</li> <li>4. Report and compile MFMA Compliance Reports</li> <li>5. Coordination of budget planning processes.</li> </ol>
<b>POSTS:</b>	1x Manager

<b>DIVISION</b>	
<b>EXPENDITURE</b>	
<b>PURPOSE:</b>	To provide municipal expenditure.
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Provision of Municipality's Payroll System.</li> <li>2. Provision of creditor's payments and reconciliation.</li> <li>3. Provision of bank reconciliation</li> </ol>
<b>POSTS:</b>	1x Manager

<b>DIVISION</b>	
<b>REVENUE</b>	
<b>PURPOSE:</b>	To provide revenue management services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage billing system and collection</li> <li>2. Manage credit control services</li> <li>3. Manage credit control services</li> </ol>
<b>POSTS:</b>	1 x Manager

<b>DIVISION</b>	
<b>ASSET MANAGEMENT</b>	
<b>PURPOSE:</b>	To provide asset & fleet management services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage fleets for the municipality</li> <li>2. Manage movable and immovable assets</li> </ol>
<b>POSTS:</b>	1 x Manager

<b>DIVISION</b>	
<b>SUPPLY CHAIN MANAGEMENT</b>	
<b>PURPOSE:</b>	To provide supply chain services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage demand and logistics/stores services.</li> <li>2. Manage acquisition and disposal services.</li> <li>3. Manage compliance in Supply Chain operations</li> </ol>
<b>POSTS:</b>	1 x Manager

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

<b>DIVISION</b>
<b>BUDGET PLANNING AND REPORTING</b>
<b>PURPOSE:</b> To provide and facilitate budget planning processes and reporting
<b>FUNCTIONS:</b> <ol style="list-style-type: none"> <li>1. Manage and facilitate of the budget planning processes</li> <li>2. Manage and facilitate of the budget reporting</li> <li>3. Report and compile of Annual Financial Statements</li> <li>4. Report and compile MFMA Compliance Reports</li> <li>5. Coordination of budget planning processes.</li> </ol>
<b>POSTS:</b> 1x Manager

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

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

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

<b>EXPENDITURE</b>
<b>PURPOSE:</b> To provide municipal expenditure.
<b>FUNCTIONS:</b> 1. Provision of Municipality's Payroll System. 2. Provision of creditor's payments and reconciliation. 3. Provision of bank reconciliation
<b>POSTS:</b> 1x Manager

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

<b>SUB - DIVISION</b>
<b>CREDITORS PAYMENTS AND RECONCILIATION</b>
<b>PURPOSE:</b> To administer trade, sundry creditors payments and reconciliation services.
<b>FUNCTIONS:</b> 1. Render sundry creditors and reconciliation services. 2. Provide trade creditors and reconciliation services. 3. Provide reconciliation of creditors payments. 4. Calculate VAT claims.
<b>POSTS</b> 1x Senior Accountant: Creditors payments & Reconciliation 1x Accountant: Creditors payments & Reconciliation 2x Senior Clerk: Payment 1x Payment Clerk

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

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

<b>SUB-DIVISION</b>
<b>METERING AND BILLING MANAGEMENT</b>
<b>PURPOSE:</b> To provide metering and billing services
<b>FUNCTIONS:</b> 1. Provide billing and collection services 2. Render meter reading services
<b>POSTS:</b> 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

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

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

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

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

<b>SUB-DIVISION</b>
<b>ASSET MANAGEMENT</b>
<b>PURPOSE:</b> To manage municipal assets.
<b>FUNCTIONS:</b> 1. Safeguarding of assets. 2. Maintenance of the asset register, stores and logistics management.
<b>POSTS:</b> 1 x Senior Accountant: Asset

<b>SUB-DIVISION</b>
<b>FLEET MANAGEMENT</b>
<b>PURPOSE:</b> To render fleet management services
<b>FUNCTIONS:</b> 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
<b>POSTS:</b> 1 x Senior Admin Officer : Fleet Management 1 x Admin Officer : Fleet Management 1 x Admin Clerk

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

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

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DIVISION</b>	
<b>SUPPLY CHAIN MANAGEMENT</b>	
<b>PURPOSE:</b>	To provide supply chain services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage demand and logistics/stores services.</li> <li>2. Manage acquisition and disposal services.</li> <li>3. Manage compliance in Supply Chain operations</li> </ol>
<b>POSTS:</b>	1 x Manager

<b>SUB-DIVISION</b>	
<b>ACQUISITION AND DISPOSAL</b>	
<b>PURPOSE:</b>	To provide acquisition and disposal services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Provision of sourcing and acquisition services.</li> <li>2. Identification of PPPFA goals..</li> <li>3. Facilitation of disposal of assets.</li> <li>4. Conduct expenditure and commodity analysis</li> <li>5. Manage payable transactions accounts</li> </ol>
<b>POSTS:</b>	1x Senior Accountant: Acquisition and Disposal 2x Accountant: Acquisition and Disposal 2x Acquisition and Disposal Clerk

<b>SUB-DIVISION</b>	
<b>DEMAND AND LOGISTICS/STORES</b>	
<b>PURPOSE:</b>	To provide demand and logistics/Stores Services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Coordinate demand management services</li> <li>2. Coordinate logistics and disposal services</li> </ol>
<b>POSTS:</b>	1 x Senior Accountant: Demand & Logistics

<b>SUB-DIVISION</b>	
<b>COMPLIANCE MANAGEMENT</b>	
<b>PURPOSE:</b>	To provide compliance in Supply Chain Management operations
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Ensure Procedures, Systems and Controls</li> <li>2. Management of contract register</li> <li>3. Coordinate Bid Administration</li> <li>4. Administration of contract management.</li> <li>5. Conduct vendor/supplier performance</li> </ol>
<b>POSTS:</b>	1x Senior Compliance Management Officer

<b>SUB-SECTION</b>	
<b>DEMAND</b>	
<b>PURPOSE:</b>	To provide demand management services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Maintain suppliers database</li> <li>2. Manage payable transactions accounts</li> <li>3. Determine procurement future needs</li> <li>4. Coordinate procurement and budget processes.</li> </ol>
<b>POSTS:</b>	1x Accountant: Demand

<b>SUB-SECTION</b>	
<b>LOGISTICS/STORES</b>	
<b>PURPOSE:</b>	To provide logistics and disposal services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Maintain suppliers database</li> <li>2. Determine procurement future needs</li> <li>3. Conduct expenditure and commodity analysis</li> <li>4. Coordinate procurement and budget processes.</li> </ol>
<b>POSTS:</b>	1x Senior Clerk : Logistics 2x Logistics Clerk

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DEPARTMENT</b>	
<b>TECHNICAL SERVICES</b>	
<b>PURPOSE:</b>	To provide sustainable Infrastructure development services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage roads and storm water services</li> <li>2. Manage Electrical and Mechanical Services</li> <li>3. Manage Building Services</li> <li>4. Manage Project Management Unit</li> </ol>
<b>Posts:</b>	1x Director: Technical Services 1x Secretary

<b>DIVISION</b>	
<b>ELECTRICAL &amp; MECHANICAL ENGINEERING SERVICES</b>	
<b>PURPOSE:</b>	To provide electrical and Mechanical engineering services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage electrical services</li> <li>2. Manage mechanical services</li> </ol>
<b>Posts:</b>	1x Manager Electro-Mechanical Engineer

<b>DIVISION</b>	
<b>PROJECT MANAGEMENT UNIT</b>	
<b>PURPOSE:</b>	To Manage Project Management Unit
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage Construction of Projects</li> <li>2. Coordinate reports on compliance and progress of projects</li> <li>3. Monitor Service Provides</li> <li>4. Financial management</li> <li>5. Liaise with community members</li> </ol>
<b>Posts:</b>	1x Project manager 1x Senior Project Technician 2x Project Technician 1x EPWP Coordinator 1x Project Admin / Data Capture

<b>DIVISION</b>	
<b>ROADS AND STORM WATER</b>	
<b>PURPOSE:</b>	To provide and maintain roads and Storm Water Infrastructure
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Maintenance of Storm water services</li> <li>2. Maintenance of Surface and Gravel Road</li> </ol>
<b>POSTS:</b>	1x Manager: Roads and Storm Water 1x Senior Roads & Storm Water Technician

<b>DIVISION</b>	
<b>BUILDING CONTROL</b>	
<b>PURPOSE:</b>	To maintain and provide municipal properties
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Maintain Building Services</li> <li>2. Approval of Building plans</li> <li>3. Coordination Human Settlement Services</li> </ol>
<b>POSTS:</b>	1x Manager: Building Control

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

<b>DIVISION</b>	
<b>ELECTRICAL &amp; MECHANICAL ENGINEERING SERVICES</b>	
<b>PURPOSE</b>	To provide electrical and Mechanical engineering services
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Manage electrical services</li> <li>2. Manage mechanical services</li> </ol>
<b>Posts:</b>	1x Manager Electro-Machanical Engineer

<b>SUB-DIVISION</b>	
<b>ELECTRICAL ENGINEERING SERVICES</b>	
<b>PURPOSE:</b>	To provide electrical engineering services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Coordinate electrical construction and Installations</li> <li>2. Plan and Predictive maintenance</li> <li>3. Maintain and give expert advice regarding electricity</li> <li>4. Coordinate clean worksites, storage and safekeeping of mechanical tools</li> </ol>
<b>POSTS:</b>	1x Senior Electrical Engineering Technician 2x Electrical Engineering Technician 2x Assistant Electrical Engineering Technician 4x General Worker

<b>SUB-DIVISION</b>	
<b>MECHANICAL ENGINEERING SERVICES</b>	
<b>PURPOSE:</b>	To provide mechanical engineering services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Perform mechanical maintenance and repair of plant and vehicles</li> <li>2. Plan and Predictive maintenance</li> <li>3. Maintain and give expert advice regarding mechanical matters</li> <li>4. Coordinate clean worksites, storage and safekeeping of mechanical tools</li> </ol>
<b>POSTS:</b>	1x Senior Mechanical Engineering Technician 2x Mechanical Engineering Technician 2x General Worker



**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

<b>DIVISION</b>
<b>ROADS AND STORM WATER</b>
<b>PURPOSE:</b> To provide and maintain roads and Storm Water Infrastructure
<b>FUNCTIONS:</b> 1. Maintenance of Storm water services 2. Maintenance of Surface and Gravel Road
<b>POSTS:</b> 1x Manager: Roads and Storm Water 1x Senior Roads & Storm Water Technician

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

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

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DIVISION</b>
<b>BUILDING CONTROL</b>
<b>PURPOSE:</b> To maintain and provide municipal properties
<b>FUNCTIONS:</b> 1.. Maintain Building Services 2. Approval of Building Plans 3. Coordination Human Settlement Services
<b>POSTS:</b> 1x Manager: Building Control

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

<b>SUB-DIVISION</b>
<b>BUILDING INSPECTION</b>
<b>PURPOSE:</b> To inspect and approve building plans
<b>FUNCTIONS:</b> 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.
<b>POSTS:</b> 1x Senior Building Inspector 1x Building Inspector 1x Admin Clerk

<b>SECTION</b>
<b>PAINTING</b>
<b>PURPOSE:</b> To coordinate the maintenance of municipal building to ensure that buildings are safe
<b>FUNCTIONS:</b> 1. Maintenance and Repair of municipal buildings 2. Ensure safety procedure are adhered to 3. Manage administration activities of painting
<b>POSTS:</b> 1x Senior Painter 1x Painter 3x Labourers

<b>SECTION</b>
<b>BUILDING</b>
<b>PURPOSE:</b> To provide building or repairing walls in accordance with construction plans
<b>FUNCTIONS:</b> 1. Provide plastering activities 2. Provide plastering activities 3. Manage all the masons activities
<b>POSTS:</b> 1x Senior Masons 6x Masons 14x Labourers

<b>SECTION</b>
<b>PLUMBING</b>
<b>PURPOSE:</b> To provide the installation, repair and maintenance of pipes, fixtures and other plumbing used for water distribution and waste water disposal in residential, commercial and industrial buildings
<b>FUNCTIONS:</b> 1. Install, repair and maintain plumbing systems and components 2. Maintain all building codes, installation requirements and relevant legislation 3. Administer and schedule work
<b>POSTS:</b> 1x Senior Plumbers 4x Plumbers 16x Labourers

<b>SECTION</b>
<b>CARPENTRY</b>
<b>PURPOSE:</b> To provide the maintenance of municipal building and furniture to ensure that buildings are safe in terms of Carpentry activities
<b>FUNCTIONS:</b> 1. Maintain municipal buildings and facilities 2. Coordinate Carpentry and other related services 3. Manage administration of carpentry services
<b>POSTS:</b> 1x Senior Carpenter 1x Carpenter 4x Labourers

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# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DEPARTMENT</b>	
<b>COMMUNITY SERVICES</b>	
<b>PURPOSE:</b>	To manage community and social services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Management of community safety services</li> <li>2. Management of sports, arts, culture &amp; recreation</li> <li>3. Management of library services</li> </ol>
<b>POST</b>	
	1x Director
	1x Secretary

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

<b>DIVISION</b>	
<b>SPORTS, ART, CULTURE &amp; RECREATION</b>	
<b>PURPOSE:</b>	To provide Sports, Arts, Culture and Recreation Services
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage sports, arts, culture and recreation services</li> <li>2. Manage library services</li> </ol>
<b>POST:</b>	1x Manager

<b>DIVISION</b>	
<b>COMMUNITY SAFETY SERVICES</b>	
<b>PURPOSE:</b>	To manage Traffic and Licensing services.
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manage traffic services</li> <li>2. Manage Licensing services</li> </ol>
<b>POSTS:</b>	1 x Manager

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

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

<b>SUB-DIVISION</b>	
<b>PARKS AND CEMETERY</b>	
<b>PURPOSE</b>	To Manage Parks and Cemeteries
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Render greening campaign and tree planting</li> <li>2. Maintenance of Parks and Cemeteries</li> </ol>
<b>Posts</b>	1x Assistant Horticulturist 1x Admin Clerk 2x Supervisor 37x General Worker 3x Small Plant Operator

<b>SUB-DIVISION</b>	
<b>ENVIRONMENT &amp; WASTE MANAGEMENT</b>	
<b>PURPOSE</b>	To manage environmental health and waste management services
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Manage environmental services</li> <li>2. Manage waste management services</li> </ol>
<b>Posts</b>	1x Senior Environment Officer 1x Environment Officer 1x Superintendent Refuse Removal 1x Supervisor (Landfill) 1x Supervisor (Refuse Removal) 8x Operator Driver 2x Truck Driver 30x General Workers

**GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21**

<b>DIVISION</b>	
<b>SPORTS, ART, CULTURE &amp; RECREATION</b>	
<b>PURPOSE:</b>	To provide Sports, Arts, Culture and Recreation Services
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Manage sports, arts, aulture and recreation services</li> <li>2. Manage library services</li> </ol>
<b>POST:</b>	1x Manager

<b>SUB-DIVISION</b>	
<b>SPORTS, ARTS AND CULTURE</b>	
<b>PURPOSE:</b>	To coordinates arts and culture activities, support, preserve and promotes heritage in the cultural activities
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Coordinate Arts and Culture services</li> <li>2. Research and promotes talent locally.</li> <li>3. Preserve information and artefacts</li> <li>4. Act as Art and Culture ambassador</li> <li>5. Render gardening and cleaning services</li> </ol>
<b>POSTS:</b>	1x Admin Officer 1x Senior Admin Clerk 1x Supervisor 50x General Workers

<b>SUB-DIVISION</b>	
<b>LIBRARY SERVICES</b>	
<b>PURPOSE</b>	To provide library and research services for the information and maintenance of the library and its collections
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Provide effective access to library collections &amp; resources</li> <li>2. Maintain the information/organization of library materials</li> <li>3. Provide library services in response to the information needs of library users</li> </ol>
<b>POSTS:</b>	1x Senior Admin Officer 1x Librarian

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

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

<b>SUB-DIVISION</b>	
<b>LICENSING SERVICES</b>	
<b>PURPOSE:</b>	To coordinate and manage licensing services.
<b>FUNCTIONS:</b>	1. Identifies with the 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 specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
<b>POSTS:</b>	1x Chief Licensing Officer

<b>SUB-DIVISION</b>	
<b>TRAFFIC SERVICES</b>	
<b>PURPOSE:</b>	To manage traffic services and promote road safety through effective and efficient law enforcement in the jurisdiction area
<b>FUNCTIONS:</b>	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
<b>POSTS:</b>	1x Chief Traffic Officer

<b>SUB-SECTION</b>	
<b>DRIVERS LICENSE TESTING CENTRE (DLTC)</b>	
<b>PURPOSE:</b>	To promote road safety through effective & efficient assessment of learners and drivers licenses
<b>FUNCTIONS:</b>	1. Conduct eye test to applicant. 2. Coordinate renewal of licence and P1DP. 3. Conduct assessment for of applicants for instructors certificates. 4. Conduct assessment of drivers licence & learners licence applicants
<b>POSTS:</b>	1x Management Rep 5x Grade A Examiners

<b>SUB-SECTION</b>	
<b>REGISTRY AUTHORITY (RA)</b>	
<b>PURPOSE:</b>	To promote road safety effective & efficient through registration & licencing of vehicles
<b>FUNCTIONS:</b>	1. Registration and licencing of vehicles. 2. Coordinate bookings of learners licences & drivers 3. Process change of ownership transactions. 4. Issuing of learners, drivers licence & P1DP certificates,permits. 5. Conduct daily reconciliation and banking 6. Handle telephone enquiries
<b>POSTS:</b>	1 x Senior Licensing Officer 1x Information Services

<b>SUB-SECTION</b>	
<b>TRAFFIC LAW ENFORCEMENT</b>	
<b>PURPOSE:</b>	To promote road safety through effective and efficient law enforcement in the jurisdiction area
<b>FUNCTIONS:</b>	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
<b>POSTS:</b>	1x Superintendent 12x Traffic Officers Section : AARTO 1x Senior Clerk 2 x Admin Clerk

<b>SUB-SECTION</b>	
<b>COMMUNITY SAFETY (ANIMALS)</b>	
<b>PURPOSE:</b>	To render a pound animals within the area
<b>FUNCTIONS:</b>	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
<b>POSTS:</b>	1X Driver 1x Pound Master 1x Admin Clerk 3X General Worker

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

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

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

<b>SECTION</b>	
<b>ENQUIRES/RECORDS &amp; VERIFICATION</b>	
<b>PURPOSE:</b>	To handle enquires, records and verification processes
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Record management services</li> <li>2. Reconcil vehicle licencing, registration applications and payments</li> <li>3. Facilitate vehicle licencing, registration applications and payments</li> </ol>
<b>POSTS:</b>	1x Senior Licensing Clerk

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

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

# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DIVISION</b>	
<b>LOCAL ECONOMIC DEVELOPMENT</b>	
<b>PURPOSE</b>	To provide local economic development services
<b>FUNCTION</b>	<ol style="list-style-type: none"> <li>1. Manage Local Economic Development Projects</li> <li>2. Manage the implementation of LED programmes in Tourism Management</li> <li>3. Manage the implementation of LED programmes in Agricultural management</li> <li>4. Manage the implementation of Local Economic Development programmes in business control and regulations.</li> </ol>
<b>Posts:</b>	1 x Manager 1 x Senior LED Officer

<b>SUB - DIVISION</b>	
<b>BUSINESS CONTROL &amp; REGULATIONS</b>	
<b>PURPOSE</b>	to provide the implementation of Local Economic Development programmes in business control and regulations
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Develop LED plans with economic development stakeholders within through LED forum</li> <li>2. Provide business referrals and linkages with potential donors.</li> <li>3. Provide technical support, advice and guidance</li> </ol>
<b>POST</b>	1x Admin Clerk: Business Control Regulations

<b>SUB - DIVISION</b>	
<b>AGRICULTURAL MANAGEMENT</b>	
<b>PURPOSE:</b>	To provide the implementation of Local Economic Development programmes in Agricultural management.
<b>FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Develop local economic development plans with economic development stakeholders within the districts through LED forum</li> <li>2. Provide business referrals and linkages with potential donors.</li> <li>3. Provide technical support, advice and guidance.</li> <li>4. Facilitate the development of business plans for LED initiatives.</li> <li>5. Explore markets for locally produced products.</li> </ol>
<b>POSTS:</b>	1x Admin Clerk: Agricultural Management

<b>SUB - DIVISION</b>	
<b>TOURISM</b>	
<b>PURPOSE</b>	To provide the implementation of Local Economic Development programmes in tourism activities.
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Develop local economic development plans with economic development stakeholders LED forum.</li> <li>2. Provide business referrals and linkages with potential donors</li> <li>3. Explore markets for locally produced services</li> <li>4. Facilitate the development of business plans for LED initiatives.</li> <li>5. Provide technical support, advice and guidance</li> </ol>
<b>POST</b>	1x Admin Clerk: Tourism

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# GGM APPROVED ORGANISATIONAL STRUCTURE FOR 2020/21

<b>DIVISION</b>
<b>DEVELOPMENT SUPPORT</b>
<b>PURPOSE:</b> To provide development support services.
<b>FUNCTIONS:</b> 1. Manage Geographic Information Systems 2. Manage Town Administration 3. Manage Spatial Planning and Land Use services 4. Manage human settlement services
<b>POSTS:</b> 1x Manager

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

<b>SUB-DIVISION</b>
<b>HUMAN SETTLEMENT</b>
<b>PURPOSE:</b> To coordinate human settlement services
<b>FUNCTIONS:</b> 1. Coordinate in planning of allocation of houses 2. Maintain records of human settlement 3. Render general admin support services
<b>POSTS:</b> 1x Senior Admin Officer 1x Admin Officer 1x Admin Clerk

<b>SUB-DIVISION</b>
<b>SPATIAL PLANNING AND LAND USE</b>
<b>PURPOSE:</b> To provide council Tourism marketing material and tourism services
<b>FUNCTIONS:</b> 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
<b>POSTS:</b> 1x Senior Town Planner 1x Town Planner 1x Admin Officer 1x Senior Admin Clerk 1x Admin Clerk

<b>SUB-DIVISION</b>
<b>TOWN ADMINISTRATION</b>
<b>PURPOSE:</b> To facilitate Enterprise Development of formal and informal business Entities
<b>FUNCTIONS:</b> 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
<b>POSTS:</b> 1x Senior Admin Officer 1x Admin Officer 1x Senior Admin Clerk 2x Admin Clerk

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SIGNATURE: *BASA MUSA*