

# ELIAS MOTSOALEDI LOCAL MUNICIPALITY



**APPROVED ORGANISATIONAL STRUCTURE FOR  
2020/2021 FINANCIAL YEAR**

# DEPARTMENT: MUNICIPAL COUNCIL

## OFFICE OF THE SPEAKER

Portfolio Committee: Executive Support

Portfolio Committee: Planning, Land & Economic Development

Portfolio Committee: Infrastructure Development

Portfolio Committee: Community Services

Portfolio Committee: Budget & Treasury

Portfolio Committee: Corporate Services

Municipal Public Accounts Committee

Rules & Ethics Committee

Programming Committee

Geographical Name Change Committee

## OFFICE OF THE CHIEFWHIP

Whippery Committee

## OFFICE OF THE MAYOR

### EXECUTIVE COMMITTEE

Mayor  
Portfolio Committee: Executive Support  
Portfolio Committee: Corporate Services  
Portfolio Committee: Budget & Treasury  
Portfolio Committee: Community Services  
Portfolio Committee: Infrastructure Development  
Portfolio Committee: Planning, Land and Economic Development

## MUNICIPAL MANAGER

Purpose: To lead and manage the administration of the Local Municipality  
Functions:

1. Provide strategic leadership for executive support
2. provide strategic management for infrastructure development
3. provide strategic management for community service
4. Provide strategic management for corporate services
5. Provide strategic management for planning, land and economic development
6. provide strategic leadership for risk management services
7. provide strategic leadership for internal audit services
8. Provide leadership for municipal performance management

1 Municipal Manager  
1 Executive Assistant T7

## Senior Managers:

- 1 Executive Support
- 1 Planning, Land and Economic Development
- 1 Corporate Services
- 1 Budget and Treasury
- 1 Community Services
- 1 Infrastructure Development

# DEPARTMENT: MUNICIPAL MANAGER

## 1 Manager Compliance & Verification (B15)

1 Chief Compliance & Verifications Officer

Senior manager:  
Executive support

Senior manager  
Planning, land &  
economics  
development

Senior manager  
Corporate services

senior manager  
Budget & treasury

Senior manager  
Community services

Senior manager  
Infrastructure  
development

Division: Municipal performance management  
Purpose: To provide municipal performance service  
Functions:  
1. Develop and implement performance monitoring framework for IDP  
2. Develop and monitor implementation of service delivery and budget implementation plan (SDBIP)

1 Manager T15  
1 Senior PMS Officer

Division: Legal Services  
Purpose: To provide support services  
Functions:  
1. Provide sound legal advice and opinions  
2. Handle litigation matter  
3. Advice on the drafting and monitoring of services level agreements  
4. Draft and amend legislation and legal instruments  
5. carry out all administrative legal actions to ensure compliance

1 Manager  
1 Legal Officer

Executive Assistant T7

2 Cleaners T4

Division: Internal Audit  
Purpose : To provide risk -based internal audit services  
Functions:  
1. provide internal audit services  
2. monitor compliance to rules and regulations  
3. provide a pre-investigation service

1 Manager T15  
1 Senior Internal Auditor  
1 Senior Internal Auditor (Budget same as above)  
1 Internal Auditor (T14)  
1 Internal Auditor (T14)

Division: Risk management  
Purpose: To provide risk management services  
Functions:  
1. develop and implement risk management framework, policy processes, strategy and plans  
2. develop and implement risk system including a risk register to record risk and management responses  
3. conduct assessment on physical and information security threats in collaboration with facilities management  
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 manage of security contractors , including access control.  
7. Provide employees and contractor vetting services

1 Chief Risk Officer  
1 Senior Risk Management Officer  
1 Intern

Division: Integrated development planning  
Purpose: To provide strategic and integrated development planning  
Functions:  
1. Provide strategic planning service (IDP)  
2. Provide a strategy and policy alignment service

1 Manager T15  
1 Senior IDP Officer B11)  
1 IDP Coordinator (B9)

# Department: Executive Support

## Department : Executive Support

DEPARTMENT : Executive support  
 Purpose: To provide political and executive support services  
 Functions:  
 1. Provide political and executive support to the council, speaker, and chief Whip  
 2. Provide political and support to the Mayor.  
 3. Coordinate intergovernmental relations , protocol and VIP protection services  
 4. Provide communication services  
 5. Provide support to MPAC, Ethics Committee, Rules and Petition Committees .

1 Senior Manager  
 1 Personal Assistant T7  
**2 VIP Protector and Driver (B9)**  
 4 Cleaners T4

Division: Communications  
 Purpose : To provide communication services  
 Functions:  
 1. Provide corporate communication services  
 2. provide content for media liaison officer  
 3. Provide brand, advertising and marketing services  
 4. provide events management services

**1 Manager Public Relations**

Division: Council Support  
 Purpose: To provide political and executive support services to the council  
 Functions:  
 1. Render executive support to the speaker and Chief Whip  
 2. Provide administrative and logistical support for public participation process  
 3. provide administrative support to the Chief Whip  
 4. provide secretariat services, administrative, research and logistics , administrative support to council and council

1 Manager T15  
**1 Researcher MPAC (B12)**

Division : Mayoral Support  
 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)

**1 Manager (B15)**  
 1 PA Mayor  
 1 Senior Special Programmes Coordinator  
 2 Coordinators: Youth

Division: Public Participation & Intergovernmental Relations (IGR)  
 Purpose: To coordinate public participation & IGR.  
 Functions:  
 1. Coordinate public participation & IGR  
 2. Manage public participation & IGR

1 Manager T15  
 1 Senior Intergovernmental Relations  
 1 Senior Public Participation Officer  
 1 Public Participation Officer  
 2 Driver / Chauffeur

Sub- division: customer care  
 Purpose : To provide customer care services  
 Functions  
 1. Render customer care services  
 2. Provide a customer complaints and compliment Help desk services facilitate resolution of customer matter , conduct customer satisfaction surveys

1 Senior Customer Care Officer  
 1 Customer Care Officer  
 1 Customer Care Attendant

## Department: Executive Support

### Department : Executive Support

Purpose: To provide political and executive support services  
Functions:  
1. Provide political and executive support to the council, speaker, and chief Whip  
2. Provide political and support to the Mayor.  
3. Coordinate intergovernmental relations , protocol and VIP protection services  
4. provide communication services  
1 Senior Manager  
1 Personal Assistant T7

Division: Council support  
Purpose: To provide political and executive support services to the council  
Functions:  
1. Render executive support to the speaker and Chief Whip  
2. Provide administrative and logistical support for public participation process  
3. provide administrative support to the Chief Whip  
4. provide secretariat services, administrative, research and logistics , administrative support to council and council  
1 Manager T15

Sub-Division: Speaker support& public participation  
Purpose: To provide political and executive support services to the speaker  
Functions:  
1. Render executive support to the speaker  
2. provide administrative and logistical support for public participation process

1 Executive Assistant T7

Sub – division : Council logistics  
Purpose : To provide logistical and committee support services to the council  
Functions:  
1. Render executive support  
2. provide administrative support to the Chief Whip

3 Senior Committee Officer

Sub-division: chief whip support  
Purpose: To provide executive and administrative support to the Chief Whip  
Functions:  
1. Render executive support to the Chief Whip  
2. Provide administrative support

1 Researcher Chiefwhip Office (B 12)

1 Executive Assistant T7

1 Administrative Officer

DEPARTMENT: DEVELOPMENT PLANNING AND LED

PURPOSE: To manage economic development and planning

Functions:

1. Manage the provision of Local Economic development services
2. Manage the provision of development and town planning services
3. Manage the provision of property management and housing
4. Manage integrates development planning

1 Senior Manager  
1 Personal Assistant T7

2 Cleaners T4

Division: Local Economic Development

Purpose: To provide local economic development services

Functions:

1. Manage and facilitate investment and enterprise development and stakeholder
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
6. Coordinate mining development and community beneficiation

1 Manager T15  
1 LED Coordinator T11  
**1 Business Licensing Officer (B10)**  
**1 EPWP Officer (B9)**  
1 Administrative Clerk

Division : Town planning

Purpose : To provide development planning services

Functions:

1. prepare and manage spatial development farmworkers
2. provide town planning services
3. Develop, manage and maintain municipal land use management system(LUMS)
4. Provide land development advisory and management services
5. Provide administrative support to Municipal Planning Tribunal (MPT)
6. Provide building control services

1 Manager T15  
1 Town Planner: Land Use Management  
**2 Interns**  
1 Senior Building Inspector  
2 Building Inspectors

Division: property Management and Housing

Purpose: To provide property management & housing services

Functions:

1. Provide general valuation services
2. Render housing beneficiary administration, housing consumer awareness and housing quality management

1 Manager

Department: Infrastructure Development

Purpose: To provide and manage infrastructure development services

Functions:

1. Manage professional engineering services for infrastructure development
2. Manage electrical and mechanical works for infrastructure development
3. Manage construction and maintenance for all infrastructure
4. Provide a project Management Unit services

1 Senior Manager

1 Personal Assistant T7

1 Projects Social Facilitator (B12)

1 Cleaner T4

Division: Electrical  
Purpose: To provide professional engineering services for infrastructure development  
Functions:  
1. Provide planning , design and monitoring for development of infrastructure

1 Electrical Engineer  
1 Senior Electrician  
2 Electricians T10  
1 Handyman T6  
6 Assistants (General Workers) T4

Division: Fleet and Mechanical Workshop  
Purpose:  
To provide and maintain an effective and an efficient fleet  
To regulate mangement & use of pool vehicles by the officials of the municipality .  
1. Render services minor repairs on municipal own fleet for maximum reliability.  
2. Provide regular preventative maintenance, including inspection, tyre rotation, bucket-tips, and blades changes. Maintain accurate records of each repair performed on vehicles.  
3. Schedule future maintenance sessions and advice drivers on good vehicle use.  
4. Troubleshoot reported problems and resolve them in a timely manner.  
5. Provide cleaning and application of lubricants to machinery components.

1 Manager  
1 Senior Fleet Officer  
1 Senior Mechanic  
2 Mechanic  
3 Assistant Mechanic  
1 Cleaners

Division :Construction and Maintenance  
Purpose: To provide construction and maintenance services for all infrastructure  
Functions:  
1. Manage construction and maintenance of roads and storm water infrastructure  
2. Manage construction and maintenance of building infrastructure  
3. Manage construction and maintenance of all other infrastructure

1 Manager Roads & Storm Water  
1 Senior Supervisor Roads  
4 Supervisor (Roads and Maintenance)  
2 SupervisorS (Operator) T7  
25 Operators T6 (TLB, Tipper Truck, Grader, Roller) (2 vacant)  
32 Assistant Artisans (Civil-Roads)  
1 Supervisor Building Maintenance T7  
6 Assistant Artisans: Building Maintenance

Division: Project Management  
Purpose : To provide project implementation service for infrastructure development  
Functions:  
1. Manage implementation of Municipal Infrastructure Grant(MIG) project  
2. Provide project coordination services for inter- governmental capital projects within the municipal area ( such as water, sanitation, EPWP, etc.)  
3. Provide an infrastructure project management nerve centre for all capital projects funded through equitable share  
4. Manage implementation of occupational health and safety programme in the municipality

1 Manager T15  
2 Project Management Technicians T11 (1 vacant)  
1 Intern (Safety Compliance)  
1 Administrative Officer

DEPARTMENT : INFRASTRUCTURE

Division :Construction and maintenance  
Purpose: To provide construction and maintenance services for all infrastructure  
Functions:  
1. Manage construction and maintenance of roads and storm water infrastructure  
2. Manage construction and maintenance of building infrastructure  
3. Manage construction and maintenance of all other infrastructure

1 Manager Roads & Storm Water T15

Hlogotlou maintenance office  
Purpose: To provide infrastructure maintenance service in hlogotlou region  
Functions:  
1. Maintain roads and storm water infrastructure  
2. maintain building infrastructure  
3. Maintain all other infrastructure

1 Supervisor T7  
7 Operator T6  
6 Artisan Assistant (Civil roads, building)  
2 Cleaners T4

Motetema Maintenance Office  
Purpose: To provide infrastructure maintenance service in motetema region  
Functions:  
1. Maintain roads and storm water infrastructure  
2. Maintain building infrastructure  
3. Maintain all other infrastructure

1 Supervisor T7  
6 Operator T6  
6 Artisan Assistant  
2 Cleaners T4

Roosenekaal : Maintenance Office  
Purpose: To provide infrastructure maintenance service in Roosenekaal region  
Functions:  
1. Maintain roads and storm water infrastructure  
2. Maintain building infrastructure  
3. Maintain all other infrastructure

1 Manager T15  
1 Supervisor Parks and Cemeteries T7  
3 Operator T6  
1 Stores Clerk (B5)  
8 Artisan Assistant (B4 vacant 2)  
1 Driver Messenger T6  
1 Librarian T11  
1 Assistant Librarian (Vacant)

Uitspanning: Maintenance Office  
Purpose: To provide infrastructure maintenance service in uitspanning region  
Functions:  
1. Maintain roads and storm water infrastructure  
2. Maintain building infrastructure  
3. Maintain all other infrastructure

1 Supervisor T7  
8 Operator T6  
7 Artisan Assistant  
2 Cleaners T4



## Department: Corporate Services

Purpose: To render corporate support services  
 Functions:  
 1. Manage provision of human resources services  
 2. Manage provision of general administration and facilities management services  
 3. Manage provision of legal support services  
 4. Manage provision of information and communication technology services  
 5. Provide customer care services  
 6. Provide cleaning services for the Corporate Service Department

1 Senior Manager  
 1 Personal Assistant T7

7 Cleaners T4

Division: Human Resource Management and development  
 Purpose: To provide a strategic human resource functions:  
 1. Rendering o efficient human resource management services  
 2. Promotion of optimal development of municipal human resources  
 3. development of human resources organizational strategies  
 4. Management of sound employment relations Programme  
 5. Management of employees health and wellness programme

1 Manager T15

Division: General Administration, Record and Facilities Management  
 Purpose: To provide general administration and facilities management service  
 Functions:  
 1. Provide general registry / records management services  
 2. Provide facilities management services  
 3. Provide driver, messenger and receptionist services  
 4. Provide facilities and general administrative support to satellite offices

1 Manager T15

Division: Labour Relations  
 Purpose: To provide sound labour relations  
 1. Manage labour relations services (policies, codes, practices, grienvances, disputes, disciplinary matters)  
 2. Manage collective bargaining matters (communicate resolutions and decisions of the collective bargaining structures (SALGBC, LLF ) for the municipality  
 3. Build labour peace and sound people management

1 Manager Labour Relations (B15)  
 1 Labour Relations Officer  
 1 Intern

Division: Information Communication Technology  
 Purpose: To manage the provision of information technology  
 Functions:  
 1. Develop and monitor the acquisition and implementation of ICT framework, architecture( e.g ERP),infrastructure ,policies, processes and procedure  
 2. Provide and facilitate infratructure and operational support services ( networks, hardware, software applications, system administration)  
 3. Install and maintain ICT systems security, data integrity and information security and backup.  
 4. Conduct ICT research and advise municipality on latest ICT needs and requirements

1 Manager T15  
 1 Senior IT Technician  
 1 IT Technician  
 1 Network Controller  
 1 System Administrator  
 1 Information Security Officer

**DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

Purpose: To provide a strategic human resources function :

1. Rendering of efficient human resources management services
2. Promotion of optimal development of municipal human resources
3. Development of human resources organisational strategies
4. Management of sound employment relations programmes
5. Management of employees health and wellness programmes

1 Manager T15

Sub- division: Human Resources Practices, Admin & Employee Wellness  
Purpose : To render efficient human resource administration & employee wellness services  
Functions:  
1. Manage recruitment, selection, appointments and other life cycle events of employees  
2. Manage compensation and the conditions of services of employees  
3. Manage human resources personnel records  
4. Manage employee wellness

1 HR & Employee Wellness Officer  
1 HR Clerk  
1 Intern

Sub- division: Occupational Health and Safety  
Purpose : To ensure Occupational Health and Safety compliance in the municipality  
Functions:  
1. To manage implementation of Occupational Health and Safety Programme  
2. To monitor implementation of Occupational Health and Safety Programme  
3. To process compensation for occupational injuries and diseases in the municipality

1 Occupational Health and Safety Officer

Sub- division : Human Resources Utilization and Capacity Development  
Purpose : To prove optimal development of municipal human resources  
Functions:  
1. Manage and monitor implementation of skills development legislation  
2. Manage learnership and internship programmes  
3. Manage training and development of employees  
4. manage and implement performance management system

1 Senior Skills Development Officer

Sub-division: Human Resources Organisational Strategy and Planning  
Purpose: To develop human resource strategies and ensure the alignment of organisational structures to the municipal IDP  
Functions:  
1. Manage the development of HR strategies and plans( including employment Equity Plans)  
2. Monitor and evaluate implementation of HR strategic  
3. Manage the provisioning and allocation of posts  
4. Manage human resources information and knowledge management  
5. Maintain a human resource management information system

1 Senior Organizational Development Officer

DIVISION: GENERAL ADMINISTRATION CUSTOMER CARE,  
AND RECORD MANAGEMENT

Division: General administration and record management

Purpose: To provide general administration, customer care and record management services

Functions:

1. Provide general registry/ records management service
2. Provide driver, messenger and receptionist services
3. Provide record and general administrative support to satellite offices
3. Provide a continuous process improvement and management services for municipal projects
4. Facilitate development and documenting of service standards
5. Provide a customer complaints and compliments Help desk services (customer care) facilitate resolution of customer matters ,conduct customer satisfaction surveys.

1 Manager T15

Sub-division: Registry Services  
Purpose: To render registry management services

1. provide General records management services
2. Render bulk document reproduction service

1 Chief Registry Officer  
1 Senior Registry Clerk  
4 Registry Clerks

Sub-division: Registry / Records Officer  
Purpose: To render administration management services

1. provide a general administration management services
2. Render a messenger and driver-messenger services
3. Render switchboard and receptionist services

1 Senior Admin Officer  
4 Switchboard Operators T5  
3 Internal Messengers T5  
4 External Driver Messengers T5

# DEPARTMENT: BUDGET AND TREASURY



# DEPARTMENT: COMMUNITY SERVICES

Purpose : To manage 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

1 Senior Manager  
 1 Personal Assistant T7

6 Cleaner T4

Division : Waste and Environmental management services  
 Purpose : To provide waste and environmental management services  
 Functions:  
 1. Provide waste management services, solid waste , refuse removal , landfill sites  
 2. Provide environmental management services  
 3. Manage and maintain cemeteries ,parks and recreation facilities

1 Manager T15

Division : Sports, Recreation, Arts and Culture  
 Purpose: To provide sports, recreation, arts and culture facilitation and development services  
 Functions:  
 1. Coordinate and support council and various sports federations sporting activities  
 2. coordinate and support municipal recreation activities  
 3. coordinate arts and culture activities  
 4. Promote readership through establishment and management/ operation of libraries

1 Manager T15  
 1 Sport and Recreation Officer  
 1 Senior Librarian  
 2 Librarian T11

Division: Institutional and Social Development  
 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

1 Manager T15  
 1 Senior Social Facilitation Officer

Division: Public Safety  
 Purpose: To provide public safety management services  
 Functions:  
 1. Render law enforcement services services  
 2. Provide road safety education and promotion  
 3. Provide disaster management coordination

1 Manager T15

Rosenekaal: Satellite Office  
 Purpose:  
 Division: institutional and social development  
 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

1 Manager T15

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

1 Manager

Division: Licencing  
 Purpose: To provide licencing management services  
 Functions:  
 1. provide a motor vehicle registration and licensing / authority (MVRA) service  
 2. Provide a vehicle roadworthy testing service  
 3. Provide a drivers license testing

1 Manager T15

DEPARTMENT: COMMUNITY SERVICES: PUBLIC SAFETY  
Senior Manager

Division: Traffic  
Purpose: To provide traffic management services  
Functions:  
1. Render law enforcement services  
2 provide road safety education and promotion  
3. provide disaster management coordination

1 Manager

Division: Licensing  
Purpose: To provide licensing management services  
Functions:  
1 provide a motor vehicle registration and licensing / authority (MVRA) services  
3. provide a vehicle roadworthy testing service  
4. provide a drives license testing service  
5 provide road safety education and promotion

1 Manager

Sub- division: Law enforcement & road safety promotion  
Purpose : To render road traffic law enforcement services and road safety promotion  
Functions:  
1 provide and manage road traffic law enforcement service  
2. provide by- laws enforcements services  
3. provide road safety education to citiezens within the municipal area  
4. develop and implement road safety promotion events within the provincial and national road safety promotion frameworks

2 Superintendent (B12 Vacant 1)  
2 Assistant Superintendent  
20 Traffic Officer  
1 Senior Admin Officer  
2 Admin Officer

Sub – division: disaster management  
Purpose: To coordinate disaster management services  
Functions:  
1. coordinate disaster management services with District Municipality

1 Superintendent Disaster Management  
1 Disaster Management Officer (B11 Vacant)

Sub-division: Licensing  
Purpose: To provide road traffic administration services  
Functions:  
1. Provide a motor vehicle registration and licensing / authority (MVRA) services  
2. Provide a vehicle roadworthy testing service  
3. Provide a driver's license testing service

2 Supervisors  
8 E-Natis Operators  
1 Management Representative (DLTC & VTS)  
6 Driving License Examiner (1 Vacant B10)  
1 Filling Clerk (BTS)

