

Organisational Structure

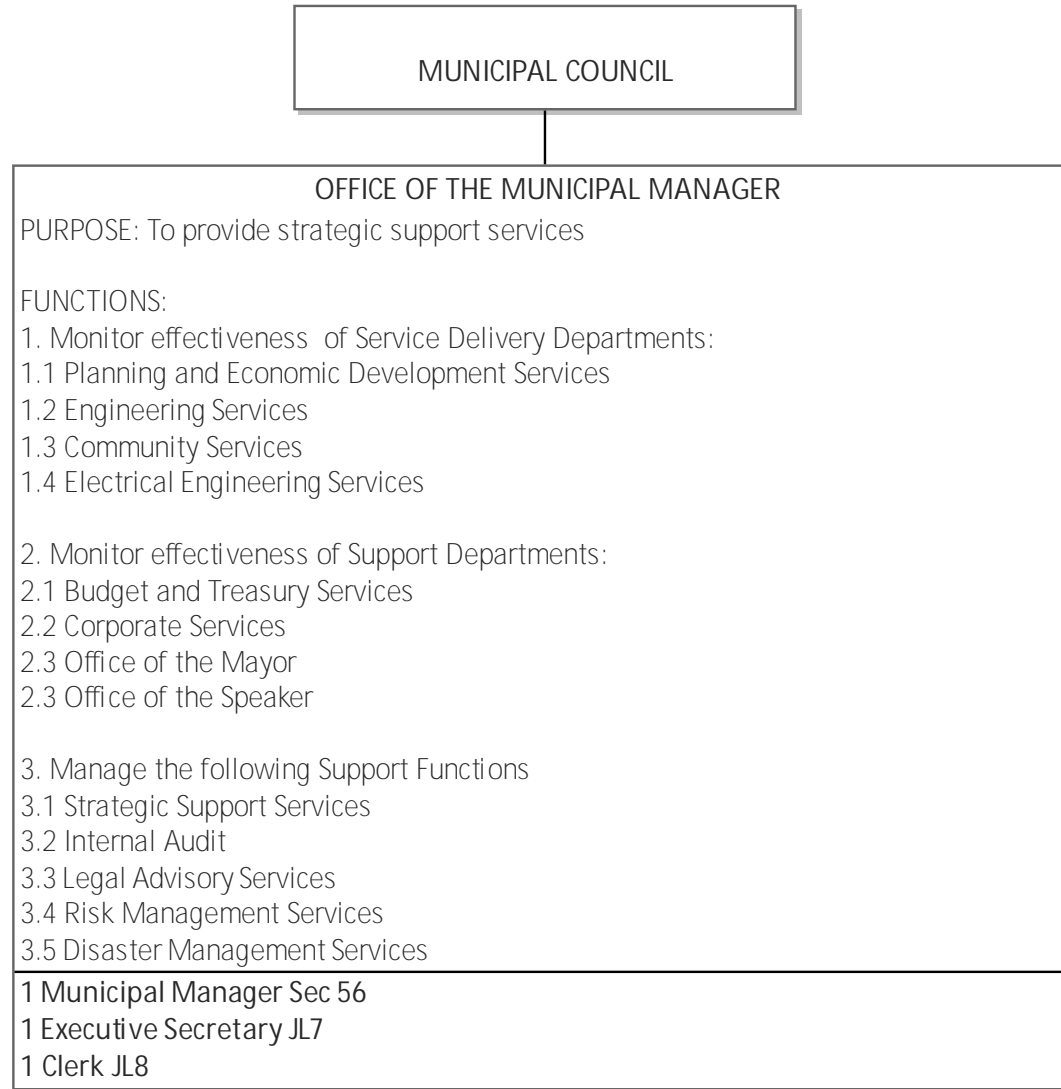
2019-2020

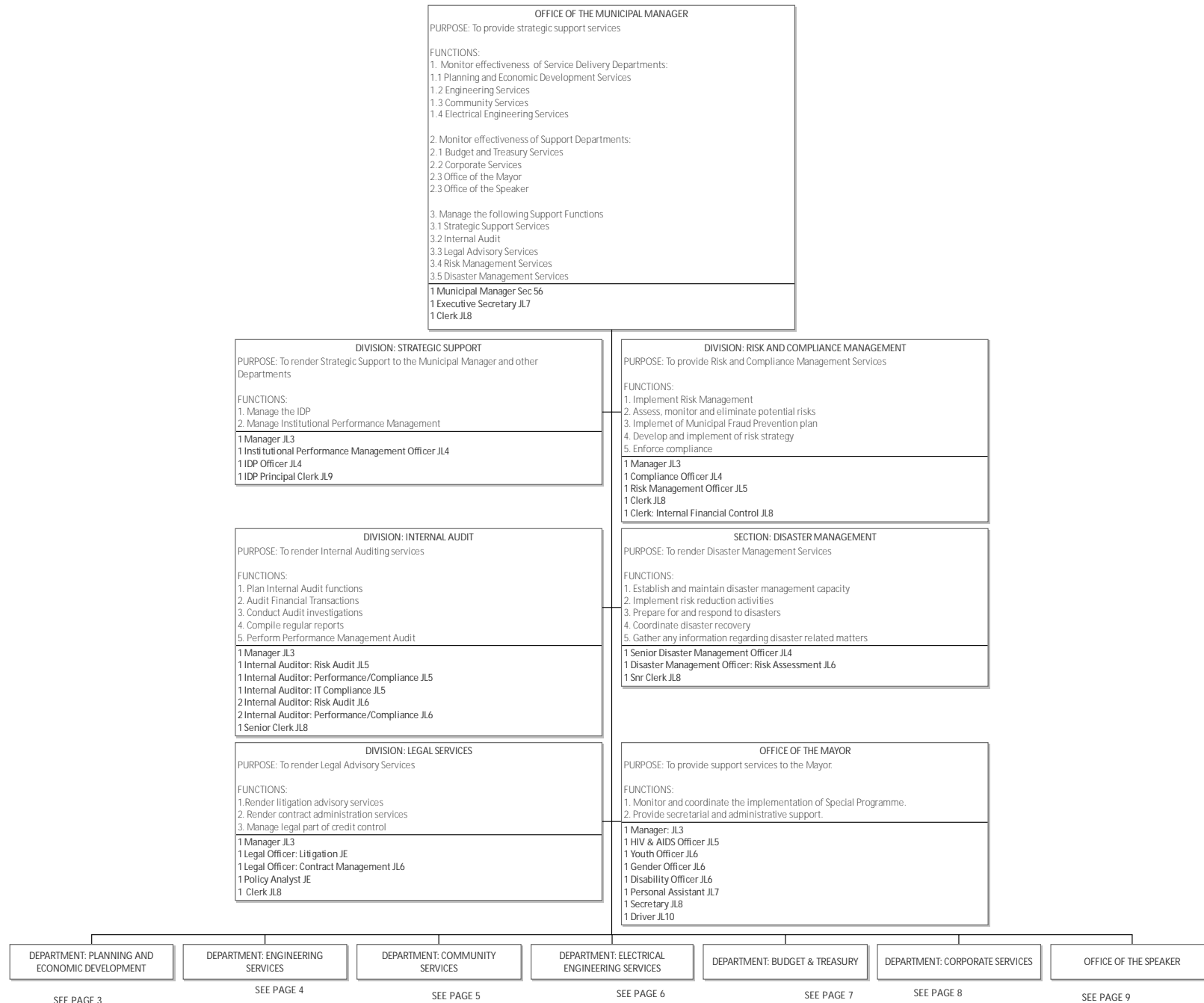
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DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
 PURPOSE: To Provide Economic Development and Planning

FUNCTIONS:
 1. Facilitate Socio-Economic Development, Tourism Promotion and LED
 2. Render Land and Human Settlements Services
 3. Manage Town and Regional Planning

1 Director Sec 57
 1 Executive Secretary JL8

DIVISION: SOCIO ECONOMIC DEVELOPMENT, TOURISM AND LED
 PURPOSE: To coordinate Socio-Economic Development, Tourism and LED Services

FUNCTIONS:
 1. Determine Progress and Prioritize community needs
 2. Formulate solutions and liaise with community organisations
 3. Manage community projects
 4. Provide support to institutions with regard to development projects
 5. Promote LED and tourism development
 6. Coordinate national and international exhibitions and promotion campaigns

1 Manager JL3
 1 Snr Economic Development Officer JL4
 1 Local Development Officer JL6
 1 Agriculture Officer JL6
 1 Tourism Officer JL8
 1 Administration Clerk JL8
 1 Word Processing Operator JL10
 1 Investment Officer JL15

DIVISION: TOWN AND REGIONAL PLANNING
 PURPOSE: To coordinate Town and Regional Planning Services.

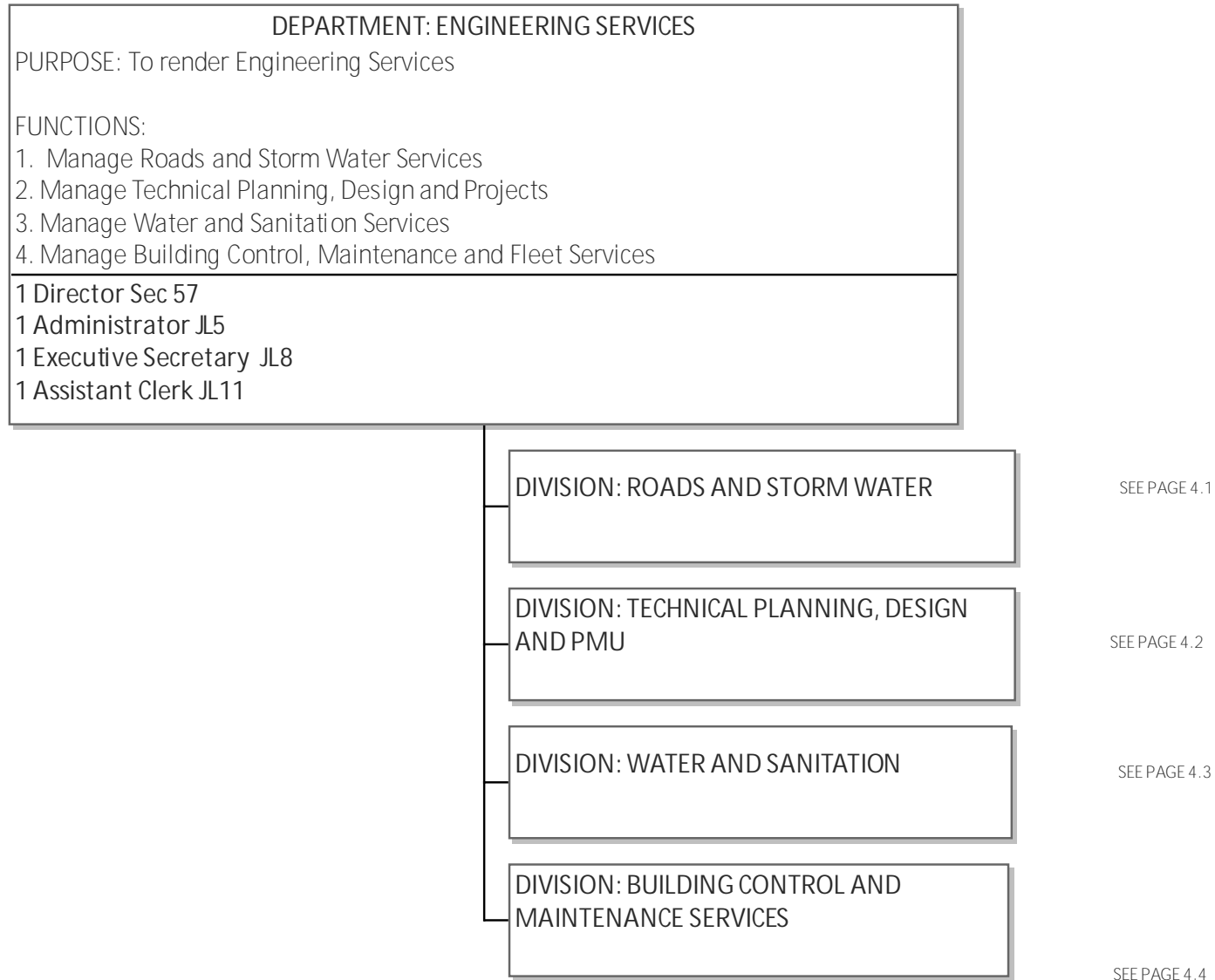
FUNCTIONS:
 1. Manage Land Use Development
 2. Manage Spatial Development Planning
 3. Provide GIS services

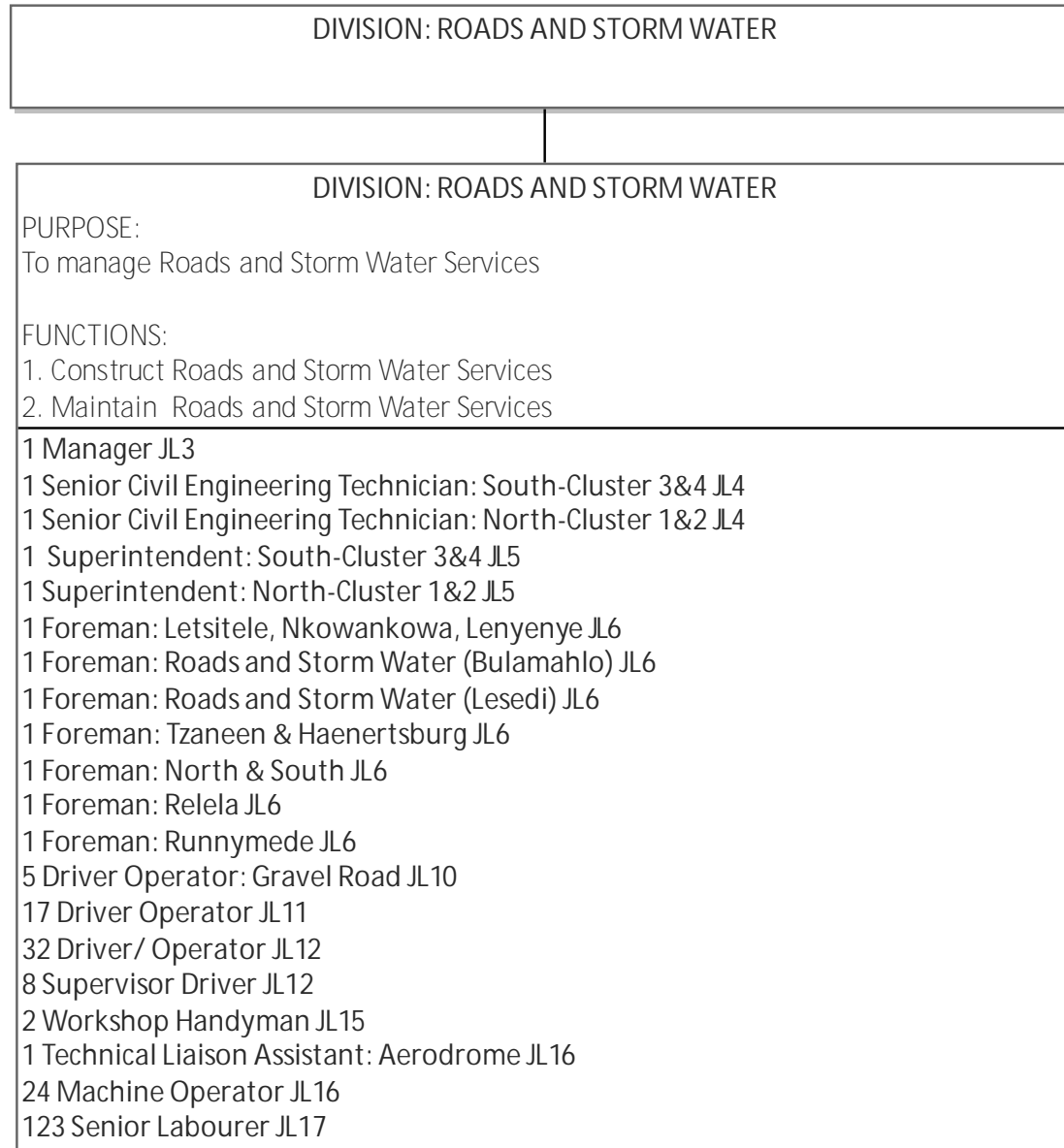
1 Manager JL3
 1 Administrative Officer JL5
 1 Town Planner: Strategic JL5
 1 GIS Technician JL6
 1 Town Planner: Land Use Management JL6
 1 Assistant Admin Officer JL6
 1 GIS Officer JL6
 1 Administrator JL8

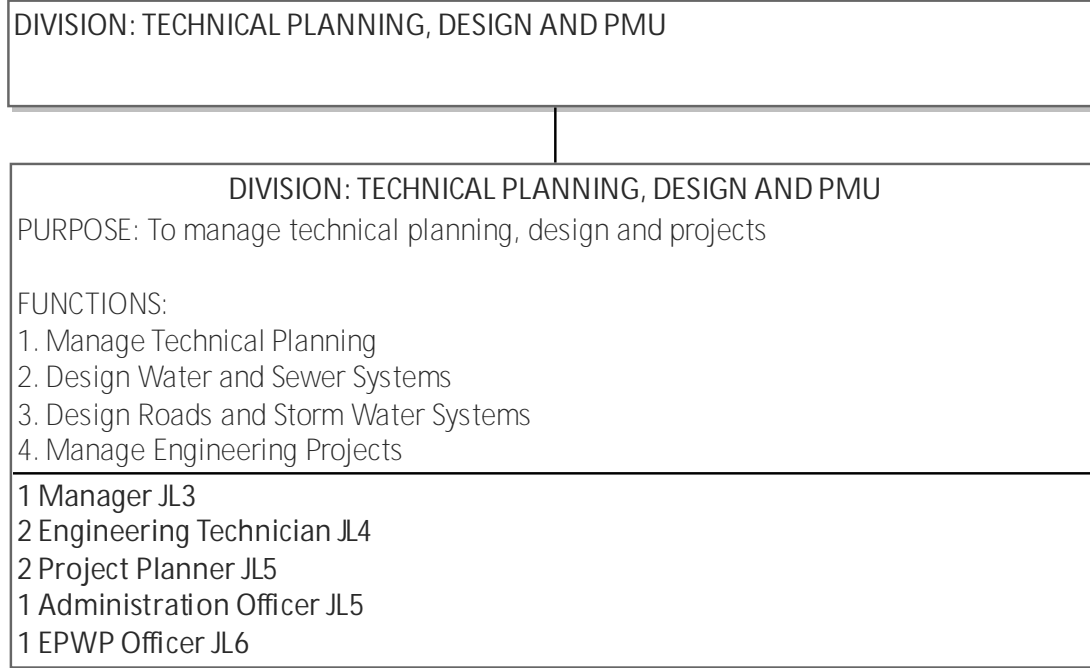
DIVISION: LAND AND HUMAN SETTLEMENTS
 PURPOSE: To coordinate Municipal and Human Settlements and perform property valuations

FUNCTIONS:
 1. Manage Council Property
 2. Administer Housing Programmes
 3. Perform property valuation

1 Manager JL3
 1 Administration Officer: Human Settlement JL5
 1 Administration Officer: Nkowankowa Satellite JL5
 1 Administration Officer: Lenyenye Satellite JL5
 1 Administration Officer: Land JL5
 1 Administration Officer: Property Valuation JL5
 1 Assistant Administration Officer: Human Settlements JL6
 1 Assistant Administration Officer: Nkowankowa JL8
 1 Assistant Administration Officer: Land JL8
 1 Assistant Administration Officer: Lenyenye Satellite JL8
 1 Assistant Administration Officer: Property Valuation JL8
 1 Word Processing Officer JL10
 3 Land Liaison Officer JL8







DIVISION: WATER AND SANITATION

DIVISION: WATER AND SANITATION

PURPOSE: To manage water and Sanitation services

FUNCTIONS:

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

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

DIVISION: BUILDING CONTROL AND MAINTENANCE SERVICES

DIVISION: BUILDING CONTROL AND MAINTENANCE SERVICES
PURPOSE: To Provide Building Control, Building Maintenance and Mechanical Services

FUNCTIONS:

1. Provide Building Control Services
2. Maintain Council Buildings
3. Maintain Council Vehicles

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

DEPARTMENT: COMMUNITY SERVICES

PURPOSE: To provide Community Services

FUNCTIONS:

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

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

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DIVISION: LAW ENFORCEMENT

PURPOSE: To manage Law Enforcement

FUNCTIONS:

1. Manage Traffic Law Enforcement
2. Manage General Law Enforcement

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

DIVISION: LICENSING AND TESTING

PURPOSE: To provide Licensing and Testing Services

FUNCTIONS:

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

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

<p align="center">DIVISION: SOLID WASTE MANAGEMENT</p> <p>PURPOSE: To provide Solid Waste Management services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and facilitate pollution control of solid waste e.g enforcement, awareness, public ablution cleansing 2. Manage and facilitate waste minimization of solid waste e.g recycling, composting 3. Manage and facilitate collection and transportation of solid waste 4. Manage and facilitate treatment and disposal of solid waste
<p>1 Manager (Municipal Waste Management Officer) JL3</p> <p>1 Waste Management Officer: Planning JL6</p> <p>1 Administration Clerk JL8</p> <p>1 Truck Driver</p> <p>4 Senior Labourer JL17</p>

<p align="center">SECTION: RURAL WASTE MANAGEMENT</p> <p>PURPOSE: To facilitate pollution control of solid waste e.g enforcement, education and awareness,</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Promote education and awareness 2. Manage waste rural removals
<p>1 Regional Municipal Waste Officer JL5</p> <p>2 Waste Management Officer: Education and Awareness JL6</p> <p>2 Waste Management Officer: Rural Removals JL6</p>

<p align="center">SECTION: NORTH REGION</p> <p>PURPOSE: To facilitate waste minimization of solid waste e.g recycling, composting</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Recycling of solid waste 2. Composting of solid waste
<p>1 Regional Waste Management Officer JL5</p> <p>2 Waste Management Officer: Oversight and Enforcement JL6</p> <p>8 Senior Team Leader/Supervisor Driver JL12</p> <p>62 Senior Labourer JL17</p>

<p align="center">SECTION: SOUTH REGION</p> <p>PURPOSE: To facilitate collection, transportation, treatment and disposal of solid waste</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide collection and transportation services of solid waste 2. Provide treatment and disposal services of solid waste
<p>1 Regional Waste Management Officer JL5</p> <p>2 Waste Management Officer: Oversight and Enforcement JL6</p> <p>4 Senior Team Leader/Supervisor Driver JL12</p> <p>59 Senior Labourer JL17</p>

<p>DIVISION: LIBRARY SERVICES PURPOSE: To manage Library Services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage the procurement, lending and use of library material 2. Manage user education and promote reading 3. Provide support in the establishment of school and community libraries
<p>1 Manager JL3</p>

<p>SECTION: TZANEEN, HAENETSBURG AND RUNNYMEDE PURPOSE: To render a library and information service to Tzaneen, Haenertzburg and Runnymede.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Render the procurement, lending and use of library material 2. Render user education and promote reading 3. Provide support in the establishment of school and community libraries
<p>1 Senior Librarian: Tzaneen, Haenertsburg and Runnymede JL6 3 Librarian: Tzaneen JL8 1 Librarian: Haenertsburg JL8 2 Librarian: Runnymede JL8 4 Library Assistant: Tzaneen JL9 2 Library Assistant: Haenertsburg JL9 2 Library Assistant: Runnymede JL9</p>

<p>SECTION: LETSITELE, SHILUVANE AND MULATI PURPOSE: To render a library and information service to Letsitele, Shiluvane and Mulati.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Render the procurement, lending and use of library material 2. Render user education and promote reading 3. Provide support in the establishment of school and community libraries
<p>1 Senior Librarian: Letsitele, Shiluvane & Mulati JL6 1 Librarian: Letsitele JL8 1 Librarian: Mulati JL8 2 Librarian: Shiluvane JL8 2 Library Assistant: Letsitele JL9 2 Library Assistant: Mulati JL9 3 Library Assistant: Shiluvane JL9</p>

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

<p style="text-align: center;">DIVISION: ENVIRONMENTAL HEALTH AND FACILITY CLEANING</p> <p>PURPOSE: To manage Environmental Health and Facility Cleaning services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none">1. Manage Environmental Health Services2. Manage Facility Cleaning Services
<p>1 Manager JL3</p> <p>1 Senior Environmental Health Practitioner JL4</p> <p>1 Superintendent JL5</p> <p>4 Environmental Health Practitioner JL5</p> <p>3 Administrator JL12</p> <p>2 Team Leader JL13</p> <p>3 Malaria and Pest Control Worker JL16</p> <p>24 Senior Labourer JL17</p>

DIVISION: SAFETY AND SECURITY

PURPOSE: To Provide Safety and Security Services

FUNCTIONS

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

1 Manager JL3

1 Safety and Security Officer JL5

2 Sergeant-at-Arms JL8

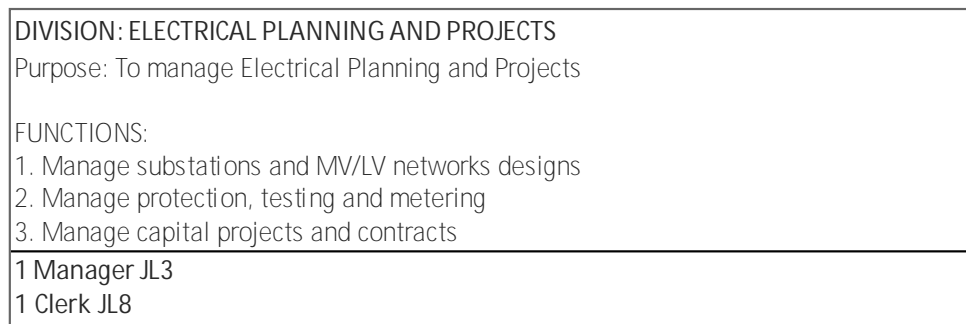
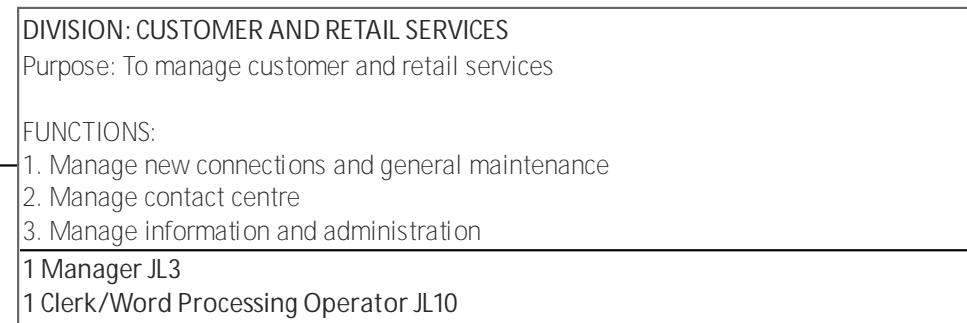
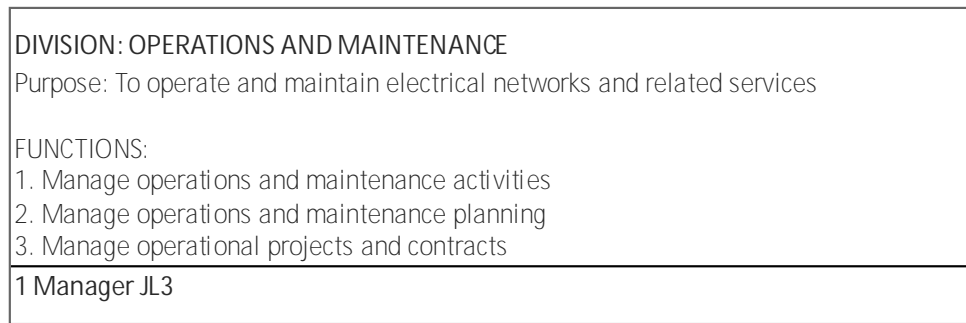
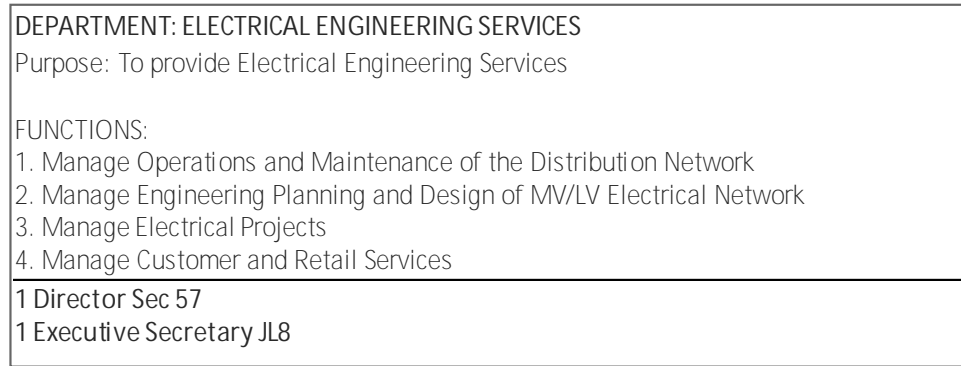
1 Social Crime Prevention Officer: Relela JL8

1 Social Crime Prevention Officer: Runnymede JL8

1 Social Crime Prevention Officer: Bulamahlo JL8

1 Social Crime Prevention Officer: Lesedi JL8

1 Clerk JL8



SEE PAGE 6.2

SEE PAGE 6.3

DIVISION: OPERATIONS AND MAINTENANCE
 Purpose: To operate and maintain electrical networks and related services

FUNCTIONS:
 1. Manage operations and maintenance activities
 2. Manage operations and maintenance planning
 3. Manage operational projects and contracts

1 Manager JL3

SECTION: OPERATIONS AND MAINTENANCE EAST
 Purpose: To render operations and maintenance services

Functions:
 1. Control over machinery, equipment, tools and material
 2. Perform electrical infrastructure construction and operations activities
 3. Operate the electrical distribution network
 4. Perform operational projects and contacts

1 Superintendent: Operations JL5
 6 Foreman/Electrician JL6
 6 Artisan Assistant JL14
 1 Electrical Trade Worker JL15

SECTION: OPERATIONS AND MAINTENANCE WEST
 Purpose: To render operations and maintenance services

Functions:
 1. Control over machinery, equipment, tools and material
 2. Perform electrical infrastructure construction and maintenance activities
 3. Operate the electrical distribution network
 4. Perform operational projects and contacts

1 Superintendent JL5
 6 Foreman/Electrician JL6
 1 Electrical Trade Worker JL10
 6 Artisan Assistant JL14

SECTION: MAINTENANCE TEAM
 Purpose: To render maintenance services

Functions:
 1. Control over machinery, equipment, tools and material
 2. Perform electrical infrastructure construction and maintenance activities
 3. Operate the electrical distribution network
 4. Perform operational projects and contacts

1 Foreman JL6
 2 Senior Machine Operator JL11
 6 Senior Team Leader JL12
 1 Senior Linesman: JE
 8 Linesman: JL8
 6 Machine Operator JL16
 53 Senior Labourer JL17

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 JL5
 2 Scheduler JL7
 1 Clerk: Planning Support JL8

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

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

1 Manager JL3
1 Clerk/Word Processing Operator JL10

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

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

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

SECTION: CONTACT CENTRE
 Purpose: To manage contact centre

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

1 Foreman Electrician JE
5 Control Room Operator JL8

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

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

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

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

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

1 Manager JL3
 1 Clerk JL8

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

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

1 Senior Electrical Engineering Technician JL4
 2 Electrical Engineering Technician JL5
 1 Senior Electrical Trade Worker JE
 2 Senior Artisan Assistant JL12
 1 Artisan Assistant JL14

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

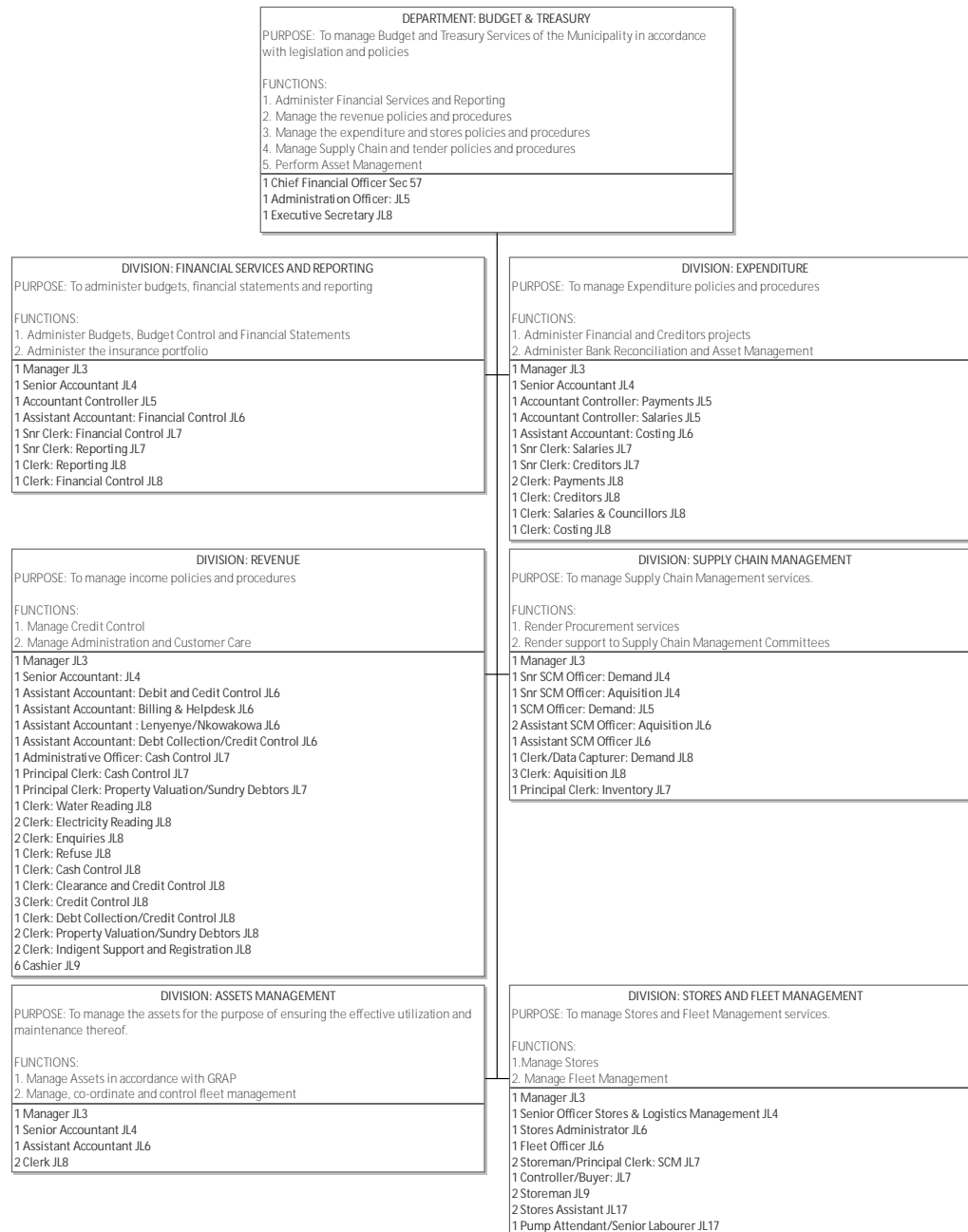
Functions:
 1. Manage electrical protection on the network
 2. Perform testing and monitoring of the network
 3. Provide support with designs of MV/LV networks

1 Senior Electrical Engineering JL4
 2 Electrical Engineering Technician JL6
 1 Senior Electrical Trade Worker JE
 2 Senior Artisan Assistant JL12

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

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

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



DEPARTMENT: CORPORATE SERVICES
 PURPOSE: To provide corporate services

FUNCTIONS:

1. Provide Human Resources Management Services
2. Provide Administrative and Records Management Services
3. Provide Communication and Marketing Services
4. Provide Information Technology Services

1 Director Sec 57
1 Executive Secretary JL8

DIVISION: HUMAN RESOURCES MANAGEMENT
 PURPOSE: To provide Human Resources Services

FUNCTIONS:

1. Manage Training and Development services
2. Provide Organisational Development services.
3. Manage Employee Performance Management System services
4. Manage Labour Relations
5. Provide HR Provisioning support services
6. Render Occupational Health & Safety and Employee Health & Wellness.

1 Manager JL3
1 HR Administration Clerk JL10

SEE PAGE 8.1

DIVISION: ADMINISTRATION AND COUNCIL SUPPORT
 PURPOSE: To provide administrative and records management services

FUNCTIONS:

1. Render administrative support services
2. Render records and information management
3. Render Municipal Public Account Committee

1 Manager JL3

SEE PAGE 8.2

DIVISION: COMMUNICATIONS AND MAKERTING SERVICES
 PURPOSE: To render communication and marketing services

FUNCTIONS:

1. Render internal and external communication services
2. Coordinate marketing, branding, events and public relations

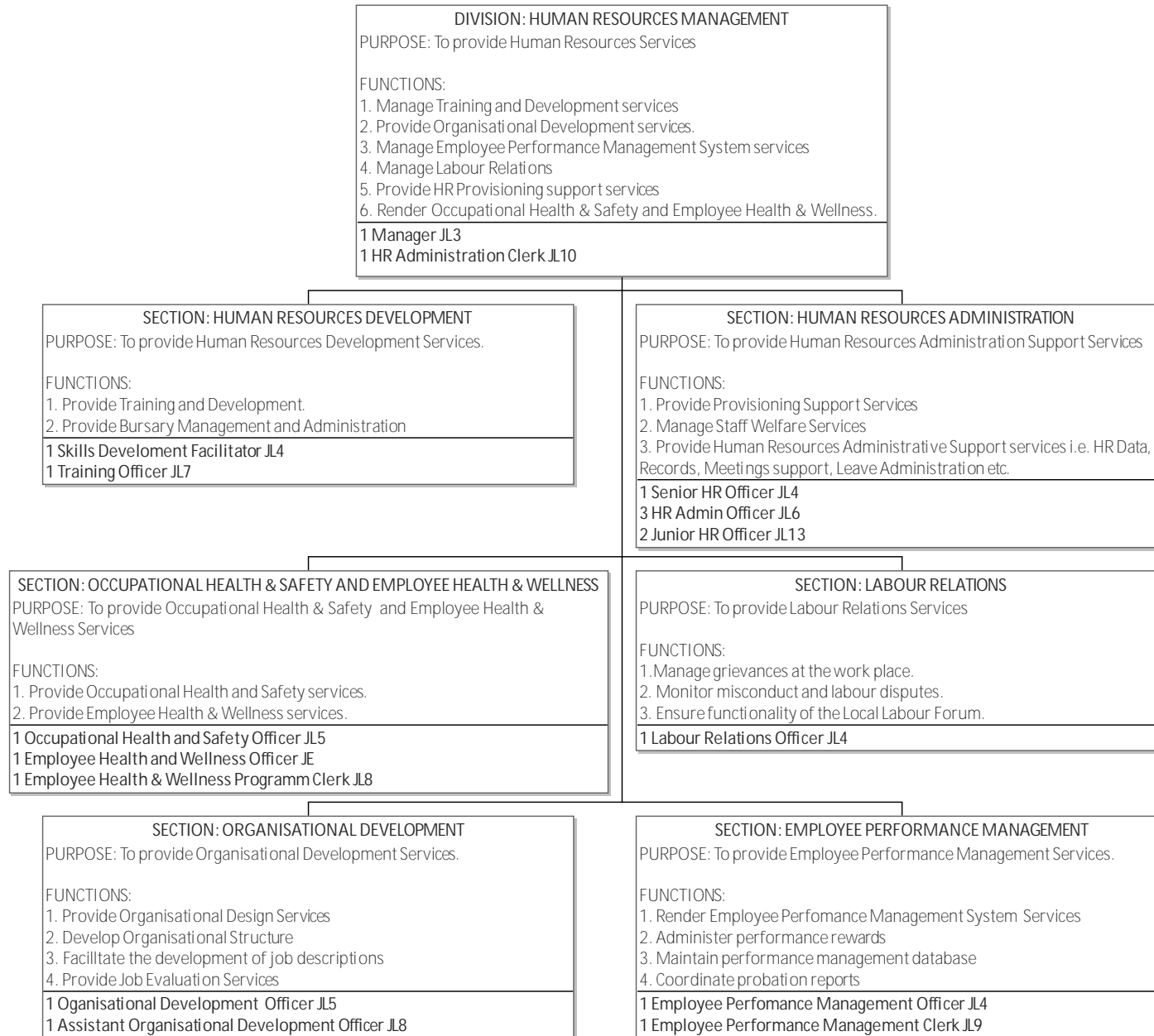
1 Manager JL3
1 Snr Communications Officer JL4
1 Communications Officer: External and Internal Communications JL6
2 Assistant Communications Officer: Media Liaison JL8
2 Assistant Communications Officer: Marketing and Branding JL8
1 Administration Clerk/Receptionist JL8

DIVISION: INFORMATION TECHNOLOGY
 PURPOSE: To manage Information Technology Services

FUNCTIONS:

1. Manage allocation, installation and usage of IT equipment and software.
2. Manage network access and usage
3. Ensure that Municipal ICT software, network and equipment complies with relevant standards and regulations
4. Maintain and monitor daily, weekly and monthly backend processing procedures including 'housekeeping' and system backups in all Servers.
5. Enforce adherence to the information technology and security policies.

1 Manager JL3
2 Database Administrator (Technical & Software and Networking & Security) JL5
2 IT Technician (Technical & Software and Networking & Security) JL8
1 IT Administration Clerk JL8



DIVISION: ADMINISTRATION AND COUNCIL SUPPORT
 PURPOSE: To provide administrative and records management services

FUNCTIONS:
 1. Render administrative support services
 2. Render records and information management
 3. Render Municipal Public Account Committee

1 Manager JL3

SECTION: RECORDS MANAGEMENT SERVICES
 Purpose: To render records and information management

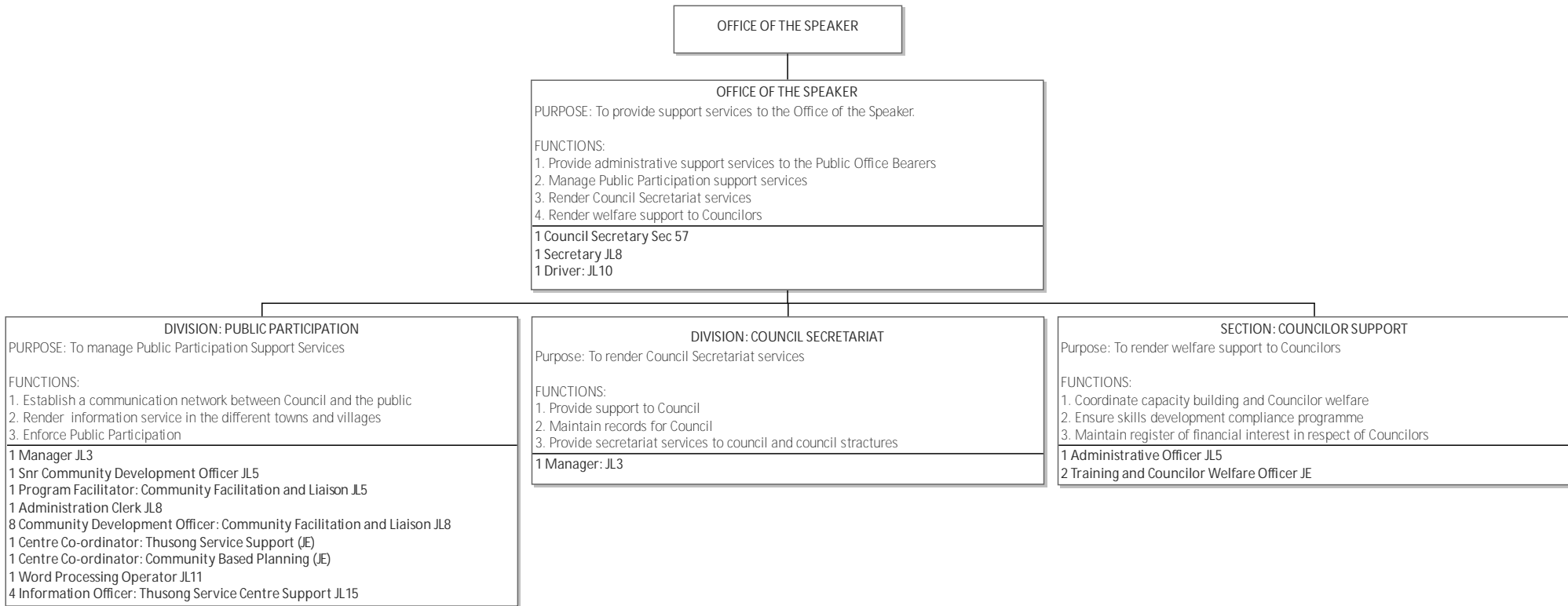
Functions:
 1. Administer record-keeping system
 2. Administer information management

1 Administrative Officer: JL5
 1 Senior Administration Clerk: JL8
 1 Switchboard Operator: JL9
 1 Word Processing Operator: JL10
 2 Driver JL10
 2 Senior Records Clerk: JL11
 2 Data Capturing Clerk: JL13
 1 General Assistant Messenger: JL14
 2 Messenger: JL15

SECTION: MPAC AND COMMITTEE SERVICES
 Purpose: To render MPAC and committee services

Functions:
 1. Develop processes and procedures for MPAC operations
 2. Advice MPAC on possible corrective measures
 3. Provide committee services

1 MPAC Researcher: JL4
 4 Principal Clerk: Committtee Services JL6
 1 MPAC Secretary/Principal Clerk: JL8



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