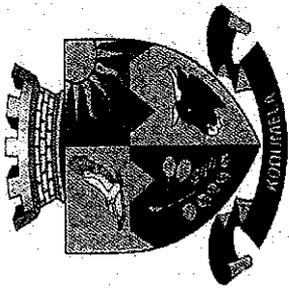


**BLOUBERG LOCAL MUNICIPALITY**



**APPROVED 2025/2026 ORGANISATIONAL STRUCTURE**

Signed by

*Thamaga mn*

**Chr. Thamaga MN**

**Mayor**

**Date: 29 May 2025**

# OVERVIEW

Section 66 of the Municipal System Act, 2000 (Act 32 of 2000) empowers the municipal manager to:

- a) Provide job descriptions for each post on the staff establishment
- b) Attach to those posts remuneration and other conditions of service as may be determined by applicable labour legislations
- c) The Municipality must therefore have an organisational structure of staff establishment outlining hierarchy and segregation of duties.

The structure must be developed in line with the guidelines provided in Municipal Staff Regulations Gazette no 45181, 20 September 2021 which must take effect as from 01<sup>st</sup> July 2022.

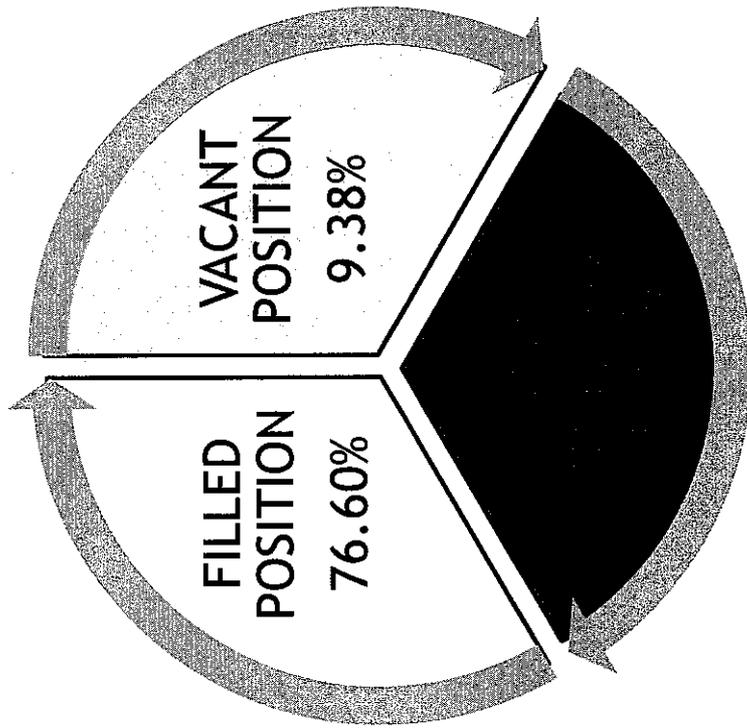
The new regulations provides the composition of departments and units as well as KPA's/KPI's attached to each and every position.

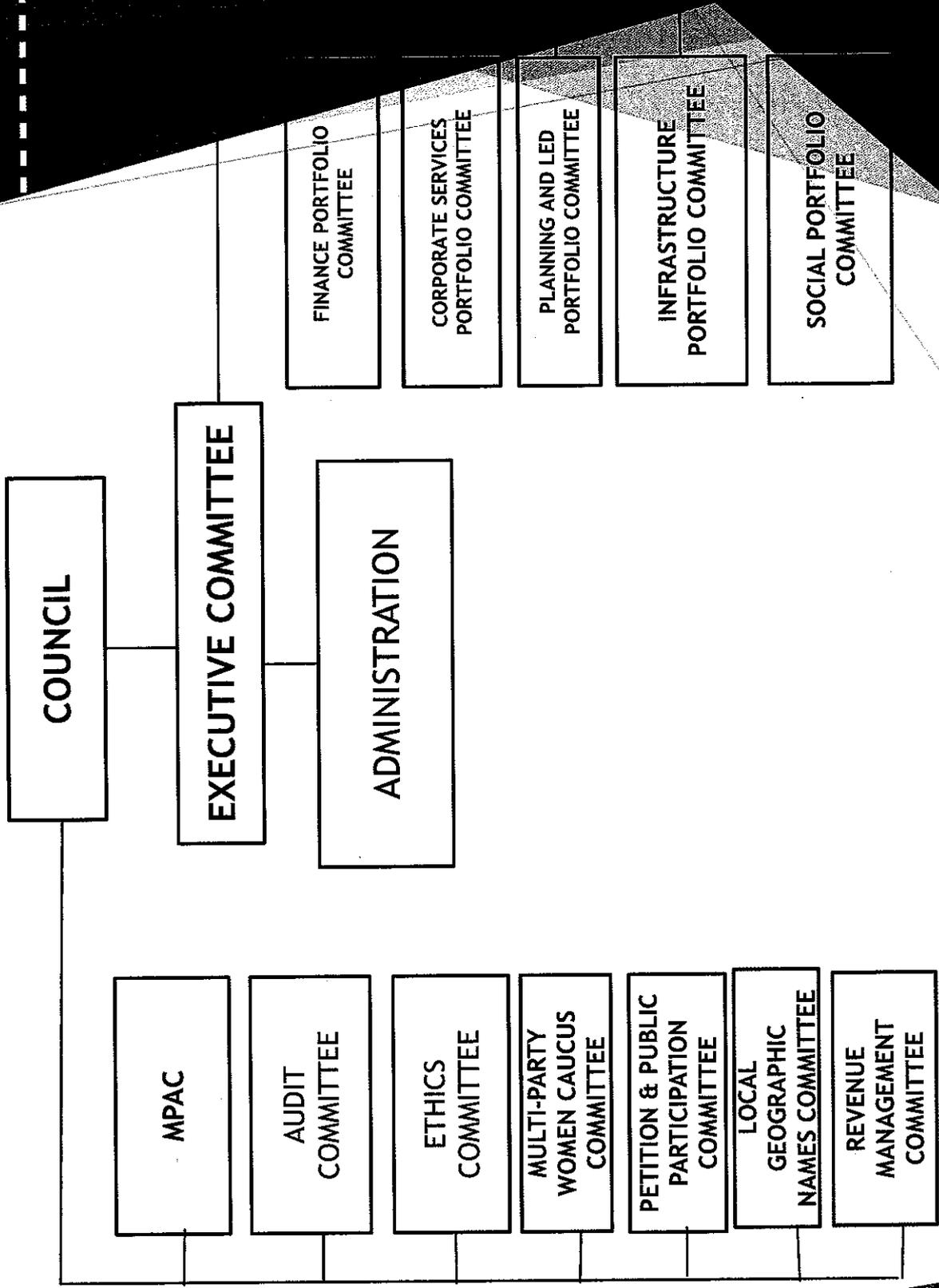
For local municipality the composition of staff establishment must be at least 1% Senior Management staff, 1%-15% managerial staff and 85%-95% Operational .

# TOTAL STAFF TURNOVER

	NUMBER	PERCENTAGE
TOTAL POSITIONS	245	100%
TOTAL FILLED	195	79.60%
EXISTING VACANCIES	23	9.38%
NEW VACANCIES	27	11.02%

# INDICATORS





# Municipal Council

Mayor

Speaker

Whip

**OFFICE OF THE MAYOR**  
**PURPOSE**  
To coordinate the activities of the Mayor and give administrative support

**FUNCTIONS**

1. Manage Stakeholder Engagement
2. Manage and Monitor the implementation of special programmes

**OFFICE OF THE SPEAKER**  
**PURPOSE**  
To lead and Coordinate legislative function.

**FUNCTIONS**

1. Ensure compliance in the Council and Council Committees with the Code of Conduct of Councillors
2. Ensure Council meetings are conducted in accordance with rules and orders of Council
3. Establish and manage the functions of ward committees
4. Provide administrative Support to Council and Councillors

**OFFICE OF THE WHIP**  
**PURPOSE**  
Coordinate activities of political parties in Council

**FUNCTIONS**

1. Facilitates sound relationship with political parties in Council
2. Support the functioning of councillors deployed in various committees

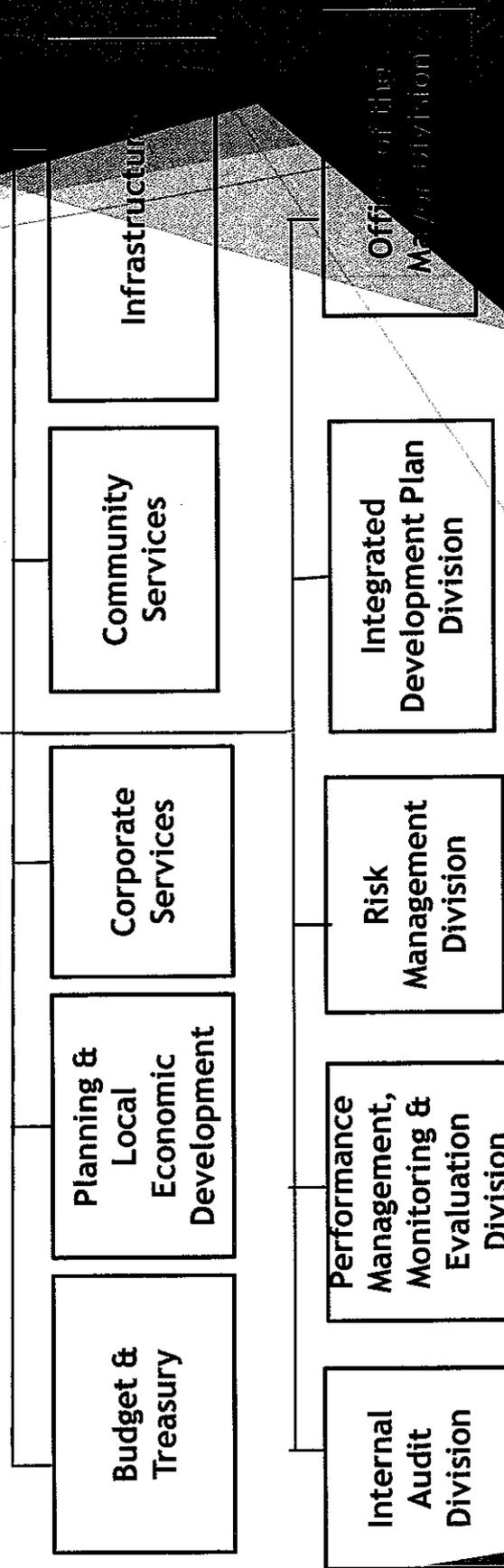
**OFFICE OF THE MUNICIPAL MANAGER**

**PURPOSE**

To provide governance and strategic administration

**FUNCTIONS**

1. Lead the development and implementation of Municipal Strategy
2. Lead institutional corporate governance
3. Plan and monitor effectiveness of service delivery
4. Lead and oversee the performance of all directorates



# MUNICIPAL MANAGER'S OFFICE

**PURPOSE**  
 To provide strategic administrative support to the municipality

**FUNCTION**

1. Manage internal audit
2. Lead the development and implementation of municipal strategy
3. Manage PME
4. Manage risk and security
5. Manage IDP
6. Manage political support

1X MUNICIPAL MANAGER

1X EXECUTIVE SECRETARY

INTERNAL AUDIT

PERFORMANCE, MONITORING & EVALUATION

RISK MANAGEMENT

POLITICAL SUPPORT OFFICES

INTEGRATED DEVELOPMENT PLAN

# INTERNAL AUDIT

## PURPOSE

To manage the internal audit

## FUNCTIONS

1. Develop and prepare risk based audit plan
2. Develop internal audit programme
3. Advise the accounting office on audit issues

1X MANAGER:  
INTERNAL AUDIT

1X INTERNAL  
AUDITOR

1X INTERNAL  
AUDITOR

# PERFORMANCE, MONITORING & EVALUATION

**PURPOSE**  
To manage institutional and individual PME

**FUNCTIONS**

1. Monitor organisational performance
2. Develop and review performance framework
3. Compile SDBIP
4. Manage individual performance

1X MANAGER: PME



1X PME OFFICER:  
INDIVIDUAL

1X PME OFFICER:  
INSTITUTIONAL

# RISK MANAGEMENT

**PURPOSE**  
To manage risk and security

**FUNCTIONS**

1. Facilitate risk assessment
2. Manage security services
3. Prepare risk management implementation plan

1X MANAGER: RISK MANAGEMENT

1X RISK OFFICER

# INTEGRATED DEVELOPMENT PLAN

**PURPOSE**  
To manage the integrated development plan process

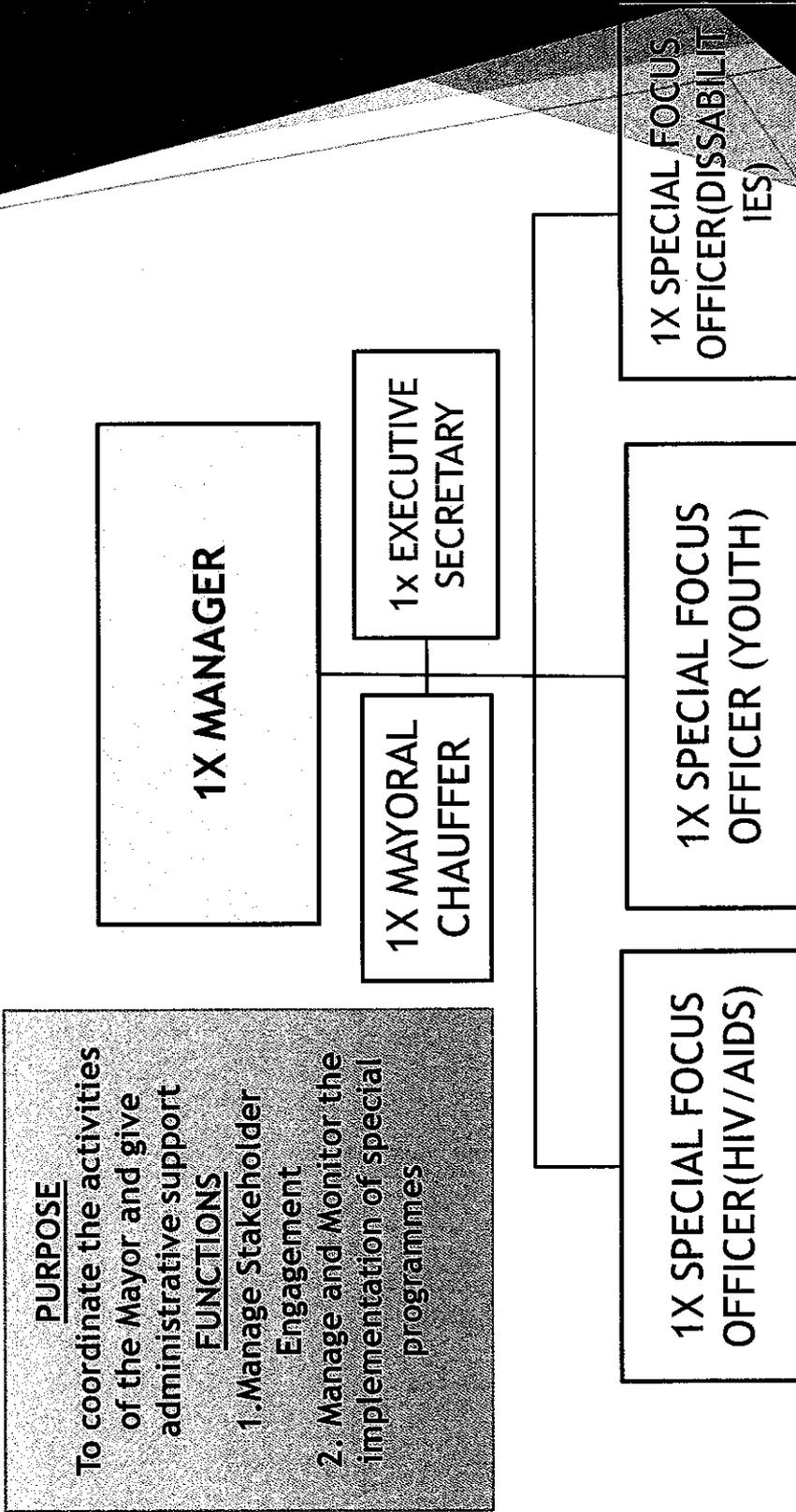
**FUNCTIONS**

1. Develop, review and coordinate IDP
2. Develop IDP process plan

1X MANAGER: IDP

1X IDP OFFICER

# OFFICE OF THE MAYOR



# OFFICE OF THE SPEAKER

## PURPOSE

To coordinate the activities of the Speaker and give administrative support

## FUNCTIONS

1. Manage Stakeholder Engagement
2. Manage and Monitor the implementation of special programmes

1X ADMIN OFFICER

1X ADMIN CLERK

1 X SPEAKER  
CHAUFFER

# OFFICE OF THE WHIP

## PURPOSE

To coordinate the activities of the WHIP and give administrative support

## FUNCTIONS

1. Manage Stakeholder Engagement
2. Manage and Monitor the implementation of special programmes

1X ADMIN CLERK

# FINANCE

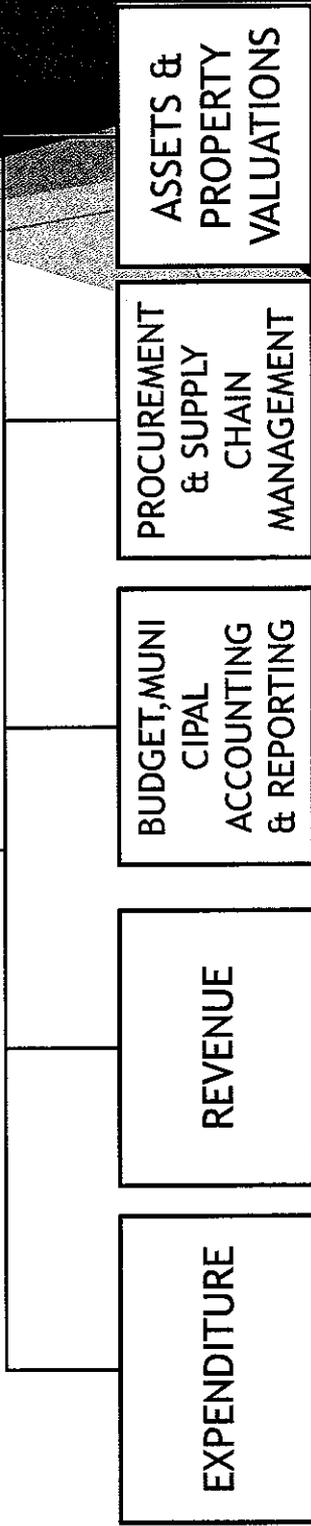
**PURPOSE**  
To manage the budget and treasury of the municipality

**FUNCTIONS**

1. Manage expenditure
2. Manage revenue
3. Manage budget & treasury
4. Manage municipal Accounting & Reporting
5. Manage procurement and supply chain management
6. Manage property valuations

1X CHIEF FINANCE OFFICER

1X SECRETARY



# EXPENDITURE UNIT

**PURPOSE**  
To manage expenditure control and payroll services

**FUNCTIONS**

1. Manage expenditure control
2. Manage payroll services

1X MANAGER:  
EXPENDITURE

1X ACCOUNTANT:  
EXPENDITURE

1X ACCOUNTANT:  
PAYROLL



# REVENUE

**PURPOSE**  
To manage revenue and debtors control

**FUNCTIONS**

1. Manage billing system and collections
2. Manage cash control Services
3. Manage Credit control services

1X MANAGER: REVENUE



1X ACCOUNTANT: REVENUE

1X BILLING CLERK

1X METER READER

1X CASHIER  
1X VACANT

1X DEBTORS CLERK

# MUNICIPAL ACCOUNTING & REPORTING

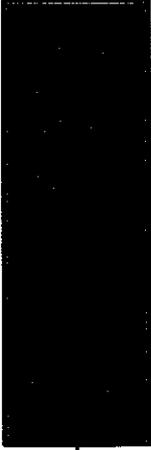
**PURPOSE**  
To manage municipal accounting and reporting

**FUNCTIONS**

1. Manage the accounting, reporting and AFS
2. Manage budget planning process

1X MANAGER:  
ACCOUNTING &  
REPORTING

1X ACCOUNTANT:  
BUDGET

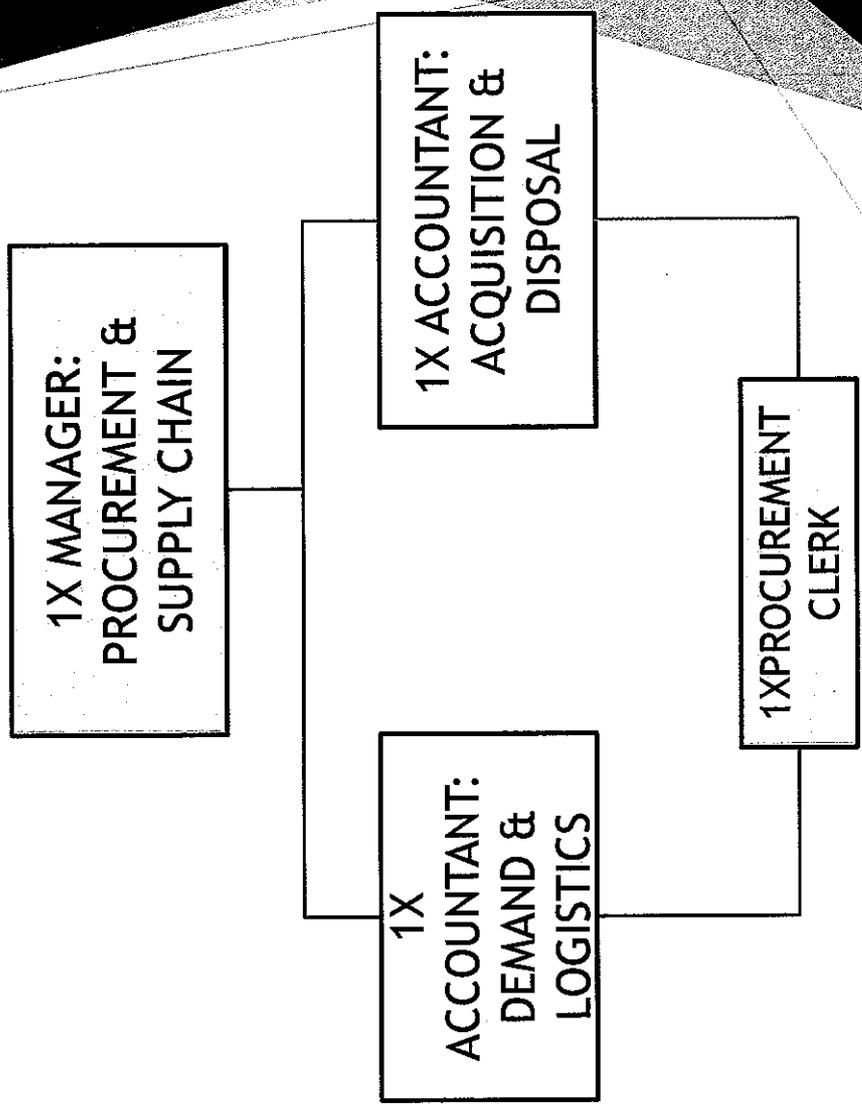


# PROCUREMENT & SUPPLY CHAIN MANAGEMENT

**PURPOSE**  
To manage the procurement and supply chain

**FUNCTIONS**

1. Manage the demand and logistics
2. Manage acquisition and disposal
3. Manage compliance



# ASSETS & PROPERTY VALUATIONS

## PURPOSE

To manage assets and property

## valuation roll

## FUNCTIONS

1. To manage the municipal assets
2. To manage the valuation roll

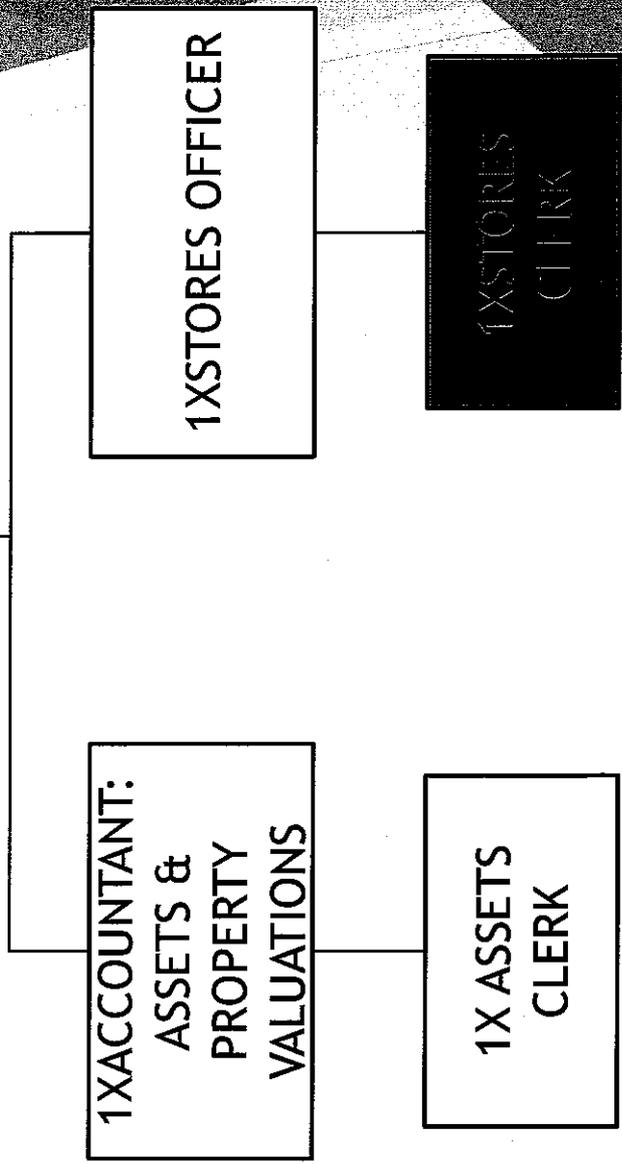
1XMANAGER: ASSETS & PROPERTY VALUATIONS

1XACCOUNTANT:  
ASSETS & PROPERTY VALUATIONS

1XSTORES OFFICER

1X ASSETS  
CLERK

1XSTORES  
CLERK



# CORPORATE SERVICES

**PURPOSE**  
To provide corporate support services

**FUNCTIONS**

1. Manage human resources
2. Manage ICT
3. Manage Legal Services
4. Manage Communications
5. Auxiliary services
6. Manage Council Support

**1XDIRECTOR:  
CORPORATE SERVICES**

**1XSECRETARY**

**HUMAN  
RESOURCE  
MANAGEMENT**

**INFORMATION &  
COMMUNICATION  
TECHNOLOGY**

**LEGAL  
SERVICES**

**COMMUNICATIONS**

**AUXILIARY  
SERVICES**

**COUNCIL  
SUPPORT**

**SATELLITE  
OFFICES**

# HUMAN RESOURCES MANAGEMENT

**PURPOSE**  
To manage human capital

**FUNCTIONS**

1. Manage human resource services
2. Manage organisational development
3. Manage OHS
4. Manage human resource development (SDF)

1XMANAGER: HRM

1XHRM OFFICER

1XOHS OFFICER

1XSKILLS  
DEVELOPMENT  
FACILITATOR

1X HR CLERK

# INFORMATION & COMMUNICATIONS TECHNOLOGY

**PURPOSE**  
To provide ICT services

**FUNCTIONS**

1. Manage and maintain internet
2. Develop maintenance plan
3. Manage the website
4. Manage network and security

1XMANAGER: ICT



1 X IT  
TECHNICIAN



1XWEB  
ADMINISTRATOR

# LEGAL SERVICES

**PURPOSE**  
To provide legal and legislative services

**FUNCTIONS**

1. Render legal advice services
2. Manage contravention services
3. Manage and monitor litigations

1XMANAGER: LEGAL SERVICES

1XLEGAL SERVICE OFFICER

# COMMUNICATIONS

**PURPOSE**  
To provide communications services

**FUNCTIONS**  
To manage media and communication services

1X MANAGER:  
COMMUNICATIONS



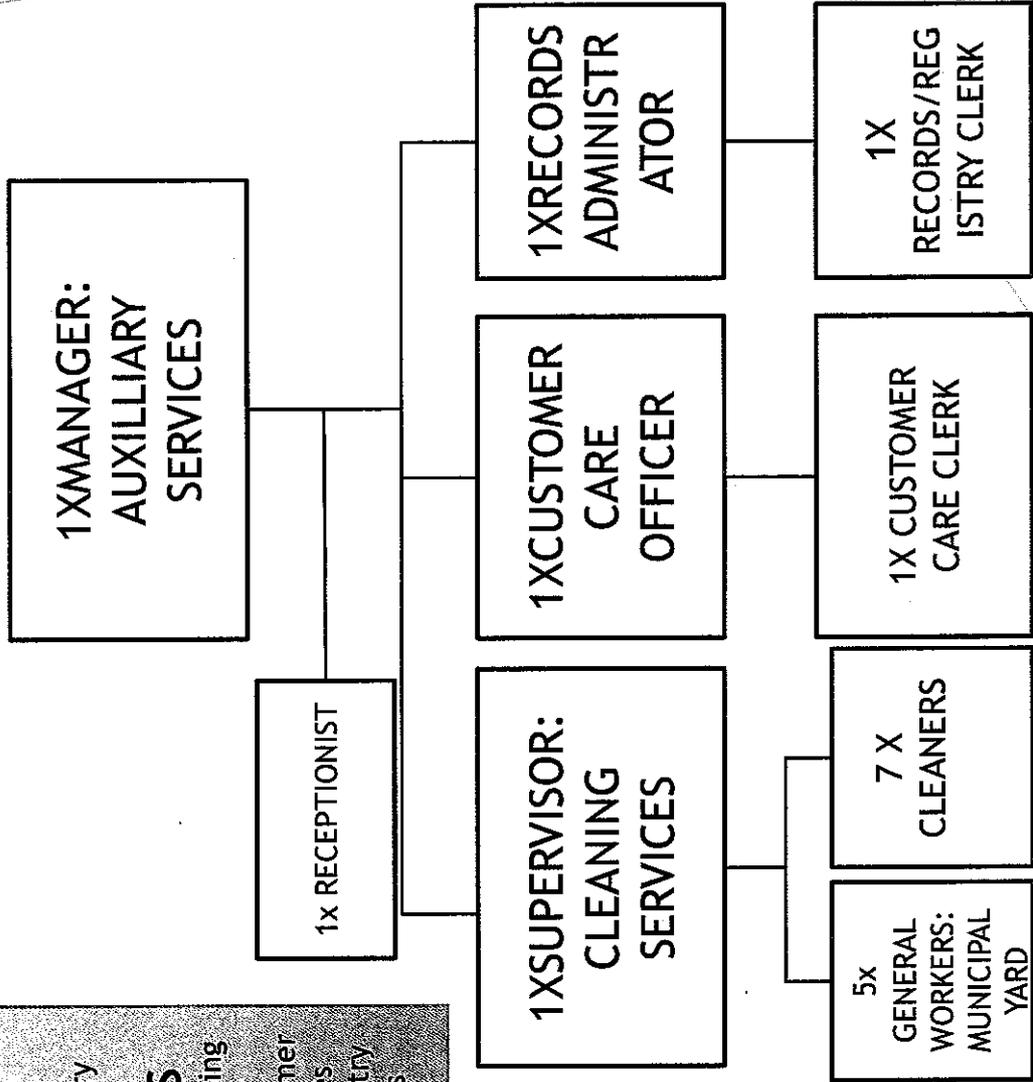
1X COMMUNICATIONS  
OFFICER

# AUXILLIARY SERVICES(A)

**PURPOSE**  
To render auxiliary services

**FUNCTIONS**

1. Manage Cleaning services
2. Manage Customer care services
3. Manage Registry and records



# AUXILLIARY SERVICES(B)

**PURPOSE**  
To render auxiliary services

**FUNCTIONS**

1. Manage municipal fleet and mechanics

1XMANAGER:  
AUXILLIARY  
SERVICES

1XTRANSPORT  
OFFICER

3 X DRIVERS  
MESSENGERS  
1 VACANTS

1X Transport  
Clerk

[Redacted]

1X DIESEL  
MECHANIC

1 X GENERAL  
WORKER

# COUNCIL SUPPORT

**PURPOSE**  
To provide council support services

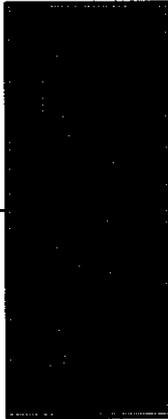
**FUNCTIONS**

1. Manage council support
2. Manage MPA support
3. Manage ward committee and public participation

1XMANAGER: COUNCIL SUPPORT



1XPUBLIC PARTICIPATION OFFICER



1XMPAC RESEARCHER

1XMPAC CLERK

# ALLDAYS SATELLITE OFFICE

## PURPOSE

To manage service delivery at satellite areas

## FUNCTIONS

1. Manage traffic service at satellite
2. Manage administration of the satellite office
3. Manage service delivery at satellite

1XMANAGER:  
ALLDAYS SATELLITE

1XMANAGEMENT  
NT REP

1XENATIS  
SUPERVISOR

1XSUPERITENDAN  
T: TRAFFIC

1XSUPERVISOR:  
R: CLEANING  
SERVICES

2X  
ELECTRICAL  
ARTISANS

1X EXAMINER

1X ENATIS  
CASHIER

2X TRAFFIC  
OFFICERS

1x  
OPERATOR

1XTRUCK  
DRIVER

2 X GENERAL  
WORKERS -  
1XCLEANER

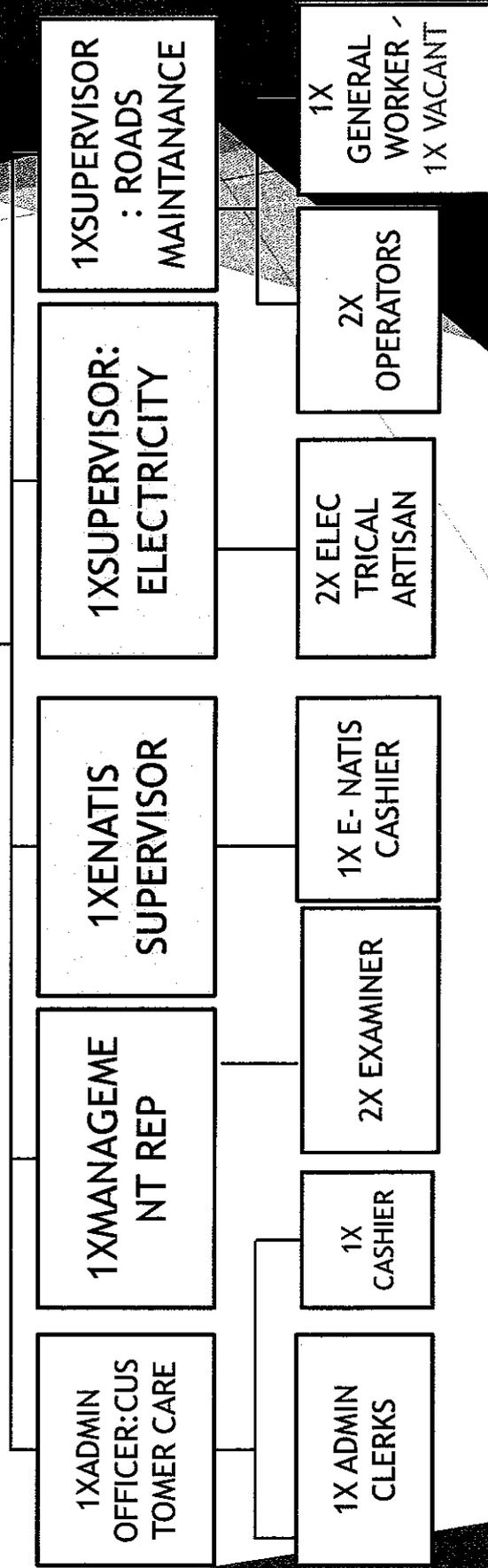
# ELDORADO SATELLITE OFFICE

**PURPOSE**  
To manage service delivery at satellite areas

**FUNCTIONS**

1. Manage traffic service at satellite
2. Manage administration of the satellite office
3. Manage service delivery at satellite

1XMANAGER:  
ELDORADO  
SATELLITE



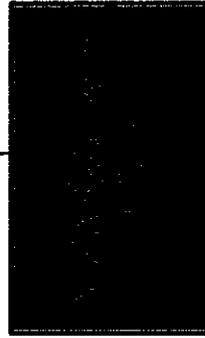
# TOLWE SATELLITE

**PURPOSE**  
To manage service delivery at satellite areas

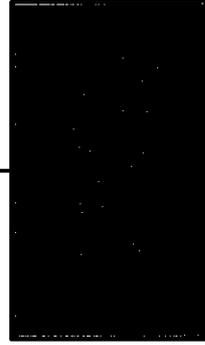
**FUNCTIONS**

1. Manage traffic service at satellite
2. Manage administration of the satellite office
3. Manage service delivery at satellite

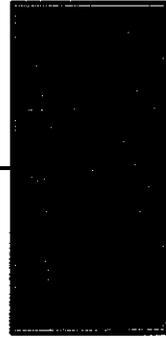
1XMANAGER: TOLWE SATELLITE



1XSUPERITEN DANT: TRAFFIC



1XADMIN OFFICER



4 X TRAFFIC OFFICERS

1X CASHIER

1 X DRIVER

1X CLEANER  
1X GENERAL WORKER

# INVERAAN & LANGLAAGTE SATELLITE OFFICE

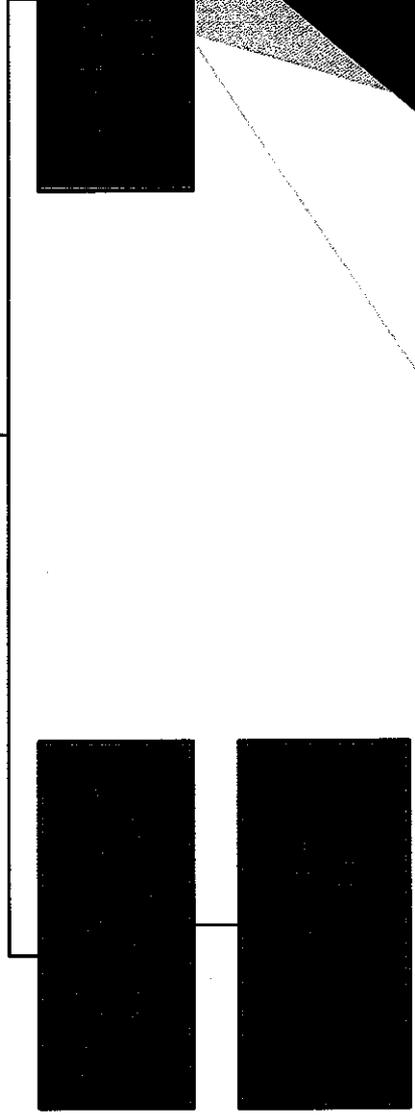
**PURPOSE**  
To manage service delivery at satellite areas

**FUNCTIONS**

1. Manage administration of the satellite office
2. Manage service delivery at satellite

1XMANAGER:  
INVERAAN &  
LANGLAAGTE  
SATELLITE

1XADMIN OFFICER



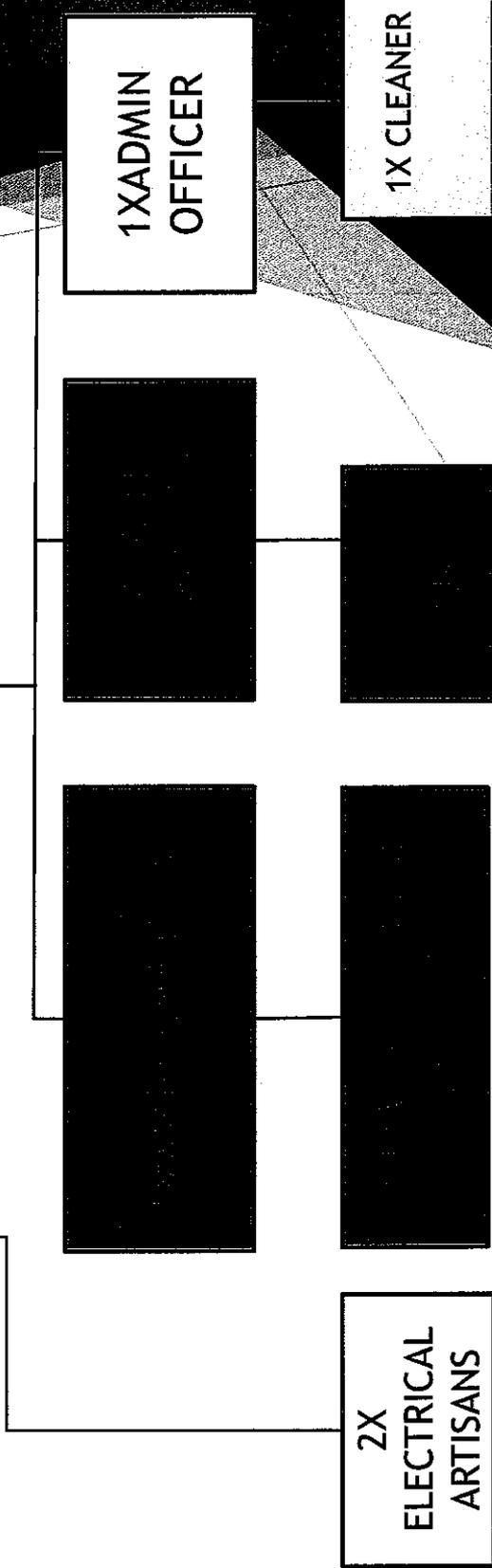
# RAWESHI SATELLITE

**PURPOSE**  
To manage service delivery at satellite areas

**FUNCTIONS**

1. Manage licensing service at satellite
2. Manage administration of the satellite office
3. Manage service delivery at satellite

1XMANAGER:  
RAWESHI SATELLITE



# MUNICIPAL PLANNING

**PURPOSE**  
To manage municipal planning and economic development

**FUNCTIONS**

1. Manage municipal Planning
2. Manage spatial planning/land use
3. Manage economic development

1XDIRECTOR:  
MUNICIPAL PLANNING

1XSECRETARY

SPATIAL PLANNING &  
LANDUSE  
MANAGEMENT

ECONOMIC  
DEVELOPMENT

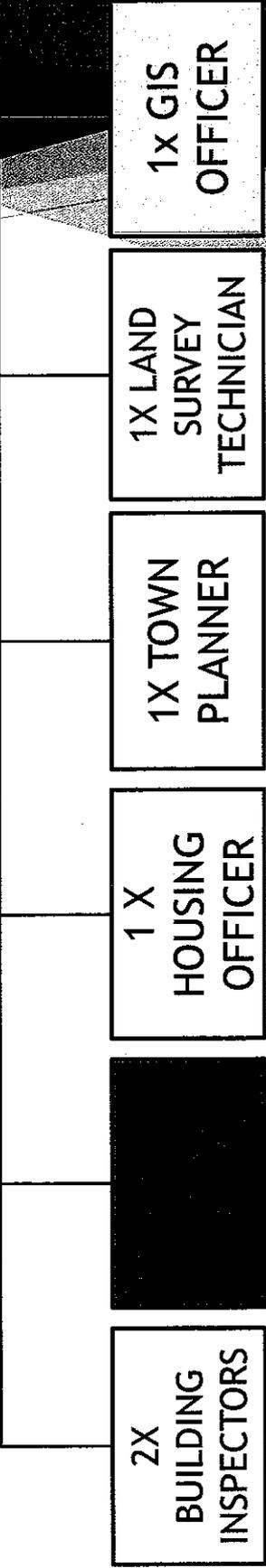
# SPATIAL PLANNING & LAND USE MANAGEMENT

**PURPOSE**  
To manage planning, GIS and landuse

**FUNCTIONS**

1. Administer landuse management applications
2. Facilitate transfer of property ownership
3. Render GIS and survey services

1XMANAGER: SPATIAL  
PLANNING & LANDUSE



# ECONOMIC DEVELOPMENT

## PURPOSE

Coordinate and support economic development programmes

## FUNCTIONS

1. Create an enabling environment for tourism, mining and agriculture
2. Support and coordinate LED projects

1XMANAGER:  
ECONOMIC  
DEVELOPMENT

1XECONOMIC  
DEVELOPMENT  
OFFICER

1XTOURISM OFFICER

# COMMUNITY SERVICES

**PURPOSE**  
To provide community services

**FUNCTIONS**

1. Manage waste and environment
2. Manage traffic law enforcement
3. Manage licensing services
4. Manage public safety

1XDIRECTOR:  
COMMUNITY SERVICES

1XSECRETARY

WASTE &  
ENVIRONMENT

TRAFFIC LAW  
ENFORCEMENT

LICENSING

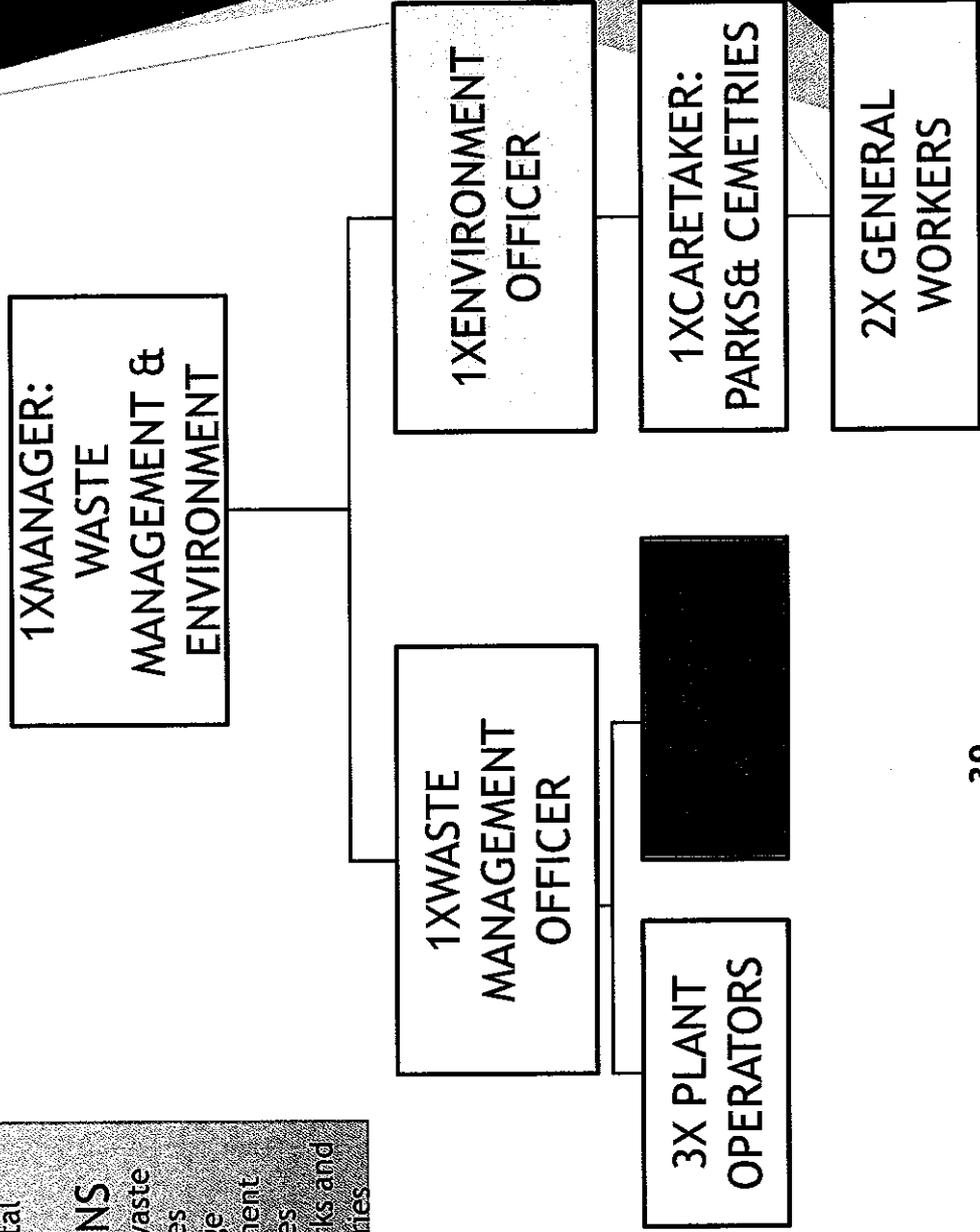
PUBLIC  
SAFETY &  
SECURITY

# WASTE MANAGEMENT & ENVIRONMENT

**PURPOSE**  
To manage waste and environmental services

**FUNCTIONS**

1. Manage waste services
2. Manage environment services
3. Manage parks and cemeteries



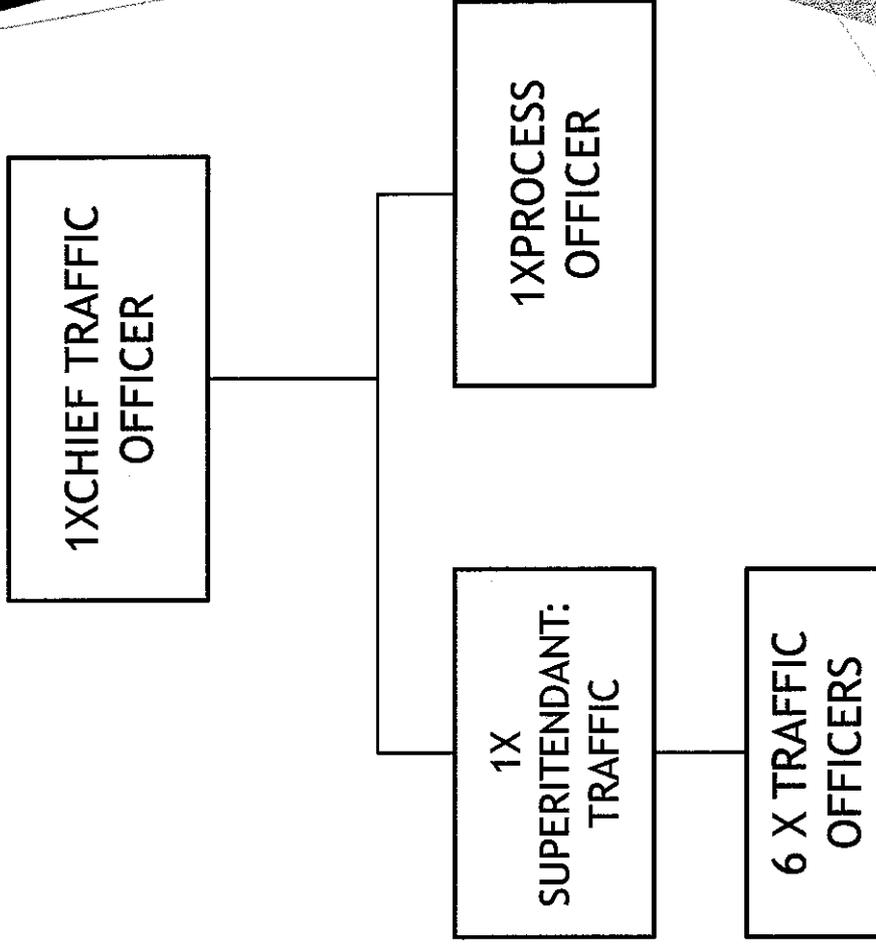
# TRAFFIC LAW ENFORCEMENT

## PURPOSE

To manage traffic law enforcement services

## FUNCTIONS

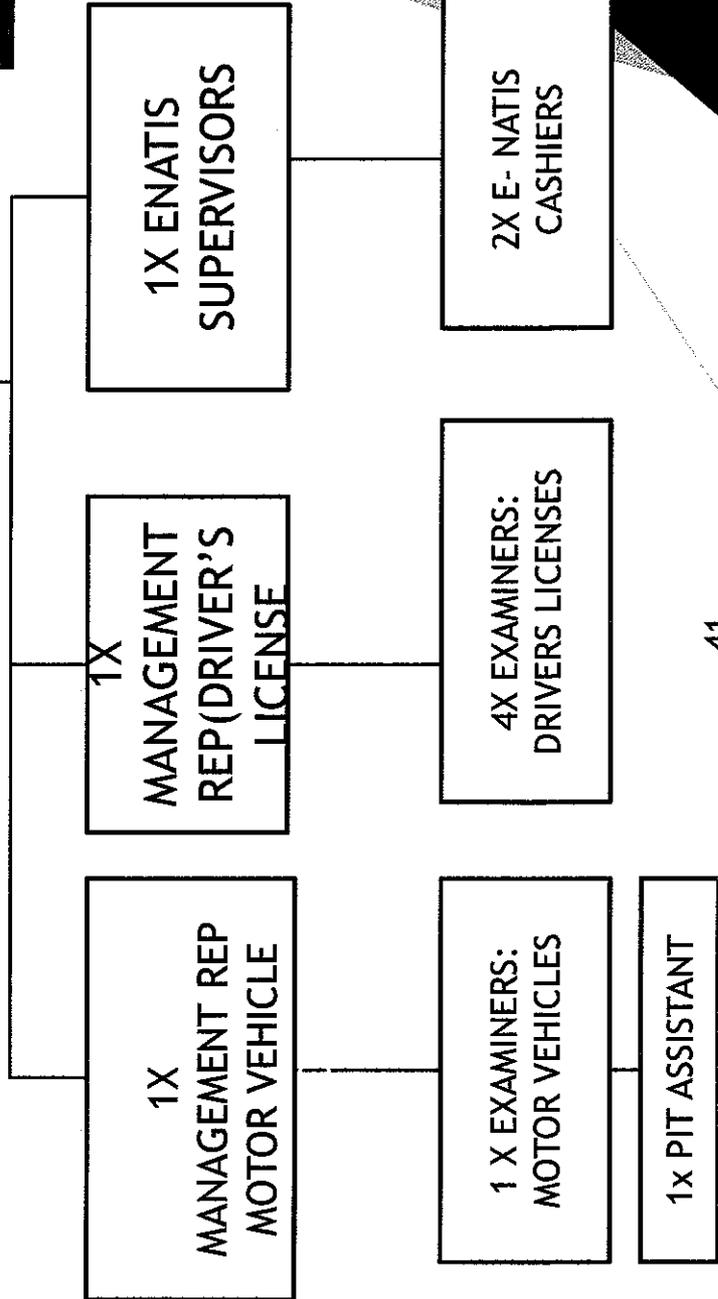
1. Render law enforcement
2. Provide road safety
3. Enforce compliance



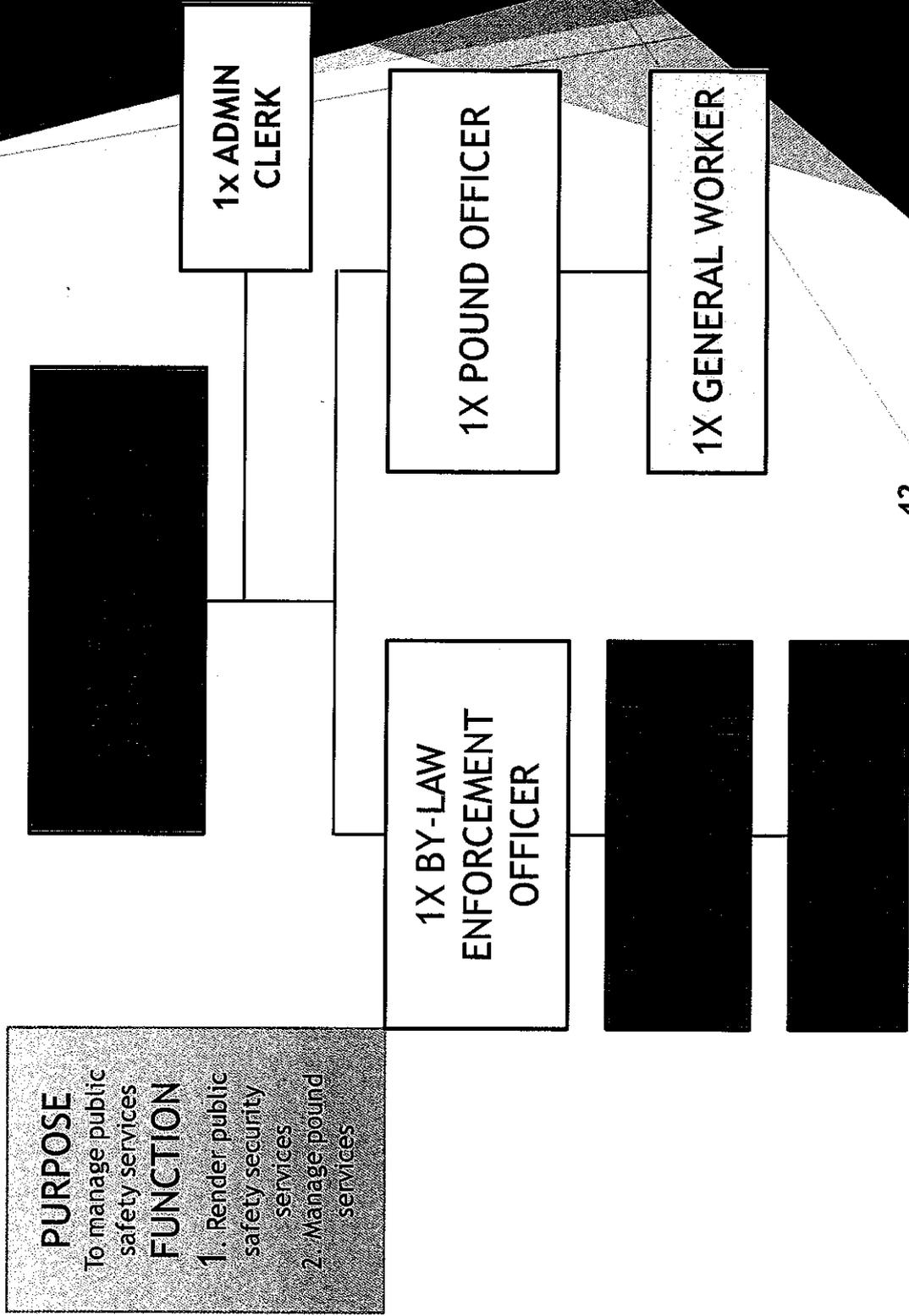
# LICENSING

**PURPOSE**  
To manage licensing  
**FUNCTIONS**  
1. Render registration and licensing services  
2. Manage vehicle testing station

1X CHIEF LICENSING OFFICER



# PUBLIC SAFETY & SECURITY



# TECHNICAL SERVICES

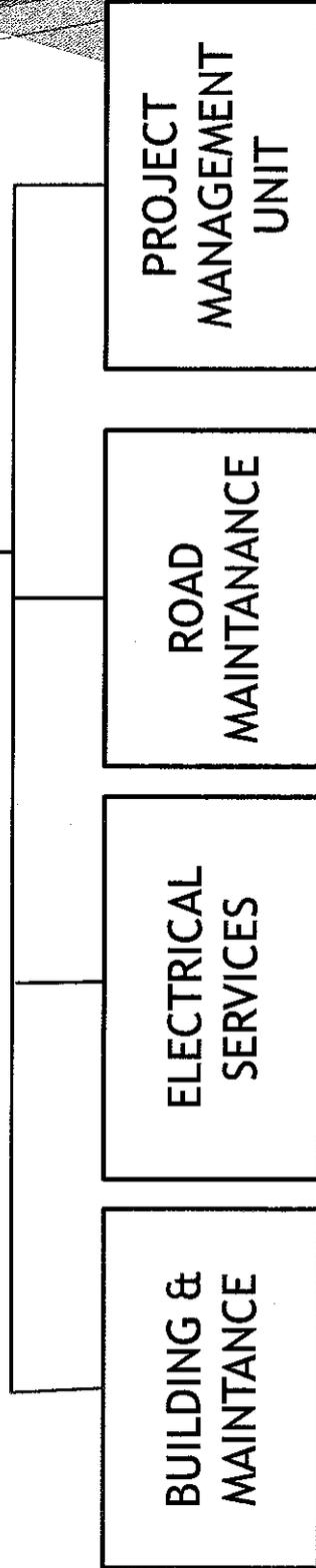
**PURPOSE**  
To manage technical services

**FUNCTIONS**

1. Manage electrical services
2. Manage roads and infrastructure maintenance
3. Manage project

1XDIRECTOR: TECHNICAL SERVICES

1XSECRETARY



# ELECTRICAL SERVICES

**PURPOSE**  
To manage electrical services

**FUNCTIONS**  
To manage and render electricity services

1X MANAGER:  
ELECTRICAL  
SERVICES

1X ELECTRICAL  
SUPERVISOR

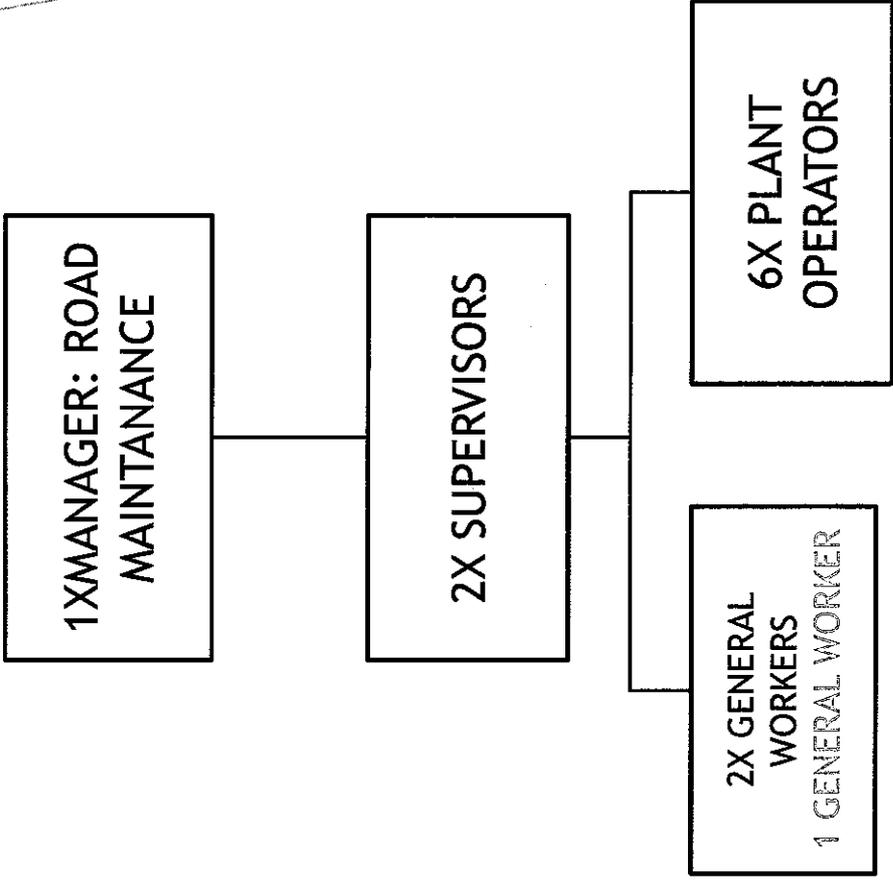
4X ELECTRICAL  
ARTISANS

1X ELECTRICAL  
TECHNICIAN  
(OFFICER)



**PURPOSE**  
To manage roads  
maintenance  
**FUNCTIONS**  
Maintain road  
infrastructure

# ROAD MAINTANANCE



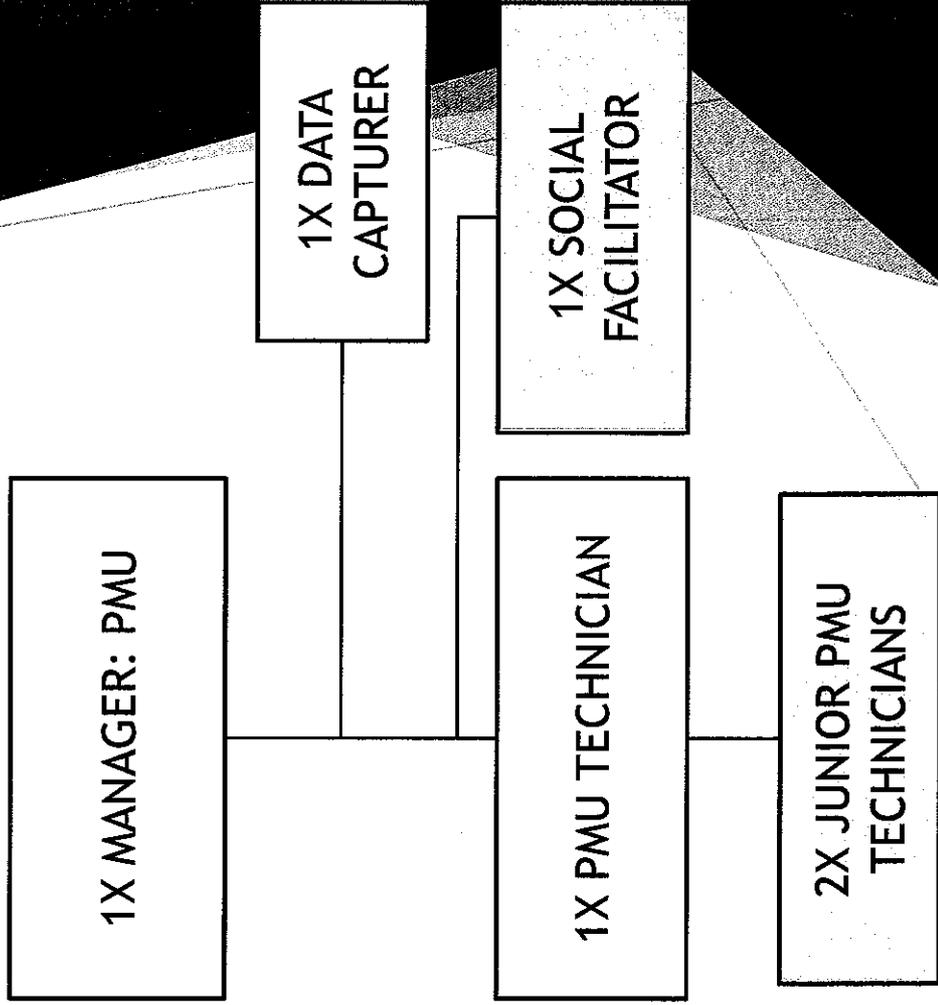
# PROJECT MANAGEMENT UNIT

## PURPOSE

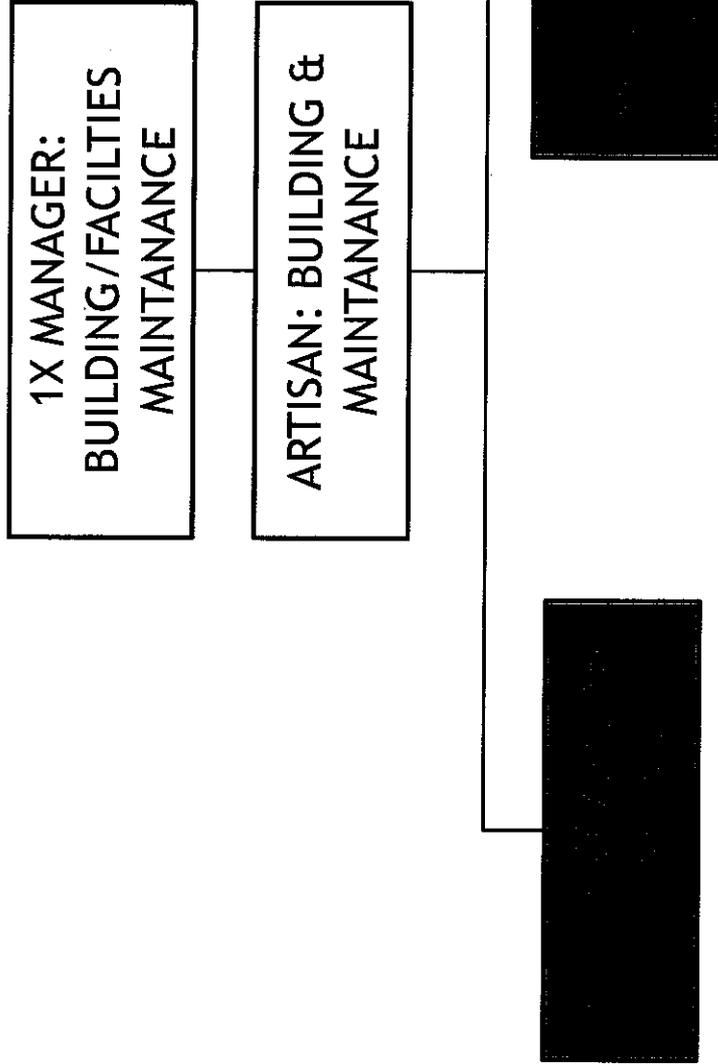
To provide project management

## FUNCTIONS

1. Manage and evaluate capital projects
2. Coordinate reports on complaints and projects progress
3. Manage EPWP on Capital projects



# BUILDING AND MAINTANANCE DIVISION



# 2025/2026 ORGANISATIONAL STRUCTURE APPROVAL

This 2025/2026 Organisational Structure was formulated by HR Unit. Consultation done to all Municipal Departments and Labour.

Authorised by Municipal Manager: [Signature] Date: 29/05/2025

Recommended by Portfolio Committee on Corporate Services: [Signature] Date: 29/05/2025

Approved by the Mayor: [Signature] Date: 29/05/2025