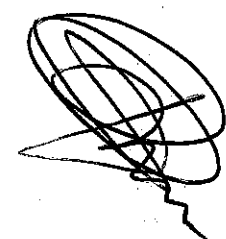


<b>GREATER TZANEEN MUNICIPALITY</b>
<b>MUNICIPAL COUNCIL</b>

<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>PURPOSE:</b> To lead and manage municipal strategy, corporate governance and corporate performance.
<b>FUNCTIONS:</b> <ol style="list-style-type: none"><li>1. Lead the development and implementation of municipal strategy.</li><li>2. Lead institutional corporate governance.</li><li>3. Lead and oversee the functions and performance of various directorates.</li><li>4. Monitor effectiveness of service delivery.</li></ol>
<b>1 Municipal Manager</b> <b>1 Executive Secretary</b> <b>1 Administrative Clerk</b>



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10/9/2023



# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

**OFFICE OF THE CHIEF OPERATING OFFICER: STRATEGIC SUPPORT**  
 PURPOSE: To lead and manage institutional strategy and performance.

**FUNCTIONS:**

1. Manage and coordinate the development and review of the IDP.
2. Manage and coordinate organisational and individual performance management services.
3. Manage Internal Audit services.
4. Provide strategic operational risk and compliance
5. Coordinate Disaster management services.
6. Manage implementation of special programmes.
7. Provide strategic support to municipal departments.

**1 Chief Operating Officer**  
**1 Administrative Clerk**

**SECTION: INTEGRATED DEVELOPMENT PLANNING**  
 PURPOSE: To coordinate Organisational Strategy and IDP.

**FUNCTIONS:**

1. Develop and implement organisational strategy.
2. Coordinate the development of IDP.
3. Coordinate review and implementation of IDP.

**1 Senior IDP Officer**  
**1 IDP Officer**  
**2 Principal Administrative Clerk**

**SECTION: ORGANISATIONAL PERFORMANCE MANAGEMENT**  
 PURPOSE: To coordinate Organisational Performance services.

**FUNCTIONS:**

1. Develop and monitor organisational performance KPA's.
2. Align organisational KPA's into departmental SDBIPs.
3. Coordinate and ensure implementation of organisational performance.

**1 Senior Organisational Performance Management Officer**  
**1 Organisational Performance Management Officer**  
**1 Administrative Clerk**

**SECTION: INDIVIDUAL PERFORMANCE MANAGEMENT**  
 PURPOSE: To coordinate Individual Performance services.

**FUNCTIONS:**

1. Develop individual performance management framework plan.
2. Facilitate the development of performance agreement plan.
3. Coordinate the implementation of performance assessment.

**2 Senior Individual Performance Management Officer**  
**4 Individual Performance Management Officer**

**DIVISION: INTERNAL AUDIT**  
 PURPOSE: To manage Internal Audit services.

**FUNCTIONS:**

1. Manage the compilation of the internal audit plan.
2. Manage and oversee the implementation of the internal audit plan.
3. Provide management reviews on audit.

**1 Manager**  
**1 Quality Assurance Officer: Risk Based Audit**  
**1 Quality Assurance Officer: ICT, Performance and Compliance**  
**1 Data Capturer**

**DIVISION: RISK AND COMPLIANCE**  
 PURPOSE: To provide Risk and Compliance services.

**FUNCTIONS:**

1. Develop risk management strategy and compilation of fraud prevention plan.
2. Manage the identification of strategic and operational risks.
3. Implement Municipal Fraud Prevention Plan.

**1 Manager**  
**1 Senior Risk and Compliance Officer**  
**1 Risk and Compliance Officer**  
**1 Administrative Clerk**

**SECTION: DISASTER MANAGEMENT**  
 PURPOSE: To coordinate Disaster Management Services

**FUNCTIONS:**

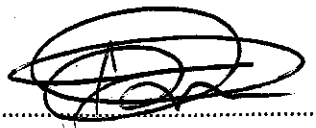
1. Coordinate the compilation and review of the disaster management plan.
2. Coordinate the implementation of the disaster management plan.
3. Coordinate the disaster response and recovery plan.

**1 Senior Disaster Management Officer**  
**1 Disaster Management Officer: Risk Assessment and Reduction**  
**1 Disaster Management Officer: Response and Recovery**  
**1 Administrative Clerk**

**SECTION: SPECIAL PROGRAMMES**  
 PURPOSE: To implement Special Programmes.

**FUNCTIONS:**  
 Coordinate special programmes.

**1 HIV/Aids Coordinator**  
**1 Gender Officer**  
**1 Youth Officer**  
**1 Disability Officer**

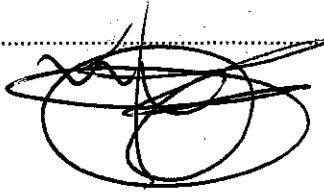


**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

<b>DIVISION: INTERNAL AUDIT</b>
<b>PURPOSE:</b> To manage Internal Audit services
<b>FUNCTIONS:</b> 1. Manage the completion of the internal audit plan; 2. Manage and oversee the implementation of the internal audit plan; 3. Provide management reviews on audit.
<b>1 Manager</b> <b>1 Quality Assurance Officer: Risk Based Audit</b> <b>1 Quality Assurance Officer: ICT, Performance and Compliance</b> <b>1 Data Capturer</b>

<b>SECTION: RISK BASED AUDIT</b>	<b>PURPOSE:</b> To provide Internal Audit services on risk based audit.	<b>FUNCTIONS:</b> 1. Provide management reviews. 2. Provide risk based reviews.	<b>1 Senior Internal Auditor: Risk Based Audit</b> <b>4 Internal Auditor: Risk Based Audit</b>
<b>SECTION: ICT</b>	<b>PURPOSE:</b> To provide Internal Audit services on ICT.	<b>FUNCTIONS:</b> 1. Provide management reviews. 2. Provide ICT reviews.	<b>1 Senior Internal Auditor: ICT</b> <b>2 Internal Auditor: ICT</b>
<b>SECTION: PERFORMANCE AND COMPLIANCE</b>	<b>PURPOSE:</b> To provide Internal Audit services on performance and compliance.	<b>FUNCTIONS:</b> 1. Provide management reviews. 2. Provide performance and compliance reviews.	<b>1 Senior Internal Auditor: Performance and Compliance</b> <b>2 Internal Auditor: Performance and Compliance</b>

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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

**DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT**  
**PURPOSE:** To Provide Planning and Economic Development services.  
**FUNCTIONS:**  
 1. Manage Local Economic Development opportunities.  
 2. Manage coordination of Municipal Land and Human Settlements.  
 3. Provide Spatial Planning and Land Use Management services.  
 4. Manage and coordinate the collection of Geographical data.  
**1 Director**  
**1 Executive Secretary**

**DIVISION: LOCAL ECONOMIC DEVELOPMENT**  
**PURPOSE:** To manage Local Economic Development opportunities.  
**FUNCTIONS:**  
 1. Manage and coordinate the compilation and review of LED strategy.  
 2. Manage and coordinate business registration and outdoor advertising services.  
**1 Manager**

**DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT**  
**PURPOSE:** To provide spatial planning and land use management services.  
**FUNCTIONS:**  
 1. Develop and implement spatial and land use management framework.  
 2. Manage building inspections.  
 3. Manage provision of building plans and building control services.  
**1 Manager**

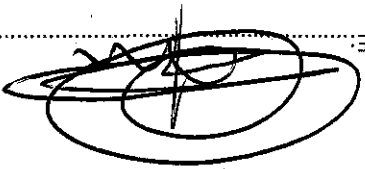
**DIVISION: LAND AND HUMAN SETTLEMENTS**  
**PURPOSE:** To manage Municipal Land, Human Settlements and Property Valuation.  
**FUNCTIONS:**  
 1. Manage municipal human settlements.  
 2. Coordinate municipal land matters.  
 3. Manage Property Valuation.  
**1 Manager**

**DIVISION: GEO-SPATIAL INFORMATION SYSTEM**  
**PURPOSE:** To provide Geo-spatial information system services.  
**FUNCTIONS:**  
 1. Develop GIS plan and internal controls.  
 2. Implement GIS plan and internal controls.  
 3. Manage setting of priorities for database and application development.  
 4. Provide overall management of projects.  
**1 GIS Specialist**  
**1 GIS Technician**  
**1 Data and System Administrator**

<b>DIVISION: LOCAL ECONOMIC DEVELOPMENT</b>
<p><b>PURPOSE:</b> To manage Local Economic Development opportunities.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage and coordinate the compilation and review of LED strategy.</li> <li>2. Manage and coordinate business registration and outdoor advertising services.</li> </ol>
<b>1 Manager</b>

<b>SECTION: BUSINESS REGISTRATION AND OUTDOOR ADVERTISING</b>
<p><b>PURPOSE:</b> To provide business registration and outdoor advertising services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate business registration services.</li> <li>2. Regulate and manage outdoor advertisement and signage.</li> </ol>
<p><b>1 Senior Business Registration Officer</b></p> <p><b>4 Business and Outdoor Advertising Inspector</b></p> <p><b>1 Administrative Clerk</b></p>

<b>SECTION: SOCIO ECONOMIC DEVELOPMENT AND TOURISM</b>
<p><b>PURPOSE:</b> To provide Socio-Economic Development and Tourism opportunities.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate the compilation and review of LED strategy.</li> <li>2. Coordinate national and international exhibitions and promotions campaigns.</li> <li>3. Market tourism and investment opportunities.</li> </ol>
<p><b>1 Senior Economic Development Officer</b></p> <p><b>1 Tourism Officer</b></p> <p><b>1 Investment Officer</b></p> <p><b>1 Small Medium Macro Enterprise Officer</b></p> <p><b>1 Administrative Clerk</b></p>



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**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

**DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT**

**PURPOSE:** To provide spatial planning and land use management services.

**FUNCTIONS:**

1. Develop and implement spatial and land use management framework.
2. Manage building inspections.
3. Manage provision of building plans and building control services.

**1 Manager**

**SECTION: TOWN PLANNING**

**PURPOSE:** To develop and implement spatial and land use management framework.

**FUNCTIONS:**

1. Coordinate town planning activities.
2. Facilitates contracts and appointments for town planning.

**2 Town Planner**

**1 Administrative Officer**

**1 Assistant Administrative Officer**

**1 Administrative Clerk**

**SECTION: BUILDING CONTROL**

**PURPOSE:** To coordinate building control and inspections.

**FUNCTIONS:**

1. Conduct building inspections.
2. Provide the building plan and building control services.

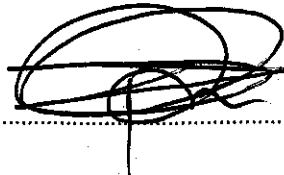
**1 Senior Technician**

**1 Senior Building Inspector**

**6 Building Inspector**

**1 Senior Administrative Clerk**

**1 Administrative Clerk**



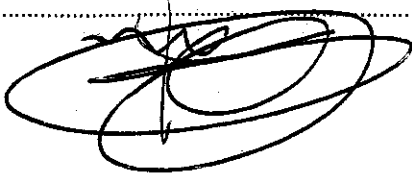
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<b>DIVISION: LAND AND HUMAN SETTLEMENTS</b>
PURPOSE: To manage Municipal Land, Human Settlements and Property Valuation. FUNCTIONS: 1. Manage municipal human settlements. 2. Coordinate municipal land matters. 3. Manage Property Valuation. <b>1 Manager</b>

<b>SECTION: PROPERTY VALUATION</b>
PURPOSE: To administer evaluation roll of properties. FUNCTIONS: 1. Conduct the determination of the true value of a property. 2. Maintain properties on valuation roll. 3. Administer transfer of properties. <b>1 Administrative Officer</b> <b>2 Administrative Clerk</b>

<b>SECTION: LAND MANAGEMENT</b>
PURPOSE: To coordinate municipal land matters. FUNCTIONS: 1. Liaise with all land related stakeholders. 2. Coordinate and process land use applications. <b>1 Administrative Officer</b> <b>2 Administrative Clerk</b>

<b>SECTION: HUMAN SETTLEMENTS</b>
PURPOSE: To coordinate Municipal Human Settlements. FUNCTIONS: 1. Coordinate the development of the housing plan. 2. Coordinate the provision of housing delivery. <b>1 Administrative Officer</b> <b>1 Principal Clerk</b> <b>1 Administrative Clerk</b>



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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

**DEPARTMENT: CIVIL ENGINEERING SERVICES**  
**PURPOSE:** To render Engineering Services

**FUNCTIONS:**

1. Manage and coordinates infrastructure planning and delivery.
2. Manage and coordinates the provision of Water and Sanitation Services.
3. Manage and coordinates Roads and Building Maintenance.

**1 Director**  
**1 Administrative Officer**  
**1 Executive Secretary**  
**1 Administrative Clerk**

**DIVISION: TECHNICAL PLANNING, DESIGN AND PMU**  
**PURPOSE:** To provide project management services.

**FUNCTIONS:**

1. Manage and approve the project designs for infrastructure delivery.
2. Manage and coordinate the spending on the approved capital budget.
3. Conduct visits and approve progress reports and payment claims.
4. Oversee the handing over of completed projects to beneficiaries.

**1 Manager**  
**3 Senior Engineering Technician: Project Management**  
**1 Administrative Officer**  
**1 EPWP Officer**  
**3 Data Capturing Clerk**

**DIVISION: WATER AND SANITATION SERVICES**  
**PURPOSE:** To manage water and sanitation services.

**FUNCTIONS:**

1. Manage the abstraction of water from the source.
2. Manage the production of clean quality water.
3. Manage Laboratory services.
4. Manage the treatment of waste water.
5. Manage maintenance of water and sewer networks.

**1 Manager**  
**1 Data Capturing Clerk**

**DIVISION: ROADS AND BUILDING MAINTENANCE**  
**PURPOSE:** To manage Roads and Building Maintenance Services.

**FUNCTIONS:**

1. Manage the compilation of the roads and maintenance plan.
2. Manage roads and Building Maintenance services.
3. Manage plant and machinery services.

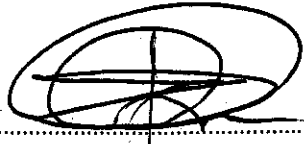
**1 Manager**

**DIVISION: MECHANICAL WORKSHOP**  
**PURPOSE:** To manage mechanical workshop.

**FUNCTIONS:**

1. Perform mechanical maintenance and repair of plant and vehicles.
2. Maintain and provide advice on nechanical matters..
3. Manage clean worksites, storage and safe keeping of mechanical tools.

**1 Manager**  
**1 Superintendent**  
**2 Artisan Heavy Equipment Mechanic**  
**2 Artisan Light Vehicle Mechanic**  
**2 Artisan Machine Mechanic**  
**1 Artisan Auto-Electrician**  
**1 Administrative Clerk**  
**2 Artisan Assistant Heavy Equipment Mechanic**  
**2 Artisan Assisatnt Light Vehicle Mechanic**  
**1 Artisan Assistant Auto-Electrian**  
**2 Small Machine Mechanic**  
**7 General Worker**



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<p><b>SECTION: WATER AND SANITATION SERVICES</b></p> <p>PURPOSE: To coordinate water and sanitation services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinat<sup>r</sup> the abstraction of water from the source.</li> <li>2. Coordinate the production of clean quality water.</li> <li>3. Coordinate Laboratory services.</li> <li>4. Coordinate the treatment of waste water.</li> <li>5. Maintain the water service network.</li> </ol> <p><b>1 Senior Engineering Technician</b></p>
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<p><b>SECTION: WATER QUALITY AND PURIFICATION SERVICES</b></p> <p>PURPOSE: To provide water quality services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Abstract raw water from the source.</li> <li>2. Perform water treatment and testing.</li> <li>3. Pump purified water into the storage tanks</li> </ol> <p><b>1 Senior Engineering Technician</b></p>
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<p><b>DIVISION: WATER AND SANITATION SERVICES</b></p> <p>PURPOSE: To manage water and sanitation services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage the abstraction of water from the source.</li> <li>2. Manage the production of clean quality water.</li> <li>3. Manage Laboratory services.</li> <li>4. Manage the treatment of waste water.</li> <li>5. Manage maintenance of water and sewer networks.</li> </ol> <p><b>1 Manager</b></p> <p><b>1 Data Capturing Clerk</b></p>
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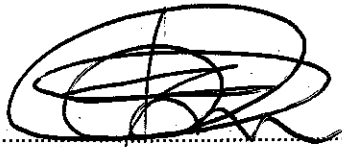
# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

**SECTION: WATER AND SANITATION SERVICES**  
**PURPOSE:** To coordinate water and sanitation services.  
**FUNCTIONS:**  
 1. Coordinatr the abstraction of water from the source.  
 2. Coordinate the production of clean quality water.  
 3. Coordinate Laboratory services.  
 4. Coordinate the treatment of waste water.  
 5. Maintain the water service network.  
**1 Senior Engineering Technician**

**SUB-SECTION: NETWORK MAINTENANCE**  
**PURPOSE:** To supervise maintenance of water and sewer network.  
**FUNCTIONS:**  
 1. Maintain water distribution and sewer reticulation infrasructure.  
**1 Superitendent**  
**4 Artisan: Plumber**  
**1 Builder**  
**5 Senior Artisan Assistant**  
**4 Driver Water Tanker**  
**2 Plant Operator: TLB**  
**4 Artisan Assistant**  
**8 General Worker**

**SUB-SECTION: NETWORK MAINTENANCE**  
**PURPOSE:** To supervise maintenance of water and sewer network.  
**FUNCTIONS:**  
 1. Maintain water distribution and sewer reticulation infrasructure.  
**1 Superitendent**  
**5 Artisan: Plumber**  
**2 Plant Operator: TLB**  
**4 Senior Artisan Assistant**  
**6 Artisan Assistant**  
**24 General Worker**

**SUB-SECTION: WASTE WATER TREATMENT**  
**PURPOSE:** To supervise sewerage purification and plant and maintenance on sewerage treatment plants and pump stations.  
**FUNCTIONS:**  
 1. Monitor and suervise utilisation, application and maintenance of machinery, equipment, tools and materials.  
**1 Superitendent**  
**1 Senior Process Controller**  
**1 Artisan: Fitter and Turner**  
**1 Artisan: Electrical**  
**8 Process Controller**  
**2 Artisan Assistant: Fitter and Turner**  
**2 Artisan Assitant: Electrical**  
**4 General Worker**



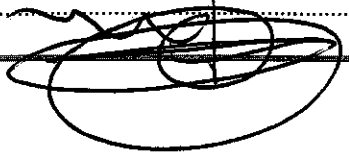
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<b>SECTION: WATER QUALITY AND PURIFICATION SERVICES</b>
<p>PURPOSE: To provide water quality services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Abstract raw water from the source.</li> <li>2. Perform water treatment and testing.</li> <li>3. Pump purified water into the storage tanks</li> </ol>
<b>1 Senior Engineering Technician</b>

<p><b>SUB-SECTION: WATER PURIFICATION</b></p> <p>PURPOSE: To ensure provision of potable water within minimum required standard.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Abstract raw water from the source.</li> <li>2. Perform water treatment services.</li> <li>3. Pump purified water into the storage tanks.</li> </ol>	<p><b>SUB-SECTION: WATER QUALITY</b></p> <p>PURPOSE: To provide water quality services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Sampling of water from the distribution networks.</li> <li>2. Perform water testing in terms of SANS requirements.</li> <li>3. Testing of sewer final effluent.</li> </ol>
<p><b>1 Superintendent</b></p> <p><b>3 Senior Process Controller</b></p> <p><b>20 Process Controller</b></p> <p><b>8 General Worker</b></p>	<p><b>1 Superintendent</b></p> <p><b>2 Chemical Analyst</b></p> <p><b>2 Laboratory Assistant</b></p> <p><b>2 Sampler</b></p>

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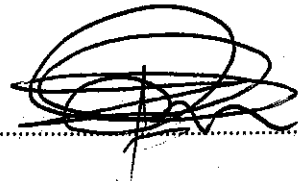
# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

<p><b>DIVISION: ROADS AND BUILDING MAINTENANCE</b></p> <p><b>PURPOSE:</b>To manage Roads and Building Maintenance Services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage the compilation of the roads and maintenance plan.</li> <li>2. Manage roads and Building Maintenance services.</li> <li>3. Manage plant and machinery services.</li> </ol> <p><b>1 Manager</b></p>
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<p><b>SECTION: ROADS AND STORM WATER: NORTH CLUSTER</b></p> <p><b>PURPOSE:</b>To coordinate provision of roads and stormwater infrastructure and construction.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide quality roads and storm water systems to the communities.</li> <li>2. Monitor the utilisation, application and maintenance of machinery equipment, tools and materials.</li> </ol> <p><b>1 Senior Civil Engineering Technician</b>  <b>1 Superintendent</b>  <b>4 Foreman</b>  <b>9 Plant Operator: Heavy Equipment</b>  <b>6 Truck Driver</b>  <b>4 Operator: Small Machine</b>  <b>25 General Worker</b></p>
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<p><b>SECTION: ROADS AND STORM WATER: SOUTH CLUSTER</b></p> <p><b>PURPOSE:</b> To coordinate provision of roads and stormwater infrastructure and construction.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide quality roads and storm water systems to the communities.</li> <li>2. Monitor the utilisation, application and maintenance of machinery equipment, tools and materials.</li> </ol> <p><b>1 Senior Civil Engineering Technician</b>  <b>1 Superintendent</b>  <b>4 Foreman</b>  <b>9 Plant Operator: Heavy Equipment</b>  <b>6 Truck Driver</b>  <b>4 Operator: Small Machine</b>  <b>25 General Worker</b></p>
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<p><b>SECTION: BUILDING MAINTENANCE</b></p> <p><b>PURPOSE:</b> To provide technical building maintenance services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate the maintenance and repairs of the buildings.</li> <li>2. Maintain and oversee the condition of the building.</li> <li>3. Provide cleaning services.</li> </ol> <p><b>1 Senior Civil Engineering Technician</b>  <b>1 Superintendent</b>  <b>2 Artisan</b>  <b>6 Senior Artisan Assistant</b>  <b>12 General Worker</b></p>
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**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

<b>DEPARTMENT: COMMUNITY SERVICES</b>
PURPOSE: To manage social and security services.
<b>FUNCTIONS:</b>
1. Manage Law Enforcement, Licensing and Testing services.
2. Manage Solid Waste services.
3. Manage Library Services
4. Manage Parks, Sports, Recreation and Cemeteries services.
5. Manage Safety and Security Services.
<b>1 Director</b>
<b>1 Administrative Officer</b>
<b>1 Executive Secretary</b>
<b>1 Administrative Clerk</b>

<b>DIVISION: LAW ENFORCEMENT, LICENSING AND TESTING</b>	<b>1 Manager</b>
PURPOSE: To provide traffic law enforcement, licensing and testing services.	
<b>FUNCTIONS:</b>	
1. Coordinate and oversee traffic law enforcement operations.	
2. Coordinate and oversee the issuing of the infringement notice to offenders.	
3. Monitor the court outcomes regarding the infringement notice.	
4. Coordinate and oversee the motor vehicle registration and licensing services.	
5. Coordinate and oversee the learner and driver testing.	
6. Coordinate and oversee the driver license renewal services.	

<b>DIVISION: SOLID WASTE MANAGEMENT</b>	<b>1 Manager</b>
PURPOSE: To provide Solid Waste Management services	
<b>FUNCTIONS:</b>	
1. Manage and oversee the collection and transportation of solid waste.	
2. Manage and oversee the treatment and disposal of solid waste.	
3. Manage and oversee the recycling of solid waste.	
4. Manage and coordinate the completion of the Integrated Waste Management Plan.	
<b>1 Customer Liaison Officer</b>	
<b>1 Administration Clerk</b>	

<b>DIVISION: PARKS, CEMETERIES, SPORTS, ARTS AND CULTURE</b>	<b>1 Manager</b>
PURPOSE: To manage Parks, Cemeteries, Sports, Arts and Culture services.	
<b>FUNCTIONS:</b>	
1. Manage and oversee Parks and Open Spaces.	
2. Manage and coordinate the growing of plants and flowers.	
3. Manage and oversee the cutting of grown-up grass and trees.	
4. Manage the provision of cemetery services	

<b>DIVISION: LIBRARY SERVICES</b>	<b>1 Manager</b>
PURPOSE: To manage Library Services.	
<b>FUNCTIONS:</b>	
1. Manage the procurement, lending and use of library material.	
2. Manage user education and promote reading.	
3. Provide support in the establishment of new GTM libraries.	

<b>DIVISION: SAFETY, SECURITY AND PROTECTION SERVICES</b>	<b>1 Manager</b>
PURPOSE: To provide Safety and Security Services.	
<b>FUNCTIONS:</b>	
1. Manage and oversee safety and security services.	
2. Manage and oversee the vetting of employees and service providers.	
3. Enforcement of municipal by-laws.	

10 Protection Service Officer  
 5 Security Coordinator  
 1 Safety and Security Officer

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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

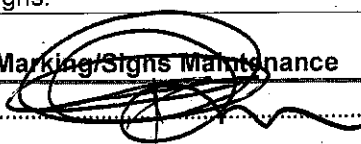
**DIVISION: LAW ENFORCEMENT, LICENSING AND TESTING**  
**PURPOSE:** To provide traffic law enforcement, licensing and testing services.  
**FUNCTIONS:**  
 1. Coordinate and oversee traffic law enforcement operations.  
 2. Coordinate and oversee the issuing of the infringement notice to offenders.  
 3. Monitor the court outcomes regarding the infringement notice.  
 4. Coordinate and oversee the motor vehicle registration and licensing services.  
 5. Coordinate and oversee the learner and driver testing.  
 6. Coordinate and oversee the driver license renewal services.  
**1 Manager**

**SECTION: LAW ENFORCEMENT: OPERATIONS URBAN**  
**PURPOSE:** To coordinate traffic Law Enforcement  
**FUNCTIONS:**  
 1. Coordinate Traffic Law Enforcement  
 2. Coordinate and oversee the issuing of the infringement notice to offenders.  
 3. Monitor the court outcomes regarding the infringement notice.  
 4. Maintain road marking/signs.  
**2 Superintendent**  
**3 Administrative Clerk**  
**1 Cashier**  
**1 General Worker: Road Marking/Signs Maintenance**

**SECTION: LICENSING**  
**PURPOSE:** To provide licensing and testing services.  
**FUNCTIONS:**  
 1. Coordinate the motor vehicle registration and licensing services.  
**1 Senior Licencing Officer**

**SECTION: LAW ENFORCEMENT: OPERATIONS RURAL**  
**PURPOSE:** To coordinate traffic Law Enforcement  
**FUNCTIONS:**  
 1. Coordinate Traffic Law Enforcement  
 2. Coordinate and oversee the issuing of the infringement notice to offenders.  
 3. Monitor the court outcomes regarding the infringement notice.  
 4. Maintain road marking/signs.  
**2 Superintendent**  
**1 General Worker: Road Marking/Signs Maintenance**

**SECTION: DRIVER AND LEARNER TESTING**  
**PURPOSE:** To provide licensing and testing services.  
**FUNCTIONS:**  
 1. Coordinate the learner and driver testing.  
 2. Coordinate the driver license renewal services.  
**3 Senior Testing Officer (Management Rep):  
 Tzaneen, Nkowankowa and Lenyeny DLTC**



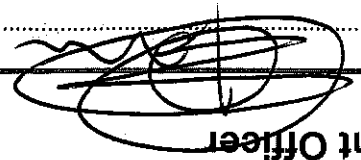
11/07/2023

<b>SECTION: LAW ENFORCEMENT: OPERATIONS URBAN</b>	
PURPOSE: To coordinate traffic Law Enforcement	
FUNCTIONS: 1. Coordinate Traffic Law Enforcement 2. Coordinate and oversee the issuing of the infringement notice to offenders. 3. Monitor the court outcomes regarding the infringement notice. 4. Maintain road marking/signs.	
2 Superintendent 3 Administrative Clerk 1 Cashier 1 General Worker: Road Marking/Signs Maintenance	

<b>SUB-SECTION: LAW ENFORCEMENT: OPERATIONS URBAN</b>	
PURPOSE: To coordinate traffic Law Enforcement	
FUNCTIONS: 1. Coordinate Traffic Law Enforcement 2. Coordinate and oversee the issuing of the infringement notice to offenders. 3. Monitor the court outcomes regarding the infringement notice.	
2 Assistant Superintendent 15 Law Enforcement Officer 2 General Worker	

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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

<b>SECTION: LICENSING</b>
<b>PURPOSE:</b> To provide licensing and testing services.
<b>FUNCTIONS:</b> 1. Coordinate the motor vehicle registration and licensing services.
<b>1 Senior Licencing Officer</b>

<b>SUB-SECTION: LICENSING</b>
<b>1 Senior Admin Clerk: Tzaneen Registration Authority</b>
<b>1 Senior Admin Clerk: Tzaneen DLTC</b>
<b>1 Senior Admin Clerk: Nkowankowa</b>
<b>1 Senior Admin Clerk: Lenyeny DLTC</b>
<b>7 Admin Clerk: Tzaneen Registration Authority</b>
<b>3 Admin Clerk: Tzaneen DLTC</b>
<b>3 Admin Clerk: Nkowankowa DLTC</b>
<b>3 Admin Clerk: Lenyeny DLTC</b>
<b>1 Help Desk Clerk: Tzaneen Registration Authority</b>
<b>1 Help Desk Clerk: Tzaneen DLTC</b>
<b>1 Help Desk Clerk: Lenyeny DLTC</b>
<b>1 Help Desk Clerk: Nkowankowa DLTC</b>
<b>4 General Worker</b>



**SECTION: LAW ENFORCEMENT: OPERATIONS RURAL**

PURPOSE: To coordinate traffic Law Enforcement

FUNCTIONS:

- 1. Coordinate Traffic Law Enforcement
- 2. Coordinate and oversee the issuing of the infringement notice to offenders.
- 3. Monitor the court outcomes regarding the infringement notice.
- 4. Maintain road marking/signs.

**2 Superintendent**

**1 General Worker: Road Marking/Signs Maintenance**

**SUB-SECTION: LAW ENFORCEMENT: OPERATIONS RURAL**

PURPOSE: To coordinate traffic Law Enforcement


FUNCTIONS:

- 1. Coordinate Traffic Law Enforcement
- 2. Coordinate and oversee the issuing of the infringement notice to offenders.
- 3. Monitor the court outcomes regarding the infringement notice.

**2 Assistant Superintendent**

**12 Law Enforcement Officer**

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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

## SECTION: DRIVER AND LEARNER TESTING

PURPOSE: To provide licensing and testing services.

### FUNCTIONS:

1. Coordinate the learner and driver testing.
2. Coordinate the driver license renewal services.

**3 Senior Testing Officer (Management Rep):**  
Tzaneen, Nkowankowa and Lenyenye DLTC

**TZANEEN DLTC**

**6 Testing Officer**

**NKOWANKOWA DLTC**

**5 Testing Officer**

**LENYENYE DLTC**

**3 Testing Officer**



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**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

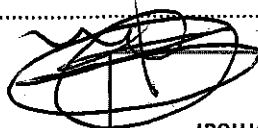
<b>DIVISION: SOLID WASTE MANAGEMENT</b>
PURPOSE: To provide Solid Waste Management services FUNCTIONS: 1. Manage and oversee the collection and transportation of solid waste. 2. Manage and oversee the treatment and disposal of solid waste. 3. Manage and oversee the recycling of solid waste. 4. Manage and coordinate the compilation of the Integrated Waste Management Plan.
1 Manager 1 Customer Liaison Officer 1 Administration Clerk

<b>SECTION: REGION NORTH</b>
PURPOSE: To facilitate waste minimization of solid waste e.g recycling, composting. FUNCTIONS: 1. Recycle waste. 2. Compose waste.
1 Regional Waste Management Officer 9 Senior Team Leader 72 General Worker

<b>SECTION: COMPLIANCE MONITORING AND ENFORCEMENT</b>
PURPOSE: To provide compliance monitoring and enforcement. FUNCTIONS: 1. Provide compliance monitoring and enforcement. 2. Implement solid waste norms and standards.
4 Compliance Monitoring and Enforcement Officer 8 Assistant Compliance Monitoring and Enforcement Officer

<b>SECTION: RURAL WASTE MANAGEMENT</b>
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 Waste Management Officer 5 Senior Team Leader Waste Management 4 Team Leader: Waste Service Area Cluster 24 General Worker

<b>SECTION: REGION SOUTH</b>
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 3 Senior Team Leader 16 General Worker



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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

<b>DIVISION: LIBRARY SERVICES</b>
<b>PURPOSE:</b> To manage Library Services.
<b>FUNCTIONS:</b> 1. Manage the procurement, lending and use of library material. 2. Manage user education and promote reading. 3. Provide support in the establishment of new GTM libraries.
<b>1 Manager</b>

<b>SECTION: TZANEEN, HAENERTSBURG, MOTUPA AND RUNNYMEDE</b>
<b>PURPOSE:</b> To coordinate Library Services.
<b>FUNCTIONS:</b> 1. Coordinate the procurement, lending and use of library material. 2. Coordinate user education and promote reading. 3. Provide support in the establishment of new GTM libraries.
<b>1 Senior Librarian</b> <b>3 Librarian: Tzaneen</b> <b>2 Librarian: Runnymede</b> <b>1 Librarian: Haenertsburg</b> <b>2 Librarian: Motupa</b> <b>3 Library Assistant: Tzaneen</b> <b>2 Library Assistant: Haenertsburg</b> <b>2 Library Assistant: Runnymede</b> <b>2 Library Assistant: Motupa</b>

<b>SECTION: LETSITELE, SHILUVANE, MULATI AND NKOWANKOWA/LENYENYE</b>
<b>PURPOSE:</b> To coordinate Library Services.
<b>FUNCTIONS:</b> 1. Coordinate the procurement, lending and use of library material. 2. Coordinate user education and promote reading. 3. Provide support in the establishment of new GTM libraries.
<b>1 Senior Librarian</b> <b>1 Librarian: Letsitele</b> <b>1 Librarian: Mulati</b> <b>2 Librarian: Shiluvane</b> <b>2 Library Assistant: Letsitele</b> <b>2 Library Assistant: Mulati</b> <b>2 Library Assistant: Shiluvane</b>



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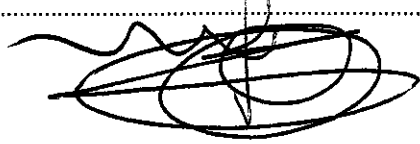
**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

**DIVISION: PARKS, CEMETERIES, SPORTS, ARTS AND CULTURE**  
 PURPOSE: To manage Parks, Cemeteries, Sports, Arts and Culture services.  
**FUNCTIONS:**  
 1. Manage and oversee Parks and Open Spaces.  
 2. Manage and coordinate the growing of plants and flowers.  
 3. Manage and oversee the cutting of grown-up grass and trees.  
 4. Manage the provision of cemetery services  
**1 Manager**  
**3 Sports and Recreation Officer**

**SECTION: PARKS AND CEMETERIES: AREA 1 NKWANKOWA, LETSITELE, LENYENYE AND RURAL**  
 PURPOSE: To coordinate Parks and Cemetery services.  
**FUNCTIONS:**  
 1. Coordinate Parks and Open Spaces.  
 2. Coordinate the growing of plants and flowers.  
 3. Coordinate the cutting of grown-up grass and trees.  
 4. Coordinate the provision of cemetery services  
**1 Horticulturist**  
**2 Parks Handyman**

**SECTION: PARKS AND CEMETERIES: AREA 2 TZANEEN**  
 PURPOSE: To coordinate Parks and Cemetery services.  
**FUNCTIONS:**  
 1. Coordinate Parks and Open Spaces.  
 2. Coordinate the growing of plants and flowers.  
 3. Coordinate the cutting of grown-up grass and trees.  
 4. Coordinate the provision of cemetery services  
**1 Horticulturist**  
**2 Swimming Pool Attendant**

**SECTION: PARKS AND CEMETERIES: AREA 3 TZANEEN AND HAENERTSBURG**  
 PURPOSE: To coordinate Parks and Cemetery services.  
**FUNCTIONS:**  
 1. Coordinate Parks and Open Spaces.  
 2. Coordinate the growing of plants and flowers.  
 3. Coordinate the cutting of grown-up grass and trees.  
 4. Coordinate the provision of cemetery services.  
**1 Horticulturist**  
**2 Parks Handyman**  
**1 General Worker**



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**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

**SECTION: PARKS AND CEMETERIES: AREA 1 NKOWANKOWA, LETSITELE, LENYENYE AND RURAL**

**PURPOSE:** To coordinate Parks and Cemetery services.

**FUNCTIONS:**

1. Coordinate Parks and Open Spaces.
2. Coordinate the growing of plants and flowers.
3. Coordinate the cutting of grown-up grass and trees.
4. Coordinate the provision of cemetery services

**1 Horticulturist**

**2 Parks Handyman**

**SUB-SECTION: BUSH CUTTING AND PEST/WEED CONTROL**

**PURPOSE:** To provide Parks and Cemetery services.

**FUNCTIONS:**

1. Provide Parks and Open Spaces.
2. Provide the growing of plants and flowers.
3. Provide the cutting of grown-up grass and trees.
4. Provide the provision of cemetery services

**1 Senior Team Leader**

**8 Machine Operator**

**10 General Worker**

**SUB-SECTION: GRASS CUTTING**

**PURPOSE:** To provide Parks and Cemetery services.

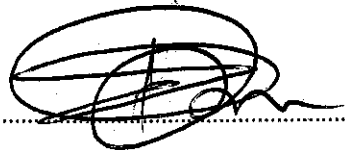
**FUNCTIONS:**

1. Provide Parks and Open Spaces.
2. Provide the growing of plants and flowers.
3. Provide the cutting of grown-up grass and trees.
4. Provide the provision of cemetery services

**2 Senior Team Leader**

**8 Machine Operator**

**10 General Worker**



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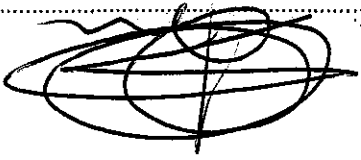
**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

<b>SECTION: PARKS AND CEMETERIES: AREA 2 TZANEEN</b>
PURPOSE: To coordinate Parks and Cemetery services.
<b>FUNCTIONS:</b>
1. Coordinate Parks and Open Spaces.
2. Coordinate the growing of plants and flowers.
3. Coordinate the cutting of grown-up grass and trees.
4. Coordinate the provision of cemetery services
1 Horticulturist
2 Swimming Pool Attendant

<b>SUB-SECTION: BUSH CUTTING AND PEST/WEED CONTROL</b>
PURPOSE: To provide Parks and Cemetery services.
<b>FUNCTIONS:</b>
1. Provide Parks and Open Spaces.
2. Provide the growing of plants and flowers.
3. Provide the cutting of grown-up grass and trees.
4. Provide the provision of cemetery services
1 Senior Team Leader
1 Tractor Driver Operator
5 Machine Operator
2 General Worker

<b>SUB-SECTION: GRASS CUTTING</b>
PURPOSE: To provide Parks and Cemetery services.
<b>FUNCTIONS:</b>
1. Provide Parks and Open Spaces.
2. Provide the growing of plants and flowers.
3. Provide the cutting of grown-up grass and trees.
4. Provide the provision of cemetery services
1 Senior Team Leader
1 Team Leader
2 Tractor Driver Operator
17 Machine Operator

<b>SUB-SECTION: CEMETERY</b>
PURPOSE: To provide Parks and Cemetery services.
<b>FUNCTIONS:</b>
1. Provide Parks and Open Spaces.
2. Provide the growing of plants and flowers.
3. Provide the cutting of grown-up grass and trees.
4. Provide the provision of cemetery services
1 Team Leader
3 General Worker



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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

<p><b>SECTION: PARKS AND CEMETERIES: AREA 3 TZANEEN AND HAENERTSBURG</b></p> <p>PURPOSE: To coordinate Parks and Cemetery services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate Parks and Open Spaces.</li> <li>2. Coordinate the growing of plants and flowers.</li> <li>3. Coordinate the cutting of grown-up grass and trees.</li> <li>4. Coordinate the provision of cemetery services.</li> </ol> <p><b>1 Horticulturist</b>  <b>2 Parks Handyman</b>  <b>1 General Worker</b></p>
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<p><b>SUB-SECTION: STREET TREE MAINTENANCE AND REFUSE REMOVAL</b></p> <p>PURPOSE: To provide Parks and Cemetery services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide Parks and Open Spaces.</li> <li>2. Provide the growing of plants and flowers.</li> <li>3. Provide the cutting of grown-up grass and trees.</li> <li>4. Provide the provision of cemetery services.</li> </ol> <p><b>1 Senior Team Leader</b>  <b>1 Machine Operator</b>  <b>4 General Worker</b></p>
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<p><b>SUB-SECTION: PARKS AND GARDEN MAINTENANCE</b></p> <p>PURPOSE: To provide Parks and Cemetery services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide Parks and Open Spaces.</li> <li>2. Provide the growing of plants and flowers.</li> <li>3. Provide the cutting of grown-up grass and trees.</li> <li>4. Provide the provision of cemetery services.</li> </ol> <p><b>1 Senior Team Leader</b>  <b>1 Team Leader</b>  <b>10 General Worker</b></p>
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<p style="text-align: center;"><b>SUB-SECTION: NURSERY</b></p> <p>PURPOSE: To provide Parks and Cemetery services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide Parks and Open Spaces.</li> <li>2. Provide the growing of plants and flowers.</li> <li>3. Provide the cutting of grown-up grass and trees.</li> <li>4. Provide the provision of cemetery services.</li> </ol> <p><b>1 Team Leader</b>  <b>1 Machine Operator</b>  <b>2 General Worker</b></p>
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<p><b>SUB-SECTION: GENERAL MAINTENANCE HAENERTSBURG</b></p> <p>PURPOSE: To provide Parks and Cemetery services.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide Parks and Open Spaces.</li> <li>2. Provide the growing of plants and flowers.</li> <li>3. Provide the cutting of grown-up grass and trees.</li> <li>4. Provide the provision of cemetery services.</li> </ol> <p><b>1 Senior Team Leader</b>  <b>4 Machine Operator</b>  <b>1 General Worker</b></p>
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<b>DEPARTMENT: ELECTRICAL ENGINEERING SERVICES</b>	<b>PURPOSE:</b> To provide Electrical Engineering Services
<b>FUNCTIONS:</b> 1. Manage and oversee the maintenance of the electrical distribution network. 2. Manage and coordinate planning for electrical infrastructure projects. 3. Manage Electrical Planning and Projects. 4. Manage and oversee the loading of new customers to the grid.	<p>1 Director</p> <p>1 Administrative Officer</p> <p>1 Executive Secretary</p> <p>1 Administrative Clerk</p>

**DIVISION: OPERATIONS AND MAINTENANCE**

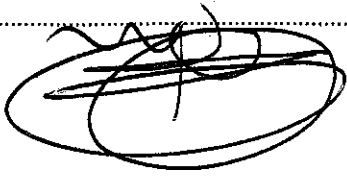
<b>PURPOSE:</b> To provide operation and maintenance services of the distribution network.	<b>1 Manager</b>
<b>FUNCTIONS:</b> 1. Perform the maintenance and repairs of the distribution network. 2. Prepare and monitor the implementation of the electrical maintenance plan.	

<b>DIVISION: ELECTRICAL CONTROL, PUBLIC LIGHTING AND CONNECTIONS</b>	<b>PURPOSE:</b> To provide electrical control and public lighting services.
<b>FUNCTIONS:</b> 1. Manage the connections of customers to the grid. 2. Manage public lighting. 3. Manage prepaid metering. 4. Manage control room operations.	<b>1 Manager</b>

**DIVISION: ELECTRICAL PLANNING AND PROJECTS**

<b>PURPOSE:</b> To provide project management services.	<b>1 Manager</b>
<b>FUNCTIONS:</b> 1. Manage and approve the project designs for infrastructural delivery. 2. Manage and coordinate the spending on the approved capital budget. 3. Facilitate and coordinate community involvement in the delivery of infrastructure. 4. Manage metering equipment designs, installation, commissioning maintenance and verification (NRS 057). 5. Manage, monitor and control electrical protection and testing in the electrical distribution network.	

<b>1 Manager</b>	<b>1 Administrative Clerk</b>
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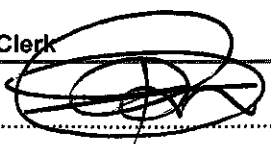
<b>DIVISION: OPERATIONS AND MAINTENANCE</b>
PURPOSE: To provide operation and maintenance services of the distribution network.
FUNCTIONS: 1. Perform the maintenance and repairs of the distribution network. 2. Prepare and monitor the implementation of the electrical maintenance plan.
<b>1 Manager</b>

<b>SECTION: OPERATIONS AND MAINTENANCE: EAST</b>
PURPOSE: To provide operation and maintenance services of the distribution network
FUNCTIONS: 1. Perform the maintenance and repairs of the distribution network. 2. Prepare and monitor the implementation of the electrical maintenance plan.
<b>1 Superintendent 6 Electrician 4 Linesman 1 Senior Machine Operator 2 Teamleader Driver 6 Electrician Assistant 10 General Worker</b>

<b>SECTION: OPERATIONS AND MAINTENANCE: WEST</b>
PURPOSE: To provide operation and maintenance services of the distribution network
FUNCTIONS: 1. Perform the maintenance and repairs of the distribution network. 2. Prepare and monitor the implementation of the electrical maintenance plan.
<b>1 Superintendent 6 Electrician 4 Linesman 1 Senior Machine Operator 2 Teamleader Driver 6 Electrician Assistant 10 General Worker</b>

<b>SECTION: PLANNING</b>
Purpose: To plan and co-ordinate maintenance of the network
FUNCTIONS: 1. Plan and co-ordinate maintenance activities on the electrical network 2. Support operations and maintenance teams during execution of duties 3. Perform operational projects and contacts
<b>1 Planner 1 Scheduler 1 Administrative Clerk</b>

<b>SECTION: VEGETATION MANAGEMENT</b>
PURPOSE: To provide the clearing and maintenance of vegetation and utility network assets.
FUNCTIONS: 1. Perform the maintenance and repairs of the distribution network. 2. Prepare and monitor the implementation of the electrical maintenance plan.
<b>1 Electrician 2 Teamleader Driver 5 Machine Operator 20 General Worker</b>



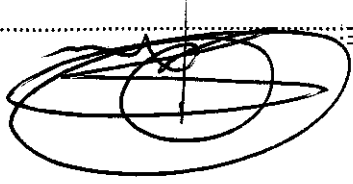
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<b>DIVISION: ELECTRICAL CONTROL, PUBLIC LIGHTING AND CONNECTIONS</b>	
PURPOSE: To provide electrical control and public lighting services.	
FUNCTIONS: 1. Manage the connections of customers to the grid. 2. Manage public lighting 3. Manage prepaid metering. 4. Manage control room operations.	
1 Manager	

<b>SECTION: PUBLIC LIGHTING</b>	
PURPOSE: To maintain public and traffic lighting.	
FUNCTIONS: 1. Maintain and management of public and traffic lighting. 2. Maintain and management of municipal buildings electrical systems.	
1 Superintendent 2 Electrician 4 Street Light Attendant 2 Team Leader 2 Electrician Assistant 1 Workshop Handyman 8 General Worker	

<b>SECTION: PREPAID METERING</b>	
PURPOSE: To provide retail services.	
FUNCTIONS: 1. Prepare and plan for the connection of the new customers to the grid. 2. Coordinate the consolidation of the list of new customers 3. Install prepaid meters. 4. Monitor prepaid meter system.	
2 Electrician 2 Electrician Assistant 1 Administrative Clerk	

<b>SECTION: NETWORK CONTROL CENTRE</b>	
PURPOSE: To ensure the safety of personnel and plant through detailed safe operating and network management on the Grid.	
FUNCTIONS: 1. Ensure safe operations of the electrical network to customer is controlled and directed. 2. Manage and control power outages. 3. Prevent unsafe acts and conditions from endangering customers and personnel.	
1 Senior Network Controller 4 Network Controller	



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**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

**DIVISION: ELECTRICAL PLANNING AND PROJECTS**

**PURPOSE:** To provide project management services.

**FUNCTIONS:**

1. Manage and approve the project designs for infrastructural delivery.
2. Manage and coordinate the spending on the approved capital budget.
3. Facilitate and coordinate community involvement in the delivery of infrastructure.
4. Manage metering equipment designs, installation, commissioning maintenance and verification (NRS 057).
5. Manage, monitor and control electrical protection and testing in the electrical distribution network.

**1 Manager**  
**1 Administrative Clerk**

**SECTION: ELECTRICAL PROJECT MANAGEMENT**

**PURPOSE:** To coordinate the implementation of projects.

**FUNCTIONS:**

1. Coordinate the implementation of capital projects.
2. Monitor electrical projects.

**2 Senior Electrical Project Coordinator**  
**2 Clerk of Works**

**SECTION: METERING SYSTEMS AND PROTECTION AND TESTING**

**PURPOSE:** To coordinate electrical metering system.

**FUNCTIONS:**

1. Design, install and investigate customer meter complaints and quality of supply.
2. Authorise and maintain customer meter.

**1 Senior Electrical Technician**  
**3 Electrical Technician**  
**1 Senior Electrician Assistant**

**SECTION: ELECTRICAL NETWORK PLANNING**

**PURPOSE:** To coordinate electrical network planning and optimization.

**FUNCTIONS:**

1. Distribute network planning.
2. Determine load focusing and development of single line diagram.
3. Update CAD electrical network drawings.

**1 Senior Electrical Technician: Network Planner**  
**1 Draughtsmen**

**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

<b>DEPARTMENT: BUDGET &amp; TREASURY</b>	
PURPOSE: To manage and coordinate the Financial Management services.	
FUNCTIONS: 1. Manage and oversee the compilation of the municipal budget. 2. Manage and oversee the budget control and reporting. 3. Manage and oversee the income and expenditure. 4. Manage and oversee the procurement of goods and services 5. Manage and maintain assets and stores services.	
1 Chief Financial Officer	1 Executive Secretary

<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
PURPOSE: To manage Supply Chain Management processes.	
FUNCTIONS: 1. Manage and coordinate the demand and acquisition of goods and services. 2. Manage and oversee SCM committees.	
1 Manager	1 Senior Accountant
1 Accountant: Acquisition	1 Accountant: Demand
1 Assistant Accountant: Acquisition	1 Assistant Accountant: Demand
2 Administrative Clerk: Acquisition	2 Administrative Clerk: Demand

<b>DIVISION: REVENUE</b>	
PURPOSE: To manage and oversee the collection of rates, taxes and other service income.	
FUNCTIONS: 1. Manage and oversee the billing of customers. 2. Manage the implementation of credit control. 3. Manage revenue and debt collection. 4. Manage and oversee customer care services. 5. Manage the approval of the indigent register.	
1 Manager	1 Senior Accountant
1 Accountant: Billing	1 Accountant: Collection and Credit Control
1 Assistant Accountant: Credit Control	1 Assistant Accountant: Cash Control
2 Assistant Accountant: Billing	1 Assistant Accountant: Collections
1 Assistant Accountant: Property and Valuation	1 Assistant Accountant: Property and Valuation
2 Assistant Accountant: Refuse, Electricity and Water Reading	1 Principal Clerk: Property and Valuation
1 Principal Clerk: Cash Control	16 Administrative Clerk
6 Cashier	

<b>DIVISION: EXPENDITURE</b>	
PURPOSE: To manage and coordinate Expenditure services and Payroll.	
FUNCTIONS: 1. Manage and oversee the budget spending. 2. Authorise and approve payment requests. 3. Manage creditor payment requests. 4. Manage and oversee the compilation of expenditure report. 5. Report and compile annual financial statements. 6. Coordinate and provide support during the audit functions.	
1 Manager	1 Senior Accountant
1 Accountant: Payments	1 Assistant Accountant: Expenditure
1 Accountant: Payroll	1 Assistant Accountant: Payroll
1 Senior Accountant: Expenditure	1 Senior Administrative Clerk: Payroll
1 Senior Administrative Clerk: Payroll	4 Administrative Clerk

<b>DIVISION: BUDGET CONTROL AND REPORTING</b>	
PURPOSE: To plan and coordinate budget control and financial reporting.	
FUNCTIONS: 1. Coordinate and oversee the preparation of the Medium Term Expenditure Framework. 2. Prepare budget reports. 3. Compile cashbook balances. 4. Prepare and coordinate the compilation of the budget. 5. Report and compile annual financial statements. 6. Coordinate and provide support during the audit functions.	
1 Manager	1 Senior Accountant: Budget and Financial Reporting
1 Senior Accountant: Bank Reconciliation	1 Assistant Accountant: Budget Control and Reporting
2 Accountant: Budget Control and Reporting	1 Assistant Accountant: Budget Control and Reporting
1 Administrative Clerk	

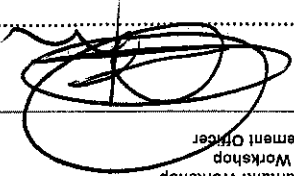
<b>DIVISION: ASSETS MANAGEMENT</b>	
PURPOSE: To manage Assets and Insurance services.	
FUNCTIONS: 1. Coordinate the completion and updating of the asset register. 2. Coordinate the verification of assets. 3. Coordinate the disposal of obsolete assets. 4. Coordinate Municipal Insurance.	
1 Manager	1 Senior Accountant
1 Accountant: Infrastructure	1 Accountant: Insurance
1 Accountant: Other Assets	1 Administrative Clerk: Assets
1 Administrative Clerk: Insurance	

<b>DIVISION: FLEET MANAGEMENT</b>	
PURPOSE: To provide Fleet Management services.	
FUNCTIONS: 1. Manage and coordinate the purchasing of the new fleet. 2. Manage and monitor the operating conditions of the fleet. 3. Monitor the utilisation and maintenance of fleet.	
1 Manager	1 Senior Accountant: Workshop
1 Accountant: Workshop	2 Fleet Management Officer

<b>DIVISION: INVENTORY MANAGEMENT</b>	
PURPOSE: To provide Inventory Management services.	
FUNCTIONS: 1. Manage and coordinate Inventory management.	
1 Manager	1 Senior Stores & Logistics Management Officer
1 Inventory Buyer	1 Administrator Stores
1 Senior Storeman	3 Stores Attendant
2 Storeman	

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# GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

**DEPARTMENT: CORPORATE SERVICES**  
**PURPOSE:** To provide administration and management support services.

**FUNCTIONS:**

1. Manage Human Resources Management Services.
2. Manage Communications and Marketing Services.
3. Manage Council support and Records Management Services.
4. Manage Information and Communication Technological Services.
5. Manage Public Participation services.

**1 Director**  
**1 Administrative Officer**  
**1 Executive Secretary**

**DIVISION: HUMAN RESOURCES MAN...**  
**PURPOSE:** To manage Human Resources Services.

**FUNCTIONS:**

1. Manage Human Resource Administration.
2. Manage Occupational Health and Safety services.
3. Manage Labour Relations services.
4. Manage Training and Skills Development.
5. Manage Organisational Development.
6. Manage Employee Health and Wellness services.
7. Provide Administration Support services to Cost Centre.

**1 Manager**

**DIVISION: COMMUNICATIONS AND M...**  
**PURPOSE:** To provide Communications and Marketing services.

**FUNCTIONS:**

1. Manage the compilation and review of the communication strategy and plan.
2. Manage the compilation and review of marketing strategy and plan.
3. Manage and oversee the corporate branding services.
4. Manage operations of customer care services.

**1 Manager**

**DIVISION: COUNCIL SUPPORT AND S...**  
**PURPOSE:** To manage Council support and Records Management.

**FUNCTIONS:**

1. Provide secretariat services to the Council and Council committees.
2. Provide Council oversight support.
3. Manage knowledge and records management services
4. Coordinate cleaning and auxiliary services.

**1 Manager**

**DIVISION: INFORMATION AND COMM...**  
**PURPOSE:** To manage Information and Communication Technological Services.

**FUNCTIONS:**

1. Manage the development of Information Technology infrastructure design and planning.
2. Manage network access and usage
3. Manage and coordinate Information Technology infrastructure support and operations.
4. Manage and oversee ICT security and governance.

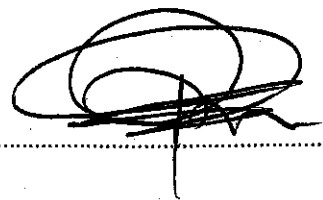
**1 Manager**  
**2 System Engineer: Technical & Software and Networking & Security**  
**2 IT Technician: Technical & Software and Networking & Security**  
**1 Website Administrator**  
**1 Administrative Clerk**

**DIVISION: PUBLIC PARTICIPATION**  
**PURPOSE:** To manage Public Participation services.

**FUNCTIONS:**

1. Manage the demarcation of municipal boundaries.
2. Manage the Ward delimitation process.
3. Manage the establishment of Ward committees.
4. Manage public participation programme.

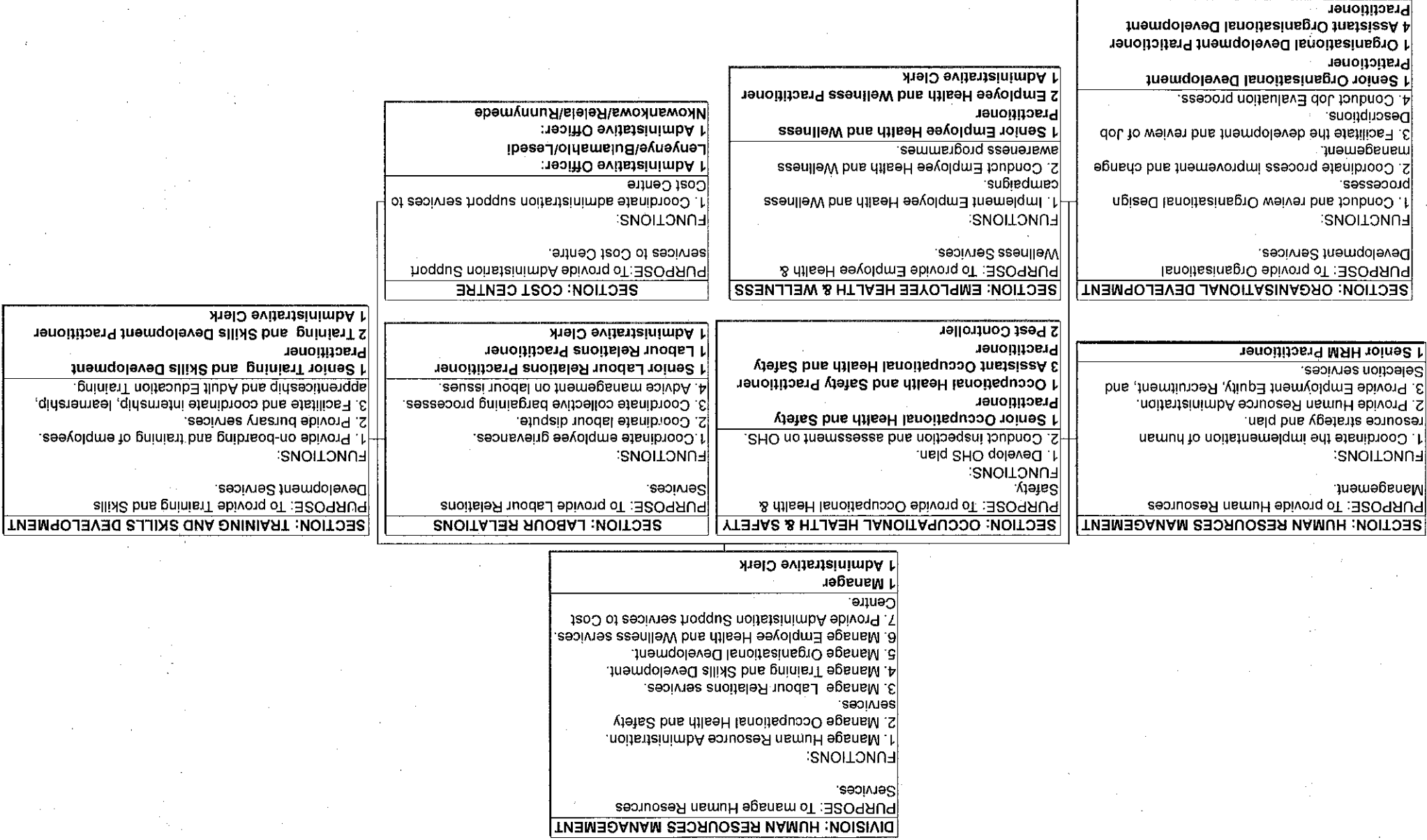
**1 Manager**  
**1 Administrative Clerk**



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**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

**SECTION: HUMAN RESOURCES MANAGEMENT**

**PURPOSE:** To provide Human Resources Management.

**FUNCTIONS:**

1. Coordinate the implementation of human resource strategy and plan.
2. Provide Human Resource Administration.
3. Provide Employment Equity, Recruitment, and Selection services.

**1 Senior HRM Practitioner**

**SUB-SECTION: HUMAN RESOURCES ADMINISTRATION**

**PURPOSE:** To provide Human Resources Administration Support Services

**FUNCTIONS:**

1. Provide support on service benefits.
2. Provide payroll services.
3. Provide record keeping.

**3 HRM Administrative Practitioner**

**1 Payroll Administrator**

**3 Administrative Clerk**

**SUB-SECTION: EMPLOYMENT EQUITY, RECRUITMENT AND SELECTION**

**PURPOSE:** To provide Employment Equity, Recruitment and Selection Services

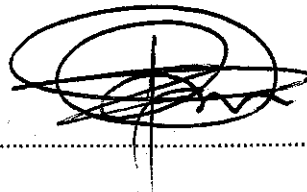
**FUNCTIONS:**

1. Coordinate the compilation of the Employment Equity plan.
2. Coordinate the compilation of the recruitment and selection plan.
3. Conduct recruitment and selection.

**1 HRM: Employment Equity Practitioner**

**4 HRM Recruitment Practitioner**

**4 Administrative Clerk**



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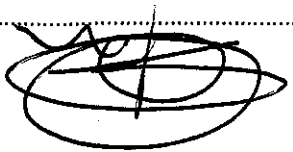
**GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE**

<b>SECTION: COMMUNICATIONS</b>	
<b>PURPOSE:</b> To coordinate Communications services.	
<b>FUNCTIONS:</b>	
1. Implement communication strategy and plan.	
2. Lead stakeholder and communication services.	
3. Coordinate corporate branding services.	
2 Senior Communications Officer	
1 Graphic Designer	
4 Communications Officer	

<b>DIVISION: COMMUNICATIONS AND M...</b>	
<b>PURPOSE:</b> To provide Communications and Marketing services.	
<b>FUNCTIONS:</b>	
1. Manage the compilation and review of the communication strategy and plan.	
2. Manage the compilation and review of marketing strategy and plan.	
3. Manage and oversee the corporate branding services.	
4. Manage operations of customer care services.	
1 Manager	

<b>SECTION: MAKERTING</b>	
<b>PURPOSE:</b> To coordinate Marketing services.	
<b>FUNCTIONS:</b>	
1. Implement marketing strategy and plan.	
2. Provide public relations services.	
3. Coordinate municipal events.	
1 Senior Marketing Officer	
2 Administrative Clerk: Marketing	

<b>SECTION: CUSTOMER CARE SERVICES</b>	
<b>PURPOSE:</b> To coordinate operations of the Customer Care services.	
<b>FUNCTIONS:</b>	
1. Provide customer service and support.	
2. Provide customer retention services.	
1 Supervisor	
10 Call Centre Operator	
2 Switchboard Operator	
1 Receptionist	



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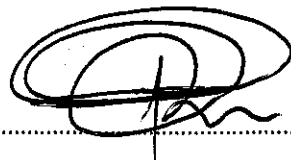
**DIVISION: COUNCIL SUPPORT AND S...**  
**PURPOSE:** To manage Council support and Records Management.  
  
**FUNCTIONS:**  
 1. Provide secretariat services to the Council and Council committees.  
 2. Provide Council oversight support.  
 3. Manage knowledge and records management services  
 4. Coordinate cleaning and auxiliary services.  
**1 Manager**

**SECTION: COUNCIL SUPPORT AND...**  
**PURPOSE:** To provide Council support and welfare services.  
  
**FUNCTIONS:**  
 2. Provide secretariat services to the Council and Council committees.  
 3. Provide Council welfare support.  
**1 Senior Administrative Officer**  
**4 Committee Administrator**  
**1 Executive Secretary: to the Speaker**  
**1 Executive Secretary: to the Whip**  
**1 Driver: to the Speaker**

**SECTION COUNCIL OVERSIGHT**  
**PURPOSE:** To provide oversight support services.  
  
**FUNCTIONS:**  
 1. Provide research services to the Public Office Bearers.  
 2. Provide secretariat support to oversight committees.  
**2 MPAC Researcher**  
**1 MPAC Secretary**

**SECTION: KNOWLEDGE AND RECORDS MANAGEMENT**  
**PURPOSE:** To provide Knowledge and Records Management Services.  
  
**FUNCTIONS:**  
 1. Render Institutional Records Management and Archiving.  
 2. Render Information Management services.  
 3. Coordinate municipal Records and Knowledge Management Research needs.  
 4. Develop and maintain Knowledge Management capability.  
**1 Senior Administrative Officer**  
**1 Administrative Officer**  
**1 Registry Clerk**  
**2 Clerical Assistant**  
**2 Data Capturing Clerk**  
**5 Driver/Messenger**

**SECTION: CLEANING AND AUXILIARY SERVICES**  
**PURPOSE:** To coordinate cleaning and auxiliary services.  
  
**FUNCTIONS:**  
 1. Render cleaning services.  
 2. Render auxiliary services.  
**1 Team Leader**  
**22 Cleaner**



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<b>DIVISION: PUBLIC PARTICIPATION</b>	
PURPOSE: To manage Public Participation services.	
FUNCTIONS:	
<ol style="list-style-type: none"> <li>1. Manage the demarcation of municipal boundaries.</li> <li>2. Manage the Ward delimitation process.</li> <li>3. Manage the establishment of Ward committees.</li> <li>4. Manage public participation programme.</li> </ol>	
1 Manager	1 Administrative Clerk

<b>SECTION: COMMUNITY FACILITATION AND LIAISON</b>	
PURPOSE: To facilitate community liaison services.	
FUNCTIONS:	
<ol style="list-style-type: none"> <li>1. Coordinate the demarcation of municipal boundaries.</li> <li>2. Coordinate the Ward delimitation process.</li> <li>3. Facilitate the establishment of Ward committees.</li> <li>4. Coordinate public participation programme.</li> </ol>	
1 Program Facilitator	8 Community Development Facilitator
5 Information Officer	

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