

GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

DIVISION: LIBRARY SERVICES

PURPOSE: To manage Library Services.

FUNCTIONS:

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.

1 Manager

SECTION: TZANEEN, HAENERTSBURG, MOTUPA AND RUNNYMEDE

PURPOSE: To coordinate Library Services.

FUNCTIONS:

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.

1 Senior Librarian

3 Librarian: Tzaneen

2 Librarian: Runnymede

1 Librarian: Haenertsburg

2 Librarian: Motupa

3 Library Assistant: Tzaneen

2 Library Assistant: Haenertsburg

2 Library Assistant: Runnymede

2 Library Assistant: Motupa

SECTION: LETSITELE, SHILUVANE, MULATI AND NKOWANKOWA/LENYENYE

PURPOSE: To coordinate Library Services.

FUNCTIONS:

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.

1 Senior Librarian

1 Librarian: Letsitele

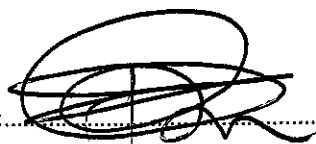
1 Librarian: Mulati

2 Librarian: Shiluvane

2 Library Assistant: Letsitele

2 Library Assistant: Mulati

2 Library Assistant: Shiluvane



11/07/2023

GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

<p>DIVISION: PARKS, CEMETERIES, SPORTS, ARTS AND CULTURE</p> <p>PURPOSE: To manage Parks, Cemeteries, Sports, Arts and Culture services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Manager</p> <p>3 Sports and Recreation Officer</p>
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<p>SECTION: PARKS AND CEMETERIES: AREA 1 NKOWANKOWA, LETSITELE, LENYENYE AND RURAL</p> <p>PURPOSE: To coordinate Parks and Cemetery services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Horticulturist</p> <p>2 Parks Handyman</p>	<p>SECTION: PARKS AND CEMETERIES: AREA 2 TZANEEN</p> <p>PURPOSE: To coordinate Parks and Cemetery services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Horticulturist</p> <p>2 Swimming Pool Attendant</p>	<p>SECTION: PARKS AND CEMETERIES: AREA 3 TZANEEN AND HAENERTSBURG</p> <p>PURPOSE: To coordinate Parks and Cemetery services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Horticulturist</p> <p>2 Parks Handyman</p> <p>1 General Worker</p>
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DATE:

11/07/2023

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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.

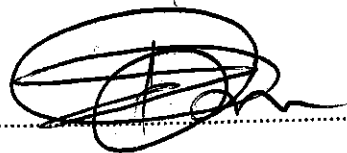
FUNCTIONS:

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



11/07/2023

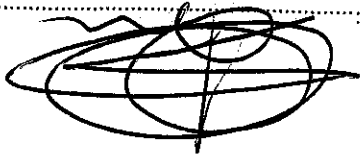
GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

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

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
1 Tractor Driver Operator
5 Machine Operator
2 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
1 Senior Team Leader
1 Team Leader
2 Tractor Driver Operator
17 Machine Operator

SUB-SECTION: CEMETERY
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 Team Leader
3 General Worker



DATE: 11/07/2023

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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**

SUB-SECTION: STREET TREE MAINTENANCE AND REFUSE REMOVAL

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**
- 1 Machine Operator**
- 4 General Worker**

SUB-SECTION: PARKS AND GARDEN MAINTENANCE

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**
- 1 Team Leader**
- 10 General Worker**

SUB-SECTION: NURSERY

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 Team Leader**
- 1 Machine Operator**
- 2 General Worker**

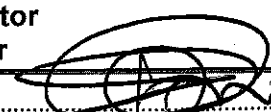
SUB-SECTION: GENERAL MAINTENANCE HAENERTSBURG

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**
- 4 Machine Operator**
- 1 General Worker**



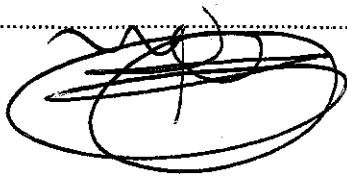
11/07/2023

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES	PURPOSE: To provide Electrical Engineering Services	FUNCTIONS: 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.	1 Director 1 Administrative Officer 1 Executive Secretary 1 Administrative Clerk
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DIVISION: OPERATIONS AND MAINTENANCE	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.	1 Manager
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DIVISION: ELECTRICAL CONTROL, PUBLIC LIGHTING AND CONNECTIONS	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
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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
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11/07/2023

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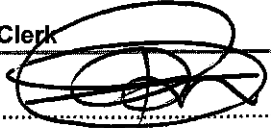
DIVISION: OPERATIONS AND MAINTENANCE
PURPOSE: To provide operation and maintenance services of the distribution network.
FUNCTIONS: 1. Perform the maintenance and repairs of the distribution network. 2. Prepare and monitor the implementation of the electrical maintenance plan.
1 Manager

SECTION: OPERATIONS AND MAINTENANCE: EAST
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.
1 Superintendent 6 Electrician 4 Linesman 1 Senior Machine Operator 2 Teamleader Driver 6 Electrician Assistant 10 General Worker

SECTION: OPERATIONS AND MAINTENANCE: WEST
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.
1 Superintendent 6 Electrician 4 Linesman 1 Senior Machine Operator 2 Teamleader Driver 6 Electrician Assistant 10 General Worker

SECTION: PLANNING
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
1 Planner 1 Scheduler 1 Administrative Clerk

SECTION: VEGETATION MANAGEMENT
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.
1 Electrician 2 Teamleader Driver 5 Machine Operator 20 General Worker

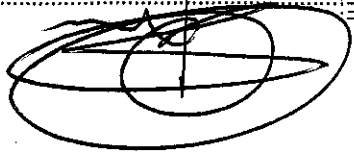


DIVISION: ELECTRICAL CONTROL, PUBLIC LIGHTING AND CONNECTIONS
PURPOSE: To provide electrical control and public lighting services.
FUNCTIONS: 1. Manage the connections of customers to the grid. 2. Manage public lighting 3. Manage prepaid metering. 4. Manage control room operations.
1 Manager

SECTION: PUBLIC LIGHTING	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

SECTION: PREPAID METERING	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

SECTION: NETWORK CONTROL CENTRE	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



11/07/2023

DATE:

A101 (E/C 2023 06 29; 2023 06 29) SIGNATURE:

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DIVISION: ELECTRICAL PLANNING AND PROJECTS
PURPOSE: To provide project management services.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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.
<p>1 Manager 1 Administrative Clerk</p>

SECTION: ELECTRICAL PROJECT MANAGEMENT
PURPOSE: To coordinate the implementation of projects.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Coordinate the implementation of capital projects. 2. Monitor electrical projects.
<p>2 Senior Electrical Project Coordinator 2 Clerk of Works</p>

SECTION: METERING SYSTEMS AND PROTECTION AND TESTING
PURPOSE: To coordinate electrical metering system.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Design, install and investigate customer meter complaints and quality of supply. 2. Authorise and maintain customer meter.
<p>1 Senior Electrical Technician 3 Electrical Technician 1 Senior Electrician Assistant</p>

SECTION: ELECTRICAL NETWORK PLANNING
PURPOSE: To coordinate electrical network planning and optimization.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Distribute network planning. 2. Determine load focusing and development of single line diagram. 3. Update CAD electrical network drawings.
<p>1 Senior Electrical Technician: Network Planner 1 Draughtsmen</p>

GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

<p>PURPOSE: To manage and coordinate the Financial Management services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and oversee the completion 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. <p>1 Chief Financial Officer</p> <p>1 Administrative Officer</p> <p>1 Executive Secretary</p>	
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<p>PURPOSE: To plan and coordinate budget control and financial reporting.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Manager</p> <p>1 Senior Accountant: Budget and Financial Reporting</p> <p>1 Senior Accountant: Bank Reconciliation</p> <p>2 Accountant: Budget Control and Reporting</p> <p>1 Assistant Accountant: Budget Control and Reporting</p> <p>1 Administrative Clerk</p>	
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<p>PURPOSE: To manage and coordinate Expenditure services and Payroll.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Manager</p> <p>1 Senior Accountant</p> <p>1 Accountant: Payments</p> <p>1 Assistant Accountant: Expenditure</p> <p>1 Assistant Accountant: Payroll</p> <p>1 Senior Administrative Clerk: Payroll</p> <p>1 Senior Administrative Clerk: Payroll</p> <p>4 Administrative Clerk</p>	
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<p>PURPOSE: To manage and oversee the collection of rates, taxes and other service income.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Manager</p> <p>1 Senior Accountant</p> <p>1 Accountant: Billing</p> <p>1 Accountant: Collection and Credit Control</p> <p>1 Assistant Accountant: Cash Control</p> <p>1 Assistant Accountant: Credit Control</p> <p>2 Assistant Accountant: Billing</p> <p>1 Assistant Accountant: Collections</p> <p>1 Assistant Accountant: Property and Valuation</p> <p>2 Assistant Accountant: Refuse, Electricity and Water Reading</p> <p>1 Principal Clerk: Property and Valuation</p> <p>1 Principal Clerk: Cash Control</p> <p>16 Administrative Clerk</p> <p>6 Cashier</p>	
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<p>PURPOSE: To manage Supply Chain Management processes.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and coordinate the demand and acquisition of goods and services. 2. Manage and oversee SCM committees. <p>1 Manager</p> <p>1 Senior Accountant</p> <p>1 Accountant: Acquisition</p> <p>1 Assistant Accountant: Acquisition</p> <p>2 Administrative Clerk: Demand</p> <p>2 Administrative Clerk: Demand</p>	
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<p>PURPOSE: To manage Assets and Insurance services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Senior Accountant</p> <p>1 Accountant: Infrastructure</p> <p>1 Accountant: Other Assets</p> <p>1 Accountant: Insurance</p> <p>1 Administrative Clerk: Assets</p> <p>1 Administrative Clerk: Insurance</p>	
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<p>PURPOSE: To provide Fleet Management services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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. <p>1 Manager</p> <p>1 Senior Accountant: Workshop</p> <p>1 Accountant: Workshop</p> <p>2 Fleet Management Officer</p>	
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<p>PURPOSE: To provide Inventory Management services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and coordinate inventory management. <p>1 Manager</p> <p>1 Senior Stores & Logistics Management Officer</p> <p>1 Administrator Stores</p> <p>1 Inventory Buyer</p> <p>1 Senior Storeman</p> <p>2 Storeman</p> <p>3 Stores Attendant</p>	
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DATE: 11/07/2023

SIGNATURE: A101 (E/C 2023 06 29; 2023 06 29)

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.

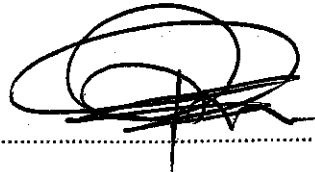
1 Manager
2 System Engineer: Technical & Software and Networking & Security
2 IT Technician: Technical & Software and Networking & Security
1 Website Administrator
1 Administrative Clerk

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

FUNCTIONS:

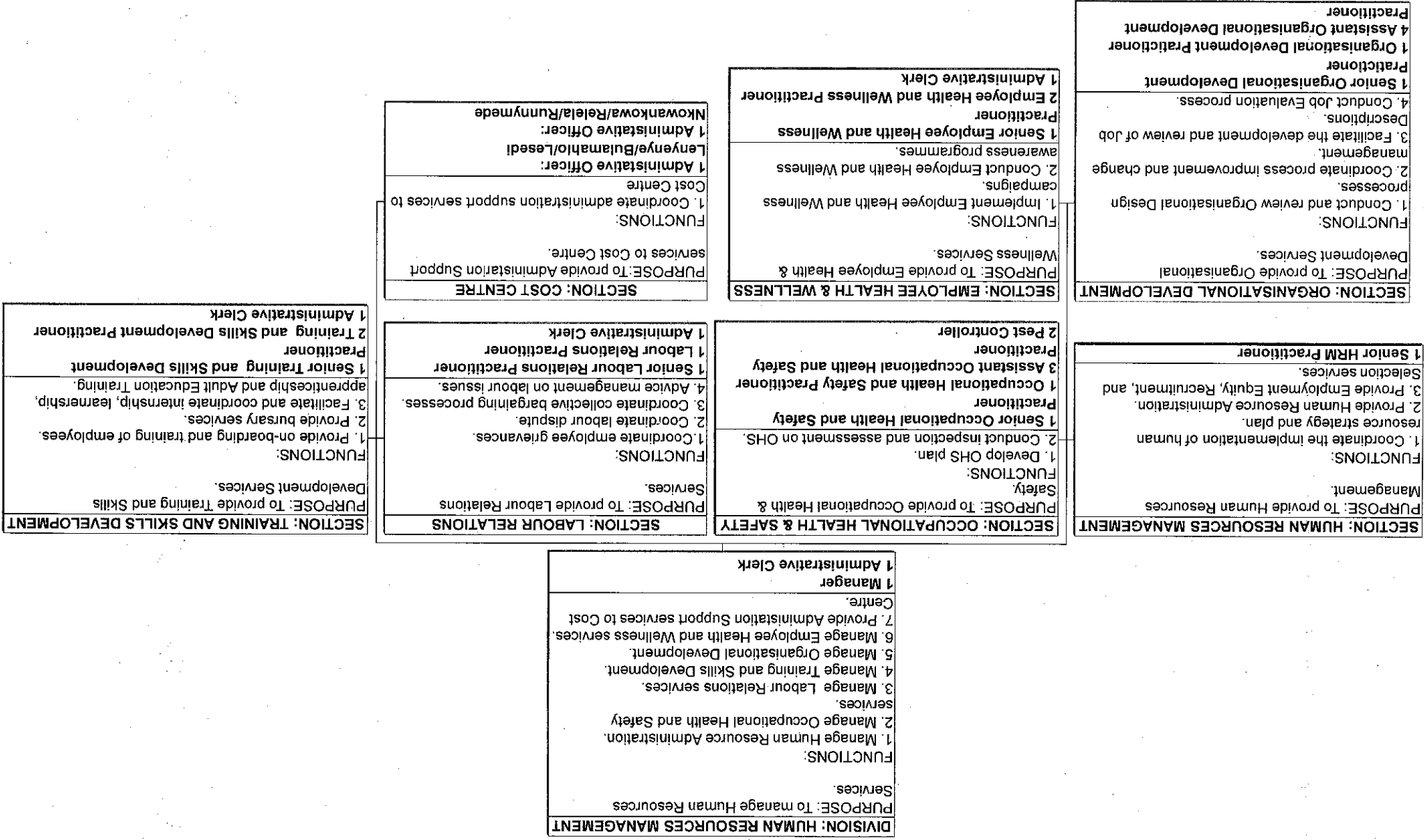
1. Manage the demarcation of municipal boundaries.
2. Manage the Ward delimitation process.
3. Manage the establishment of Ward committees.
4. Manage public participation programme.

1 Manager
1 Administrative Clerk



DATE: 11/07/2023

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A101 (E/C 2023 06 29; 2023 06 29) SIGNATURE:

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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



11/07/2023

GREATER TZANEEN MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE

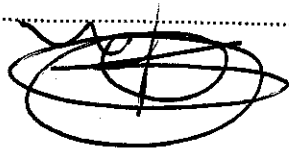
DIVISION: COMMUNICATIONS AND M...
<p>PURPOSE: To provide Communications and Marketing services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage the compilation and review of the communication strategy and plan. 2. Manage the compilation and review of marketing strategy and plan. 3. Manage and oversee the corporate branding services. 4. Manage operations of customer care services.
1 Manager

SECTION: COMMUNICATIONS
<p>PURPOSE: To coordinate Communications services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Implement communication strategy and plan. 2. Lead stakeholder and communication services. 3. Coordinate corporate branding services.
<p>2 Senior Communications Officer</p> <p>1 Graphic Designer</p> <p>4 Communications Officer</p>

SECTION: MARKETING
<p>PURPOSE: To coordinate Marketing services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Implement marketing strategy and plan. 2. Provide public relations services. 3. Coordinate municipal events.
<p>1 Senior Marketing Officer</p> <p>2 Administrative Clerk: Marketing</p>

SECTION: CUSTOMER CARE SERVICES
<p>PURPOSE: To coordinate operations of the Customer Care services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide customer service and support. 2. Provide customer retention services.
<p>1 Supervisor</p> <p>10 Call Centre Operator</p> <p>2 Switchboard Operator</p> <p>1 Receptionist</p>

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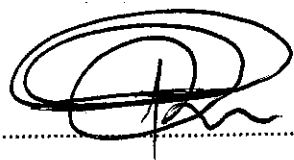
DIVISION: COUNCIL SUPPORT AND S...
PURPOSE: To manage Council support and Records Management.
FUNCTIONS:
 1. Provide secretariat services to the Council and Council committees.
 2. Provide Council oversight support.
 3. Manage knowledge and records management services
 4. Coordinate cleaning and auxiliary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

SECTION: COUNCIL SUPPORT AND...
PURPOSE: To provide Councilor support and welfare services.
FUNCTIONS:
 2. Provide secretariat services to the Council and Council committees.
 3. Provide Councilor 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 secretaria support to oversight committees.
2 MPAC Researcher
1 MPAC Secretary

SECTION: KNOWLEGE 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




11/07/2023

DIVISION: PUBLIC PARTICIPATION	
PURPOSE: To manage Public Participation services.	
FUNCTIONS:	
<ol style="list-style-type: none"> 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

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

11/07/2023

DATE:



SIGNATURE: (A101 (E/C 2023 06 29; 2023 06 29)