

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



APPROVED STAFF ESTABLISHMENT 2024-2026

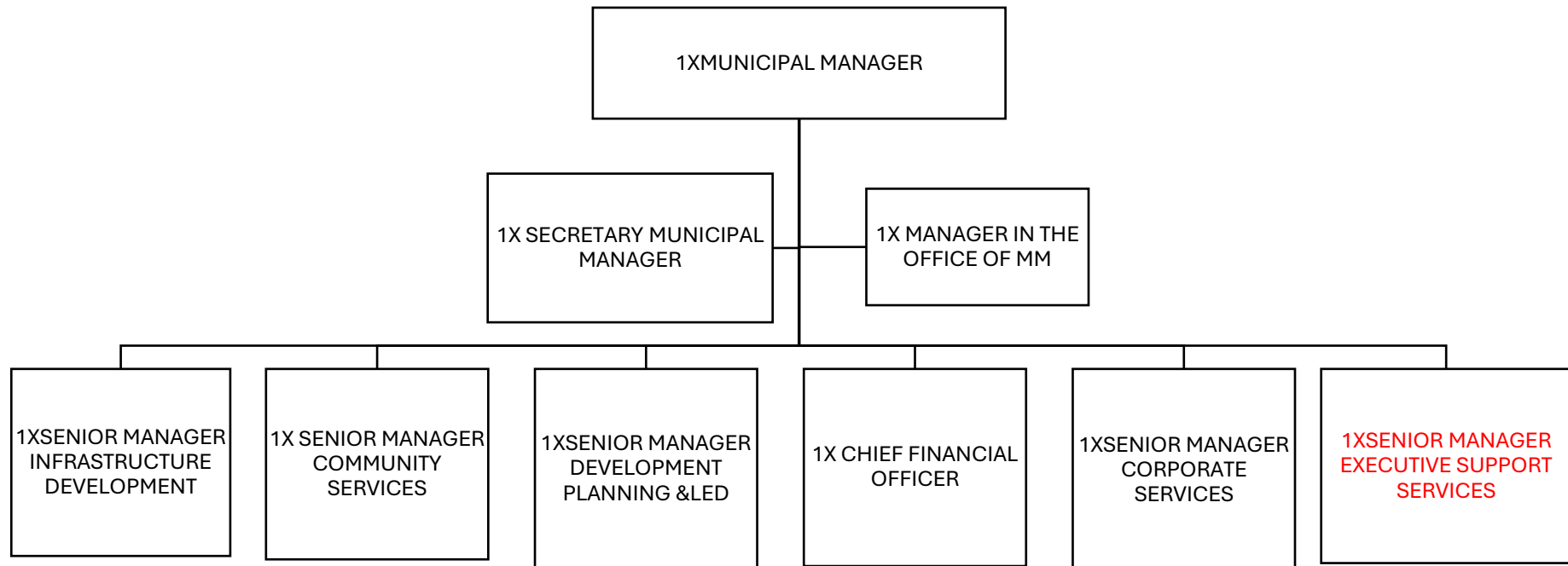
MUNICIPAL COUNCIL RESOLUTION NUMBER: M23/24-45

APPROVED AT THE MUNICIPAL COUNCIL MEETING OF: 29/05/2025

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OFFICE OF THE MUNICIPAL MANAGER 1**FILLED****CONTRACT FILLED/
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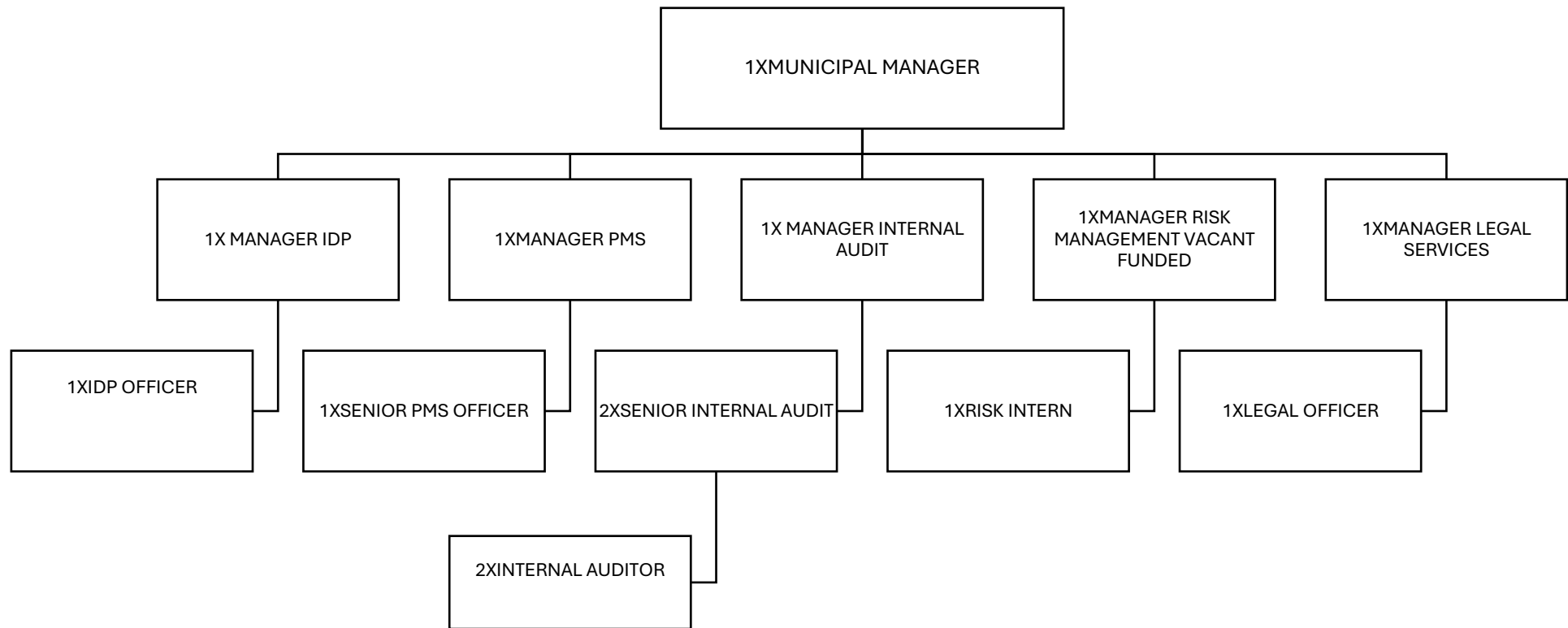
DIVISION MUNICIPAL MANAGER

Purpose: To advise political office bearers and manage the administration of the municipality

Functions:

1. Maintain effective, efficient, and transparent systems of financial, infrastructure, social services, and corporate services.
2. Maintain effective, efficient, and transparent systems of internal audit.
3. Provide strategic management for town planning, land, and local economic development.
4. Coordinate integrated development planning.
5. Implement a municipal performance management system.
6. Provide strategic management for infrastructure development, municipal public works, and basic services to communities.

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OFFICE OF THE MUNICIPAL MANAGER (PAGE 2)**FILLED****CONTRACT FILLED/
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DIVISION RISK MANAGEMENT

Purpose: To provide risk management services to the municipality.

Functions:

1. Develop and implement a risk management framework, policy processes, strategy and plans.
2. Develop a risk register to record risks and management responses.
3. Conduct an assessment on physical and information security threats.
4. Facilitate fraud and corruption investigations.
5. Manage physical and information security through compliance with MISS, liaison with SAPS and state security.
6. Provide security and management of security contractors, including access control.
7. Provide employees and contractors with vetting services.

DIVISION INTEGRATED DEVELOPMENT PLANNING

Purpose: To provide strategic, integrated development planning

Functions:

1. Provide strategic planning services (IDP)
2. Provide strategy and policy alignment services.
3. Monitor the implementation of IDP.

DIVISION LEGAL SERVICES

Purpose: To provide legal support services

Functions:

1. Provide sound legal advice and opinions.
2. Handle litigation matters.
3. Advise on the drafting and monitoring of service-level agreements.
4. Draft, develop and review policies and legal instruments.
5. Carry out all administrative legal actions to ensure compliance.
6. Coordinate the development of bylaws. Draft contracts of employment.

DIVISION INTERNAL AUDIT**FILLED****CONTRACT FILLED/
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Purpose: To provide risk-based internal audit services

Functions:

1. Provide internal audit services.
2. Monitor compliance with rules and regulations.
3. Provide a pre-investigation service.

DIVISION MUNICIPAL PERFORMANCE MANAGEMENT SYSTEM

Purpose: To provide municipal performance management services

Functions:

1. Develop and implement a performance monitoring framework for IDP
2. Develop and monitor implementation of service delivery and budget implementation plan (SDBIP)
3. Coordinate and implement individual performance and institutional performance management

MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER

Purpose: To provide technical and administrative support to the municipal manager

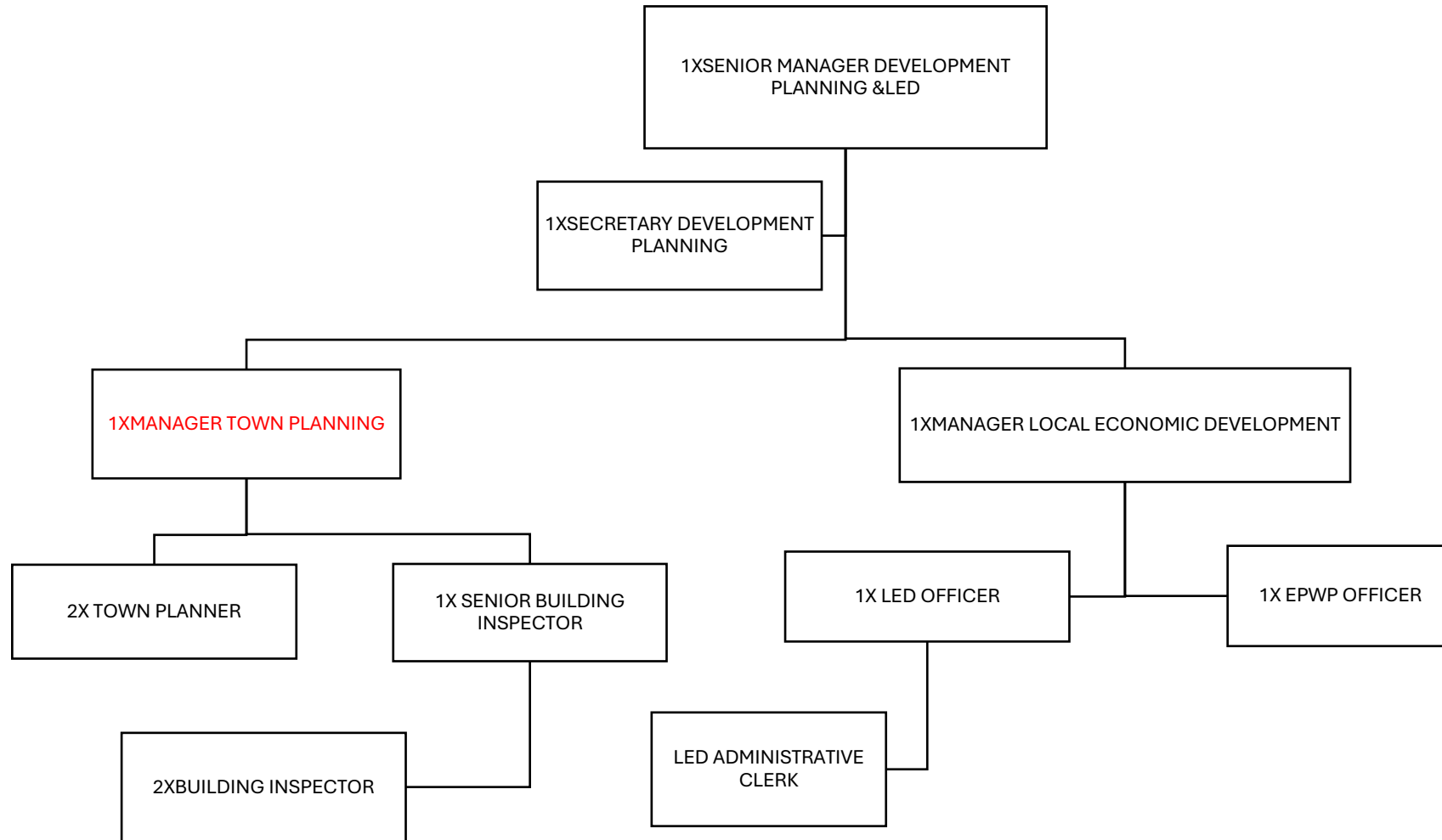
Functions

1. To coordinate strategic operations for the municipal manager.
2. Administer the office of the municipal manager.
3. Liaise with internal and external stakeholders.

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DEVELOPMENT PLANNING AND LED 1**FILLED****CONTRACT FILLED/
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DEPARTMENT: DEVELOPMENT PLANNING AND LED

Purpose: Provide strategic management for town planning, land and local economic development

Functions:

1. Manage the provision of local economic development services.
2. Manage the provision of development and town planning services.
3. Manage the development of land.
4. Manage and monitor the activities of the satellite offices.

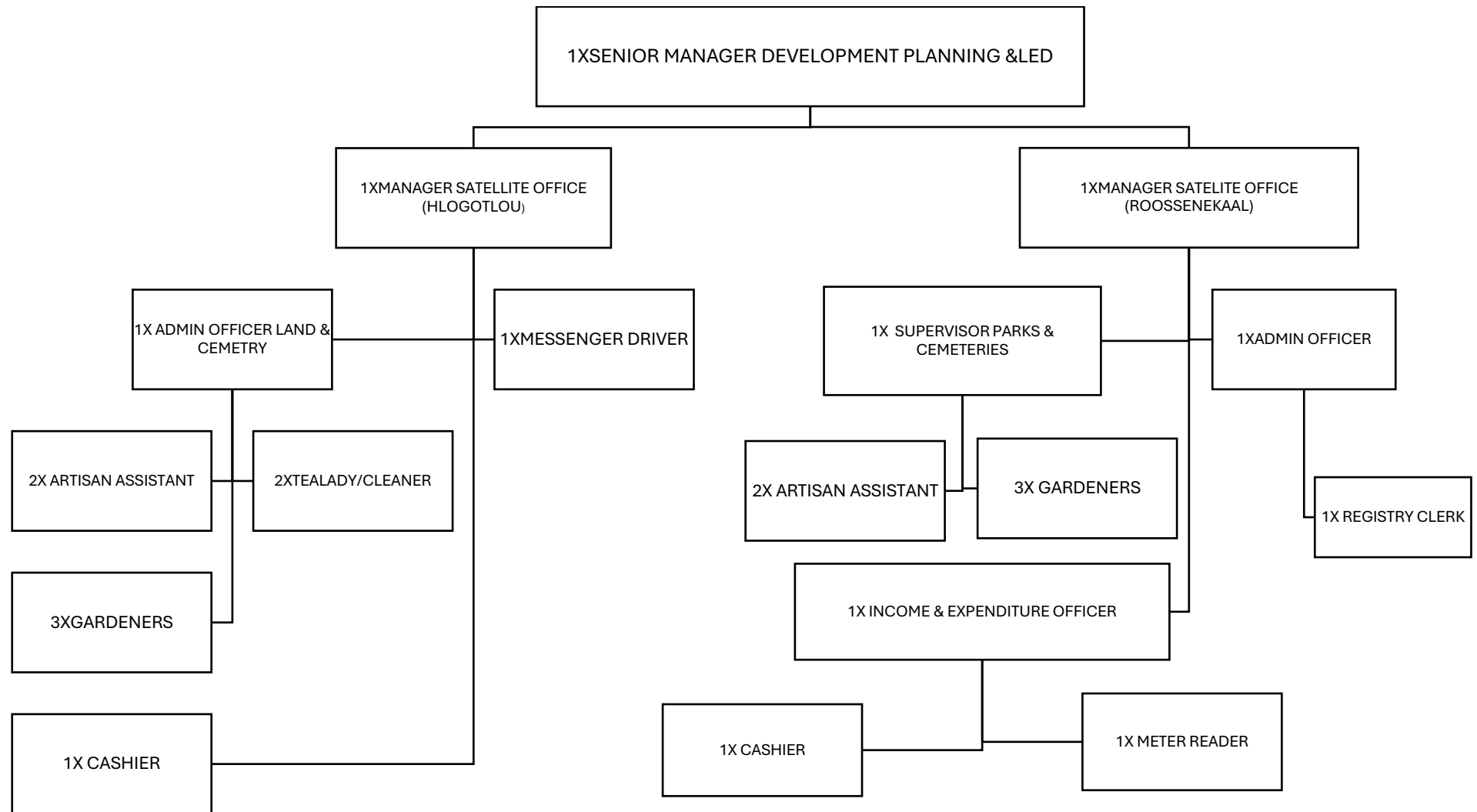
DIVISION: LOCAL ECONOMIC DEVELOPMENT

Purpose: To provide local economic development services

Functions:

1. Manage and facilitate investment and enterprise development, and involve stakeholders.
2. Provide agribusiness development support.
3. Provide cooperatives, SMME's and informal business development support.
4. Provide tourism development support.
5. Manage and coordinate trade and business licenses and outdoor advertisements.

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DEVELOPMENT PLANNING AND LED (HLOGOTLOU AND ROOSENEKAAL SATELLITE OFFICES) 2**FILLED****CONTRACT FILLED/
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DIVISION: ROSSENEKAAL SATELLITE OFFICE

Purpose: To provide institutional community, infrastructure, budget and treasury,3
Executive and development planning services

Functions:

1. Provide a social facilitation service for municipal projects (e.g. Outreach programmes)
2. Coordinate/facilitate access/provision of services at Satellite offices.
3. Maintain roads and stormwater infrastructure.
4. Maintain buildings and all other infrastructure facilities.
5. Provide waste management services, solid waste, and refuse removal.
6. Provide environmental management services.
7. Manage and maintain cemeteries, parks and recreation facilities.

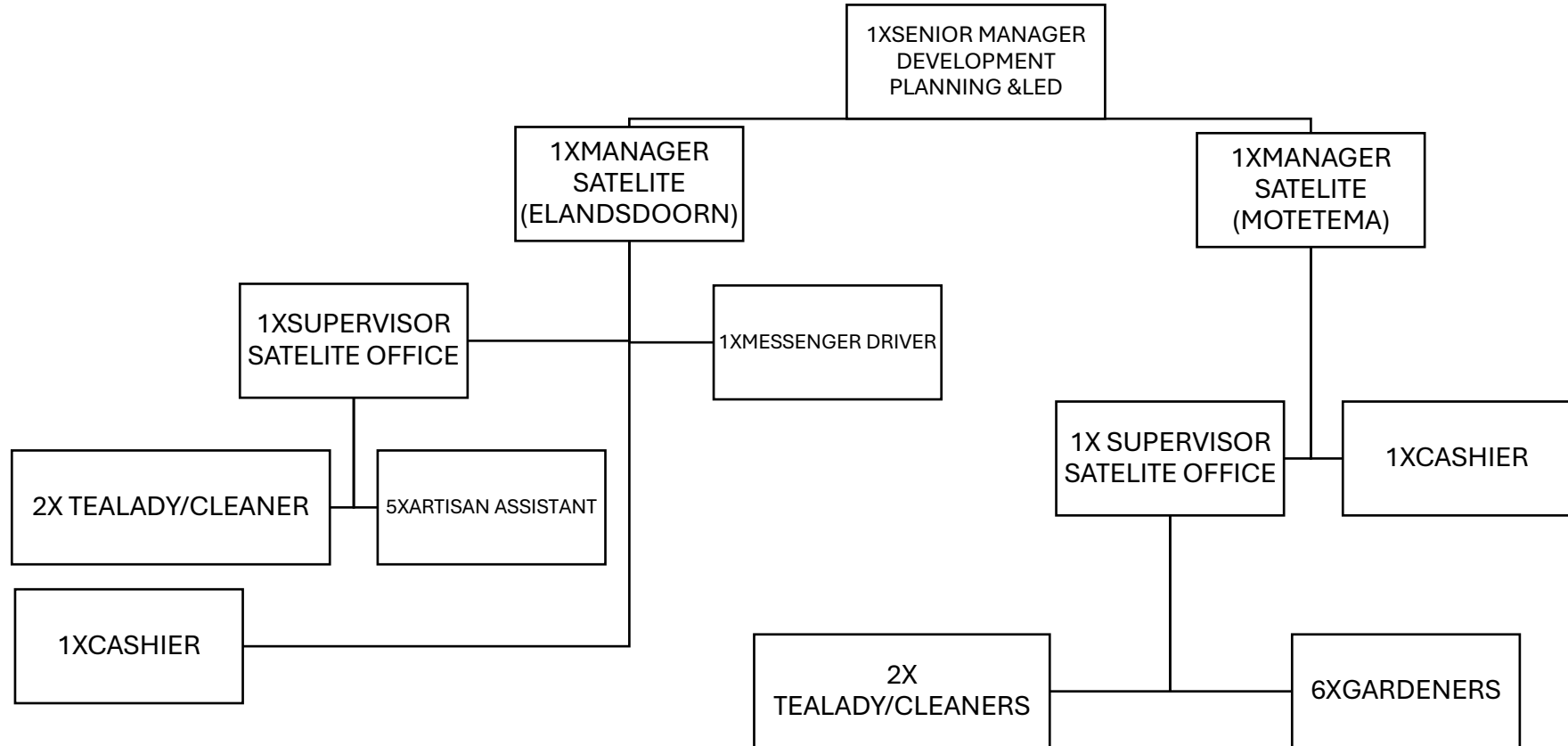
DIVISION: HLOGOTLOU SATELLITE OFFICE

Purpose: To provide institutional community, infrastructure, budget, and treasury,3.
Executive and development planning services.

Functions:

1. Provide a social facilitation service for municipal projects (e.g. Outreach programmes)
2. Coordinate/facilitate access/provision of services at Satellite offices.
3. Maintain roads and stormwater infrastructure.
4. Maintain buildings and all other infrastructure facilities.
5. Provide waste management services, solid waste, and refuse removal.
6. Provide environmental management services.
7. Manage and maintain cemeteries, parks and recreation facilities.

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DEVELOPMENT PLANNING AND LED (MOTETEMA AND ELANDSDOORN SATELLITE OFFICES) 3**FILLED****CONTRACT FILLED/
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DIVISION: MOTETEMA SATELLITE OFFICE

Purpose: To provide institutional community, infrastructure, budget and treasury, executive and development planning services

Functions:

1. Provide a social facilitation service for municipal projects (e.g. Outreach programmes)
2. Coordinate/facilitate access/provision of services at Satellite offices.
3. Maintain roads and stormwater infrastructure.
4. Maintain buildings and all other infrastructure facilities.
5. Provide waste management services, solid waste, and refuse removal.
6. Provide environmental management services.
7. Manage and maintain cemeteries, parks and recreation facilities.

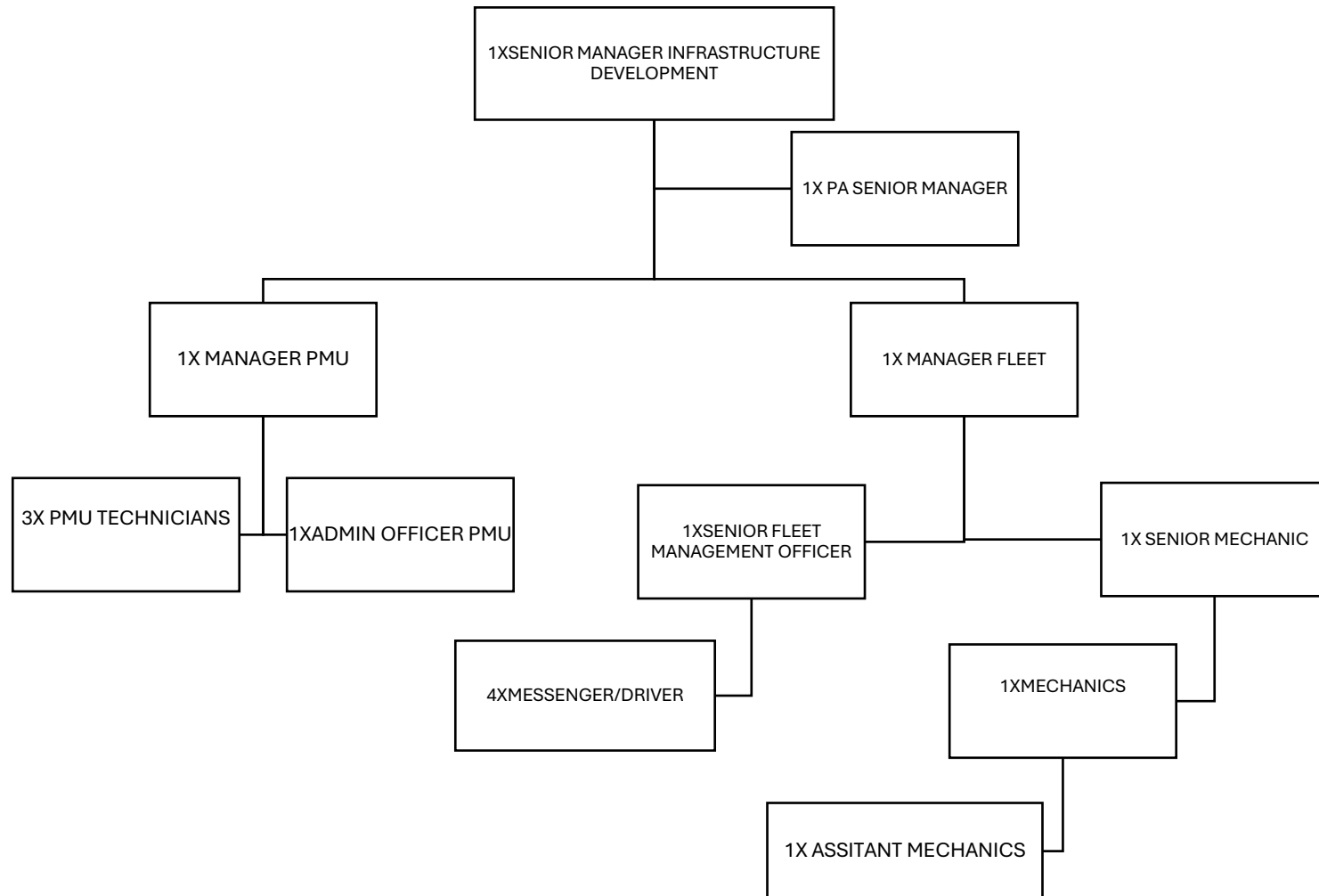
DIVISION: ELANDSDOORN SATELLITE OFFICE

Purpose: To provide institutional and social development services

Functions:

1. Provide a social facilitation service for municipal projects (e.g. Outreach programmes)
2. Coordinate/facilitate access/provision of services at Satellite offices.
3. Maintain roads and stormwater infrastructure.
4. Maintain buildings and all other infrastructure facilities.
5. Provide waste management services, solid waste, and refuse removal.
6. Provide environmental management services.
7. Manage and maintain cemeteries, parks and recreation facilities.

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INFRASTRUCTURE DEVELOPMENT 1**FILLED****CONTRACT FILLED/
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DEPARTMENT: INFRASTRUCTURE DEVELOPMENT

Purpose: Provide strategic management for infrastructure development, municipal public works and basic services to communities.

Functions:

1. Manage professional engineering services for infrastructure development.
2. Manage electrical and mechanical works for infrastructure development.
3. Manage the construction and maintenance of all infrastructure.
4. Provide project management unit services.
5. Provide facilities management services.

DIVISION: PROJECT MANAGEMENT (PMU)

Purpose: To provide project implementation services for infrastructure development

Functions:

1. Manage the implementation of Municipal Infrastructure Grant (MIG) projects.
2. Provide project coordination services for intergovernmental capital projects within the municipal area.
3. Provide an infrastructure project management nerve centre for all capital projects funded through equitable shares.

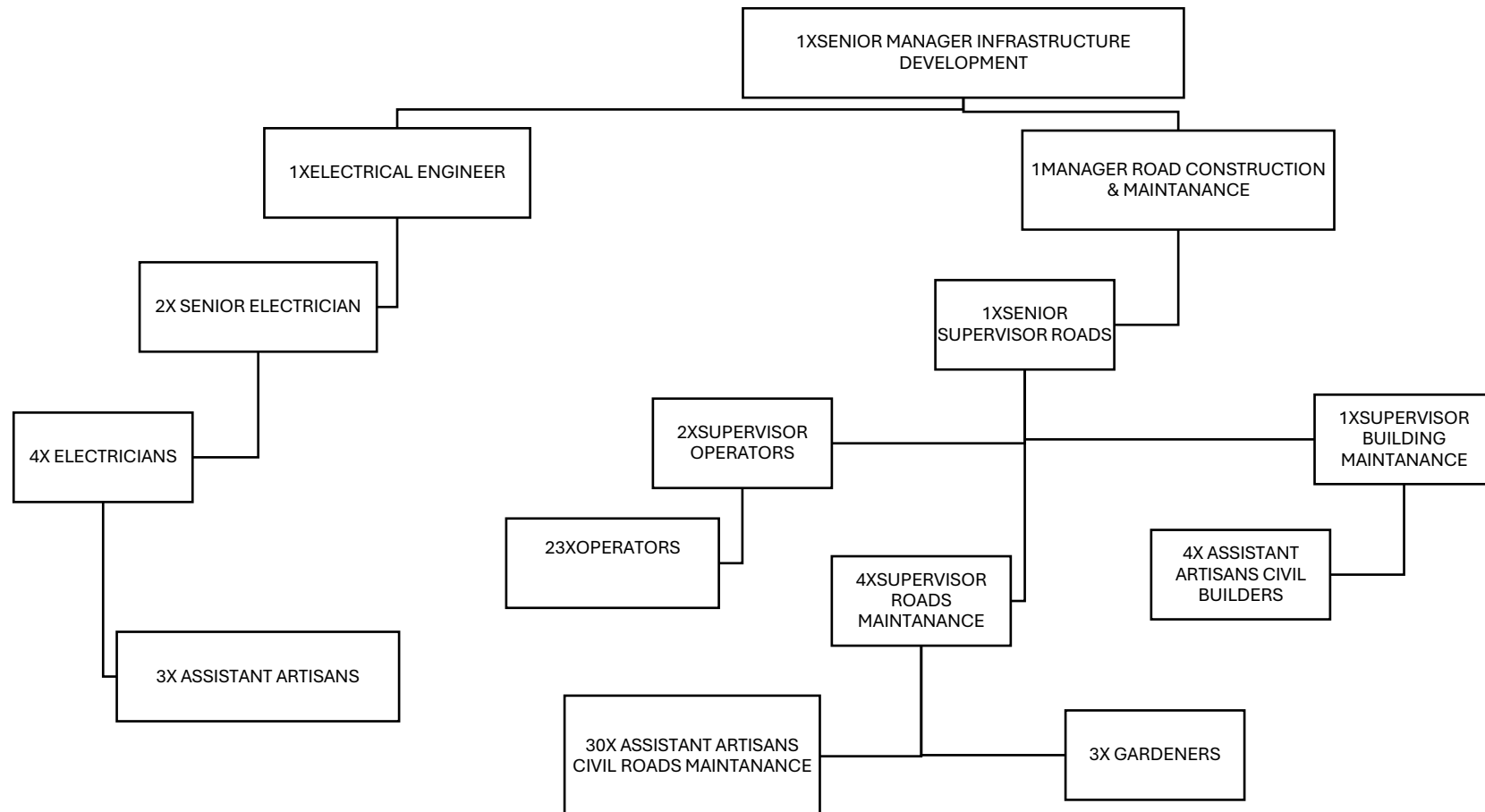
DIVISION FLEET AND MECHANICAL WORKSHOP

Purpose: To provide, maintain and regulate the management and use of the fleet.

Functions:

1. Render repair services on the municipal fleet for maximum reliability.
2. Provide regular preventative maintenance, including inspection, tyre rotation, bucket-tips and blade changes.
3. Maintain accurate records of each repair performed on vehicles.
4. Schedule future maintenance sessions and advise drivers on good vehicle use.
5. Troubleshoot reported problems and resolve them timely manner.
6. Provide cleaning and application of lubricants to machinery components.

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INFRASTRUCTURE DEVELOPMENT 2**FILLED****CONTRACT FILLED/
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DIVISION: ELECTRICAL SERVICES

Purpose: To provide professional engineering services for infrastructure development

Functions:

1. Provide planning and monitoring for the development of electrical infrastructure services.
2. Provide designs for the development of electrical infrastructure services.
3. Provide maintenance of electrical projects.
4. Ensure proper management and implementation of bulk electrical projects.
5. Address and attend to all electrical queries within our municipal infrastructure.

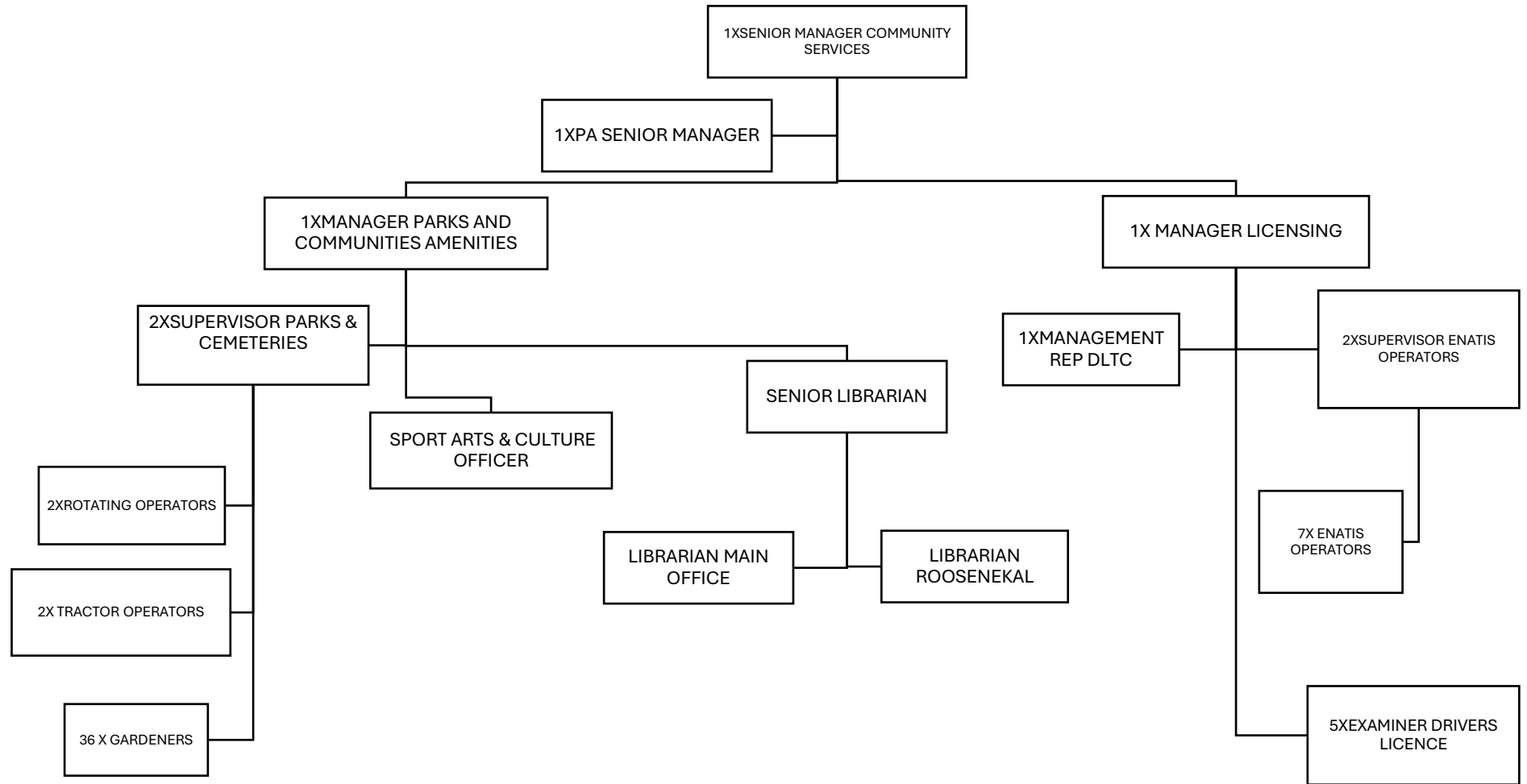
ROADS CONSTRUCTION, MAINTENANCE AND STORM WATER CONTROL

Purpose: To provide construction and maintenance services for all infrastructure

Functions:

1. Ensure the construction and maintenance of roads and stormwater control.
2. Ensure the construction and maintenance of building infrastructure.
3. Provide facilities management services.
4. Maintain the roads.

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COMMUNITY SERVICES 1**FILLED****CONTRACT FILLED/
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DEPARTMENT: COMMUNITY SERVICES

Purpose: Provide strategic management for community services

Functions:

1. Provide waste and environmental management.
2. Provide sport, recreation, arts and culture facilitation and development services.
3. Provide institutional and social development services.
4. Provide public safety management services.
5. Provide disaster management services

DIVISION PARKS AND CEMETERIES MANAGEMENT SERVICES

Purpose: To render parks cemeteries and recreational facilities management

Functions:

1. Provide parks and recreation facilities management services.
2. Render cemeteries services

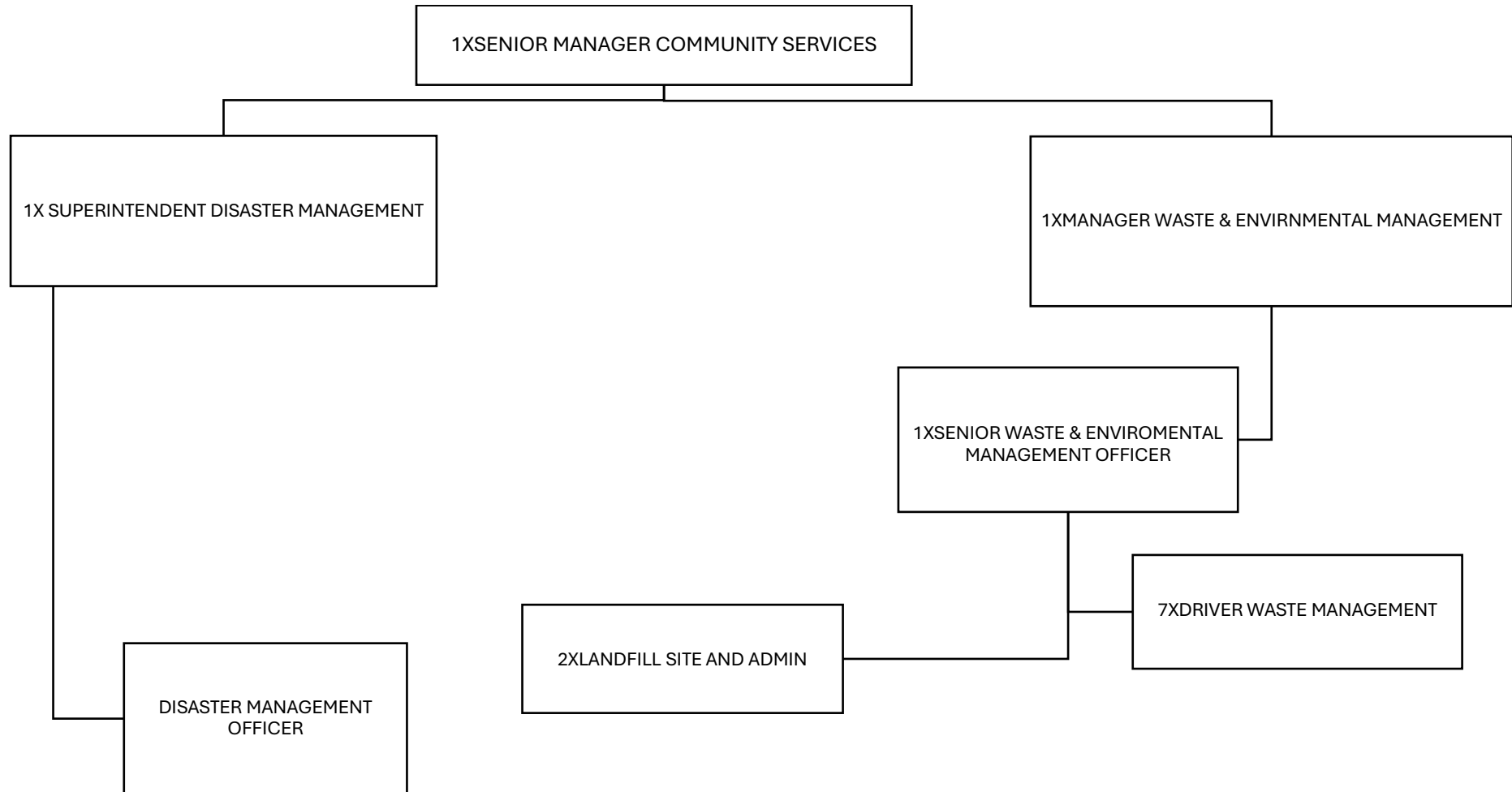
DIVISION: LICENSING

Purpose: To provide licensing management services

Functions:

1. Provide a motor vehicle registration and licensing / authority (MVRA) service.
2. Provide a vehicle roadworthy testing service.
3. Provide a driver's license testing services.
4. Provide road safety education and promotion.

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DIVISION WASTE AND ENVIROMENTAL MANAGEMENT SERVICES

Purpose: To provide waste and environmental management services

Functions:

1. Provide waste management services, solid waste and refuse removal.
2. Provide environmental management services.
3. Manage and maintain cemeteries, parks and recreation facilities.
4. Provide landfill sites, maintain and operate landfill sites.
5. Facilitate environmental impact assessments.

DIVISION MUNICIPAL COURTS

Purpose: handle municipal matters and provide prosecution for all municipal contraventions

Functions:

1. Prosecution of traffic violations, breach of building regulations and violation of municipal by laws.
2. Making and rendering judgements.
3. Impose fines to ensure compliance
4. Provide law enforcement and implementation
5. Provide elective and effective prosecution services
6. Provide an independent and accountable prosecution service

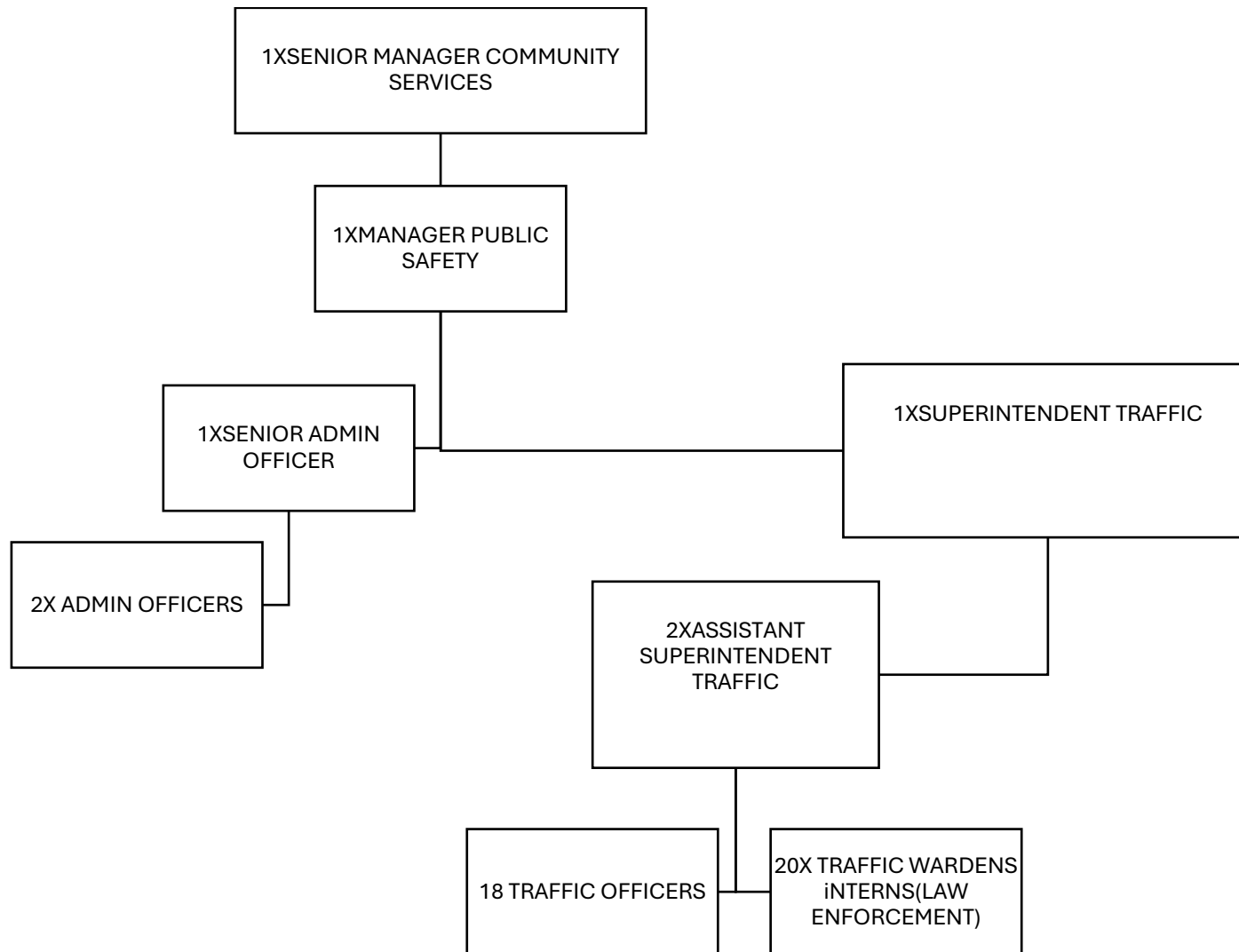
DIVISION: SPORTS, RECREATION, ARTS AND CULTURE

Purpose: To provide sports, recreation, arts and culture facilitation and development

Functions:

1. Coordinate and support various sporting activities and sports federations.
2. Coordinate and support municipal recreational activities.
3. Coordinate arts and culture activities
4. Promote readership through the establishment and management/ operation of libraries

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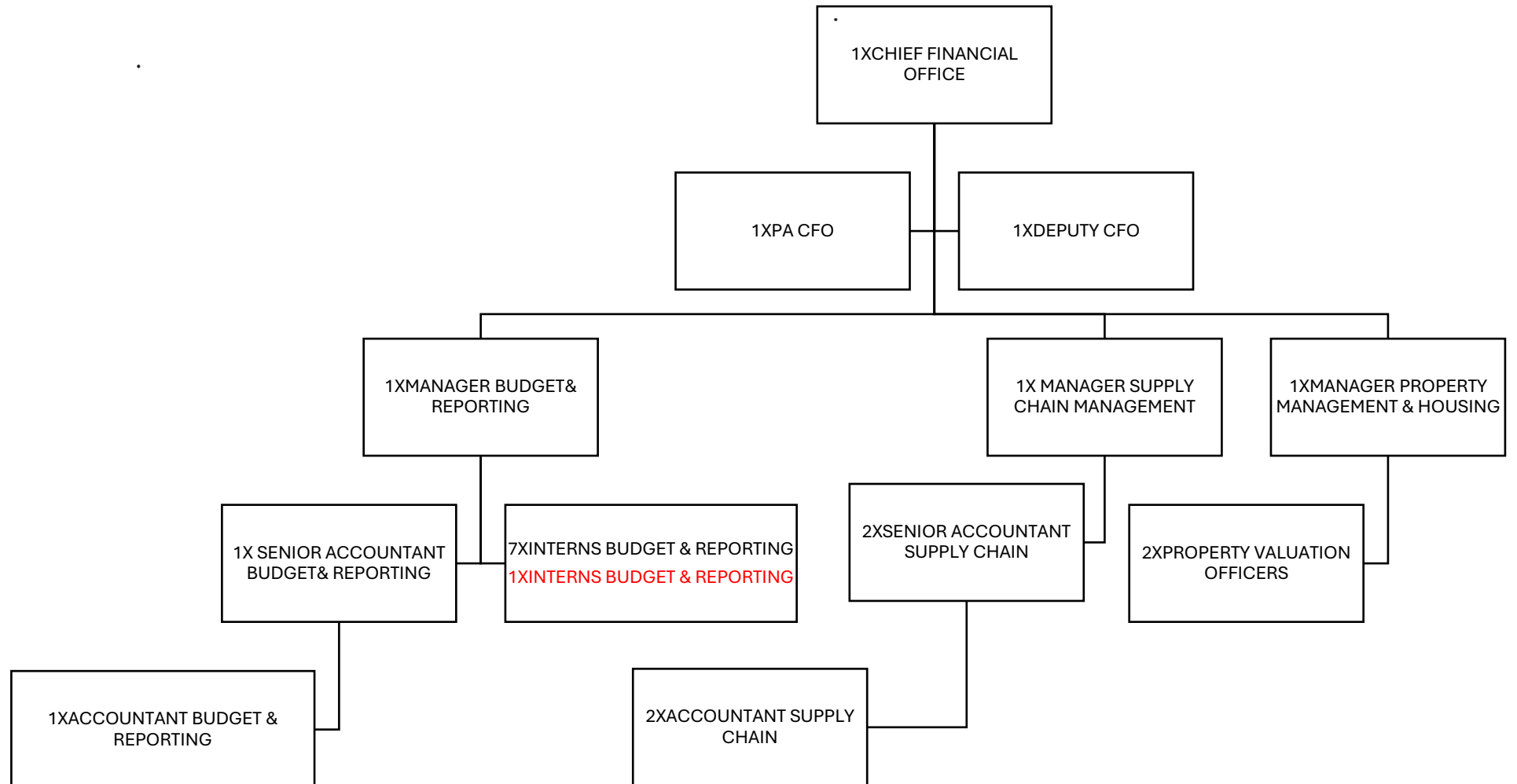
DIVISION: PUBLIC SAFETY

Purpose: To render road traffic law enforcement and public safety management services

Functions:

1. Render law enforcement services.
2. Coordinate and provide disaster management services.
3. Provide by- laws enforcements services.
4. Provide road safety education to citizens within the municipal area.
5. Develop and implement road safety promotion events within the provincial and national road safety promotion frameworks.

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BUDGET AND TREASURY OFFICE 1**FILLED****CONTRACT FILLED/
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DEPARTMENT: BUDGET AND TREASURY

Purpose: To manage municipal finances, budget, and treasury services

Functions:

1. Provide budget planning and management services.
2. Provide an expenditure management service.
3. Provide a revenue management service.
4. Provide a supply chain management service.
5. Provide an asset management service.
6. Develop and manage the implementation of financial policies and procedures.
7. Install and manage the implementation of internal controls.
8. Provide liabilities management services.

DIVISION: SUPPLY CHAIN MANAGEMENT

Purpose: To render supply chain management services.

Functions

1. Conduct commodity and industry analysis for demand planning.
2. Collate all projects' procurement schedules and compile the annual municipal procurement plan.
3. Manage all open and closed bid acquisitions as per the annual procurement plan.
4. Manage provisioning(stores) services.
5. Manage all service-level agreements for all purchases/acquisitions (contract management)
6. Monitor and report on supply chain performance in collaboration with risk management and internal audit services).
7. Ensure compliance with supply chain management regulations and relevant prescripts.

DIVISION BUDGET AND REPORTING

Purpose: To provide budget planning and management services.

Functions:

1. Prepare a credible budget for the municipality.
2. Provide budget information for compiling the SDBIP.
3. Acquire, install, and manage financial systems and controls.
4. Manage budget information and provide in-year monitoring and reporting.

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5. Compile Annual Financial Statements

DIVISION PROPERTY MANAGEMENT

Purpose: To provide property management and housing services.

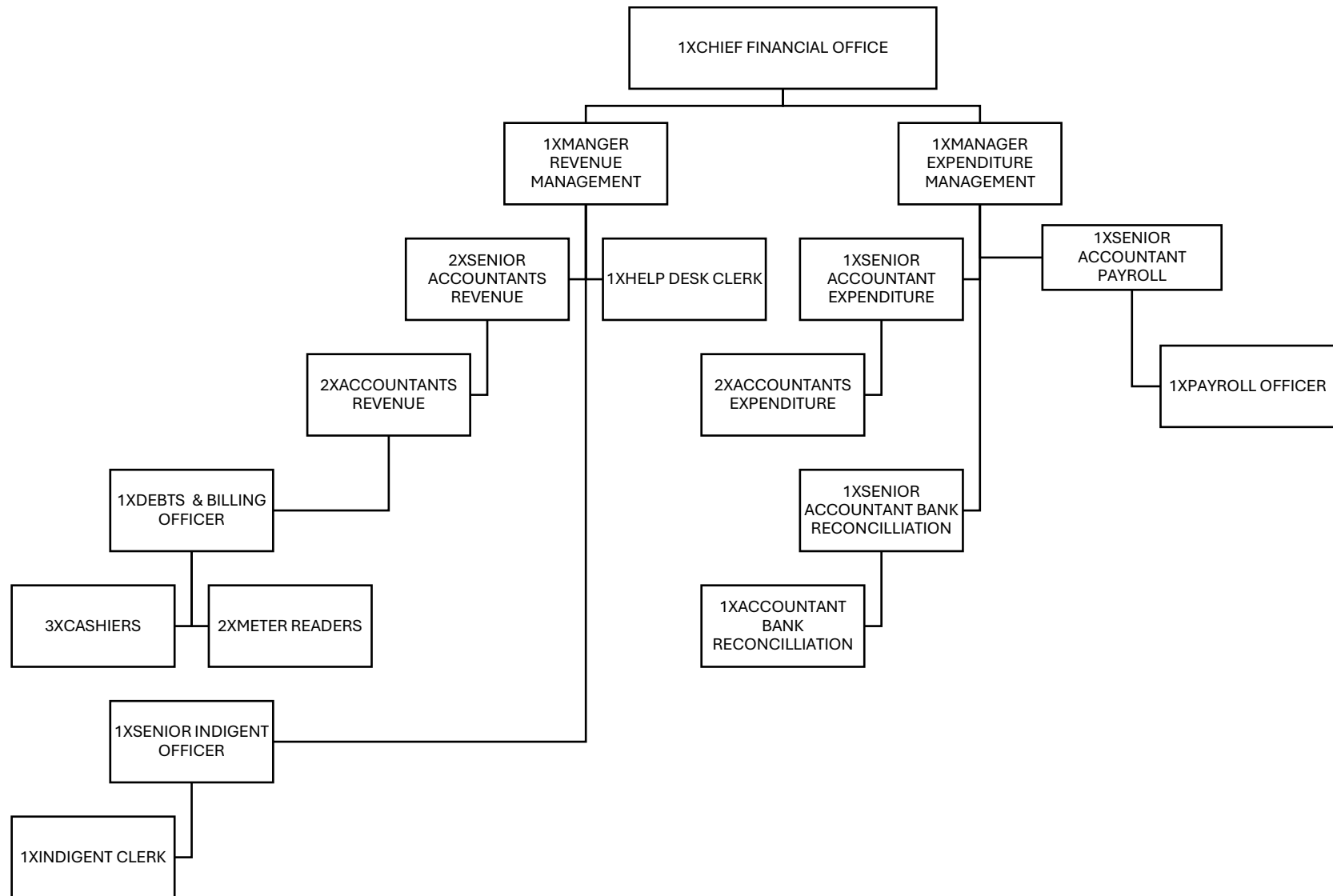
Functions:

1. Provide general valuation services.
2. Render municipal-owned housing administration.
3. Ensure housing consumer awareness. Ensure the quality of municipal houses.
4. Ensure the quality of municipal houses.

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BUDGET AND TREASURY OFFICE 2**FILLED****CONTRACT FILLED/
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DIVISION: EXPENDITURE MANAGEMENT

Purpose: To render expenditure management services.

Functions:

1. Manage creditors (Accounts payable)
2. Manage and implement all payments.
3. Monitor all expenditures and provide monthly bank reconciliations.
4. Manage payroll and personnel expenditure (reconcile personnel expenditure entries with HR on a monthly basis)

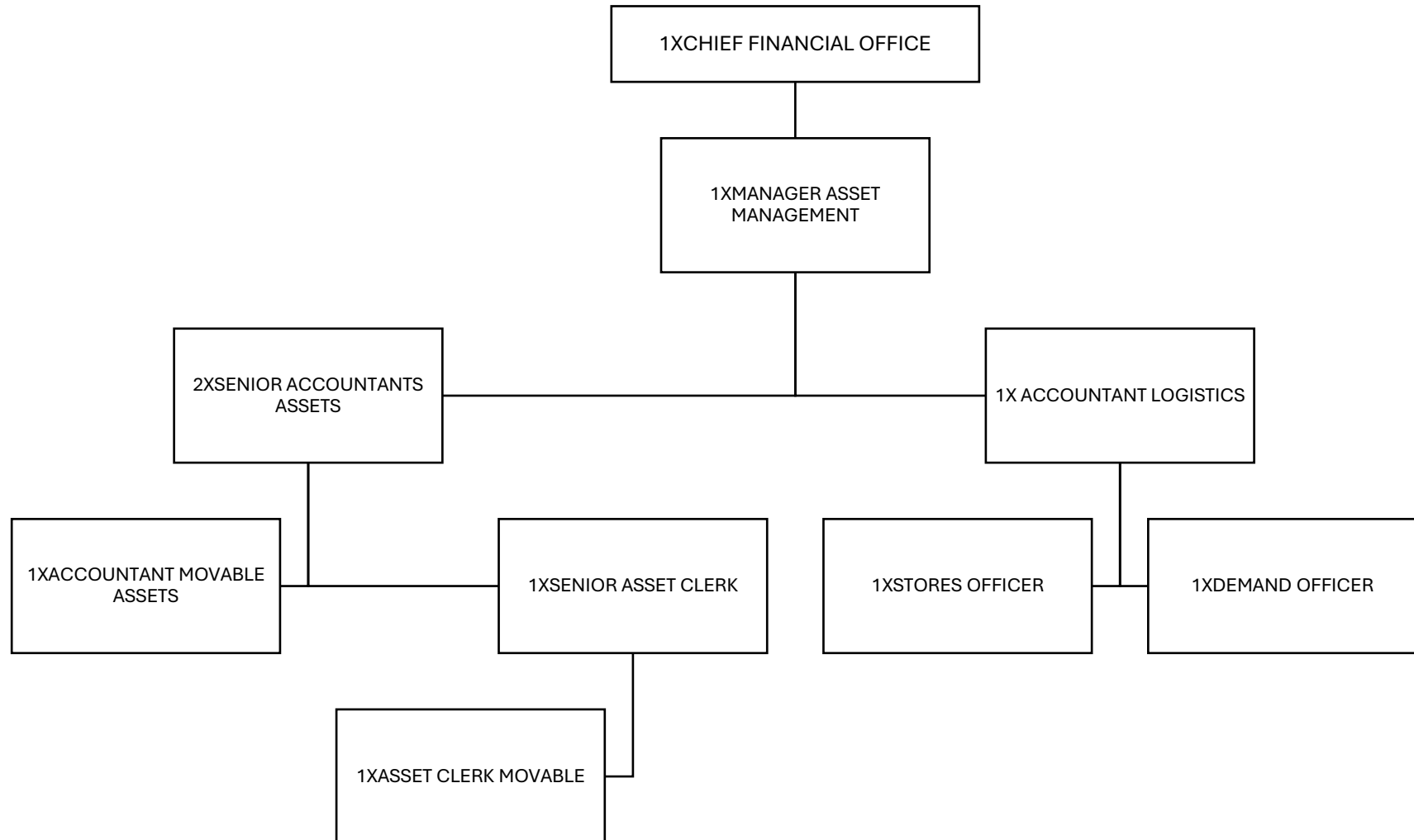
DIVISION: REVENUE MANAGEMENT

Purpose: To render revenue management services.

Functions:

1. Manage debtors (Accounts receivable)
2. Operate and manage billing and revenue collection systems and banking.
3. Manage the collection of inter-governmental amounts/debts due.
4. Set and manage all municipal tariffs/ rates.
5. Provide a legislative and best practice framework for all municipal cashier services.
6. Coordinate the provision of indigent services.

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BUDGET AND TREASURY OFFICE (PAGE 3)**FILLED****CONTRACT FILLED/
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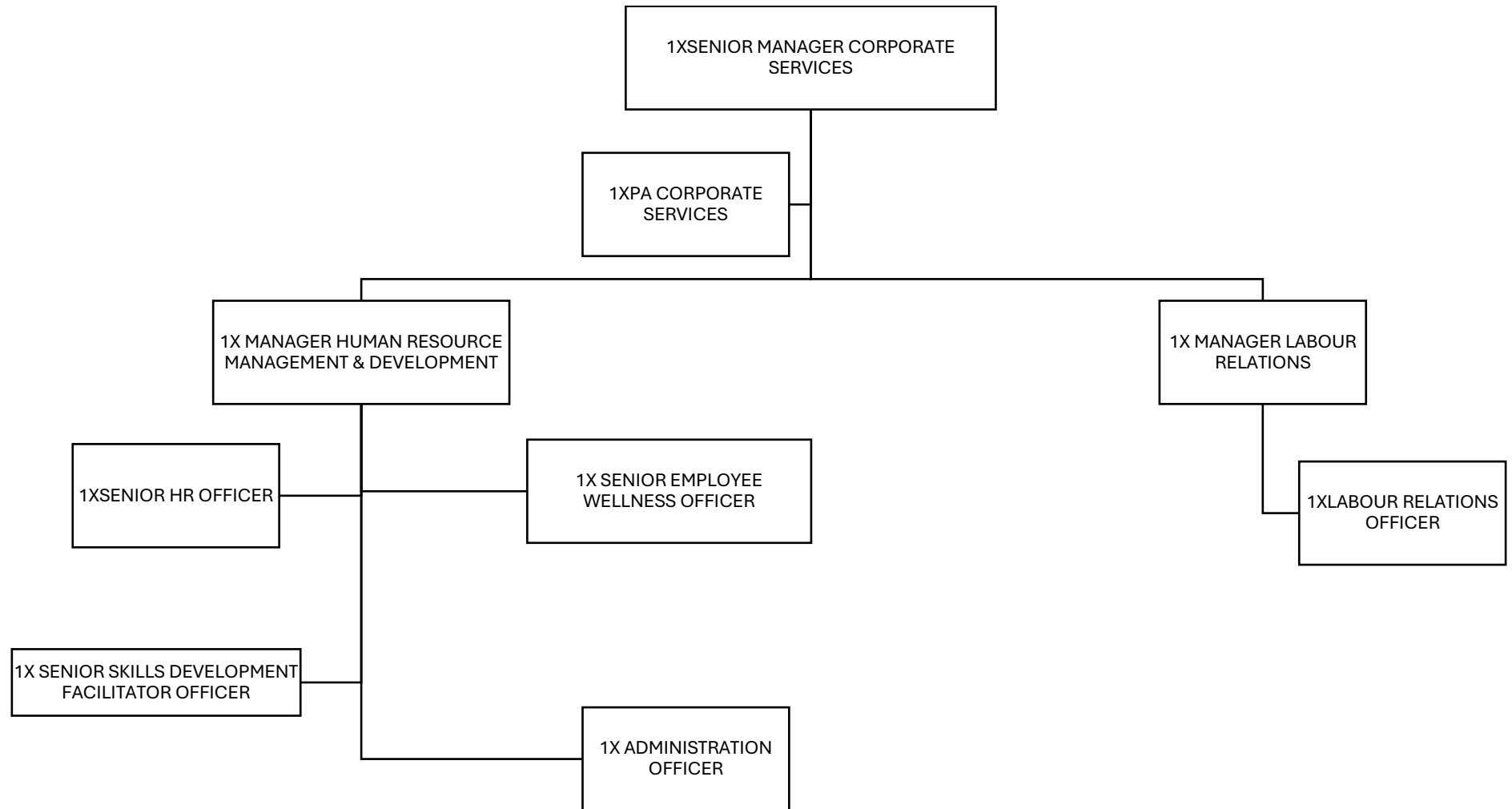
DIVISION: ASSET MANAGEMENT

Purpose: To render asset management services.

Functions:

1. Provide life cycle asset management to all fixed assets.
2. Compile and maintain a GRAP-compliant municipal asset register.
3. Manage asset depreciation and disposals.
4. Carry out inventory/stocktaking.

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CORPORATE SERVICES 1**FILLED****CONTRACT FILLED/
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DEPARTMENT OF CORPORATE SERVICES

Purpose: Provide corporate support services.

Functions:

1. Manage the provision of human resources services.
2. Manage the provision of general administration.
3. Manage the provision of information communication technology services.
4. Render labour relations services.
5. Manage compliance and verification.

DIVISION HUMAN RESOURCES MANAGEMENT & DEVELOPMENT

Purpose: To render human resources management and development services

functions:

1. Develop and implement human resources organisational strategies and policies.
2. Render services for recruitment, selection, and appointment of employees.
3. Manage the development of human resources strategy and plans, including the employment equity plan.
4. Ensure the development of staff establishment.
5. Maintain the human resources management information system.
6. Provide employee assistance programme services.
7. Facilitate skills development services.
8. Manage human resources personnel records.

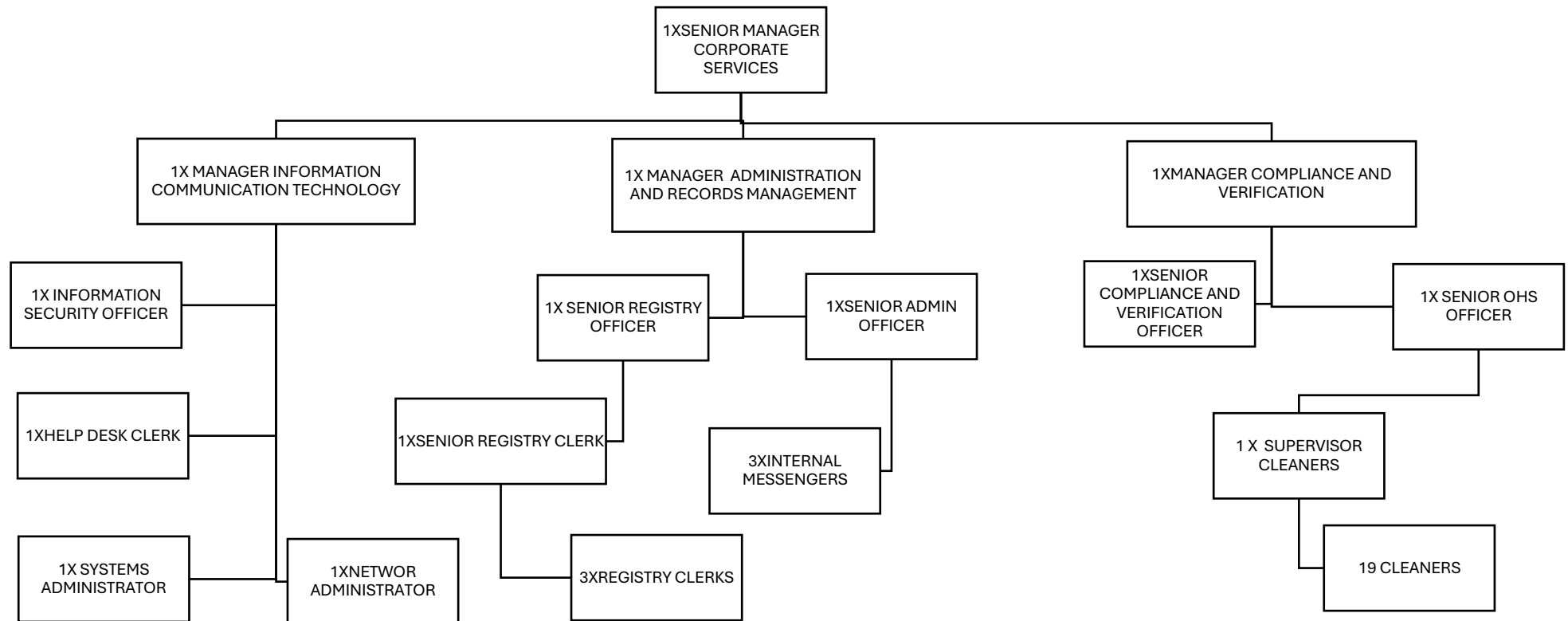
DIVISION OF LABOUR RELATIONS

Purpose: To provide sound labour relations

Functions:

1. Manage labour relations services (policies, codes, practices, grievances, disputes, disciplinary matters)
2. Manage collective bargaining matters (communicate resolutions and decisions of the collective bargaining structures (SALGBC) for the municipality.
3. Build labour peace and sound people management.
4. Facilitate Local Labour Forum (LLF) matters.

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CORPORATE SERVICES: (PAGE 2)**FILLED****CONTRACT FILLED/
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DIVISION GENERAL ADMINISTRATION AND RECORDS MANAGEMENT

Purpose: Provide general administration and records management services.

Functions:

1. Provide general registry management services.
2. Provide messenger services.
3. Provide records management services.

DIVISION COMPLIANCE AND VERIFICATION

Purpose: To render compliance and verification services.

Functions:

1. Provide support to management on compliance with legislation.
2. Provide due diligence services to ensure compliance with legislation.
3. Facilitate training services for compliance.
4. Ensure occupational health and safety compliance.

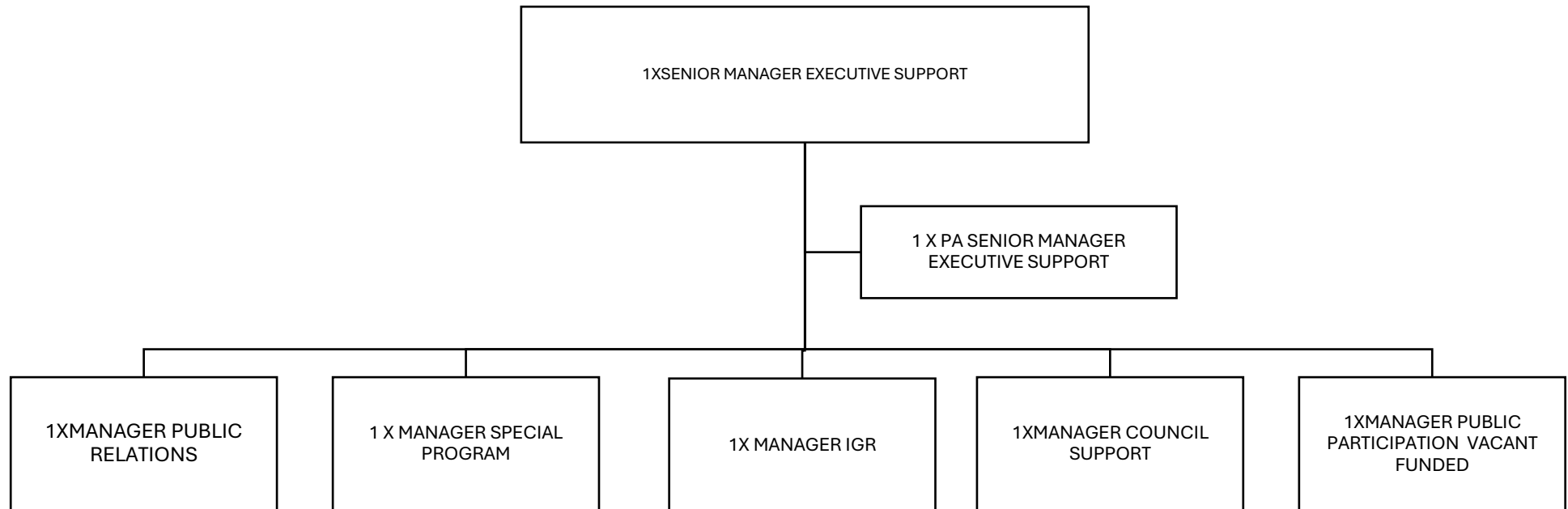
DIVISION INFORMATION COMMUNICATION TECHNOLOGY

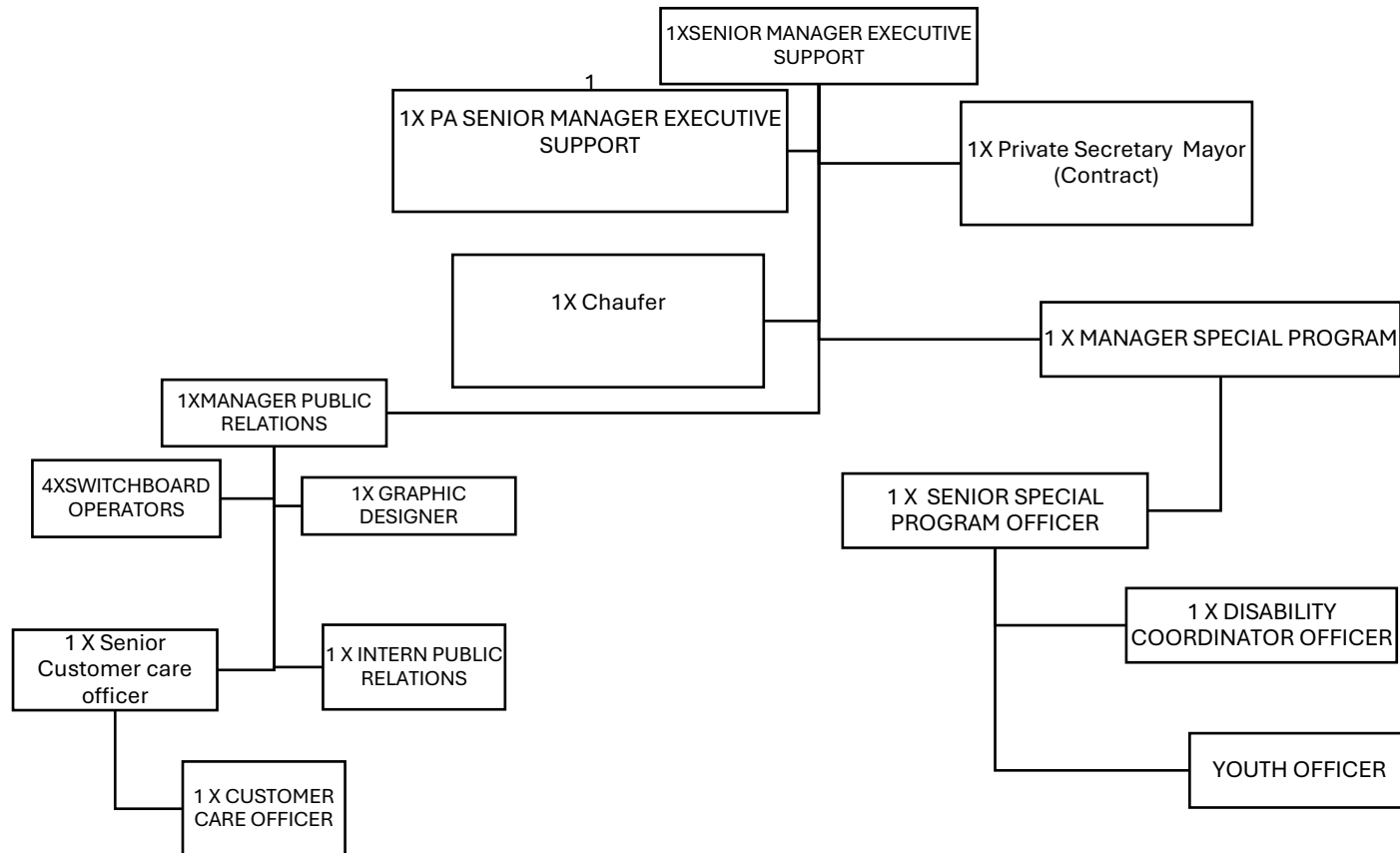
Purpose: Manage the provision of information communication technology services

Functions:

1. Develop and monitor the acquisition and implementation of the ICT framework, architecture (e.g. ERP), infrastructure, policies, processes, and procedures.
2. Provide and facilitate infrastructure and operational support services (networks, hardware, software applications, system administration)
3. Install and maintain ICT systems security, data integrity, information security and backup.
4. Conduct ICT research and advise the municipality on the latest ICT needs and requirements.

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EXECUTIVE SUPPORT**FILLED****CONTRACT FILLED/
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EXECUTIVE SUPPORT 1 (OFFICE OF THE MAYOR)**FILLED****CONTRACT FILLED/
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OFFICE OF THE MAYOR

Purpose: To provide political and executive support services to the mayor

Functions:

1. Render executive support to the mayor
2. Provide a media liaison service.
3. Provide council liaison services.
4. Lead and manage special focus programme (women, youth, HIV/Aids, disability, and older persons)

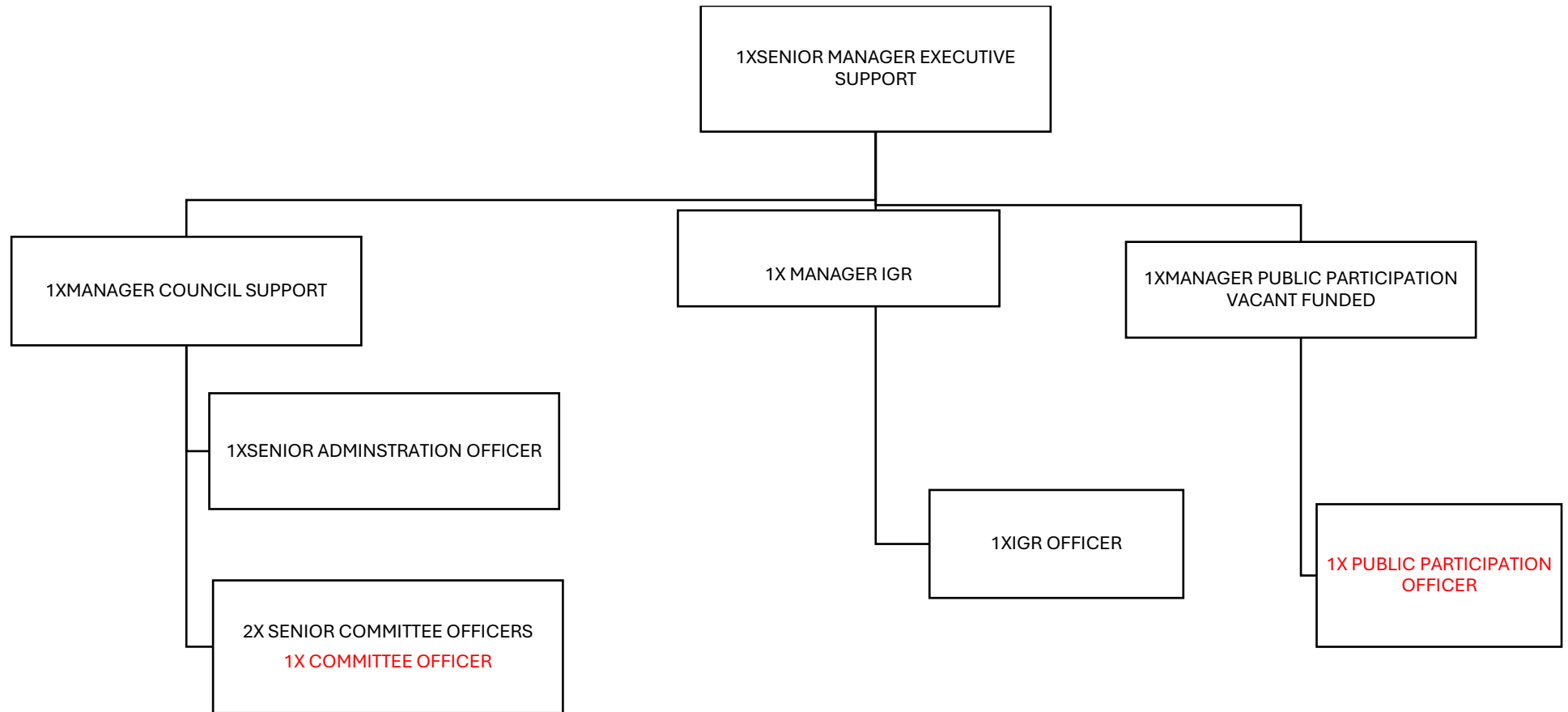
DIVISION: PUBLIC RELATIONS

Purpose: To provide communication and customer care services

Functions:

1. Provide corporate communication services.
2. Provide content for the media liaison officer.
3. Provide brand, advertising and marketing services.
4. Provide event management services.
5. Render customer care services
6. Provide customer complaints and compliments. Help desk services facilitate the resolution of customer matters; and conduct customer satisfaction surveys.
7. Render switchboard and receptionist services

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EXECUTIVE SUPPORT 2 (OFFICE OF THE SPEAKER)**FILLED****CONTRACT FILLED/
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OFFICE OF THE SPEAKER

Purpose: To provide executive support services to the speaker

Functions:

1. Render executive support to the speaker
2. Provide administrative and logistical support for the public participation process.
3. Coordinate public participation.
4. Manage public participation.

DIVISION: INTERGOVERNMENTAL RELATIONS (IGR)

Purpose: To coordinate Intergovernmental Relations and public participation

Functions:

1. Coordinate IGR and public participation.
2. Manage IGR and public participation.

DIVISION: PUBLIC PARTICIPATION

Purpose: To coordinate public participation Activities

Functions:

1. Coordinate IGR and public participation programs.
2. Manage IGR and public participation.

DIVISION: COUNCIL SUPPORT

Purpose: To provide executive support services to the council

Functions:

1. Render executive support to the Speaker and Chief Whip

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2. Provide administrative and logistical support for the public participation process.
3. Provide administrative support to the Chief Whip
4. Provide secretariat services, administrative, research and logistics, and administrative support to the council.

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