

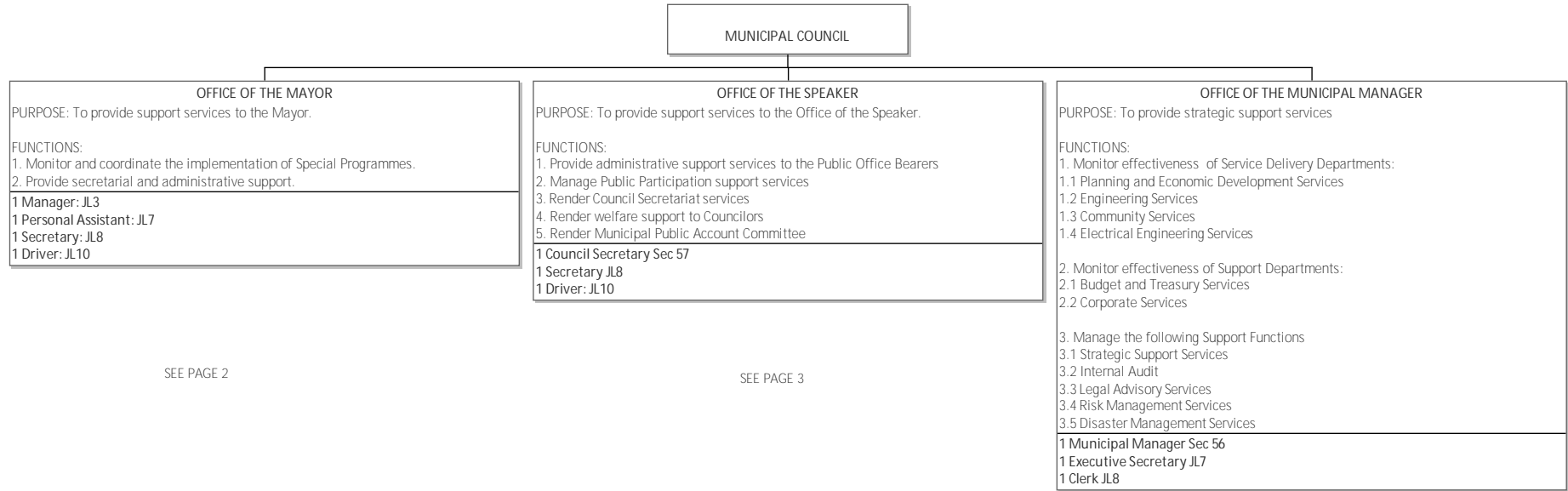
Approved Functional Organisational Structure 2017-2018

Contents

Approved Functional Organisational Structure 2017-2018.....	1
Contents.....	2
GTM - Office of the Municipal Manager.....	4
Sub-chart25.....	5
Sub-chart27.....	6
Sub-chart25_Copy3.....	7
Planning and Economic Development.....	8
Engineering Services.....	9
Sub-chart23.....	10
Sub-chart23_Copy.....	11
Sub-chart24.....	12
Sub-chart25_Copy2.....	13
Community Services.....	14
Law Enforcement.....	15
Licensing and Testing.....	16
Solid Waste Management.....	17
Libraries.....	18
Parks, Recreation and Cemeteries.....	19
Environmental Health.....	20
Safety and Security.....	21
Electrical Engineering Services.....	22
Sub-chart22.....	23
Sub-chart23_Copy2.....	24

Contents Continued

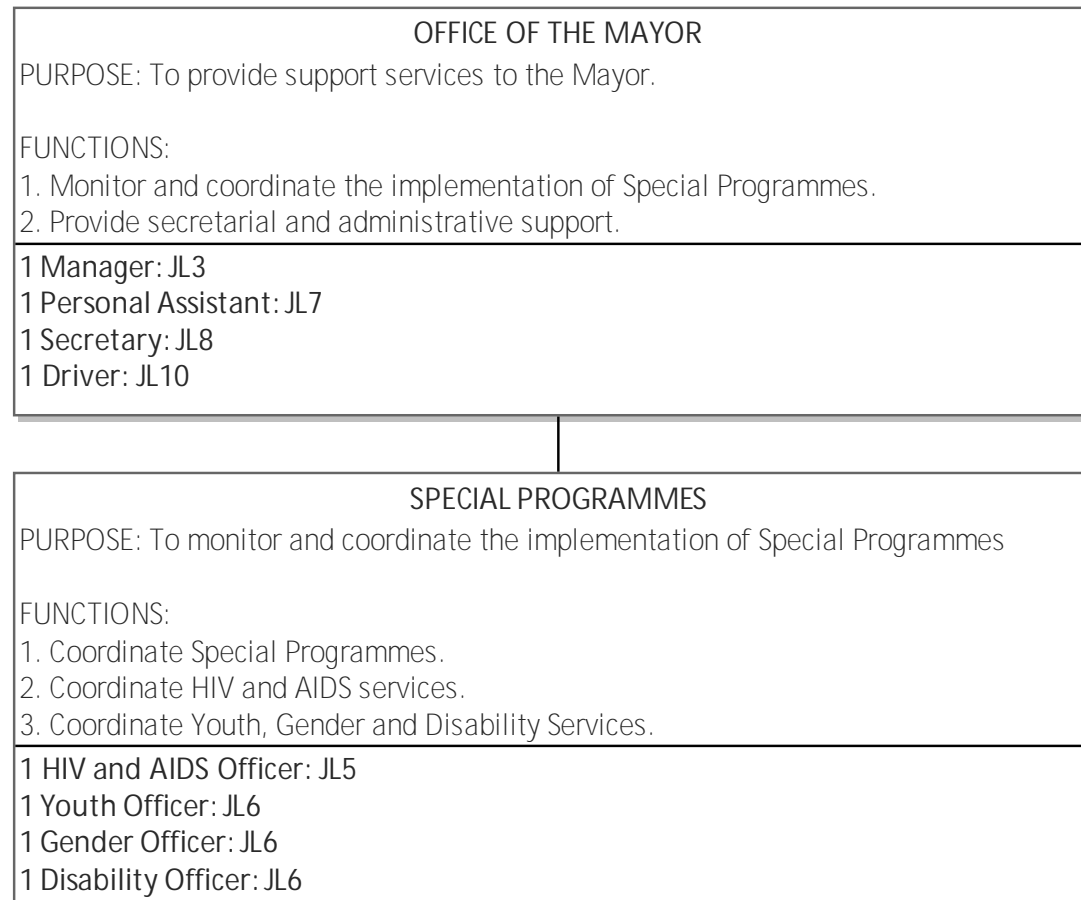
Sub-chart24_Copy.....	25
Financial Services.....	26
Corporate Services.....	27
Sub-chart25_Copy.....	28
Sub-chart26.....	29
Index.....	30

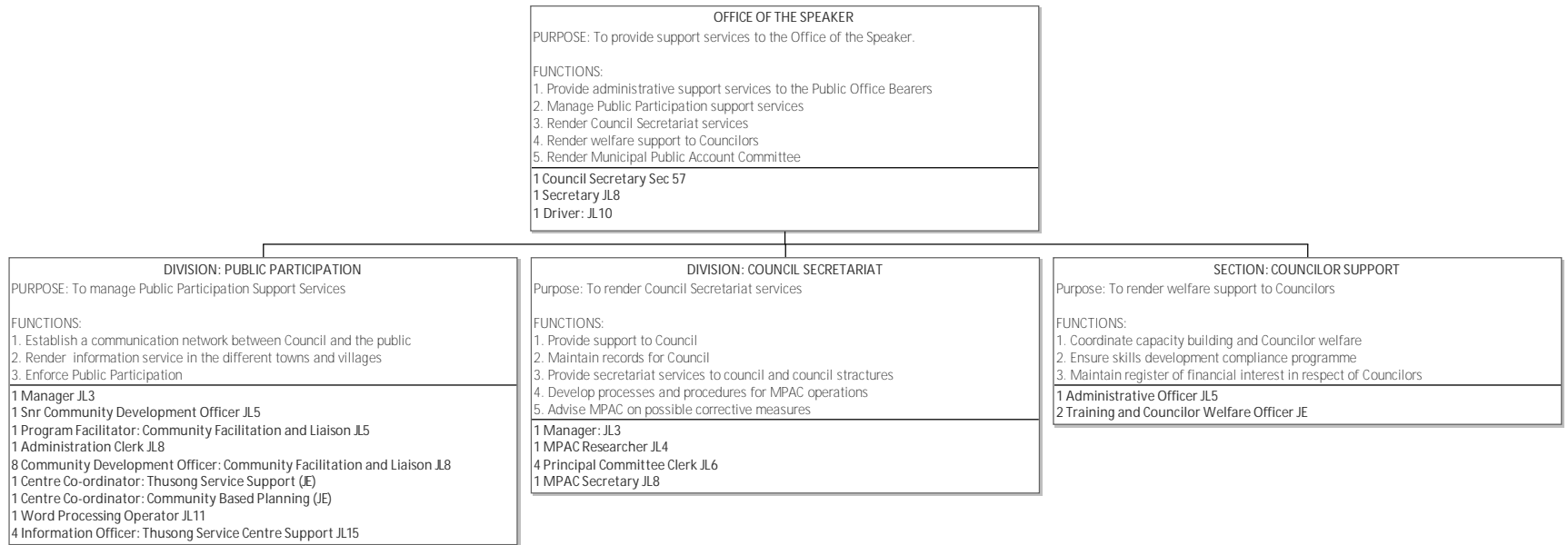


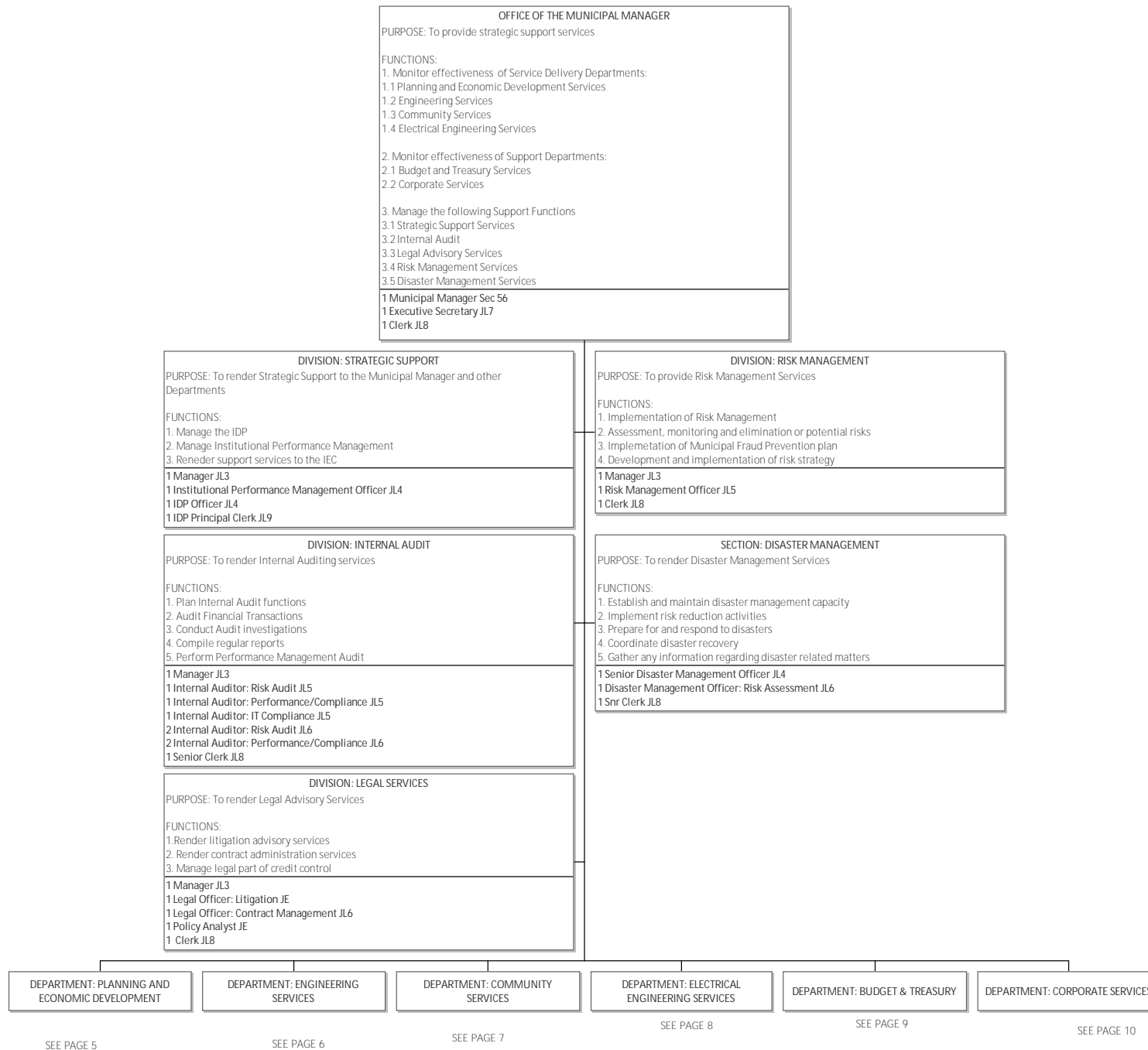
SEE PAGE 2

SEE PAGE 3

SEE PAGE 4





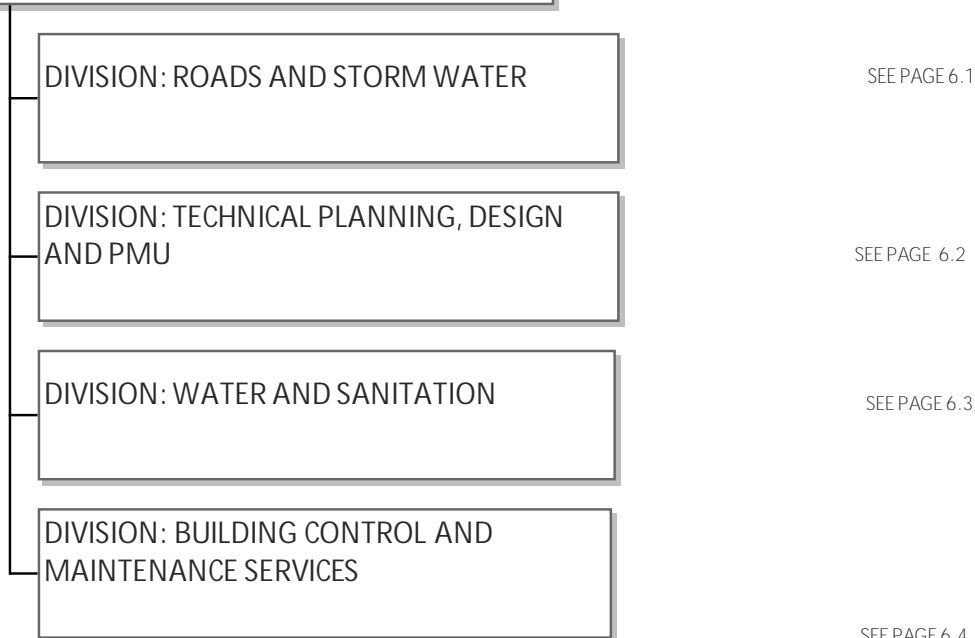


DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
 PURPOSE: To Provide Economic Development and Planning
 FUNCTIONS:
 1. Facilitate Socio-Economic Development, Tourism Promotion and LED
 2. Render Land and Human Settlements Services
 3. Manage Town and Regional Planning
 1 Director Sec 57
 1 Executive Secretary JL8

DIVISION: SOCIO ECONOMIC DEVELOPMENT, TOURISM AND LED
 PURPOSE: To coordinate Socio-Economic Development, Tourism and LED Services
 FUNCTIONS:
 1. Determine Progress and Prioritize community needs
 2. Formulate solutions and liaise with community organisations
 3. Manage community projects
 4. Provide support to institutions with regard to development projects
 5. Promote LED and tourism development
 6. Coordinate national and international exhibitions and promotion campaigns
 1 Manager JL3
 1 Snr Economic Development Officer JL4
 1 Local Development Officer JL6
 1 Agriculture Officer JL6
 1 Tourism Officer JL8
 1 Administration Clerk JL8
 1 Word Processing Operator JL10
 1 Investment Officer JL15

DIVISION: TOWN AND REGIONAL PLANNING
 PURPOSE: To coordinate Town and Regional Planning Services.
 FUNCTIONS:
 1. Manage Land Use Development
 2. Manage Spatial Development Planning
 3. Provide GIS services
 1 Manager JL3
 1 Administrative Officer JL5
 1 Town Planner: Strategic JL5
 1 GIS Technician JL6
 1 Town Planner: Land Use Management JL6
 1 Assistant Admin Officer JL6
 1 GIS Officer JL6
 1 Administrator JL8

DIVISION: LAND AND HUMAN SETTLEMENTS
 PURPOSE: To coordinate Municipal and Human Settlements and perform property valuations
 FUNCTIONS:
 1. Manage Council Property
 2. Administer Housing Programmes
 3. Perform property valuation
 1 Manager JL3
 1 Administration Officer: Human Settlement JL5
 1 Administration Officer: Nkowankowa Satellite JL5
 1 Administration Officer: Lenyenye Satellite JL5
 1 Administration Officer: Land JL5
 1 Administration Officer: Property Valuation JL5
 1 Assistant Administration Officer: Human Settlements JL6
 1 Assistant Administration Officer: Nkowankowa JL8
 1 Assistant Administration Officer: Land JL8
 1 Assistant Administration Officer: Lenyenye Satellite JL8
 1 Assistant Administration Officer: Property Valuation JL8
 1 Word Processing Officer JL10
 3 Land Liaison Officer JL8



DIVISION: ROADS AND STORM WATER

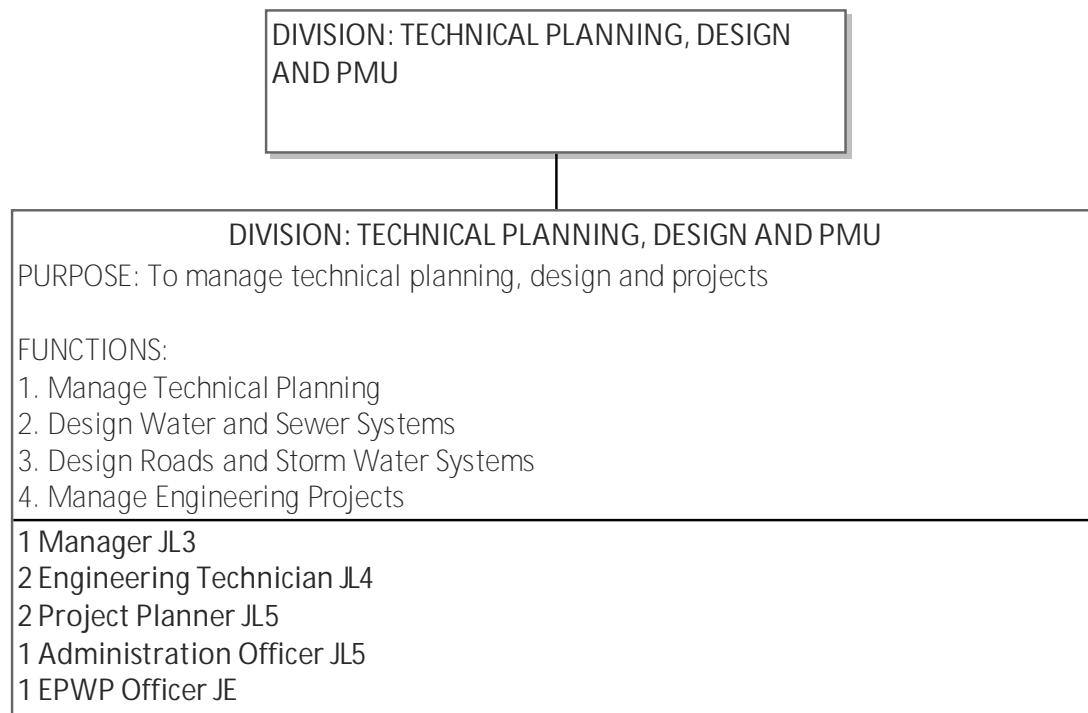
DIVISION: ROADS AND STORM WATER

PURPOSE: To manage Roads and Storm Water Services

FUNCTIONS:

1. Construction of Roads and Storm Water Services
2. Maintenance of Roads and Storm Water Services

1 Manager JL3
1 Senior Civil Engineering Technician: South-Cluster 3&4 JL4
1 Senior Civil Engineering Technician: North-Cluster 1&2 JL4
1 Superintendent: South-Cluster 3&4 JL5
1 Superintendent: North-Cluster 1&2 JL5
1 Foreman: Letsitele, Nkowankowa, Lenyenye JL6
1 Foreman: Roads and Storm Water (Bulamahlo) JL6
1 Foreman: Roads and Storm Water (Lesedi) JL6
1 Foreman: Tzaneen & Haenertsburg JL6
1 Foreman: North & South JL6
1 Foreman: Relela JL6
1 Foreman: Runnymede JL6
5 Driver Operator: Gravel Road JL10
17 Driver Operator JL11
32 Driver/ Operator JL12
8 Supervisor Driver JL12
2 Workshop Handyman JL15
1 Technical Liaison Assistant: Aerodrome JL16
24 Machine Operator JL16
123 Senior Labourer JL17



DIVISION: WATER AND SANITATION

DIVISION: WATER AND SANITATION

PURPOSE: To manage water and Sanitation services

FUNCTIONS:

1. Manage Water and Sanitation maintenance, operations and construction
2. Manage Water and Sanitation purification
3. Manage Water Laboratory services

1 Manager JL3
4 Senior Engineering Technician: JL4
8 Superintendent: JL5
17 Artisan: JL6
1 Data Capture Clerk JL8
2 Laboratory Analyst: JL8
2 Laboratory Assistant JL9
4 Driver Operator (TLB Rural) JL11
Operator (TLB) JL11
4 Driver Operator JL12
2 Sampler JL12
10 Snr Operator: Production JL12
3 Senior Artisan Assistant JL12
23 Senior Team Leader (Supervisor Driver) JL12
46 Operator/Process Controller JL13
13 Artisan Assistant JL14
1 Water & Sanitation Assistant JL14
2 Workshop Handyman JL15
1 Workshop Handyman JL15
174 Senior Labourer: JL17

DIVISION: BUILDING CONTROL AND MAINTENANCE SERVICES

DIVISION: BUILDING CONTROL AND MAINTENANCE SERVICES
PURPOSE: To Provide Maintenance Services

FUNCTIONS:
1. Render Building Control Services
2. Maintain Council Buildings

1 Manager JL3
2 Engineering Technician JL4
1 Snr Building & Drainage Inspector JL5
1 Superintendent: Building Maintenance JL5
1 Superintendent: Mechanical Workshop JL5
4 Inspector: Building & Drainage JL6
4 Foreman/Artisan: Team 1,2,3 & 4 JL6
1 Foreman/Artisan: Maintenance JL6
1 Foreman Artisan: Team 5 JL6
1 Senior Clerk JL7
1 Clerk: Admin Support JL8
1 Clerk: Administration JL9
1 Clerk: Nkowankowa JL9
1 Clerk: Lenyenye JL9
2 General Workman: Maintenance Team 1&2 JL10
1 Generalworksman: Maintenance Team 5 JL10
1 General Worksman: Team 5 JL10
6 Senior Artisan Assistant: Team 1&2 JL12
2 Team Leader: Maintenance Team 3&4: JL13
2 Workshop Handyman JL15
1 Machine Operator JL16
14 Senior Labourer JL17

DEPARTMENT: COMMUNITY SERVICES

PURPOSE: To provide Community Services

FUNCTIONS:

1. Manage Law Enforcement
2. Manage Licensing and Testing Services
3. Manage Solid Waste
4. Manage Library Services
5. Manage Parks, Sports, Arts, Culture, and Cemeteries
6. Manage Environmental Health and Facility Cleansing Services
7. Manage Safety and Security Services

1 Director Sec 57
1 Executive Secretary JL8
1 Administrator JL8
1 Word Processing Operator JL10

SEE PAGE 7.1



SEE PAGE 7.2

SEE PAGE 7.3
SEE PAGE 7.4

SEE PAGE 7.5

SEE PAGE 7.6

SEE PAGE 7.7

DIVISION: LAW ENFORCEMENT
PURPOSE: To manage Law Enforcement
FUNCTIONS: 1. Manage Traffic Law Enforcement 2. Manage General Law Enforcement
1 Manager JL3 1 Senior Superintendent Operations JL4 1 Superintendent: Urban Area JL6 1 Superintendent: Rural Area JL6 3 Assistant Superintendent: Urban Area JL7 3 Assistant Superintendent: Rural Area JL7 1 Pound Master (To be Evaluated) 8 Law Enforcement Officer: Operations Urban Area JL8 12 Law Enforcement Officer: Operations Rural Area JL8 1 Environmental Law Enforcement Officer: Urban Area JL8 1 Environmental Law Enforcement Officer: Rural Area JL8 1 Cashier JL8 1 Senior Team Leader/Supervisor Driver: JL12 1 Clerical Assistant JL13 2 Senior Labourer: Road Markings and Signs JL17 1 Senior Labourer: JL17

DIVISION: LICENSING AND TESTING

PURPOSE: To provide Licensing and Testing Services

FUNCTIONS:

1. Manage Vehicle Licensing Services
2. **Manage Driver's Licenses Services**

1 Manager JL3
1 Administrative Officer JL5
1 Senior Licensing Officer JL5
3 Senior Testing Officer JL5
5 Testing Officer: Nkowankowa JL6
5 Testing Officer: Tzaneen JL6
5 Testing Officer: Lenyenye JL6
1 Senior Principal Clerk Lenyenye DLTC JL7
1 Senior Principal Clerk Nkowankowa DLTC JL7
1 Senior Principal Clerk Tzaneen DLTC JL 7
1 Senior Principal Clerk : Registration Authority JL7
1 Cashier/Clerk JL8
5 Senior Clerk: Lenyenye JL8
5 Senior Clerk: Nkowankowa JL8
9 Senior Clerk: Tzaneen JL8
1 Clerical Assistant JL11
1 Team Leader: Nkowankowa JL13
1 Information Officer: Lenyenye JL15
1 Information Officer: Nkowankowa JL15
2 Information Officer: Tzaneen JL15
1 Senior Labourer: Lenyenye: JL17
2 Senior Labourer: Nkowankowa: JL17
1 Senior Labourer: Inspections and Testing JL17

DIVISION: SOLID WASTE MANAGEMENT

PURPOSE: To provide Solid Waste Management services

FUNCTIONS:

1. Manage and facilitate pollution control of solid waste e.g enforcement, awareness, public ablution cleansing
2. Manage and facilitate waste minimization of solid waste e.g recycling, composting
3. Manage and facilitate collection and transportation of solid waste
4. Manage and facilitate treatment and disposal of solid waste

1 Manager (Municipal Waste Management Officer) JL3
 1 Waste Management Officer: Planning JL6
 1 Administration Clerk JL8
 1 Truck Driver
 4 Senior Labourer JL17

SECTION: RURAL WASTE MANAGEMENT

PURPOSE: To facilitate pollution control of solid waste e.g enforcement, education and awareness,

FUNCTIONS:

1. Promote education and awareness
2. Manage waste rural removals

1 Regional Municipal Waste Officer JL5
 2 Waste Management Officer: Education and Awareness JL6
 2 Waste Management Officer: Rural Removals JL6

SECTION: NORTH REGION

PURPOSE: To facilitate waste minimization of solid waste e.g recycling, composting

FUNCTIONS:

1. Recycling of solid waste
2. Composting of solid waste

1 Regional Waste Management Officer JL5
 2 Waste Management Officer: Oversight and Enforcement JL6
 8 Senior Team Leader/Supervisor Driver JL12
 62 Senior Labourer JL17

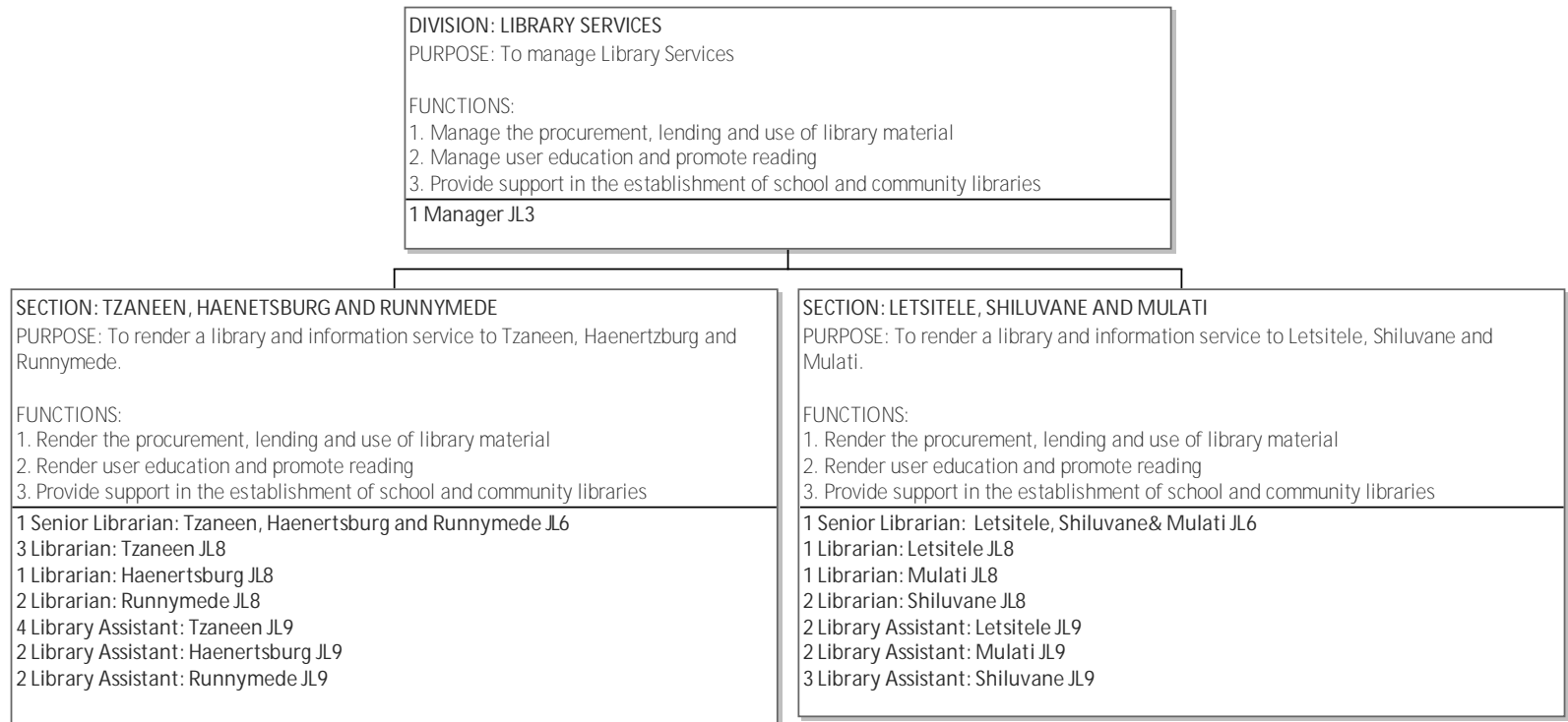
SECTION: SOUTH REGION

PURPOSE: To facilitate collection, transportation, treatment and disposal of solid waste

FUNCTIONS:

1. Provide collection and transportation services of solid waste
2. Provide treatment and disposal services of solid waste

1 Regional Waste Management Officer JL5
 2 Waste Management Officer: Oversight and Enforcement JL6
 4 Senior Team Leader/Supervisor Driver JL12
 59 Senior Labourer JL17



<p>DIVISION: PARKS, SPORTS, ARTS AND CULTURE, CEMETRIES</p>
<p>PURPOSE: To provide and manage Parks, Sports, Arts & Culture, and Cemeteries</p>
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage Parks and Open Spaces 2. Manage Sport, Arts and Culture Facilities 3. Manage Cemeteries
<p>1 Manager JL3</p> <p>1 Horticulturist South Area JL6</p> <p>1 Horticulturist North Area JL6</p> <p>1 Horticulturist Rural Area JL6</p> <p>1 Senior Sport, Art and Culture Officer JL6</p> <p>3 Sport, Art and Culture Officer JL8</p> <p>1 Senior Team Leader: Nkowankowa, Letsitele & Rural JL12</p> <p>1 Senior Team Leader: Lenyenye JL12</p> <p>1 Senior Team Leader: Team A JL12</p> <p>1 Senior Team Leader: Team B (Area 2) JL12</p> <p>1 Senior Team Leader: Team B (Area 3) JL12</p> <p>1 Team Leader: Team B JL13 (Area 2)</p> <p>1 Team Leader: Team C Cemetery (Area 3) JL13</p> <p>1 Team Leader: Team C (Nursery) JL13</p> <p>1 Team Leader: Team B1 (Area 3) JL13</p> <p>1 Tractor Driver: Mopani Soccer Stadium (Area 1) JL13</p> <p>1 Tractor Driver: Team B JL13</p> <p>1 Tractor Driver: Team B2 JL13</p> <p>1 Truck Driver/Operator: Team A JL13</p> <p>1 Workshop Handyman JL15</p> <p>2 Swimming Pool Attendant: Area 3 JL15</p> <p>5 Machine Operator: Nkowankowa, Letsitele & Rural JL16</p> <p>2 Machine Operator: Team A (Area 1) JL16</p> <p>1 Machine Operator: Team C JL16</p> <p>22 Machine Operator: Area 3 JL16</p> <p>3 Senior Labourer: Cemeteries JL17</p> <p>11 Senior Labourer: Nkowankowa, Letsitele & Rural JL17</p> <p>13 Senior Labourer: Lenyenye JL17</p> <p>4 Senior Labourer: Team A (Area 2) JL17</p> <p>2 Senior Labourer: Team A (Area 3) JL17</p> <p>3 Senior Labourer: Team C JL17</p> <p>6 Senior Labourer: Team B JL17</p> <p>1 Senior Labourer: Hearnetsberg JL17</p> <p>4 Senior Labourer: NDGP Projects JL17</p>

DIVISION: ENVIRONMENTAL HEALTH AND FACILITY CLEANING

PURPOSE: To manage Environmental Health and Facility Cleaning services

FUNCTIONS:

1. Manage Environmental Health Services
2. Manage Facility Cleaning Services

1 Manager JL3

1 Senior Environmental Health Practitioner JL4

1 Superintendent JL5

4 Environmental Health Practitioner JL5

3 Administrator JL12

2 Team Leader JL13

3 Malaria and Pest Control Worker JL16

24 Senior Labourer JL17

DIVISION: SAFETY AND SECURITY

PURPOSE: To Provide Safety and Security Services

FUNCTIONS

1. Manage and provide Community Safety and Security Services
2. Facilitate Social Crime Prevention
3. Manage and provide Physical Access Control

1 Manager JL3

1 Safety and Security Officer JL5

2 Sergeant-at-Arms JL8

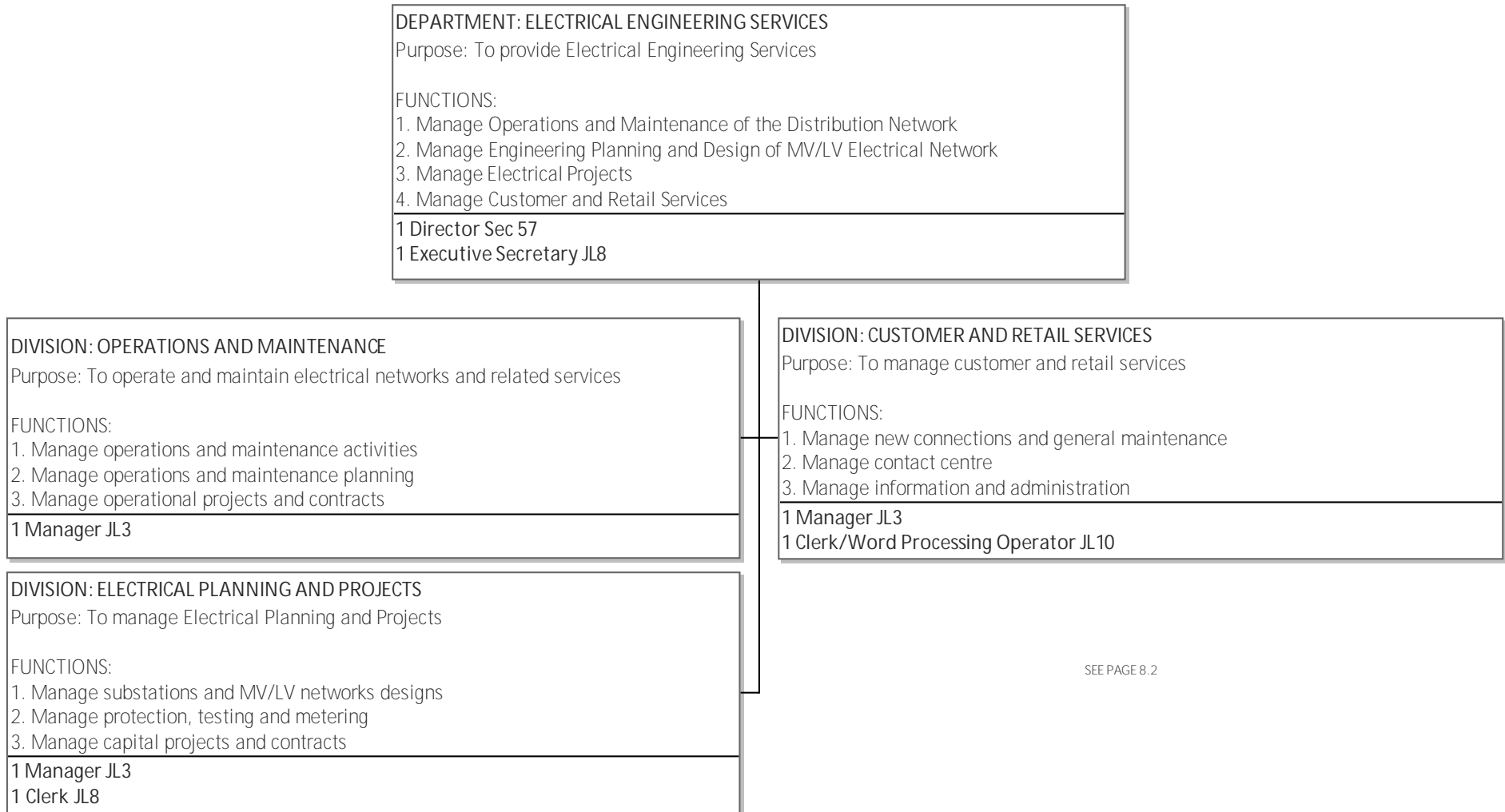
1 Social Crime Prevention Officer: Relela JL8

1 Social Crime Prevention Officer: Runnymede JL8

1 Social Crime Prevention Officer: Bulamahlo JL8

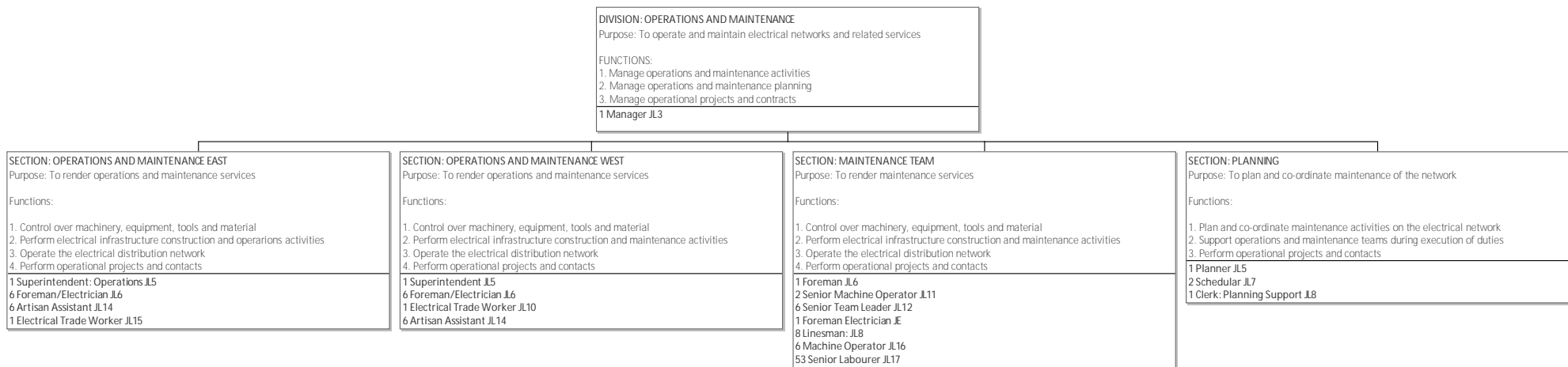
1 Social Crime Prevention Officer: Lesedi JL8

1 Clerk JL8



SEE PAGE 8.2

SEE PAGE 8.3



DIVISION: CUSTOMER AND RETAIL SERVICES
 Purpose: To manage customer and retail services

FUNCTIONS:
 1. Manage new connections and general maintenance
 2. Manage contact centre
 3. Manage information and administration

1 Manager JL3
 1 Clerk/Word Processing Operator JL10

SECTION: NEW CONNECTIONS AND GENERAL MAINTENANCE
 Purpose: To render new connections and general maintenance services

Functions:
 1. Manage new connections
 2. Manage general maintenance

1 Superintendent JL5
 1 General Foreman JL6
 3 Foreman/Electrician JL6
 3 Street Attendant JL9
 2 Electrical Trade Worker JL10
 1 Senior Machine Operator JL11
 2 Senior Team Leader JL12
 4 Artisan Assistant JL14
 1 Workshop Handyman JL15
 22 Senior Labourer JL17

SECTION: CONTACT CENTRE
 Purpose: To manage contact centre

Functions:
 1. Provide a continuous service on queries in terms of electricity supply to the community

1 Foreman Electrician JE
 5 Control Room Operator JL8

SECTION: INFORMATION AND ADMINISTRATION
 Purpose: To provide information and administrative support services

Functions:
 1. Render information services regarding electricity matters
 2. Render administrative services to the Department

1 Administrative Officer JL5
 1 Clerk JL7
 1 Customer Care Officer JL8

DIVISION: ELECTRICAL PLANNING AND PROJECTS
 Purpose: To manage Electrical Planning and Projects

FUNCTIONS:
 1. Manage substations and MV/LV networks designs
 2. Manage protection, testing and metering
 3. Manage capital projects and contracts

1 Manager JL3
 1 Clerk JL8

SECTION: METERING AND REVENUE PROTECTION
 Purpose: To manage metering and revenue protection services

Functions:
 1. Manage metering maintenance, programming and installations including prepaid meters
 2. Audit meters and assist with the determination of losses on the networks

1 Senior Electrical Engineering Technician JL4
 2 Electrical Engineering Technician JL5
 1 Senior Electrical Trade Worker JE
 2 Senior Artisan Assistant JL12

SECTION: PROTECTION AND TESTING
 Purpose: To manage electrical protection and testing services on the networks

Functions:
 1. Manage electrical protection on the network
 2. Perform testing and monitoring of the network
 3. Provide support with designs of MV/LV networks

1 Senior Electrical Engineering JL4
 2 Electrical Engineering Technician JL5
 1 Senior Electrical Trade Worker JE
 2 Senior Artisan Assistant JL12

SECTION: PROJECTS AND PLANNING
 Purpose: To manage electrical project, substations and MV/LV networks designs

Functions:
 1. Manage electrical projects, including electrification
 2. Manage substations and MV/LV network designs
 3. Performs draughtmanship on the network

1 Senior Electrical Engineering JL4
 2 Electrical Engineering Assistant JL6
 1 Draughtsman JL6

DEPARTMENT: BUDGET & TREASURY
 PURPOSE: To manage Budget and Treasury Services of the Municipality in accordance with legislation and policies
 FUNCTIONS:
 1. Administer Financial Services and Reporting
 2. Manage the revenue policies and procedures
 3. Manage the expenditure and stores policies and procedures
 4. Manage Supply Chain and tender policies and procedures
 5. Perform Asset Management
 1 Chief Financial Officer Sec 57
 1 Compliance Officer: Internal Financial Control JL4
 1 Administration Officer: JL5
 1 Executive Secretary JL8
 1 Clerk: Internal Financial Control JL8

DIVISION: FINANCIAL SERVICES AND REPORTING
 PURPOSE: To administer budgets, financial statements and reporting
 FUNCTIONS:
 1. Administer Budgets, Budget Control and Financial Statements
 2. Administer the insurance portfolio
 1 Manager JL3
 1 Senior Accountant JL4
 1 Accountant Controller JL5
 1 Assistant Accountant: Financial Control JL6
 1 Snr Clerk: Financial Control JL7
 1 Snr Clerk: Reporting JL7
 1 Clerk: Reporting JL8
 1 Clerk: Financial Control JL8

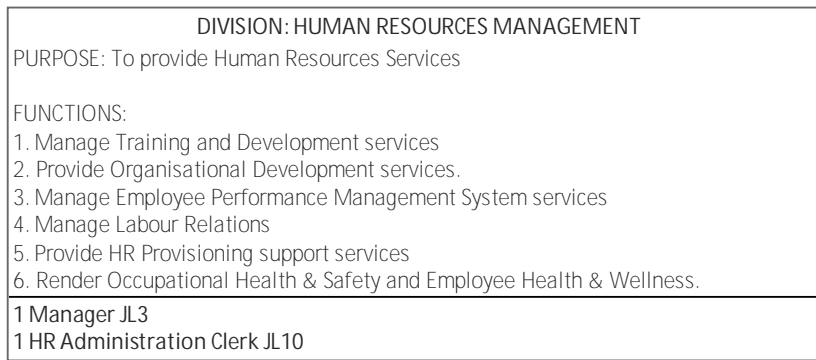
DIVISION: EXPENDITURE
 PURPOSE: To manage Expenditure policies and procedures
 FUNCTIONS:
 1. Administer Financial and Creditors projects
 2. Administer Bank Reconciliation and Asset Management
 1 Manager JL3
 1 Senior Accountant JL4
 1 Accountant Controller: Payments JL5
 1 Accountant Controller: Salaries JL5
 1 Assistant Accountant: Costing JL6
 1 Snr Clerk: Salaries JL7
 1 Snr Clerk: Creditors JL7
 2 Clerk: Payments JL8
 1 Clerk: Creditors JL8
 1 Clerk: Salaries & Councillors JL8
 1 Clerk: Costing JL8

DIVISION: REVENUE
 PURPOSE: To manage income policies and procedures
 FUNCTIONS:
 1. Manage Credit Control
 2. Manage Administration and Customer Care
 1 Manager JL3
 1 Senior Accountant: JL4
 1 Assistant Accountant: Debit and Credit Control JL6
 1 Assistant Accountant: Billing & Helpdesk JL6
 1 Assistant Accountant: Lenyenye/Nkowakowa JL6
 1 Assistant Accountant: Debt Collection/Credit Control JL6
 1 Administrative Officer: Cash Control JL7
 1 Principal Clerk: Cash Control JL7
 1 Principal Clerk: Property Valuation/Sundry Debtors JL7
 1 Clerk: Water Reading JL8
 2 Clerk: Electricity Reading JL8
 2 Clerk: Enquiries JL8
 1 Clerk: Refuse JL8
 1 Clerk: Cash Control JL8
 1 Clerk: Clearance and Credit Control JL8
 3 Clerk: Credit Control JL8
 1 Clerk: Debt Collection/Credit Control JL8
 2 Clerk: Property Valuation/Sundry Debtors JL8
 2 Clerk: Indigent Support and Registration JL8
 6 Cashier JL9

DIVISION: SUPPLY CHAIN MANAGEMENT
 PURPOSE: To manage Supply Chain Management services.
 FUNCTIONS:
 1. Render Procurement services
 2. Render support to Supply Chain Management Committees
 1 Manager JL3
 1 Snr SCM Officer: Demand JL4
 1 Snr SCM Officer: Acquisition JL4
 1 SCM Officer: Demand: JL5
 2 Assistant SCM Officer: Acquisition JL6
 1 Assistant SCM Officer JL6
 1 Clerk/Data Capturer: Demand JL8
 3 Clerk: Acquisition JL8
 1 Principal Clerk: Inventory JL7

DIVISION: ASSETS MANAGEMENT
 PURPOSE: To manage the assets for the purpose of ensuring the effective utilization and maintenance thereof.
 FUNCTIONS:
 1. Manage Assets in accordance with GRAP
 2. Manage, co-ordinate and control fleet management
 1 Manager JL3
 1 Senior Accountant JL4
 1 Assistant Accountant JL6
 2 Clerk JL8

DIVISION: STORES AND FLEET MANAGEMENT
 PURPOSE: To manage Stores and Fleet Management services.
 FUNCTIONS:
 1. Manage Stores
 2. Manage Fleet Management
 1 Manager JL3
 1 Senior Officer Stores & Logistics Management JL4
 1 Stores Administrator JL6
 1 Fleet Officer JL6
 2 Storeman/Principal Clerk: SCM JL7
 1 Controller/Buyer: JL7
 2 Storeman JL9
 2 Stores Assistant JL17



SEE PAGE 10.1



SEE PAGE 10.2

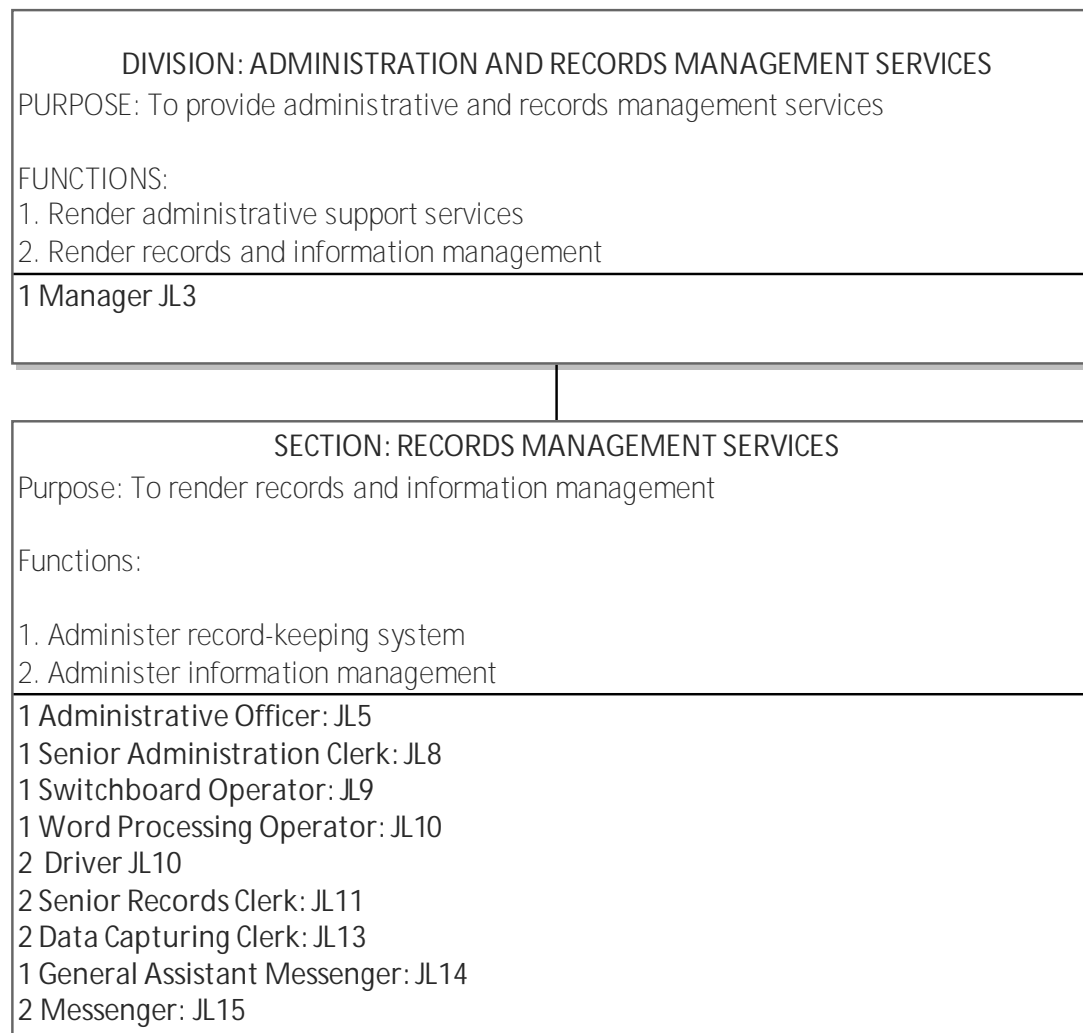


<p>DIVISION: HUMAN RESOURCES MANAGEMENT</p> <p>PURPOSE: To provide Human Resources Services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage Training and Development services 2. Provide Organisational Development services. 3. Manage Employee Performance Management System services 4. Manage Labour Relations 5. Provide HR Provisioning support services 6. Render Occupational Health & Safety and Employee Health & Wellness. <p>1 Manager JL3 1 HR Administration Clerk JL10</p>

<p>SECTION: HUMAN RESOURCES DEVELOPMENT</p> <p>PURPOSE: To provide Human Resources Development Services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide Training and Development. 2. Provide Bursary Management and Administration 3. Provide Organisational Design Services 4. Provide Job Evaluation Services 5. Render Employee Performance Management System Services <p>1 Skills Development Facilitator JL4 1 Employee Performance Management Officer JL4 1 Organisational Development Officer JL5 1 Training Officer JL7 1 Assistant Organisational Development Officer JL8 1 Employee Performance Management Clerk JL9</p>

<p>SECTION: HUMAN RESOURCES MANAGEMENT</p> <p>PURPOSE: To provide Human Resources Support Services and Labour Relations</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage grievances at the work place. 2. Monitor misconduct and labour disputes. 3. Ensure functionality of the Local Labour Forum. 4. Provide Provisioning Support Services 5. Manage Staff Welfare Services 6. Provide Human Resources Administrative Support services i.e. HR Data, Records, Meetings support, Leave Administration etc. <p>1 Senior HR and Labour Relations Officer JL4 3 HR Admin Officer JL6 2 Junior HR Officer JL13</p>

<p>SECTION: OCCUPATIONAL HEALTH & SAFETY AND EMPLOYEE HEALTH & WELLNESS</p> <p>PURPOSE: To provide Occupational Health & Safety and Employee Health & Wellness Services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide Occupational Health and Safety services. 2. Provide Employee Health & Wellness services. <p>1 Occupational Health and Safety Officer JL5 1 Employee Health and Wellness Officer JE 1 Employee Health & Wellness Programm Clerk JL8</p>



Index

DEPARTMENT: BUDGET & TREASURY.....	7, 26
DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT.....	7, 8
DIVISION: ADMINISTRATION AND RECORDS MANAGEMENT SERVICES.....	27, 29
DIVISION: COMMUNICATIONS AND MARKETING SERVICES.....	27
DIVISION: CUSTOMER AND RETAIL SERVICES.....	22, 24
DIVISION: LAND AND HUMAN SETTLEMENTS.....	8
DIVISION: LICENSING AND TESTING.....	14, 16
DIVISION: OPERATIONS AND MAINTENANCE.....	22, 23
DIVISION: ROADS AND STORM WATER.....	10
DIVISION: ROADS AND STORM WATER.....	9, 10
DIVISION: SAFETY AND SECURITY.....	14, 21
DIVISION: STORES AND FLEET MANAGEMENT.....	26
DIVISION: TOWN AND REGIONAL PLANNING.....	8
DIVISION: WATER AND SANITATION.....	9, 12
DIVISION: WATER AND SANITATION.....	12
SECTION: INFORMATION AND ADMINISTRATION.....	24
SECTION: METERING AND REVENUE PROTECTION.....	25
SECTION: OPERATIONS AND MAINTENANCE EAST.....	23
SECTION: OPERATIONS AND MAINTENANCE WEST.....	23
SECTION: PROJECTS AND PLANNING.....	25
SECTION: PROTECTION AND TESTING.....	25
DIVISION: INTERNAL AUDIT.....	7
SECTION: CONTACT CENTRE.....	24
DIVISION: SUPPLY CHAIN MANAGEMENT.....	26
SECTION: NEW CONNECTIONS AND GENERAL MAINTENANCE.....	24
DIVISION: BUILDING CONTROL AND MAINTENANCE SERVICES.....	9, 13
DIVISION: BUILDING CONTROL AND MAINTENANCE SERVICES.....	13
DIVISION: SOCIO ECONOMIC DEVELOPMENT, TOURISM AND LED.....	8
DIVISION: LAW ENFORCEMENT.....	14, 15
DEPARTMENT: ELECTRICAL ENGINEERING SERVICES.....	7, 22
DIVISION: EXPENDITURE.....	26
SECTION: TZANEEN, HAENETSBURG AND RUNNYMEDE.....	18
DIVISION: ENVIRONMENTAL HEALTH AND FACILITY CLEANING.....	14, 20
SECTION: OCCUPATIONAL HEALTH & SAFETY AND EMPLOYEE HEALTH & WELLNESS.....	28
DIVISION: ASSETS MANAGEMENT.....	26
DIVISION: RISK MANAGEMENT.....	7

Index Continued

SECTION: DISASTER MANAGEMENT.....	7
SECTION: RECORDS MANAGEMENT SERVICES.....	29
DIVISION: PUBLIC PARTICIPATION.....	6
DIVISION: ELECTRICAL PLANNING AND PROJECTS.....	22, 25
DIVISION: TECHNICAL PLANNING, DESIGN AND PMU.....	11
DIVISION: TECHNICAL PLANNING, DESIGN AND PMU.....	9, 11
SECTION: PLANNING.....	23
SPECIAL PROGRAMMES.....	5
SECTION: NORTH REGION.....	17
SECTION: SOUTH REGION.....	17
DIVISION: HUMAN RESOURCES MANAGEMENT.....	27, 28
SECTION: HUMAN RESOURCES DEVELOPMENT.....	28
SECTION: HUMAN RESOURCES MANAGEMENT.....	28
DIVISION: REVENUE.....	26
DIVISION: COUNCIL SECRETARIAT.....	6
DEPARTMENT: COMMUNITY SERVICES.....	7, 14
DEPARTMENT: CORPORATE SERVICES.....	7, 27
DEPARTMENT: ENGINEERING SERVICES.....	7, 9
DIVISION: FINANCIAL SERVICES AND REPORTING.....	26
DIVISION: LEGAL SERVICES.....	7
DIVISION: LIBRARY SERVICES.....	14, 18
SECTION: LETSITELE, SHILUVANE AND MULATI.....	18
DIVISION: PARKS, SPORTS, ARTS AND CULTURE, CEMETRIES.....	14, 19
DIVISION: STRATEGIC SUPPORT.....	7
SECTION: COUNCILOR SUPPORT.....	6
SECTION: MAINTENANCE TEAM.....	23
DIVISION: INFORMATION TECHNOLOGY.....	27
OFFICE OF THE MAYOR.....	4, 5
OFFICE OF THE MUNICIPAL MANAGER.....	4, 7
OFFICE OF THE SPEAKER.....	4, 6
DIVISION: SOLID WASTE MANAGEMENT.....	14, 17
SECTION: RURAL WASTE MANAGEMENT.....	17