



SEKHUKHUNE
District Municipality

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CERTIFIED COUNCIL RESOLUTION

The Council at its Special Council Meeting held on the 30th May 2022 under:

SC 03/05/22 ORGANISATIONAL STRUCTURE FOR 2022-2023 FINANCIAL
YEAR

RESOLVED AS FOLLOWS:

1. Council approved the organisational structure for 2022-2023 financial year.

CERTIFIED AS TRUE RESOLUTION
COUNCIL SECRETARY
TSOANE A

03/06/2022
DATE

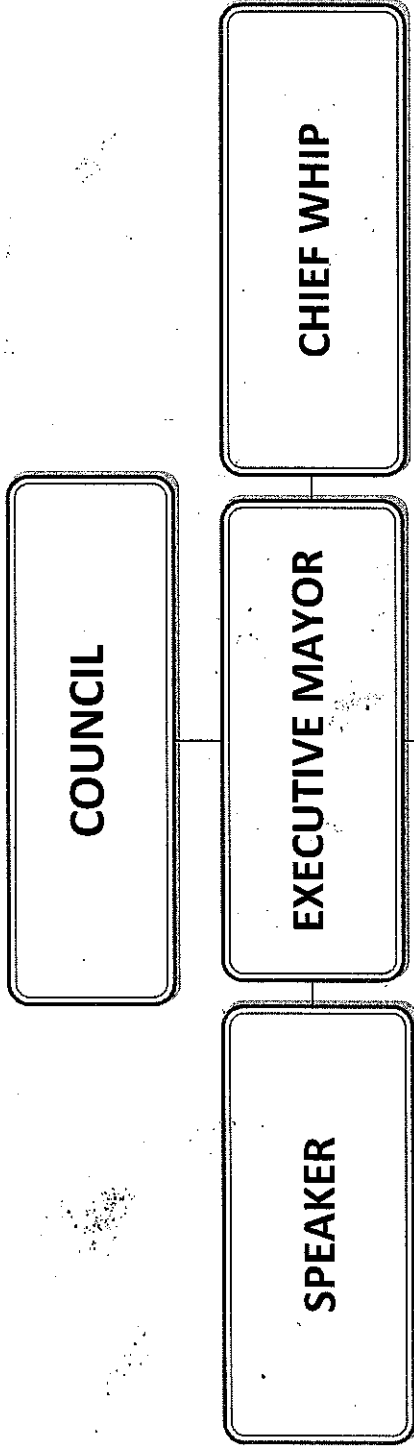


SEKHUKHUNE DISTRICT MUNICIPALITY

2022/2023

ORGANISATIONAL STRUCTURE

ORGANISATIONAL STRUCTURE 2022-2023



OFFICE OF THE MUNICIPAL MANAGER

Purpose: To ensure responsible policy direction and development of economical, effective, efficient and accountable administration.

Functions:

1. Monitor effectiveness of service delivery departments.
 - 1.1. Infrastructure and water services.
 - 1.2. Planning and economic development.
 - 1.3. Community services.
2. Monitor effectiveness of support departments.
 - 2.1. Corporate services.
 - 2.2. Budget and Treasury

Posts

- 1X Municipal Manager
- 1X Personal Assistant

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OFFICE OF THE MUNICIPAL MANAGER
 Purpose: To ensure responsible policy direction and development of economical, effective, efficient and accountable administration.

Functions:

1. Monitor effectiveness of service delivery departments.
 - 1.1. Infrastructure and water services.
 - 1.2. Planning and economic development.
 - 1.3. Community services.
2. Monitor effectiveness of support departments.
 - 2.1. Corporate services.
 - 2.2. Budget and Treasury

Posts
 1X Municipal Manager
 1X Personal Assistant

CHIEF OPERATIONS OFFICER
 Purpose: To oversee the development, implementation, review of policies and strategies

Functions:

1. Monitor effectiveness of support departments.
 - 1.1. Risk Management
 - 1.2. Internal Audit,
 - 1.3. Legal Services
 - 1.4. Performance Management
 - 1.5. Water Services Authority
 - 1.6. Office of the Executive Mayor
 - 1.7. Office of the Speaker
2. Develop and monitor implementation of strategy
3. Maintain communication with external stakeholders

Posts
 1X Chief Operations Officer-Vacant
 1X Secretary-Vacant

DEPARTMENT: CORPORATE SERVICES (PG23-26)

DEPARTMENT: COMMUNITY SERVICES (PG 20-22)

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT (PG 19)

DEPARTMENT: INFRASTRUCTURE & WATER SERVICES (PG 6-18)

DEPARTMENT: BUDGET & TREASURY (PG 26-30)

Div

CHIEF OPERATIONS OFFICER
 Purpose: To oversee the development, implementation, review of policies and strategies

Functions:

1. Monitor effectiveness of support departments.
 - 1.1. Risk Management
 - 1.2. Internal Audit
 - 1.3. Legal Services
 - 1.4. Performance Management
 - 1.5. Water Services Authority
 - 1.6. Office of the Executive Mayor
 - 1.7. Office of the Speaker
2. Develop and monitor implementation of strategy.
3. Maintain communication with external stakeholders

Posts:

- 1X Chief Operations Officer-Vacant
- 1X Secretary-Vacant

RISK MANAGEMENT
 Purpose: To manage risk and security services

Functions:

1. Conduct risk assessment and loss control
2. Monitor risk financing, anti fraud and corruption
3. Provide Security (Safeguarding of Assets)
4. Coordinate risk management committee

Posts:

- 1X Chief Risk Officer
- 1X Senior Risk Officer
- 2X Risk Officer-1 new

DIVISION: INSTITUTIONAL PERFORMANCE MANAGEMENT
 Purpose: To manage institutional performance

Functions:

1. Institutional performance
2. Calculate monthly, quarterly and annual report.
3. Monitor and evaluate institutional performance

Posts:

- 1X Manager
- 2X PMS Officer

COMPLIANCE MONITORING AND EVALUATION-NEW
 Purpose: To coordinate compliance and verification activities within the municipality

Functions:

1. Provide advice to management on legislative compliance
2. Monitor legal requirements and municipal reporting regulations.

Posts:

- 1X Senior Compliance and Verification Officer-new

OFFICE OF THE EXECUTIVE MAYOR
 Purpose: To provide executive support services

Functions:

1. Monitor the implementation and impact of special programmes
2. Monitor internal and external communication.
3. Monitor and facilitate customer care and Banno-Pelo
4. Monitor executive support
5. Monitor and Evaluate project implementation

Posts:

- 1X Chief of Staff (DD)-vacant (Contract)
- 1X Spokesperson-Head (Contract)
- 1X Personal Admin (Contract)
- 1X Secretary (Contract)

INTERNAL AUDIT
 Purpose: To prepare annual internal audit program, advise the Municipal Manager and report to the audit committee

Functions:

1. Perform regularity audits.
2. Audit the municipal performance quarterly.
3. Perform ICT audit
4. Coordinate Audit Committee and Auditor General

Posts:

- 1X Chief Audit Executive-Vacant
- 1X Manager
- 1X Senior Internal Auditor
- 3X Internal Auditor

DIVISION : LEGAL SERVICES
 Purpose: To manage legal services.

Functions:

1. Manage litigations
2. Provide legal advice to council and administration.
3. Maintain and update legal resources.

Posts:

- 1X Manager
- 2X Senior Legal Admin Officer

OFFICE OF THE SPEAKER
 Purpose: To provide secretarial and support

Functions:

1. Render administrative support for both the Speaker, Chief Whip's office and WPTC Support.

Posts:

- 1X Council Secretary(DD) - (Contract)
- 1X Personal Assistant-Vacant (Contract)
- 2X Chauffeur-1 new (Contract)
- 2X Probation Officer-new (Contract)

NB: CONTRACTS ARE LINKED TO TERM OF POLITICAL OFFICE BEARERS

File

<p>OFFICE OF THE EXECUTIVE MAYOR Purpose: To provide executive support services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Monitor the implementation and impact of special programmes 2. Monitor internal and external communication. 3. Monitor and facilitate customer care and Batho-Pele 4. Monitor executive support 5. Monitor and Evaluate project implementation <p>Posts</p> <p>1X Chief of Staff (DD)-vacant (Contract) 1X Spokesperson-vacant (Contract) 1X Personal Assistant - (Contract) 1X Secretary- (Contract)</p>

NB: CONTRACTS ARE LINKED TO TERM OF POLITICAL OFFICE BEARERS

<p>PROJECTS MONITORING & EVALUATION Purpose: To monitor and evaluate implementation of projects</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate service delivery waroom 2. Monitor water and sanitation implementation progress <p>Posts</p> <p>3X Monitoring and Evaluation Officer-new (Contract)</p>
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<p>SUB DIVISION: COMMUNICATIONS Purpose: To manage communications services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage internal and external communications. 2. Coordinate events management. <p>Posts</p> <p>1X Manager- Vacant (Contract) 1X Graphic Designer 2X Communication and Events Officer (Contract) 1X Media Liaison Officer 1X Website Officer</p>

<p>SUB DIVISION: EXECUTIVE SUPPORT Purpose: To render administrative support services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render administrative support to the Executive Mayor 2. Coordinate and liaise with external stakeholders. 3. Facilitate executive support for the Executive Mayor and Mayoral committee 4. Render social facilitation <p>Posts</p> <p>1X Manager- Contract 1X Snr Mayoral Committee Officer-new (Contract) 1X Mayoral Committee Coordinator-new (Contract) 2X Chauffer- 1 Vacant (Contract) 2X Community Liaison Officer- Contract 1X Protocol Officer- Contract 2X Protection Officer- 1 vacant (Contract) 3X Secretary (MMC)-1 vacant (Contract)</p>
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<p>SUB DIVISION: SPECIAL PROGRAMMES Purpose: To advocate on special programmes and establish sports, arts and culture services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Facilitate youth, children and woman development programmes 2. Facilitate gender empowerment programmes 3. Advocate for integration of people with disabilities in the economic and social mainstream. 4. Promote sports and recreation development 5. Coordinate arts and culture activities & programmes <p>Posts</p> <p>1X Manager 3X Special Programmes Officer 1X Data Capture 2X Sports Arts & Culture Officer-renamed 1X Youth Officer</p>

<p>SUB DIVISION: CUSTOMER CARE Purpose: To render customer care services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate and facilitate customer care and Batho-Pele services 2. Render call centre services. <p>Posts</p> <p>1X Manager 1X Customer Care Officer 2X Customer Care Operator 10X Call Centre Operator 2X Receptionist</p>
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<p>OFFICE OF THE SPEAKER Purpose: To provide secretariat and support</p> <p>Functions: 1. Render administrative support for both the Speaker, Chief Whip's office and MPAC Support.</p> <p>Posts 1X Council Secretary(DD)- (Contract) 1X Personal Assistant-Vacant (Contract) 2X Chauffeur-1 new (Contract) 2X Protection Officer-new (Contract)</p>

NB: CONTRACTS ARE LINKED TO TERM OF POLITICAL OFFICE BEARERS

<p>SECTION: MPAC SUPPORT Purpose: To facilitate the implementation of programmes and plans consistent with policy, legislation and the Constitution</p> <p>Functions: 1. Facilitate oversight functions of the legislature. 2. Provide research services.</p> <p>Posts 1X Manager 1X MPAC Researcher-vacant (Contract) 1X MPAC Coordinator</p>

<p>SECTION: COUNCIL SUPPORT Purpose: To provide council secretariat and support</p> <p>Functions: 1. Provide support to council 2. Maintain records for council 3. Provide secretariat services to council 4. Coordinate capacity building & councilor welfare.</p> <p>Posts 1X Manager 1X Senior Committee Officer 1X Senior Researcher-Vacant (Contract) 1X Committee Officer 5X Committee Coordinator</p>

<p>SUB-DIVISION: PUBLIC PARTICIPATION Purpose: To facilitate public participation and public relations.</p> <p>Functions: 1. Coordinate public participation and stakeholder engagement.</p> <p>Posts 1X Manager- Contract 1X Public Participation Officer-Contract 2X Public Participation Clerk- Contract</p>

<p>COUNCIL WHIPERY SUPPORT Purpose: To coordinate activities of political parties in council</p> <p>Functions 1. Facilitates sound working relationship within political parties in council 2. Facilitate Multiparty Caucus 3. Facilitate back to basics workshop and other programmes 4. Facilitate Council Whipery 5. Facilitate Chief Whip's forum</p> <p>Post 1X Senior Admin Officer- Contract 1X Secretary- Contract</p>

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DEPARTMENT: INFRASTRUCTURE & WATER SERVICES (PG 6-18)

**DEPARTMENT: INFRASTRUCTURE & WATER SERVICES-
AUTHORITY & PROVIDER**

Purpose: To provide water to the community and implementation of capital projects

Functions:

1. Manage Water Services Authority
2. Manage Water Services Provider

Posts

- 1X Director (Engineer)-Vacant
- 1X Secretary

WATER SERVICES AUTHORITY

Purpose: To manage implementation of capital projects

Functions:

1. Manage project implementation (RBIG, MIG & WSIG).
2. develop plans for water and sanitation services Manage Planning & Design
3. Ensure compliance with water services legislations and social facilitation
4. Manage Scientific Services
5. Manage GIS

Posts

- 1X Deputy Director-Vacant
- 1X Secretary

WATER SERVICES PROVIDER

Purpose: To provide water to the community and ensure compliance

Functions:

1. Manage Electro Mechanical
2. Manage Operations and Maintenance
3. Manage Bulk Operations
4. Manage Water Conservation and Demand

Posts

- 1X Deputy Director-Vacant
- 1X Secretary

D.K

<p>WATER SERVICES AUTHORITY</p> <p>Purpose: To manage implementation of capital projects</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage project implementation (RBIG, MIG & WSIG). 2. develop plans for water and sanitation services Manage Planning & Design 3. Ensure compliance with water services legislations and social facilitation 4. Manage Scientific Services 5. Manage GIS <p>Posts</p> <p>1X Deputy Director-Vacant</p> <p>1X Secretary</p>
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<p>DIVISION: PROGRAMME MANAGEMENT</p> <p>UNIT (RBIG, MIG & WSIG)</p> <p>Purpose: To manage the implementation of capital projects.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Financial management. 2. Implementation of projects. 3. Contract administration. 4. Programme / Project management. 5. Liase with community members. <p>Posts</p> <p>1X Manager</p> <p>2X Senior Project Manager-new</p> <p>11X Project Manager-1 Vacant</p> <p>1X Project Accountant</p> <p>1X Admin Clerk</p> <p>1X EPWP Coordinator</p> <p>2X Data Capture (EPWP)-new</p> <p>2X Data Capture-Vacant</p>
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<p>DIVISION: PLANNING AND DESIGN</p> <p>Purpose: To develop plans for water and sanitation services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop and implement water and sanitation services master plans. 2. Develop water services development plans. <p>Posts</p> <p>1X Planning Engineer-Vacant</p> <p>1X Design Engineer</p> <p>1X Data Capture</p>
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<p>DIVISION: REGULATION, COMPLIANCE AND ISD PROJECTS SUPPORT</p> <p>Purpose: To ensure compliance with water services legislations and social facilitation</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure compliance in project management and social facilitation 2. Ensure compliance with water services legislations. <p>Posts</p> <p>1X Manager</p>

<p>DIVISION: SCIENTIFIC SERVICES</p> <p>Purpose: To ensure compliance to water quality regulations.</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Implement water quality management system. 2. Ensure compliance to water services regulations. 3. Monitor blue and green drop compliance <p>Posts</p> <p>1X Water Quality Specialist</p> <p>5X Water Quality Officer</p>

7/1/18

**DIVISION: REGULATION , COMPLIANCE AND ISD
PROJECTS SUPPORT**

Purpose: To ensure compliance with water services legislations and social facilitation

Functions:

1. Ensure compliance in project management and social facilitation
2. Ensure compliance with water services legislations.

Posts

1X Manager

**SUB DIVISION: Institutional Social Development (ISD) &
PROJECTS SUPPORT**

Purpose: To ensure compliance in project management and social facilitation

Functions:

1. Ensure compliance with OHS and hygiene legislations.
2. Effective and efficient management of projects and community liaison.

Posts

1X Senior ISD Officer-Vacant
5X ISD Officer

SUB DIVISION: REGULATIONS AND COMPLIANCE

Purpose: To ensure compliance with water services legislations

Functions:

1. Monitor the performance of the WSP
2. Enforcement of water and sanitation Bylaws.
3. Develop norms and standards.
4. Develop and implement water and sanitation Bylaws.
5. Monitor of compliance and regulation.

Posts

1X Senior Law Enforcement Officer
5X Law Enforcement Officer- Vacant
2X Compliance Officer-new

<p>WATER SERVICES PROVIDER</p> <p>Purpose: To provide water to the community and ensure compliance</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Electro Mechanical 2. Manage Operations and Maintenance 3. Manage Bulk Operations 4. Manage Water Conservation and Demand <p>Posts</p> <p>1X Deputy Director-Vacant 1X Secretary</p>

<p>DIVISION: ELECTRO MECHANICAL</p> <p>Purpose: To manage electro and mechanical services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render electrical and mechanical services 2. Re-engineering of steelwork 3. Maintenance of water and sewer infrastructure <p>Post</p> <p>1X Manager 1X Admin Clerk- vacant 1X Workshop Supervisor 1X Smt Electro-Mechanical Technician 4X Millwright-vacant 10X Electrical Artisan-4 vacant 2X Diesel Mechanical Artisan- 1 vacant 4X Artisan Fitting & Turner- vacant 2X Artisan Boilermaker-1 vacant 12X Artisan Aid- 3 vacant,4 new 1X General Worker</p>
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<p>DIVISION: O&M - WATER AND SEWER NETWORKS</p> <p>Purpose: maintenance of water and sewer network infrastructure</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Repairs and preventative maintenance 2. Ensure compliance on water services standards 3. Coordinate and review the work plan for the water and sewer sections 4. Install and repair bulk meters. <p>Posts</p> <p>3X Cluster Manager 2X Admin Officer 55X Heavy Duty Operator (Water Tanker)- 23 new</p>

<p>DIVISION: BULK OPERATIONS</p> <p>Purpose: To operate and manage water and waste water treatment plants</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage water control and waste water treatment processes 2. Monitor operational compliance <p>Posts</p> <p>1X Bulk Specialist-Vacant 21X Process Controller-new</p>
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<p>DIVISION: WATER CONSERVATION AND DEMAND-NEW</p> <p>Purpose: To manage water services provision</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Repair and replacement of household meters 2. Monitor water supply <p>Posts</p> <p>1X Senior Water Conservation and Water Demand Officer 2X Water conservation and Water Demand officer</p>
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7/2

DIVISION: O&M - WATER AND SEWER NETWORKS

Purpose: maintenance of water and sewer network infrastructure

Functions

1. Repairs and preventative maintenance
2. Ensure compliance on water services standards
3. Coordinate and review the work plan for the water and sewer sections
4. Install and repair bulk meters.

Posts

3X Cluster Manager
 2X Admin Officer
 55X Heavy Duty Operator (Water Tanker)- 23 new

CLUSTER: OPERATION & MAINTENANCE-EE

Post
 1X Cluster Manager
 1X Lowbelt Operator-new

CLUSTER: OPERATION & MAINTENANCE-M

Post
 1X Cluster Manager
 1X Lowbelt Operator-new
 2X General Worker-new

CLUSTER: OPERATION & MAINTENANCE-FT

Post
 1X Cluster Manager
 1X Lowbelt Operator-new
 2X General Worker-new

2/27

CLUSTER: OPERATION & MAINTENANCE-EE

Post

1X Cluster Manager

1X Lowbelt Operator-new

ELIAS MOTSOALEDI REGION

Posts

1X Regional Supritendent

1X Heavy Duty Operator (crane truck)-vacant

1X TLB Operator-new

1X Artisan Welder-vacant

1X Admin Clerk

1X Cleaner

2X General Worker-new

EPHRAIM MOGALE REGION

Posts

1X Regional Supritendent

1X TLB Operator-new

1X Artisan Welder-vacant

1X Admin Clerk

1X Cleaner

2X General Worker-new

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ELIAS MOTSOALEDI REGION

Posts

- 1X Regional Supritendent
- 1X Heavy Duty Operator (crane truck)-vacant
- 1X TLB Operator-new
- 1X Artisan Welder-vacant
- 1X Admin Clerk
- 1X Cleaner
- 2X General Worker-new

<p>MOTETEMA/GROBLERSDAL</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor-vacant 2X Artisan Plumber (Water)-vacant 1X Admin Clerk 14X General Worker 	<p>UITSPANNING DEPOT</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor 2X Artisan Plumber(Water) 1X Admin Clerk 16X General Worker 	<p>HLOGOTLOU DEPOT</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor-Vacant 2X Artisan Plumber (Water) 1X Admin Clerk 21X General Worker 	<p>TAFELKOP/ROSSENEKAL</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor- Vacant 2X Artisan Plumber (Water) 1X Admin Clerk 25X General Worker
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21/12

EPHRAIM MOGALE REGION

Posts

- 1X Regional Supritendent
- 1X TLB Operator-new
- 1X Artisan Welder-vacant
- 1X Admin Clerk
- 1X Cleaner
- 2X General Worker-new

ELANDSKRAAL DEPOT

Purpose: To operate and maintain sewer and water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers .

Posts

- 1X Depot Supervisor
- 1X Heavy Duty Operator TLB
- 2X Artisan Plumber (Water)
- 9X General Worker

MOGANYAKA DEPOT

Purpose: To operate and maintain sewer and water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers .

Posts

- 1X Depot Supervisor
- 1X Heavy Duty Operator TLB
- 2X Artisan Plumber (Water)
- 9X General Worker

MOUTSE WEST DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers

Posts

- 1X Depot Supervisor-Vacant
- 2X Artisan Plumber (Water)
- 7X General Worker

MARBLE-HALL DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers

Posts

- 1X Depot Supervisor
- 2X Artisan Plumber (water)
- 9X General Worker

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CLUSTER: OPERATION & MAINTENANCE-M

Post
1X Cluster Manager
1X Lowbelt Operator-new
2X General Worker-new

MAKHUDUTHAMAGA REGION

Purpose: To manage Operations and Maintenance

Functions:

1. Coordination of the Depots
2. Management tankering services
3. Report on the performance of the region.

Posts

1X Regional Suprintendent
1X Heavy Duty Operator (crane truck)
1X TLB Operator-new
1X Admin Clerk
1X Cleaner

MASEMOLA CENTRAL DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers

Posts

1X Depot Supervisor
2X Artisan Plumber
1X Admin Clerk
6X General Worker

PHOKWANE DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers

Posts

1X Depot Supervisor
2X Artisan Plumber
1X Admin Clerk
4X General Worker

TSHESANE DEPOT (SCHOONOORD)

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers

Posts

1X Depot Supervisor
2X Artisan Plumber
1X Admin Clerk
6X General Worker

CLUSTER: OPERATION & MAINTENANCE-FT	
Post	
	1X Cluster Manager
	1X Lowbelt Operator-new
	2X General Worker-new

TUBATSE REGION	
Purpose: To manage Operations and Maintenance	
Functions:	
1. Coordination of the Depots	
2. Management tankering services	
3. Report on the performance of the region.	
Posts	
1X Regional Superintendent	
1X TLB Operator-new	
1X Heavy Duty Operator (Crane Truck)	
1X Admin Clerk	
1x General Worker	
1X Cleaner	

FETAKGOMO REGION	
Purpose: To manage Operations and Maintenance	
Functions:	
1. Coordination of the Depots	
2. Management tankering services	
3. Report on the performance of the region.	
Posts	
1X Regional Superintendent	
1X TLB Operator-new	
1X Heavy Duty Operator (crane truck)	
1X Admin Clerk	
1X Cleaner	

File

<p>TUBATSE REGION</p> <p>Purpose: To manage Operations and Maintenance</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordination of the Depots 2. Management tankering services 3. Report on the performance of the region. <p>Posts</p> <ul style="list-style-type: none"> 1X Regional Superintendent 1X TLB Operator-new 1X Heavy Duty Operator (Crane Truck) 1X Admin Clerk 1x General Worker 1X Cleaner
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<p>PENGE/PRAKTISEER DEPOT</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor 2X Artisan Plumber- Vacant 1X Admin Clerk 10X General Worker
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<p>MOROKO DEPOT</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor 2X Artisan Plumber-Vacant 1X Admin Clerk 8X General Worker
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<p>LEBOENG DEPOT</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor 2X Artisan Plumber-Vacant 1X Admin Clerk 6X General Worker

<p>IMAPODILE DEPOT</p> <p>Purpose: To operate , maintain sewer , water reticulation & storage system.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage . 2. Implement planned/unplanned repairs & maintenance for sanitation systems. 3. Installation of new water meters. 4. Provision of water to consumers <p>Posts</p> <ul style="list-style-type: none"> 1X Depot Supervisor 2X Artisan Plumber-1 Vacant 1X Admin Clerk 4X General Worker

D.16

FETAKGOMO REGION

Purpose: To manage Operations and Maintenance

Functions:

- 1.Coordination of the Depots
- 2.Management tankering services
- 3.Report on the performance of the region.

Posts

- 1X Regional Superintendent
- 1X TLB Operator-new
- 1X Heavy Duty Operator (crane truck)
- 1X Admin Clerk
- 1X Cleaner

APEL DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

- 1 Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
- 2. Implement planned/unplanned repairs & maintenance for sanitation systems.
- 3. Installation of new water meters.
- 4. Provision of water to consumers

Posts

- 1X Depot Supervisor
- 2X Artisan Plumber(water)
- 1X Admin Clerk
- 10X General Worker

BB KLOOF DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

- 1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
- 2. Implement planned/unplanned repairs & maintenance for sanitation systems.
- 3. Installation of new water meters.
- 4.Provision of water to consumers

Posts

- 1X Depot Supervisor
- 2X Artisan Plumber(water)- 1 new
- 1X Admin Clerk
- 10X General Worker- 3 new

Pic

FETAKGOMO REGION

Purpose: To manage Operations and Maintenance

Functions:

- 1.Coordination of the Depots
- 2.Management tankering services
- 3.Report on the performance of the region.

Posts

- 1X Regional Superintendent
- 1X TLB Operator-new
- 1X Heavy Duty Operator (crane truck)
- 1X Admin Clerk
- 1X Cleaner

APEL DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

- 1 Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
4. Provision of water to consumers

Posts

- 1X Depot Supervisor
- 2X Artisan Plumber(water)
- 1X Admin Clerk
- 10X General Worker

BB KLOOF DEPOT

Purpose: To operate , maintain sewer , water reticulation & storage system.

Functions:

1. Implement planned/unplanned repairs & maintenance of water reticulation distribution & storage .
2. Implement planned/unplanned repairs & maintenance for sanitation systems.
3. Installation of new water meters.
- 4.Provision of water to consumers

Posts

- 1X Depot Supervisor
- 2X Artisan Plumber(water)- 1 new
- 1X Admin Clerk
- 7X General Worker

Dk

<p>DIVISION: BULK OPERATIONS</p> <p>Purpose: To operate and manage water and waste water treatment plants</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage water control and waste water treatment processes 2. Monitor operational compliance <p>Posts:</p> <p>1X Bulk Specialist-Vacant 21X Process Controller-new</p>

<p>REGION: ELIAS MOTSOALEDI</p> <p>Purpose: To operate and manage water and waste water treatment plants</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Control water and waste water treatment processes 2. Ensure operational compliance <p>Posts:</p> <p>1X Plant Supervisor (Water)-new 1X Plant Supervisor (Waste)-new 12X General Worker (water) 8X General Worker (Waste)</p> <p>Plant Name: Groblersdal, Rossenekal, Magukubjane, Inkosini WWTW, Denmilton, Motielama, Hlogotlou WWTW.</p>
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<p>REGION: EPHRAIM MOGALE</p> <p>Purpose: To operate and manage water and waste water treatment plants</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Control water and waste water treatment processes 2. Ensure operational compliance <p>Posts:</p> <p>1X Plant Supervisor (Water)-new 1X Plant Supervisor (Waste)-new 6X General Worker (Water) 6X General Worker (Waste)</p> <p>Plant Name: Mogatayaka, Elandskraal WWTW.</p>
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<p>REGION: MAKHUIDUTHAMAGA</p> <p>Purpose: To operate and manage water and waste water treatment plants</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Control water and waste water treatment processes 2. Ensure operational compliance <p>Posts:</p> <p>1X Plant Supervisor (Water)-new 1X Plant Supervisor (Waste)-new 12X General Worker (water) 6X General Worker (wastewater)</p> <p>Plant Name: Masemola, Vergelegen, Vlakplaas, Marishane, Mamelakele WTW, Jane Furse, Phokwane, Nebo WWTW.</p>
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<p>REGION: TUBATSE</p> <p>Purpose: To operate and manage water and waste water treatment plants</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Control water and waste water treatment processes 2. Ensure operational compliance <p>Post:</p> <p>1X Plant Supervisor(water)-new 1X Plant Supervisor (Waste)-new 12X General Worker (water) 12X General Worker(wastewater)</p> <p>Plant Name: WTW Burgersfort, Penge, Maboisha, Steelport, Ohngstad, Praakitsaar, Mapodile, Mampuru, Tjibeng WWTW: Burgersfort, Steelport</p>

D.P.C.

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT (PG 19)

<p>PLANNING AND ECONOMIC DEVELOPMENT</p> <p>Purpose: To manage planning and economic development</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop, Monitor IDP District Development Model (DDM) and Facilitate spatial planning 2. Coordinate local economic development and provide institutional oversight on Sekhukhune Development Agency (SDA) <p>Posts</p> <p>1X Director 1X Secretary</p>
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<p>DIVISION: DEVELOPMENT PLANNING</p> <p>Purpose: To facilitate development planning (IDP, DDM & Spatial Development)</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Facilitate integrated development plan and district development model 2. Coordinate spatial planning and development 3. Coordinate spatial Planning <p>Posts</p> <p>1X Manager</p>

<p>DIVISION: LOCAL ECONOMIC DEVELOPMENT</p> <p>Purpose : To coordinate Local Economic Development</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Facilitate Agricultural, Tourism, Mining, Trade and Industrial development 2. Facilitate institutional oversight on SDA <p>Posts</p> <p>1X Manager 1X LED Officer-Vacant</p>
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<p>SUB-DIVISION: IDP AND DDM</p> <p>Purpose: To facilitate integrated development plan and district development model</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Facilitate IDP review 2. Facilitate DDM/plan <p>Posts</p> <p>1X Senior IDP Officer-Vacant 1X IDP Officer</p>
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<p>SUB-DIVISION: SPATIAL DEVELOPMENT</p> <p>Purpose: To coordinate spatial planning and development</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure coherent spatial planning and development <p>Posts</p> <p>1X Senior Town Planner 1X Town Planner</p>

<p>SUB-DIVISION: GIS-NEW</p> <p>Purpose: To render an effective and efficient Geographic Information Services to internal and external users of SDM.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Capturing of GIS Data 2. Management and Storage of Data 3. Analysis of Data/Spatial 4. Presentation/Visualization of Data. <p>Posts</p> <p>1X GIS Specialist 1X GIS Officer-New</p>

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DEPARTMENT: COMMUNITY SERVICES (PG 20-24)

DEPARTMENT: COMMUNITY SERVICES

Purpose: To manage community services

Functions:

1. Manage Municipal health services
2. Manage emergency services.
3. Manage Disaster services

Posts

- 1X Director
- 1X Secretary

DIVISION: MUNICIPAL HEALTH SERVICES

Purpose: To manage municipal health services.

Functions:

1. Render environmental health services
2. render environmental health management services

Posts

- 1X Manager

DIVISION : EMERGENCY MANAGEMENT SERVICES

Purpose: To manage emergency services.

Functions:

1. Render emergency services.
2. Provide emergency services training and development
3. Enforce Code Application, Fire Prevention and Law enforcement.

Posts

- 1X Chief Fire Officer

DIVISION : DISASTER MANAGEMENT

Purpose: To coordinate disaster services.

Functions:

1. Perform institutional capacity
2. Conduct risk assessment.
3. Develop risk reduction strategy
4. Coordinate response and recovery

Posts

- 1X Manager
- 5X Disaster Management Officer

D-11

<p>DIVISION: MUNICIPAL HEALTH SERVICES</p> <p>Purpose: To manage municipal health services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render environmental health services 2. render environmental health management services <p>Posts</p> <p>1X Manager</p>

<p>ELIAS MOTSOLEDI REGION</p> <p>Posts</p> <p>4X Environmental Health Officer</p>
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<p>EPHRAIM MOGALE REGION</p> <p>Posts</p> <p>4X Environmental Health Officer</p>

<p>MAKHUDUTHAMAGA REGION</p> <p>Posts</p> <p>4X Environmental Health Officer</p>

<p>TUBATSE/FETAKGOMO REGION</p> <p>Posts</p> <p>7X Environmental Health Officer</p>
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<p>SUB DIVISION: ENVIRONMENTAL MANAGEMENT SERVICES</p> <p>Purpose: To render environmental management services</p> <p>Functions</p> <ol style="list-style-type: none"> 1. Implement environmental management 2. Enforce environmental management compliance <p>Posts</p> <p>2X Air Quality Officer</p> <p>1X Waste Management Officer</p> <p>1X Compliance Officer</p>

D.L.C

<p>DIVISION-EMERGENCY MANAGEMENT SERVICES</p> <p>Purpose: To manage emergency services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render emergency services. 2. Provide emergency services training and development. 3. Enforce Code Application, Fire Prevention and Law enforcement. <p>Posts</p> <p>1X Chief Fire Officer</p>
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<p>SUB DIVISION-FIRE OPERATION</p> <p>Purpose: To render fire and rescue services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Enforce municipal emergency management services by-laws 2. Ensure prompt response to emergency cases <p>Post</p> <p>1X Deputy Chief Fire Officer-new</p>

<p>SUB DIVISION-TRAINING ACADEMY</p> <p>Purpose: To develop competent emergency services personnel.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop and facilitate emergency services training programmes <p>Posts</p> <p>1X Divisional Officer</p> <p>3X Instructor</p> <p>1X Admin Clerk</p>
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<p>SUB-DIVISION- FIRE SAFETY</p> <p>Purpose: To ensure a safe environment.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Reduce risk and ensure compliance . <p>Posts</p> <p>1X Divisional Officer- Head Fire Prevention Fire Safety</p> <p>1X Station Officer- Fire Prevention Code Application</p> <p>1X Station Officer- Fire Prevention Law Enforcement</p> <p>1X Leading Firefighter-Fire Safety-mitigation</p>
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<p>AB SIKHOSANA FIRE STATION</p> <p>Purpose: To render rescue services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Enforce municipal emergency management services by-laws 2. Ensure prompt response to emergency cases. <p>Posts</p> <p>1X Station Officer</p> <p>2X Leading Firefighter</p> <p>2X Senior Firefighter</p> <p>15X Firefighter I-6 new</p>

<p>MAKHUDUTHAMAGA FIRE STATION</p> <p>Purpose: To render rescue services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Enforce municipal management emergency services by-laws 2. Ensure prompt response to emergency cases <p>Posts</p> <p>1X Station Officer</p> <p>4X Leading Firefighter</p> <p>3X Senior Firefighter</p> <p>15X Firefighter I-3 new</p>

<p>THOKOZILE MAHLAKO NCHABELENG FIRE STATION-rename</p> <p>Purpose: To render rescue services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Enforce municipal management emergency services by-laws 2. Ensure prompt response to emergency services <p>Posts</p> <p>1X Station Officer</p> <p>2X Leading Firefighter</p> <p>1X Senior Firefighter-new</p> <p>15X Firefighter I-6 new</p>

<p>EPHRAIM MOGALE FIRE STATION</p> <p>Purpose: To render rescue services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Enforcement of municipal management emergency services by-laws 2. Ensure prompt response to emergency services <p>Posts</p> <p>1X Station Officer</p> <p>2X Leading Firefighter</p> <p>2X Senior Firefighter</p> <p>11X Firefighter I-3 new</p>

<p>MASHILABELLE FIRE STATION</p> <p>Purpose: To render rescue services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Enforcement of municipal management emergency services by-laws 2. Ensure prompt response to emergency services <p>Posts</p> <p>1X Station Officer</p> <p>1X Leading Firefighter-new</p> <p>1X Senior Firefighter-new</p> <p>10X Firefighter I-2 new</p>

D/C

DEPARTMENT: CORPORATE SERVICES (PG23-25)

DEPARTMENT: CORPORATE SERVICES

Purpose: To manage corporate services

Functions:

1. Manage Labour Relations
2. Manage ICT
3. Manage auxiliary services
4. Manage EAP
5. Manage human resource and Development

Posts

- 1X Director
- 1X Secretary
- 1X IGR Coordinator

DIVISION : LABOUR RELATIONS

Purpose : To promote sound labour relations.

Functions:

1. Handle misconduct cases.
2. Facilitate disciplinary procedures.
3. Conduct workshops and training on labour matters

Posts

- 1X Manager
- 1X Senior Labour Relations Officer
- 2X Labour Relations Officer

DIVISION: INFORMATION, COMMUNICATION & TECHNOLOGY

Purpose: To manage information and communication technology.

Functions:

1. Provide help desk services.
2. Monitor the performance of ICT infrastructure and systems.
3. Monitor network performance

Posts

- 1X Manager- vacant
- 2X Senior IT Technician
- 1X Information Security Officer
- 7X IT Technician

DIVISION: AUXILIARY SERVICES

Purpose: To manage auxiliary services

Functions:

1. Render photocopy services and maintain registry and archives.
2. Monitor fleet and facilities

Posts

- 1X Manager

DIVISION: EMPLOYEE WELLNESS

Purpose: To promote employee wellness.

Functions:

1. Facilitate EAP programmes.
2. Ensure compliance and manage OHS
3. Coordinate employee sports activities

Posts

- 1X Manager
- 1X Snr EAP Officer
- 1X EAP Officer
- 2X OHS Officer-1 Vacant
- 1X OHS Clerk

DIVISION: HUMAN RESOURCE & DEVELOPMENT

Purpose: To provide efficient and effective human resources support services.

Functions:

1. Personnel administration
2. Facilitate recruitment, selection and retention
3. Facilitate policy development and procedure.
4. Leave Management

Posts

- 1X Manager

D.P.W.

DIVISION: AUXILIARY SERVICES
Purpose: To manage auxiliary services
Functions:
1. Render photocopy services and maintain registry and archives.
2. Monitor fleet and facilities
Posts
1X Manager

SUB-DIVISION: RECORDS MANAGEMENT
Purpose: To coordinate municipal records
Functions:
1. Render photocopy services.
2. Maintain registry and archives.
Posts
1X Senior Records Officer
1X Admin Officer
2X Registry Clerk
1X Photocopy Operator

SUB-DIVISION: FLEET AND FACILITIES
Purpose: To monitor and maintain fleet and facilities
Functions:
1. Maintenance of facilities
2. Maintenance of fleet
Posts
2X Fleet Officer
1X Facilities Officer
2X Handyman-1 vacant
21X General Worker

D. Lee

DIVISION:HUMAN RESOURCE & DEVELOPMENT
Purpose: To provide efficient and effective human resources support services.
Functions:
1. Personnel administration
2. Facilitate recruitment, selection and retention
3. Facilitate policy development and procedure.
4. Leave Management
Posts
1X Manager

HUMAN RESOURCES
Purpose: To administer recruitment and selection.
Functions:
1. Personnel administration
2. Facilitate recruitment, selection and retention
3. Facilitate policy development.
Posts
1X Senior HR Officer
3X HR Officer
1X HR Clerk

TRAINING AND DEVELOPMENT
Purpose: To administer training and development
Functions
1. Compilation and Implementation of WSP
2. Coordinate training and development
3. Manage external and internal bursaries
Posts
1X Senior Training Officer
1X Training Officer
1X Admin Clerk

INDIVIDUAL PMS
Purpose: To promote efficiency and effectiveness in individual performance.
Functions:
1. Development of Individual Performance Agreements.
2. Development of Individual Performance and personal development plans.
3. Quarterly Assessments and Annual Performance Appraisals.
5. Individual Performance Rewards and Remedial Actions.
Posts
1X Str PMS Officer-vacant
1X PMS Officer-vacant
1X Admin Clerk

ORGANISATIONAL DEVELOPMENT
Purpose: To promote organisational development.
Functions:
1. Organisational design
2. Conduct job evaluation
3. Conduct Organisational Culture Survey
4. Conduct Change Management
Post
1X Snr OD Officer
1X OD Officer-Vacant

D.K.

**DEPARTMENT: BUDGET & TREASURY
(PG 26-30)**

DEPARTMENT: BUDGET & TREASURY
 Purpose: To manage budget and treasury

Functions:

1. Manage expenditure
2. Manage budget
3. Manage supply chain management
4. Manage assets (movable and immovable)
5. Manage revenue
6. Manage reporting

Posts
 1X CFO
 2X Deputy CFO
 1X Secretary

DIVISION: EXPENDITURE
 Purpose: To manage expenditure.

Functions:

1. Manage creditors accounts.
2. Manage payroll.

Posts
 1X Manager

DIVISION: BUDGET
 Purpose: To manage budget of the municipality

Functions:

1. Manage budget planning process.
2. Monitor budget implementation.
4. Cash management

Posts
 1X Manager-Vacant
 1X Accountant
 2X Budget Clerk

DIVISION: SUPPLY CHAIN MANAGEMENT
 Purpose: To provide supply chain management services

Functions:

1. Manage demand
2. Manage acquisition
3. Manage Logistics

Posts
 1X Manager
 1X Accountant
 1X Admin Clerk Contract-new

DIVISION: ASSET MANAGEMENT (IMMOVABLE & MOVABLE)
 Purpose: To manage municipal assets.

Functions:

1. Movable assets management
2. Immovable assets management

Posts
 1X Manager

DIVISION: REVENUE
 Purpose: To manage revenue services.

Functions:

1. Manage billing services and meter reading
2. Manage Credit Control and Debt Collection

Posts
 1X Manager

DIVISION: REPORTING
 Purpose: To manage reporting

Functions:

1. Report and prepare annual financial statements
2. Prepare MFMA compilation report

Posts
 1X Manager
 1X Accountant-Vacant
 1X Reporting Clerk

26

DIVISION: EXPENDITURE
Purpose: To manage expenditure.
Functions: 1. Manage creditors accounts. 2. Manage payroll.
Posts 1X Manager

SUB-DIVISION: PAYROLL
Purpose: To manage payroll
Functions: 1. Coordinate payroll.
Posts 1X Accountant 1X Payroll Administrator 2X Payroll Clerk

SUB-DIVISION: PAYMENTS
Purpose: To manage creditors accounts.
Functions: 1. Coordinate creditors accounts.
Posts 1X Accountant 1X Project Officer-new 1X Senior Expenditure Clerk 2X Expenditure Clerk

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<p>DIVISION: SUPPLY CHAIN MANAGEMENT</p> <p>Purpose: To provide supply chain management services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage demand 2. Manage acquisition 3. Manage Logistics <p>Posts</p> <p>1X Manager 1X Accountant 1X Admin Clerk Contract-new</p>

<p>SUB-DIVISION: DEMAND MANAGEMENT</p> <p>Purpose: To coordinate demand and performance</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure procurement of goods and services <p>Post</p> <p>1X Procurement Officer 1X Snr Procurement Clerk 2X Procurement Clerk 1X Bid Admin Clerk</p>

<p>SUB-DIVISION: ACQUISITION MANAGEMENT</p> <p>Purpose: To coordinate acquisitions</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop acquisition delegation 2. Develop bid documents 3. Analyse the market <p>Posts</p> <p>1X Acquisition Officer 1X Acquisition Clerk 1X Data Capturer-vacant</p>
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<p>SUB-DIVISION: LOGISTICS MANAGEMENT</p> <p>Purpose: To coordinate logistics</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Place orders for Inventory 2. Receive and distribute goods 3. Setting of inventory levels and manage stores <p>Posts</p> <p>1X Logistics Officer-vacant 1X Senior Logistics Clerk-vacant 1X Logistics Clerk 1X General Worker</p>

File

DIVISION: ASSET MANAGEMENT (IMMOVABLE & MOVABLE)
Purpose: To manage municipal assets.
Functions:
1. Movable assets management
2. Immovable assets management
Posts
1X Manager

SUB-DIVISION: ASSET MANAGEMENT (IMMOVABLE)
Purpose: To municipal assets immovable.
Functions:
1. Safeguarding of immovable assets
2. Acquisition and disposal of immovable assets
Posts
1X Accountant
3X Asset Clerk

SUB-DIVISION: ASSET MANAGEMENT (MOVABLE)
Purpose: To municipal assets movable.
Functions:
1. Safeguarding of movable assets
2. Acquisition and disposal of movable assets
Posts
1X Accountant
2X Asset Clerk

PLC

DIVISION: REVENUE
Purpose: To manage revenue services.
Functions:
1. Manage billing services and meter reading
2. Manage Credit Control and Debt Collection
Posts
1X Manager

SUB-DIVISION: BILLING AND METER READING
Purpose: To manage billing services and meter reading
Functions:
1. Maintain Data Integrity
2. Billing of Customers
3. Enhance Revenue
4. Reading of meters
Posts
1X Accountant
1X Billing Officer
1X Snr Billing Clerk
5X Billing Clerk
1X Data Capturer

SUB-DIVISION: CREDIT CONTROL AND DEBT COLLECTION
Purpose: To manage credit control and debt collection.
Functions:
1. Coordinate credit control
2. Disconnection and reconnection of meters
Posts
1X Accountant-vacant
1X Credit Control Officer
1X Credit Control Clerk
1X Chief Cashier
11X Cashier-5 Vacant

Chego Davis A
Speaker
13/06/2022

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