

1. REPORT ON THE ORGANOGRAM

1.1. PURPOSE

The purpose of the report is to highlight further changes to the Organogram after it has been adopted in principle at the ordinary Council of 29/05/2015 at the Church of Nazarene and further to seek approval for the changes from Council.

1.2. THE PROPOSED CHANGES

Sequel to the Organogram being adopted the following changes were deemed necessary:

1.2.1. MUNICIPAL MANAGER'S OFFICE

- (a) Relocate Sports arts and Culture to Community services.
- (b) Reduce the number of Chauffers to the Mayor to one and down grade the posts of Chauffers to the mayor and the Speaker to drivers and provide role playing benefits to those who shall be assigned to these offices.
- (c) Down grade the posts of Executive secretaries to Secretaries and provide role playing benefits to those who shall be assigned to the Office of the mayor and the Municipal manager.
- (d) Separate the IDP from the PMS and move IDP to Municipal manager s Office and PMS to Corporate Services
- (d) Re introduce the Satellites to Municipal manager s office from Community services.
- (e) Rename the Community Liason Officer to Special Focus Officer: Community development for the same responsibilities as before.

1.2.2. COMMUNITY SERVICES

- (a) Introduce the post of safety coordinator
- (b) Introduce the post of waste truck driver
- (c) Include the management of Sports art and Culture amongst the functions of the department.
- (c) Introduce Sports Arts and Culture officer.
- (d) Increase the number of Enatis Cashiers by two posts.

1.2.3. INFRASTRUCTURE AND ENGINEERING SERVICES

- (a) Increase the number of Road supervisors to three

(b) Increase the number of the Electricity supervisors to three.

(c) Introduce three posts of Electrician Assistants.

1.2.4. SPATIAL PLANNING AND ECONOMIC DEVELOPMENT

(a) Introduce the post of LED Officer.

1.2.5. CORPORATE SERVICES

(a) Introduce the post of Records Manager.

(b) Bring to parity the levels and salaries of administrators in the municipality.

(c) Include performance management amongst the functions other department.

1.2.6. BUDGET AND TREASURY

(a) Reduce the number of meters readers from four to two.

1.3. LEGAL IMPLICATIONS

None

1.4. FINANCIAL IMPLICATIONS

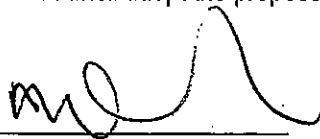
None

1.5. ATTACHEMENT

Copy of the reviewed Organogram

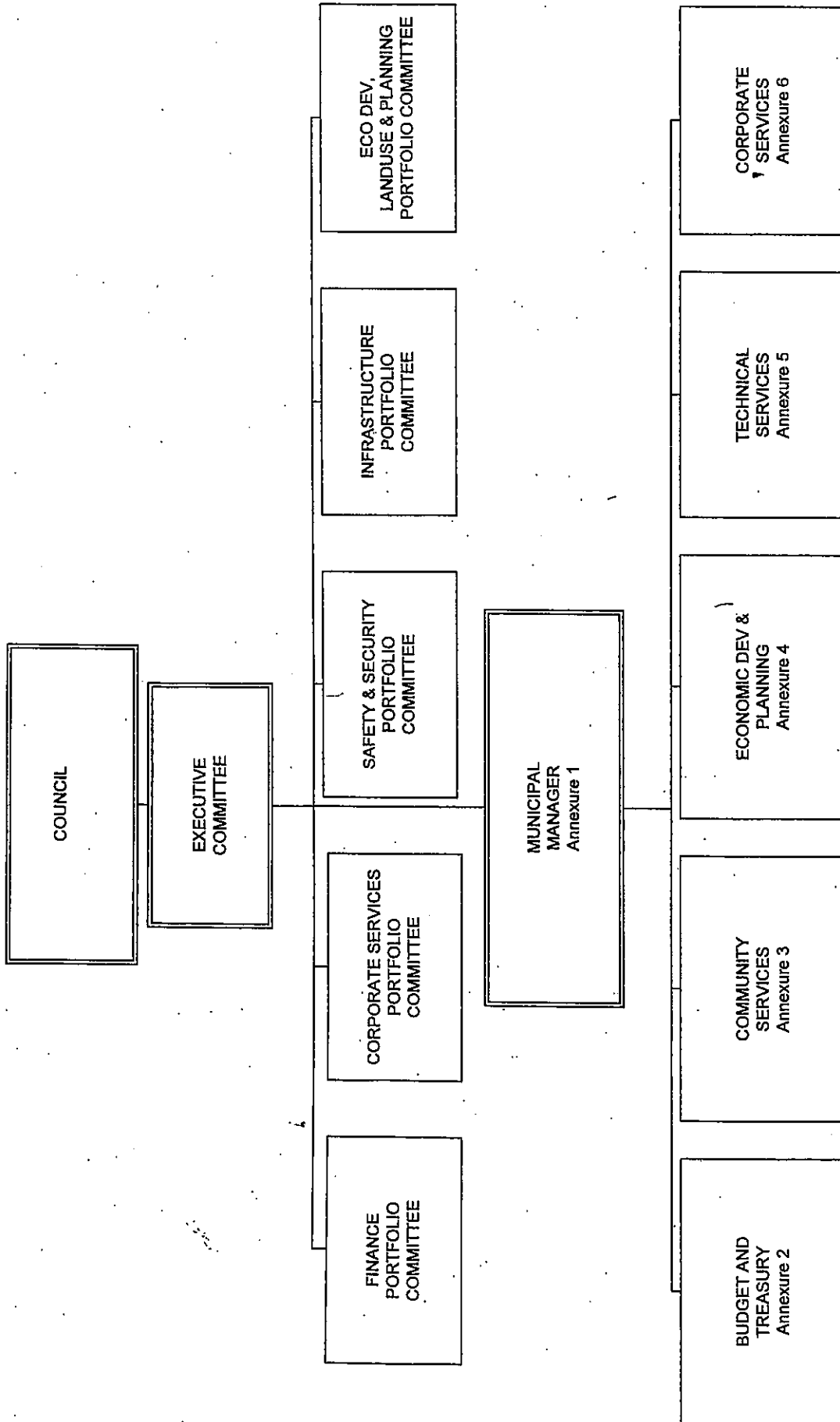
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The Council adopt the proposed changes to the Organogram.

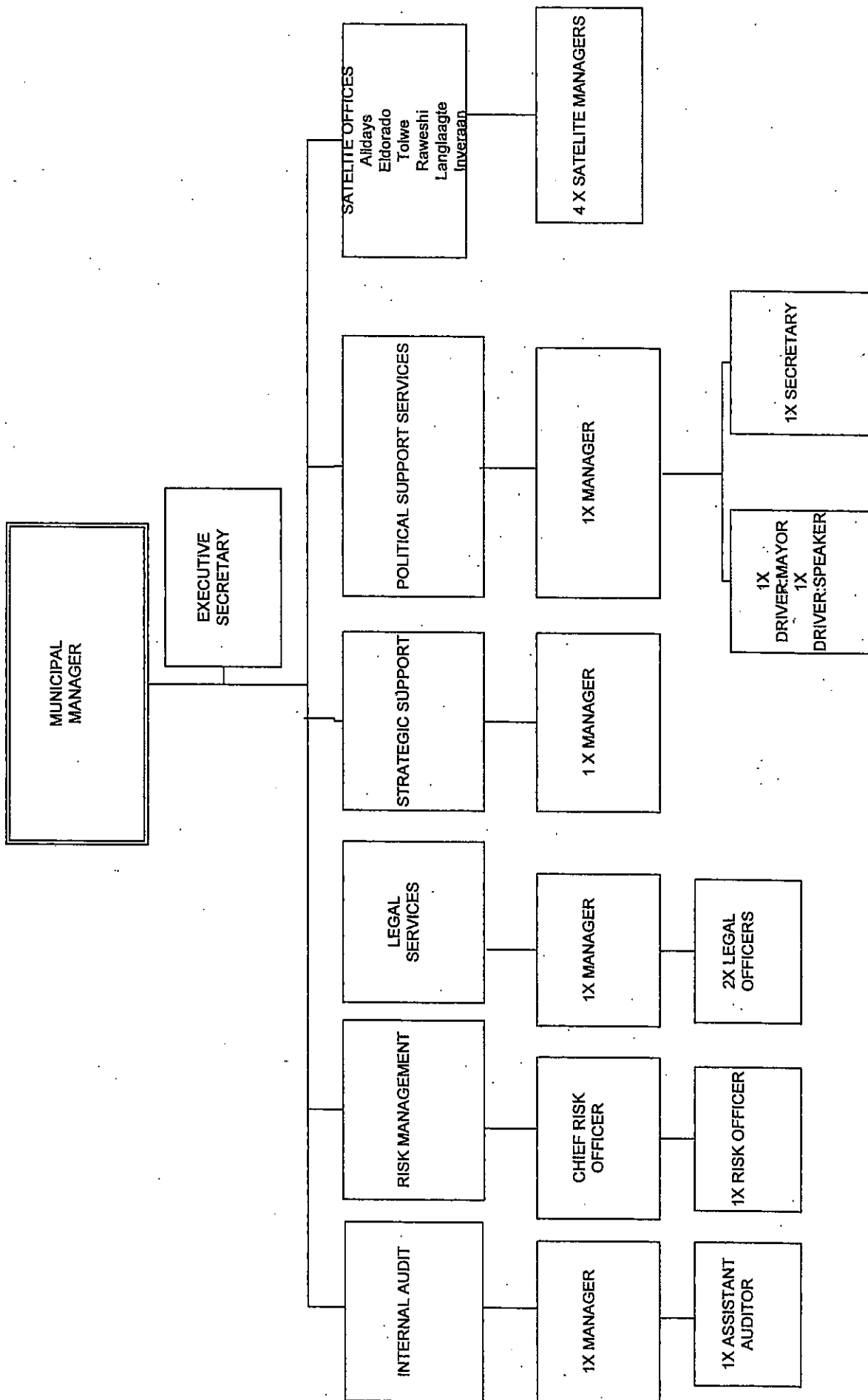


Cllr Selamolela S

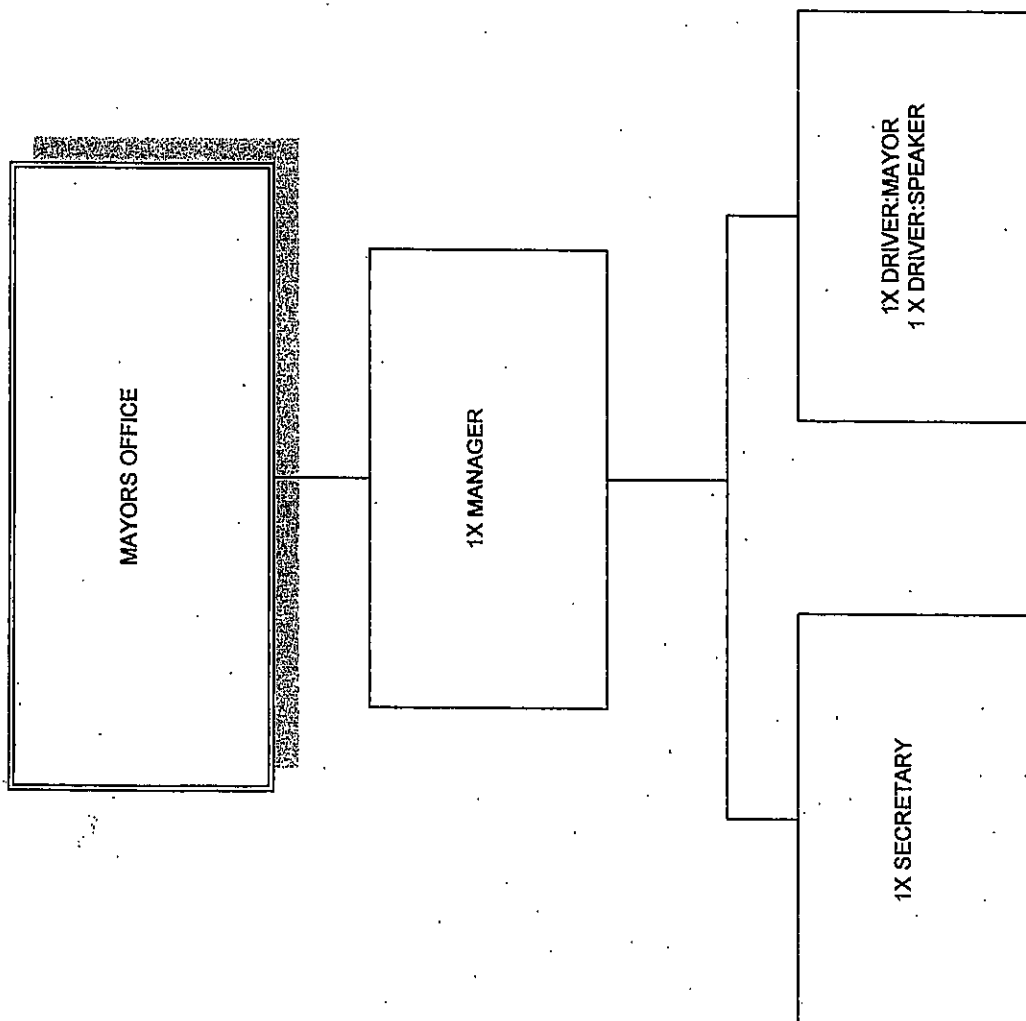
Chairperson: Executive Committee



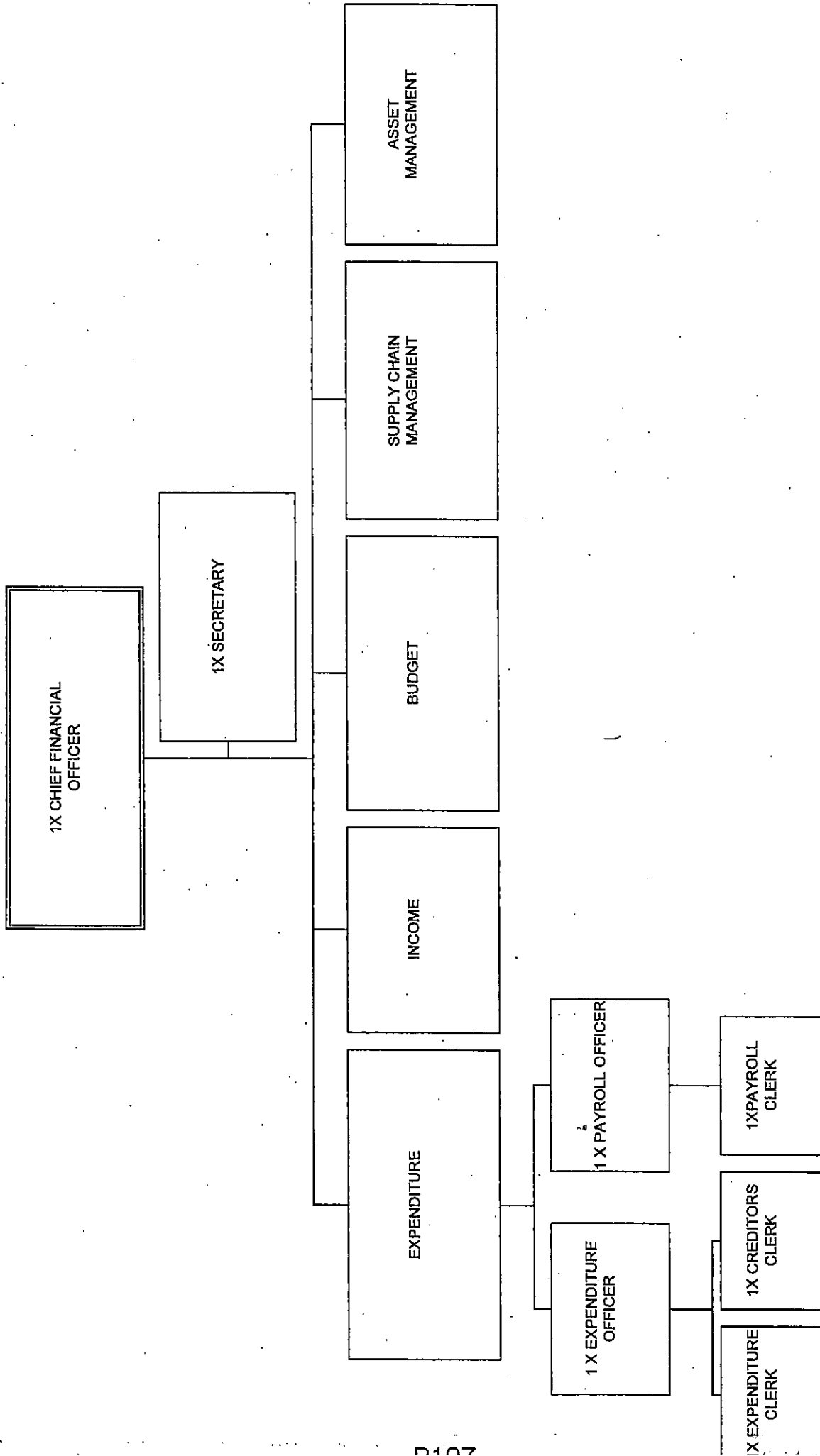
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Municipal Manager



Kgoale TMP
Municipal Manager



Kgoale TMP
Municipal Manager



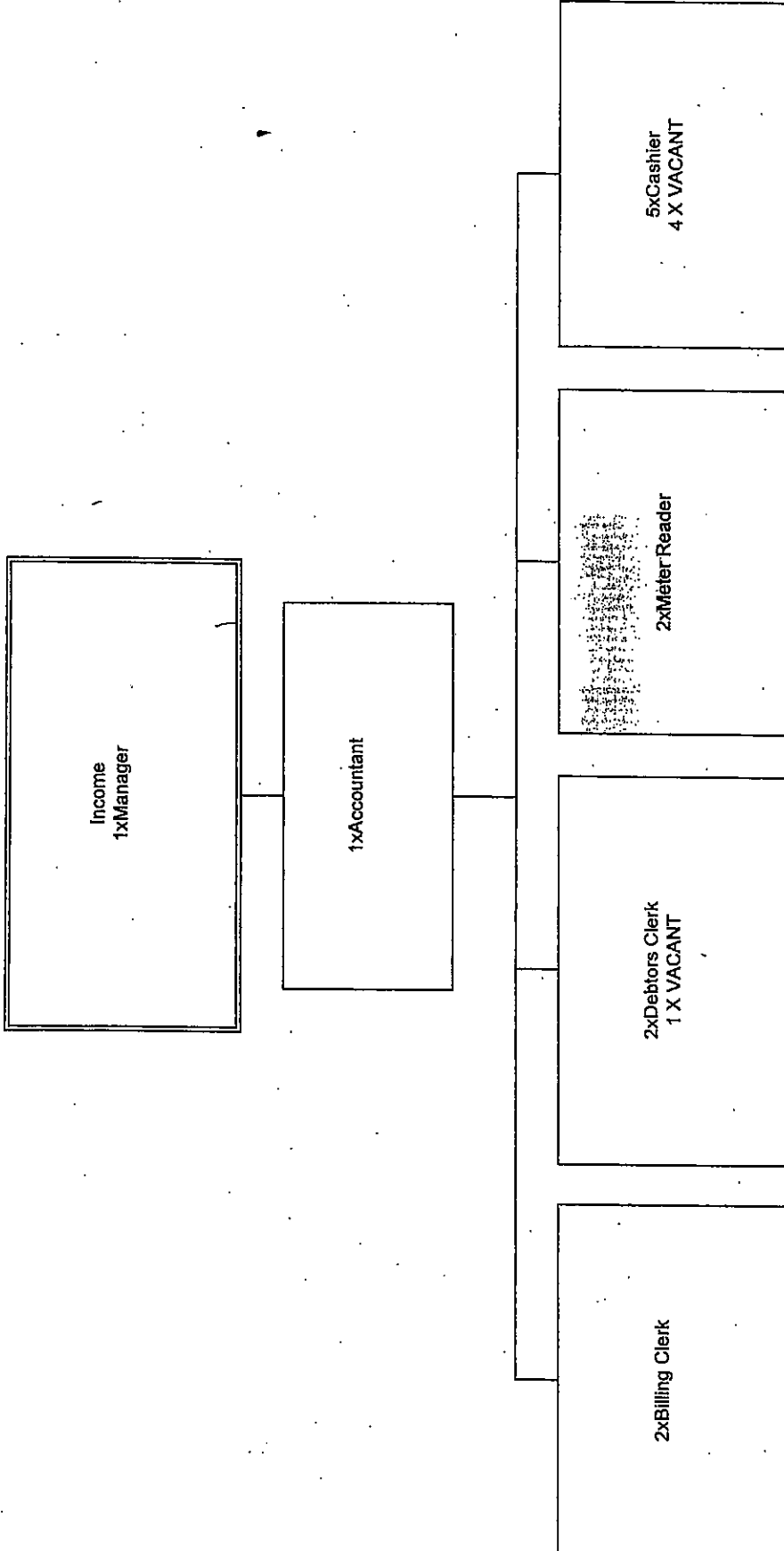
Kgoale TMP
Municipal Manager

Budget
1xManager

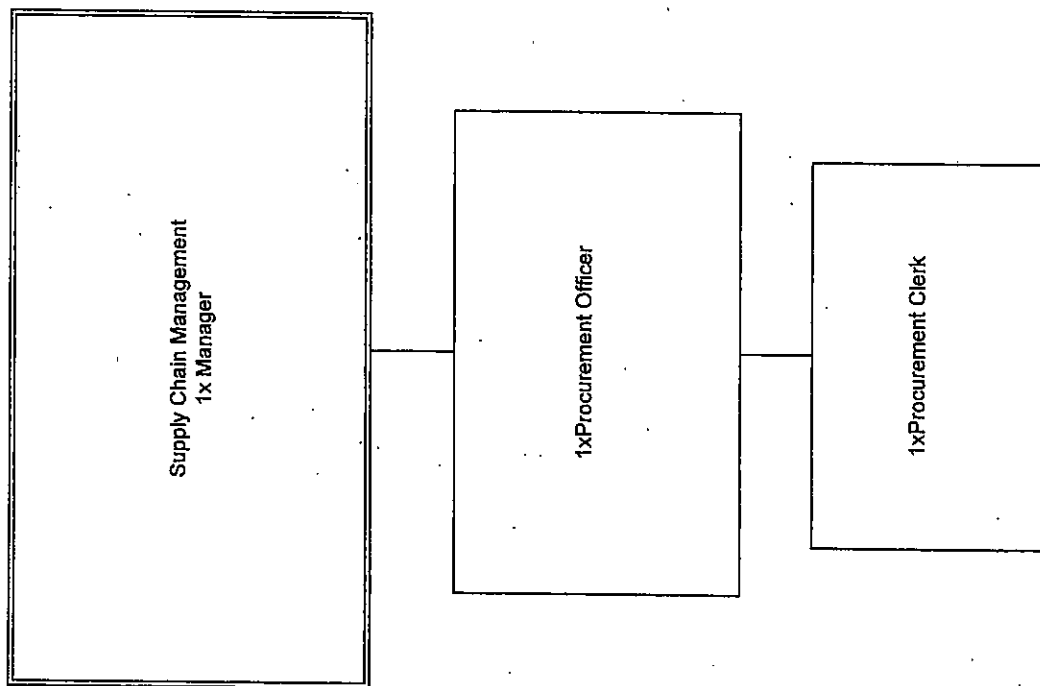
Bank Reconciliation
OFFICER

1x Budget Clerk

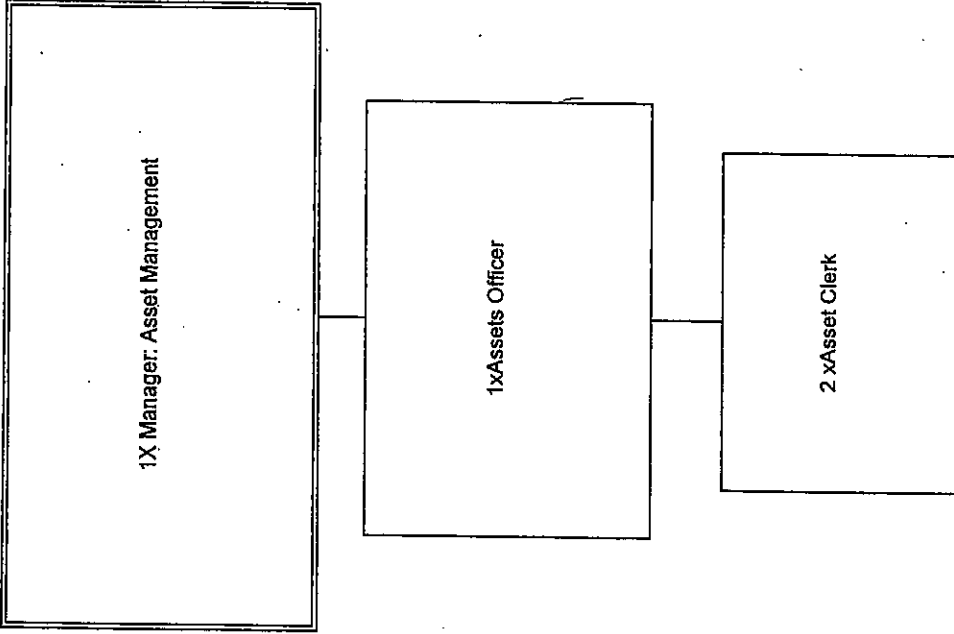
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Municipal Manager



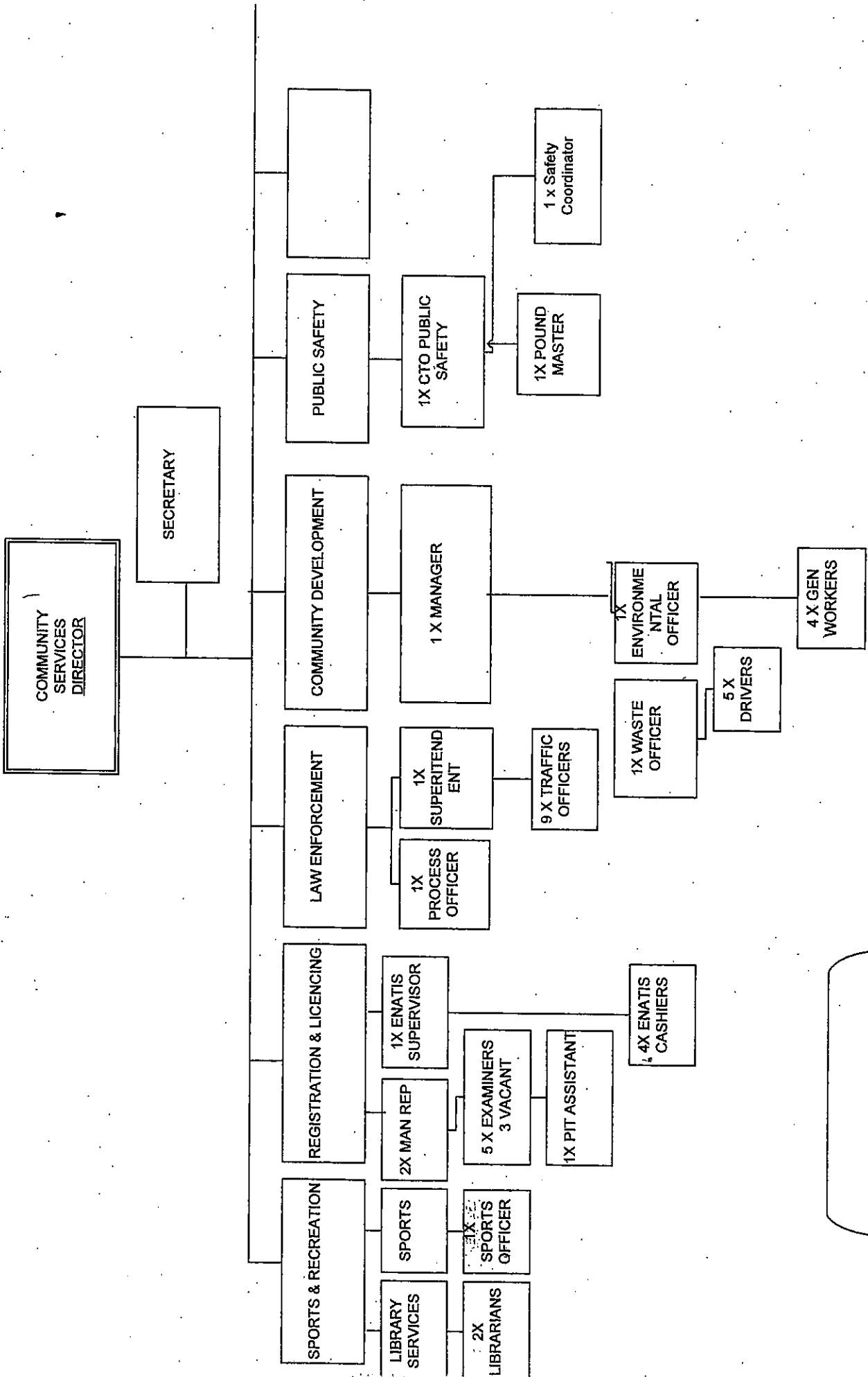
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Municipal Manager



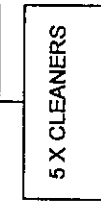
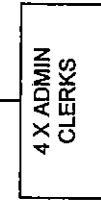
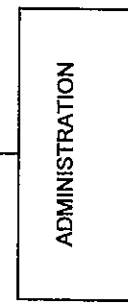
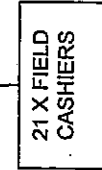
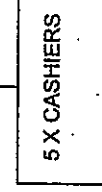
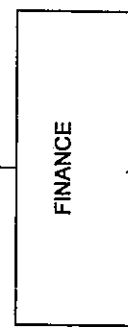
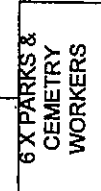
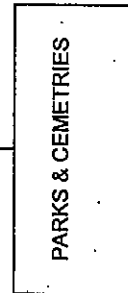
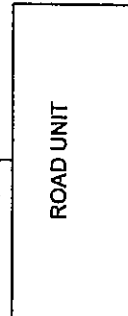
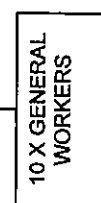
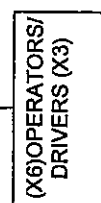
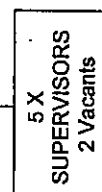
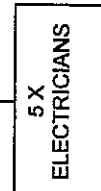
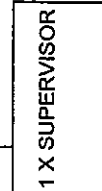
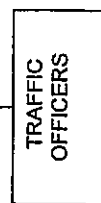
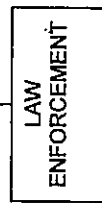
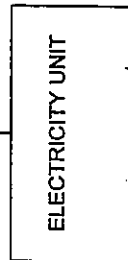
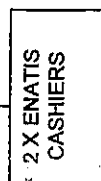
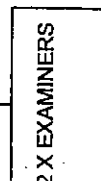
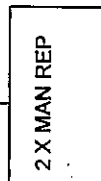
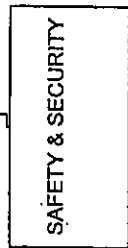
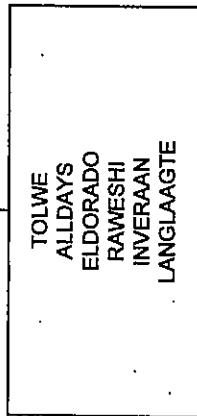
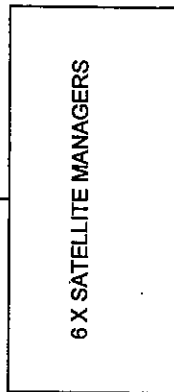
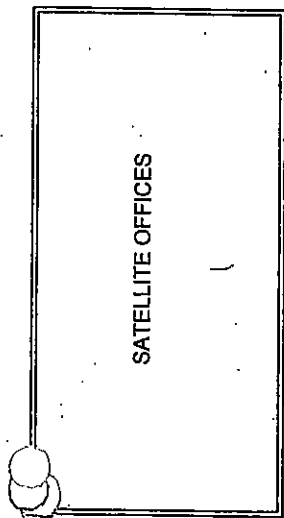
Kgoale TMP
Municipal Manager

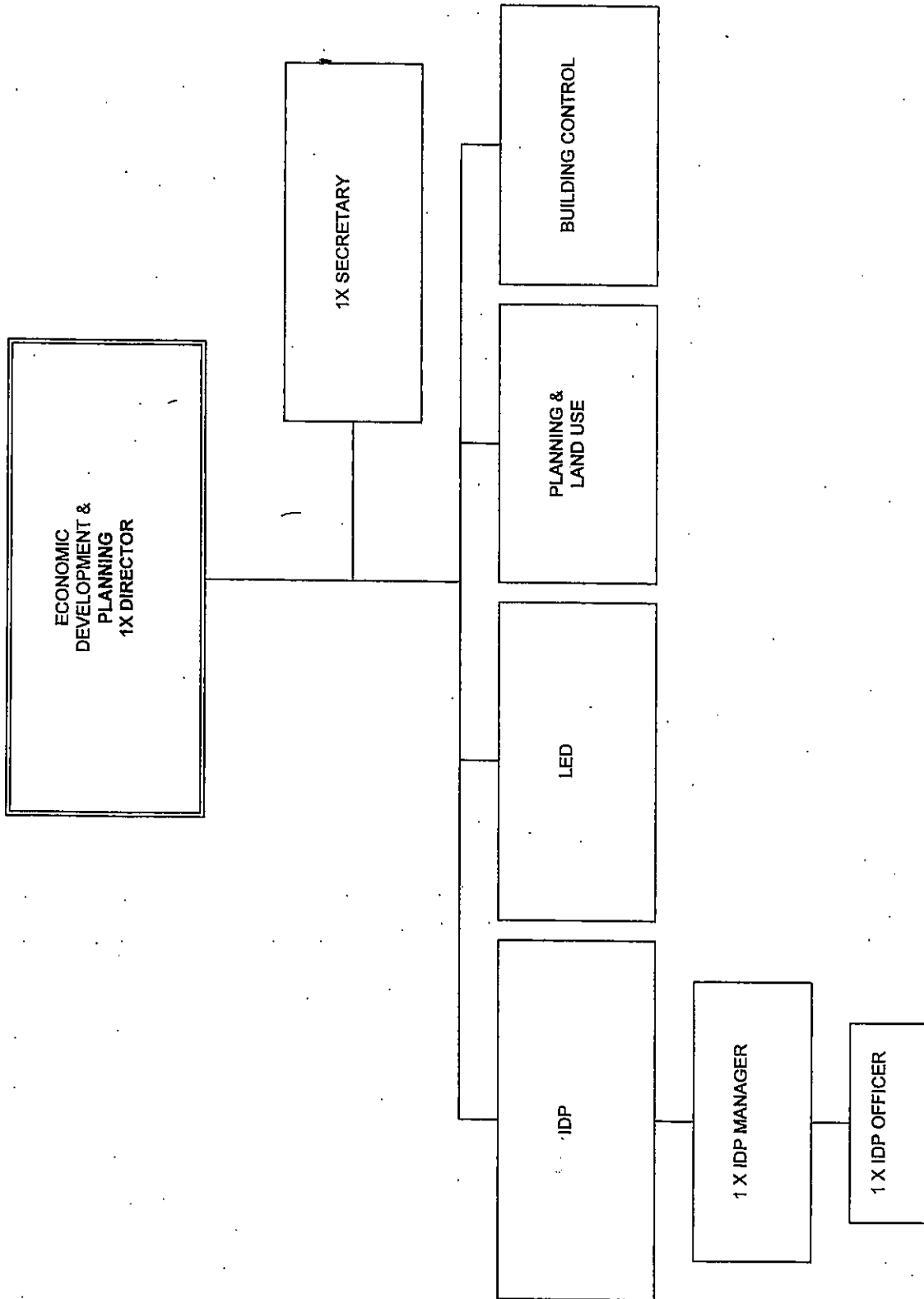


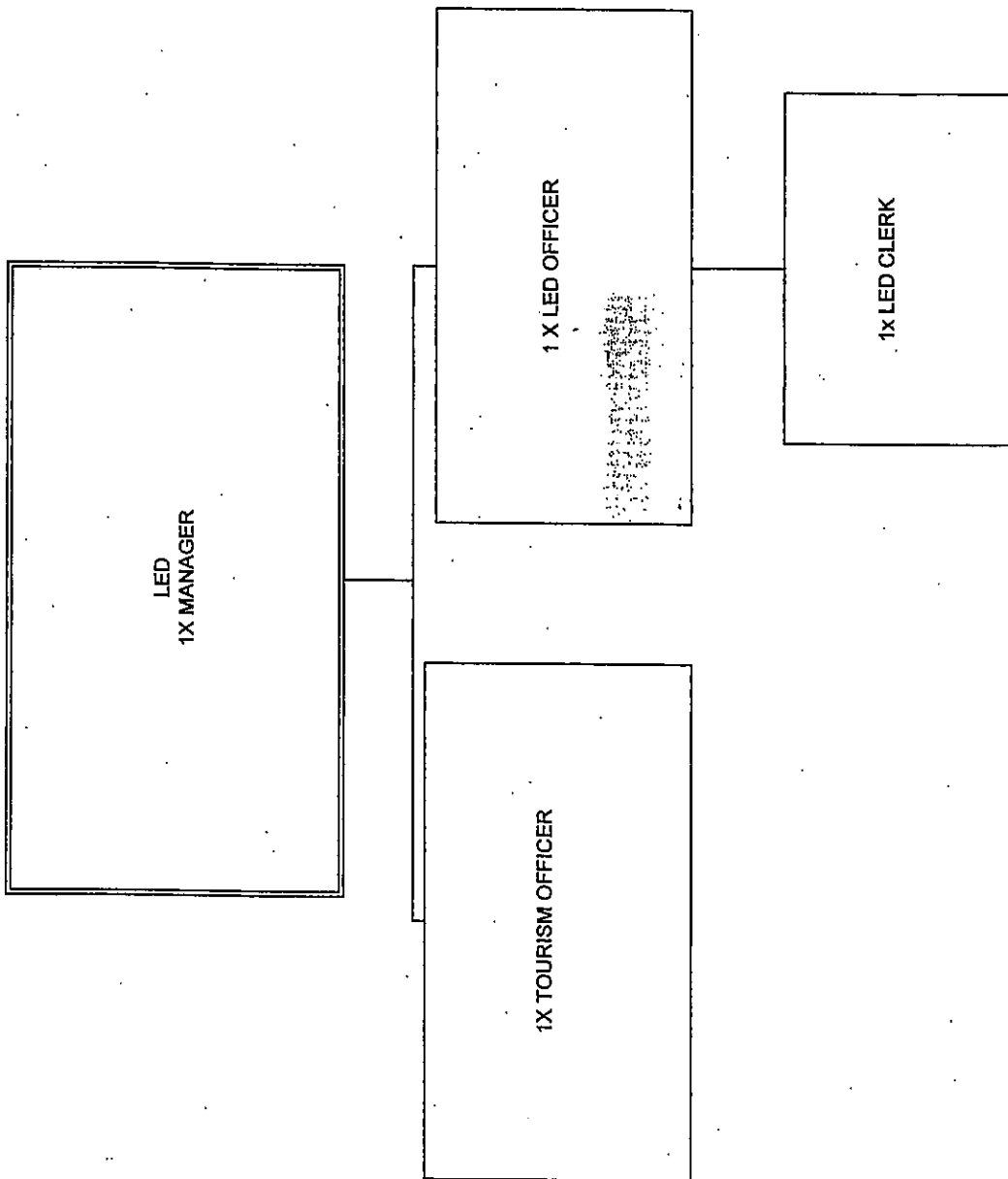
Kgoale TMP
Municipal Manager



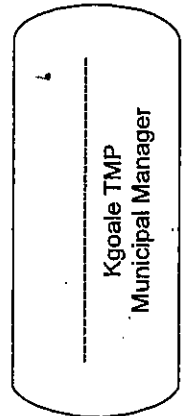
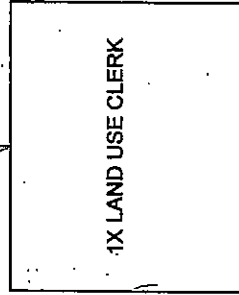
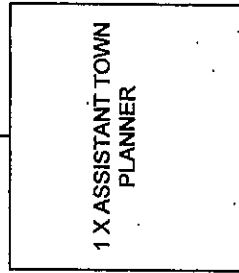
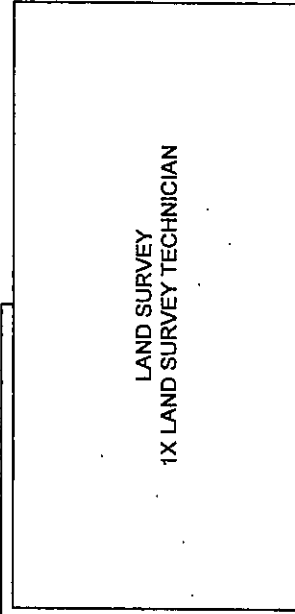
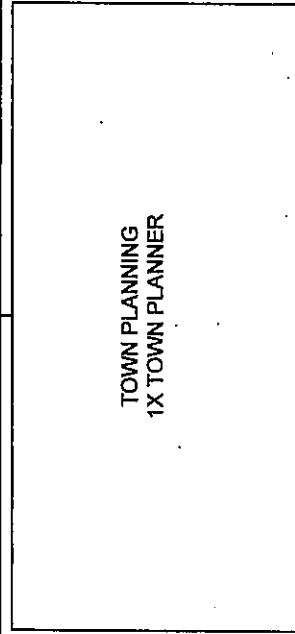
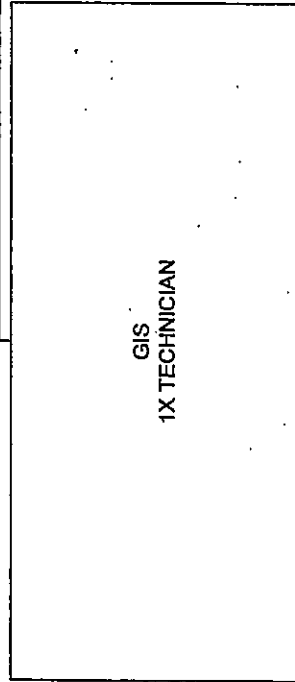
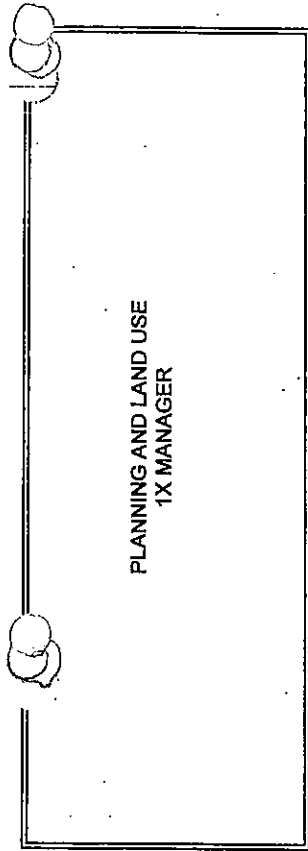
Kgoale TMP
Municipal Manager



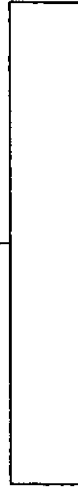




Kgoale TMP
Municipal Manager



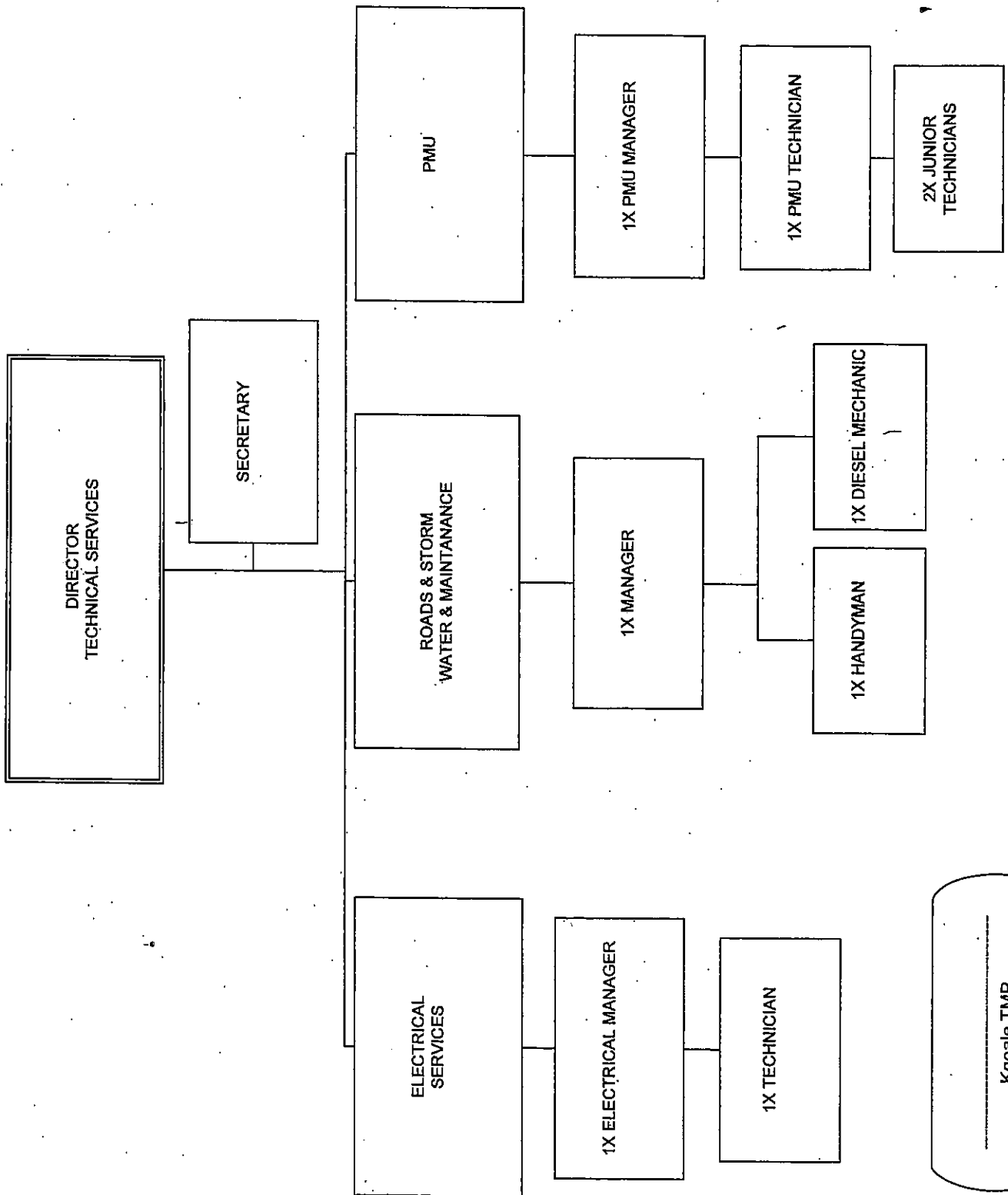
BUILDING CONTROL
1X MANAGER

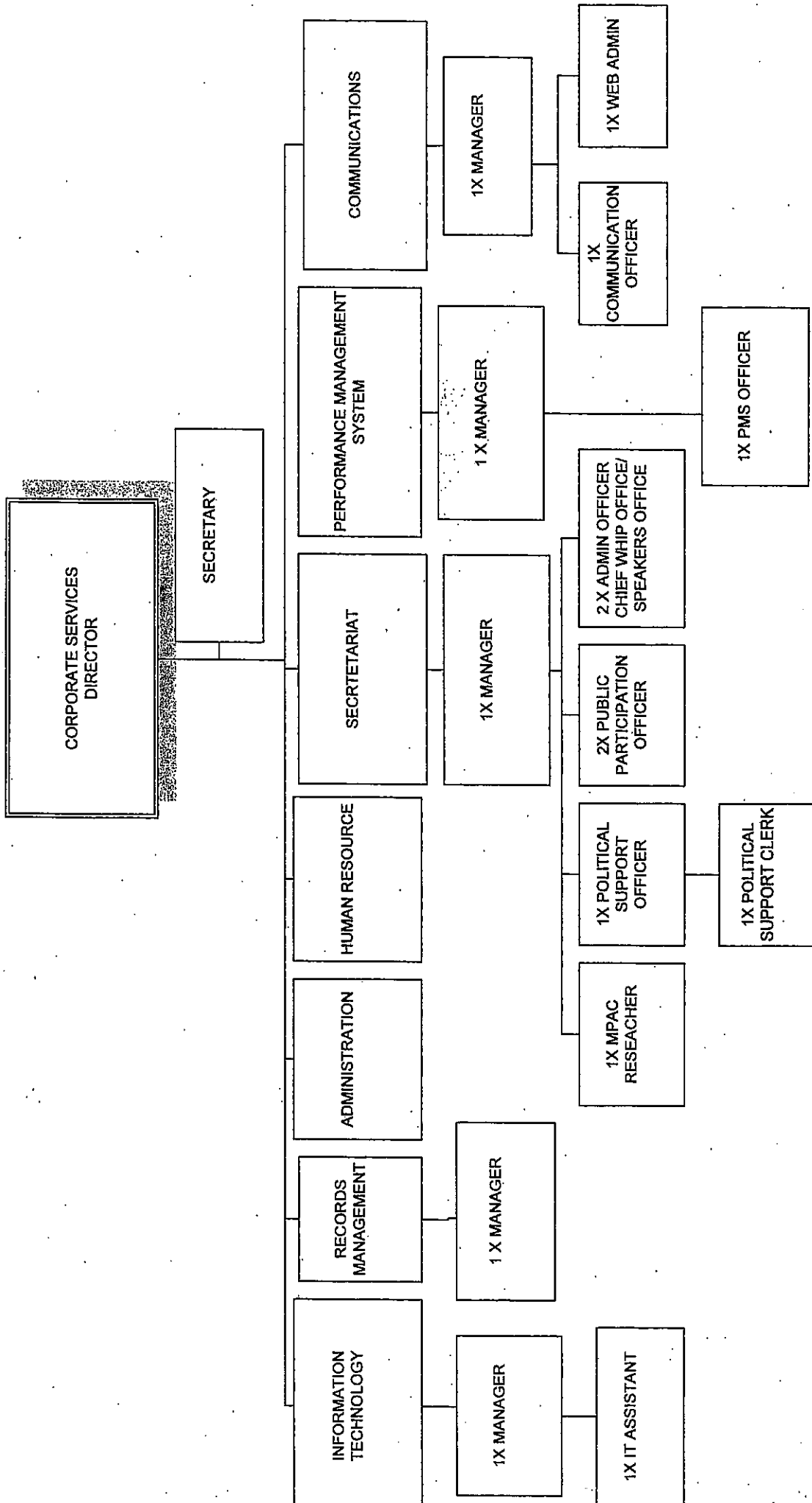


1X ARCHITECTURE TECHNICIAN

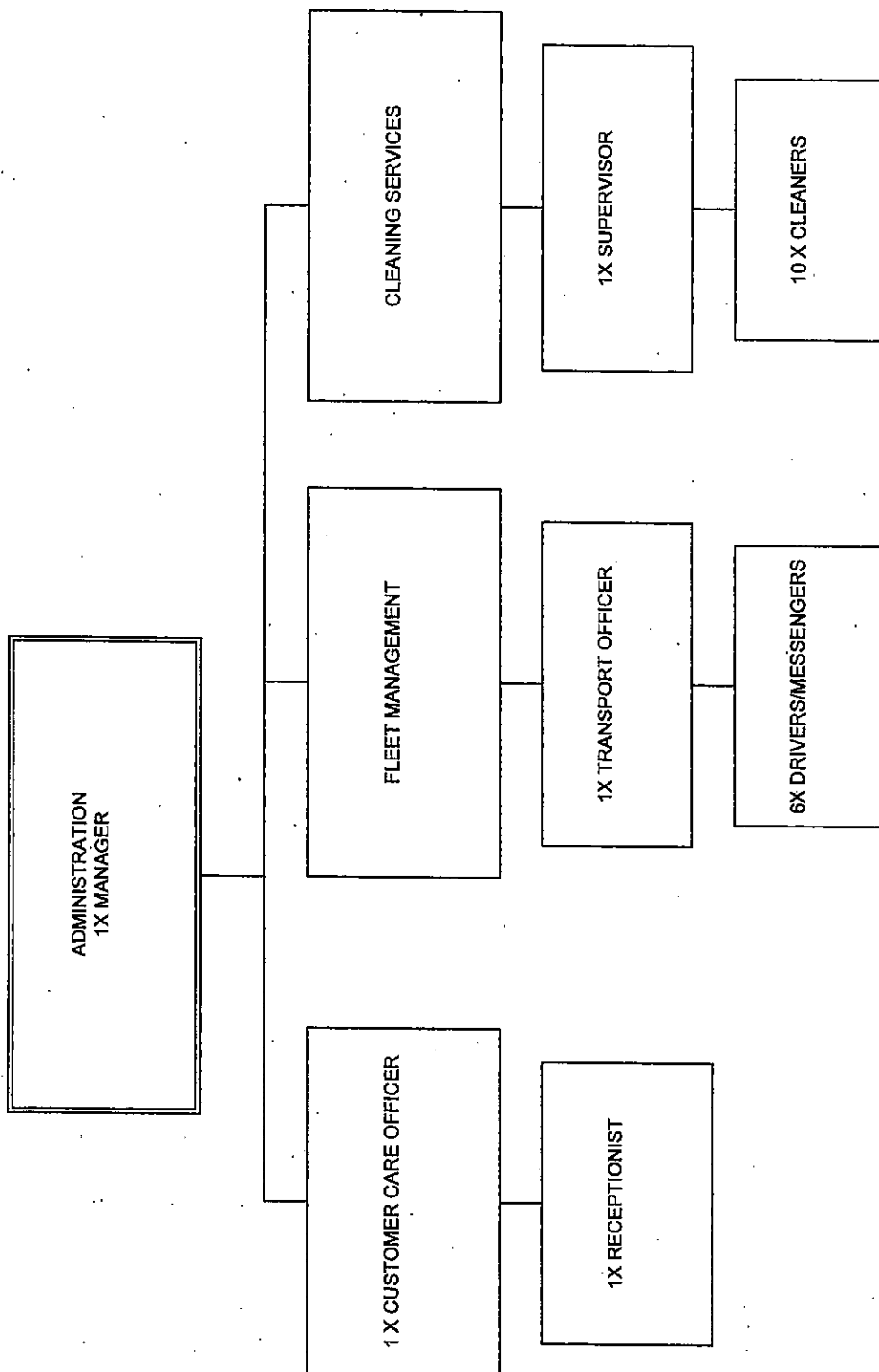
BUILDING INSPECTION
2X BUILDING INSPECTOR

Kgoale TMP
Municipal Manager

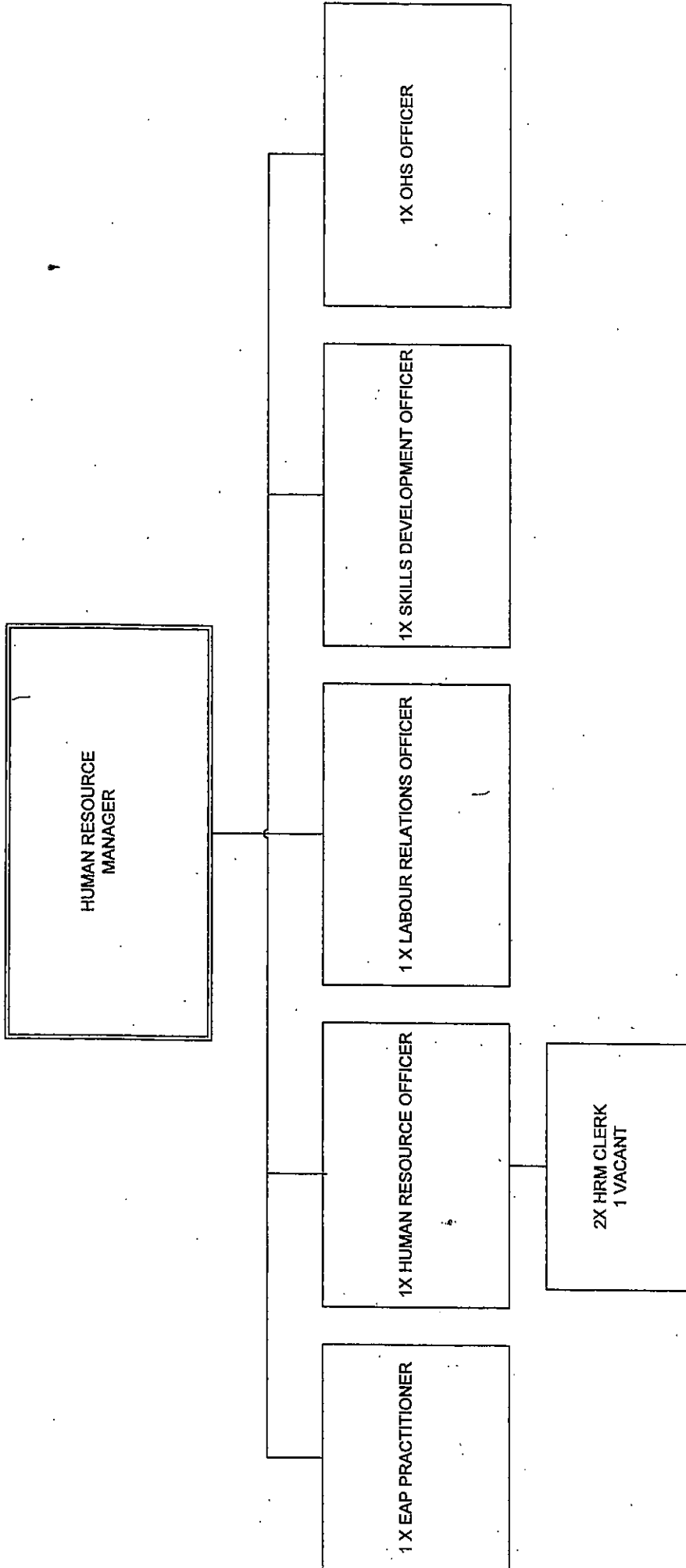




Kgoale TMP
Municipal Manager

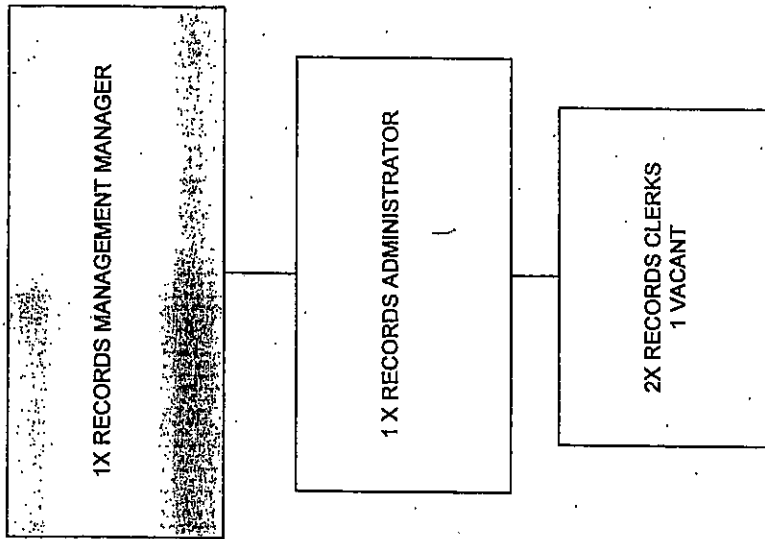


Kgoale TMP
Municipal Manager



Kgoale TMP
Municipal Manager

RECORDS MANAGEMENT



OFFICE OF THE MUNICIPAL MANAGER

Director: Office of the Municipal Manager

Purpose : TO provide executive organisational leadership and strategic direction

Functions:

1. Manage community services
2. Manage technical services
3. Manage ED & Planning
4. Manage Budget and Treasury
5. Manage Corporate services
6. Manage risk management
7. Manage internal audit
8. Manage Satellite Offices
9. Manage IDP

Posts

Executive Secretary to the
Municipal Manager

Community Services

Purpose: To provide community services

Functions:

1. Manage traffic safety & license service
2. Manage environmental, parks & cemeteries
3. Manage sport, arts, culture & library services
1. Manage Sports facilities and community halls

Posts

Community Services

Technical Services

Purpose : TO provide Technical Services

Functions:

- Manage Water & Sanitation Services
- Management of Roads, Storm Water, Electrical services & Building Services
- 3. Infrastructure

Posts

Technical Services Director

Spatial Planning & Economic Development

Purpose: To render Spatial Planning, Municipal Valuation & Economic Development Service

Functions:

1. To manage Spatial Planning,
2. To manage Municipal Valuation
3. To manage , Local Economic Development
4. To manage Building Regulation

Posts: ED & P Director

Budget & Treasury

Purpose: To provide Financial Management Services

Functions

1. Manage financial services
2. Manage revenue
3. Manage assets and supply chain
4. Manage expenditure
5. Manage Fleet

Posts

Chief Executive Officer

Corporate Services

Purpose: To render corporate services

Functions

1. Render IT services
2. Render Administration services
3. Render HRM services
4. Render Communication
5. Render secretariat services and support
6. render pms management

Posts

Chief Executive Officer

CORPORATE SERVICES

Directorate: Corporate Services

Purpose: To render Corporate Services

Functions

1. Administration & Council support
2. Communications
3. Human Resources Management & Development
4. IT Management
5. Secretariat
6. Manage PMS management

Posts

SECRETARY

Division: Administration And Auxiliary Services

Purpose: To render Administrative and Council Support

Functions:

- To render secretariat services to council
- Manage registry, switch board & telecommunication services
- Auxiliary services
- Fleet management

Posts:

- Records clerks X 2
- Transport Officer
- Records Assistant X 1
- General cleaning X 1
- Sanitarians X 6
- San Workers X 2

Division: Secretariat

Purpose: To render secretariat services

Function:

- To render secretariat services
- Manage committees and public participation

Post

- Secretary/Assistant Secretary X 1
- Political support clerk X 1

Division: Human Resource Management and Development

Purpose: To render Human Resources Management & Development services

Functions:

1. Human Resource Management
2. Human Resource Development
4. Managing Occupational Health and Safety
5. Employees Assistance Programs

Posts:

- HR Manager X 1
- HR Officer X 1
- Recruitment Officer X 1
- Occupational Health and Safety Officer X 1
- EAP officer X 1
- HR Clerk X 2

Division: Communications

Purpose: To render Communication services to the municipality

Functions:

1. Provide media relations and publications services
2. Events management
3. Projection of municipal image
4. Render inter-governmental relations

Posts:

- Communications Manager X 1
- Public Relations Officer X 1
- Events Manager X 1
- Media Relations Officer X 1

Division: Information Technology

Purpose: To render Information technology services

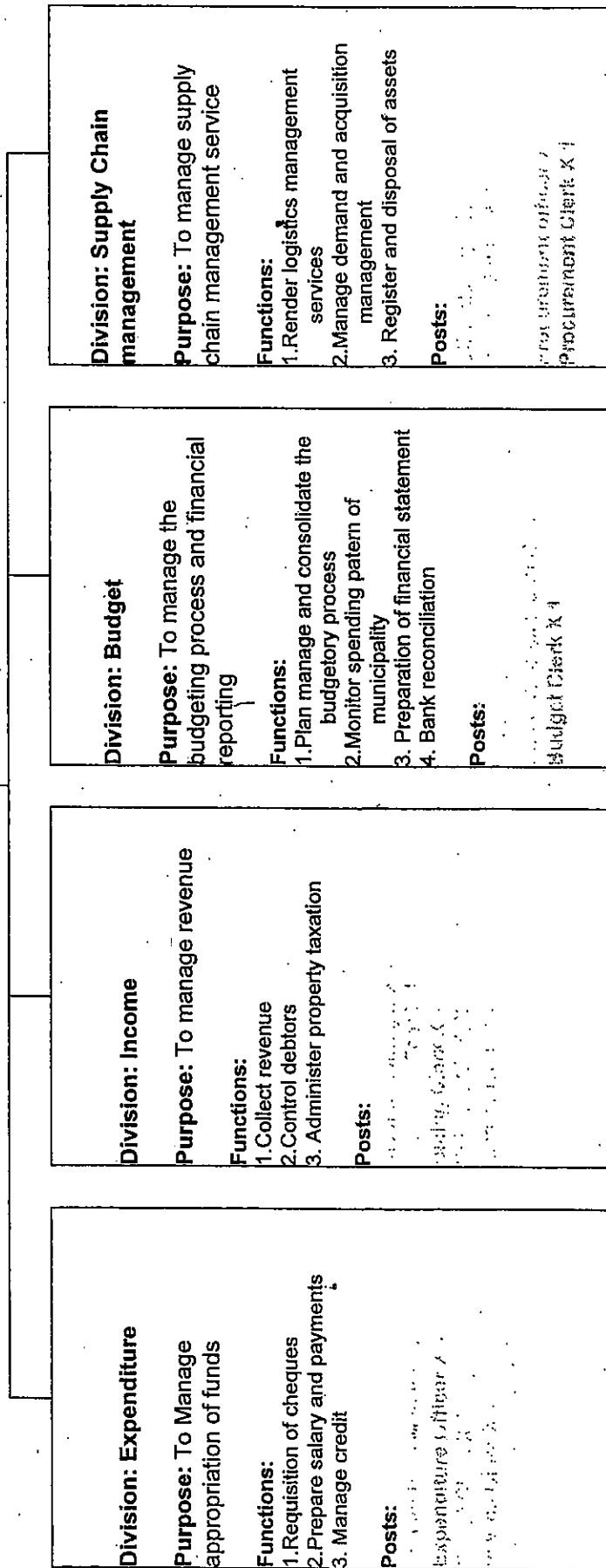
Functions:

1. Advice on municipal IT matters
2. Support users on IT services
3. Updating of operational systems
4. Network and cabling
5. Maintenance of municipal website
6. Train personnel on IT matters

Posts:

- IT Manager X 1
- IT Assistant X 1

Directorate: Budget and Treasury	
Purpose:	To provide financial management services
Functions	
1.	Manage Expenditure
2.	Manager Income
3.	Management of Budget
4.	Manage Supply chain management
5.	Manage financial reporting
Posts	



Directorate: Economic Development and Planning

Purpose: To render economic development and planning services

Functions

1. Render LED services
2. Render planning services
3. Render building services
4. Render Integrated development planning

Posts

Division: LED Services

Purpose: To render Local economic development to the community

Functions:

1. Develop LED strategy
2. Render support to SMMEs and promote trade and industry projects
3. Coordinate, monitor and manage LED projects
4. Promote Tourism
5. Manage grants

Posts:

LED Manager X 1
LED Officer X 1
LED Officer X 1

Division: Planning and Landuse

Purpose: To render planning and landuse management

Functions:

1. Render town and planning services
2. Render survey and demarcation of sites
3. Render Land use administration
4. Render valuation services

Posts:

Manager X 1
Town Planner X 1
Land survey technician X 1

Division: Building Services

Purpose: To render building services

Functions:

1. Monitor approval of building plans
2. Monitor adherence to National Building Control Regulations
3. Coordinate Housing projects and applications.
4. Provide approval of structural planning services

Posts:

Building Services Manager X 1
Building Services Officer X 1

Division: Integrated Development Planning

Purpose: To render IDP

Functions:

1. Manage, oversee and monitor annual review of IDP
2. Manage and coordinate the development of IDP
3. Monitor implementation of IDP

Posts:

IDP Manager X 1
IDP Officer X 1

COMMUNITY SERVICES

Directorate: Community Services

Purpose: To render community services

Functions

1. Coordinate Disaster management services
2. Render environmental management services
3. render law enforcement and licensing services
4. Render sports, arts & culture
5. Render community liasion services

Posts

Division: Environmental Management

Purpose: To manage environmental services and coordinate disaster management

Functions:

1. Render refuse removal services
2. Coordinate disaster management services
3. Render parks, facilities and cemeteries services
4. Manage pounds
5. promote sports,arts & culture

Posts:

Manager X 4

Sports officer X 4

Community liasion officer X 1

Division: Traffic Services

Purpose: To render law enforcement and licensing services to the community

Functions:

1. Promote traffic safety and law enforcement
2. Render registration and licensing services

Posts:

Satellite Offices

Purpose : TO Render transversal services at the satellite offices

Functions:

1. Manage revenue
2. Maintenance of electricity
3. Manage auxiliary services
4. Maintenance of roads & storm water.
5. Maintenance of parks and cemeteries

Posts

Electricians X 6

Cashiers



COMMUNITY SERVICES



Division: Traffic Services

Purpose: To render law enforcement and licensing services to the community

Functions

1. Promote public safety and law enforcement
2. Render registration and licensing services

Posts

Section: Licensing services

Purpose: To render licensing services

Functions:

1. Examine vehicles for roadworthiness
2. Examine and issue certificates for driving schools instructors
3. Examine and issue learners and driving licenses
4. Administer traffic summons

Posts:

1. **พยานผู้เชี่ยวชาญ** 22
 2. **พยานอื่นๆ** 25
 3. **พยานอื่นๆ** 27

Division: Law Enforcement Services

Purpose: To promote traffic safety and law enforcement

Functions:

1. Render traffic inspection
2. Ensure compliance with road safety regulations
3. Render support to community and dignitaries
4. Respond to accidents
5. Coordination of security services

Posts:

Registering Authority & Chief Officer X1
Superintendent X1
Traffic Officer X4
Inspector Officer X1
Chief Officer X1



Directorate: Technical Services

Purpose: To render technical services to the community

Functions

1. Render electrical services
2. Render roads, storm water drainage and structures
3. Render project management.

Posts

Division: Electrical Services

Purpose: To render electrical services to the community

Functions:

1. Coordinate electrical connections to the community
2. Maintenance of streets lights, high masts and municipal facilities
3. Maintenance of electrical connections
4. Monitoring of free basic electricity
5. Manage mechanical services

Posts:

Chief Engineer of Electrical Services
Electrical Technician X6
Electrical Assistant X6

Division: Roads and Storm Water

Purpose: To render roads and storm water services

Functions:

1. Construction and maintenance of roads and storm water
2. Construction and maintenance of special structures

Posts:

Chief Engineer of Roads and Storm Water
Roads and Storm Water Technician X6
Roads and Storm Water Assistant X6

Division: Project Management Unit

Purpose: To render project management services

Functions:

1. Manage capital and MIG funded projects within the municipality
2. Develop projects costing models
3. Monitor and evaluate projects within the municipality
4. Submission of MIG projects for registration

Posts:

Chief Engineer of Project Management
Project Management X2