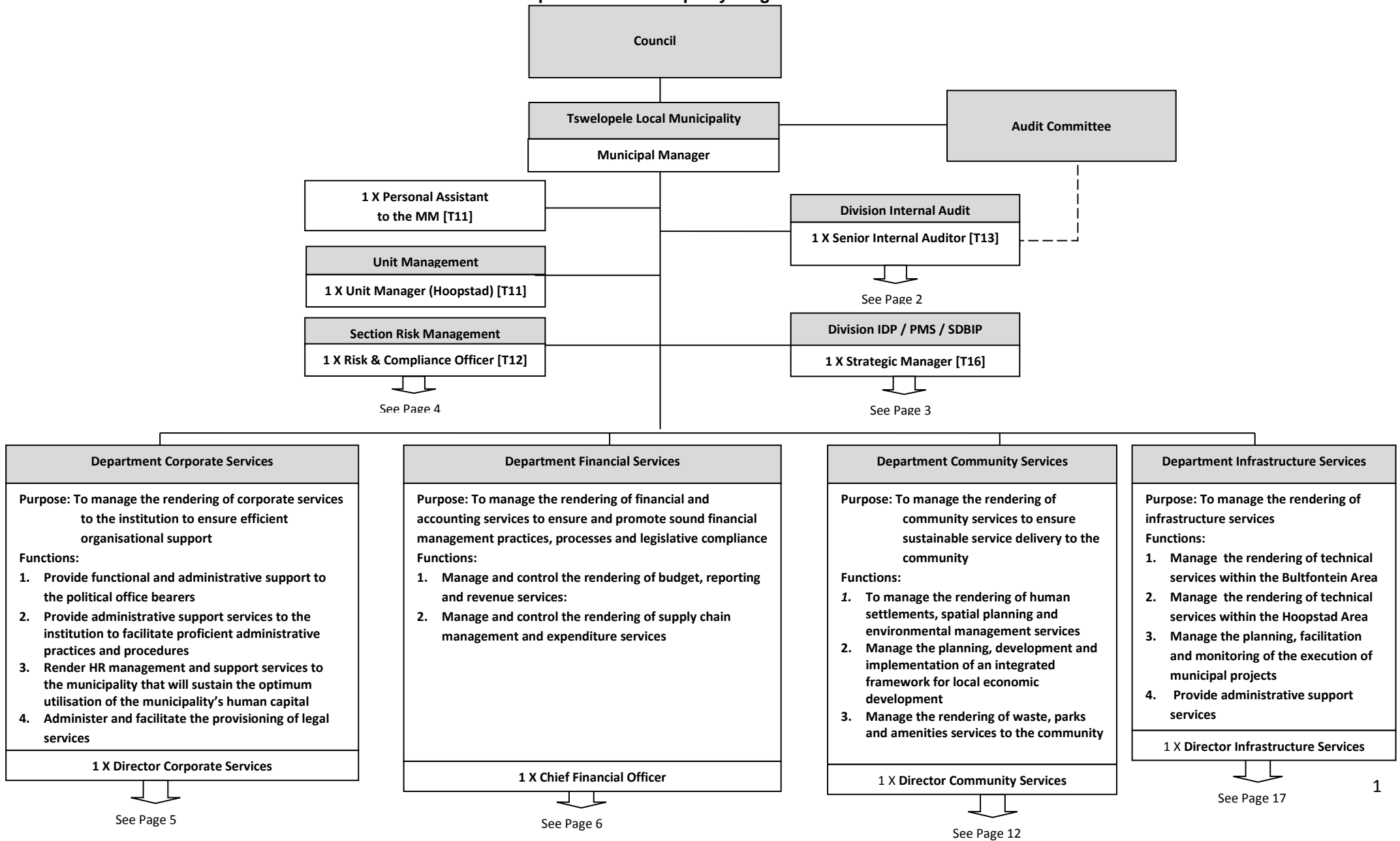
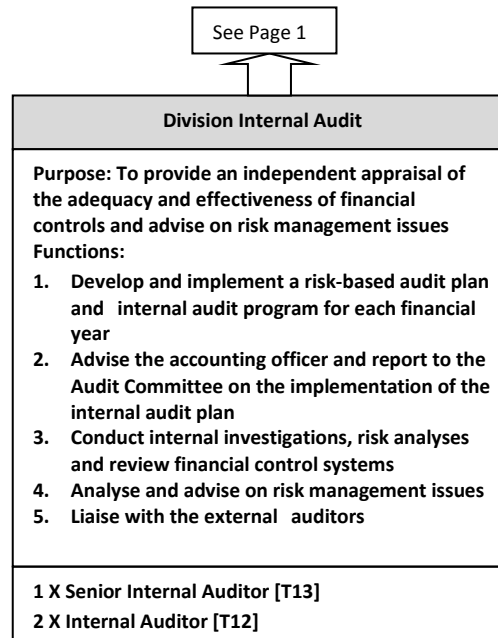


**Tswelopele Local Municipality: Organisational Structure**



**Tswelopele Local Municipality: Organisational Structure  
Office of the Municipal Manager, Division Internal Audit**



**Tswelopele Local Municipality: Organisational Structure**  
**Office of the Municipal Manager, Division Integrated Development Planning (IDP) /**  
**Performance Management System (PMS) / Service Delivery Based Implementation Plan**

See Page 1



Division IDP / PMS / SDBIP
<p><b>Purpose:</b> To develop and coordinate the IDP, PMS and SDBIP processes</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Guide and direct planning and logistical arrangements of the IDP processes including:</b> <ul style="list-style-type: none"> <li>• Develop and coordinate the IDP processes</li> <li>• Integrate organisational management activities with the strategic planning process</li> <li>• Monitor and report on the implementation of the IDP and annual reports</li> <li>• Ensure participation in IDP processes</li> </ul> </li> <li>2. <b>Develop and coordinate institutional performance management system (PMS) and SDBIP including:</b> <ul style="list-style-type: none"> <li>• Develop, maintain and monitor the institutional PMS</li> <li>• Operate and manage the system throughout the planning, performance review and reporting stages</li> <li>• Ensure legislative compliance of the PMS</li> <li>• Monitor and evaluate service delivery and strategic projects</li> <li>• Prepare and submit reports</li> <li>• Coordinate and implement SDBIP processes</li> </ul> </li> <li>3. <b>Support high-level strategic and operational interfaces and activities</b></li> </ol>
<p>1 X Strategic Manager [T16]                      1 X PMS / IDP Officer [T11]</p>

**Tswelopele Local Municipality: Organisational Structure  
Office of the Municipal Manager, Section Risk Management**

See Page 1

**Section Risk Management**

**Purpose: To Identify and monitor potential risk areas, to detect and assesses the implications of trends and deviations within various occupational areas and advice to eliminate and/or minimise potential risks.**

**Functions:**

1. Guides / support management pertaining to area of expertise' related risks and advice on management thereof.
2. Contributes to and supports the municipality with the establishment and maintenance of effective, efficient and transparent risk management systems and internal controls.
3. Contributes to and supports the municipality with the implementation of a risk management- and fraud prevention plans.
4. Contributes to and supports the Municipality with regular risk assessments and ensuring that risks management are prioritized according to highest versus lowest potential risk.
5. Mitigates risks in accordance with the prioritization of risk and ensure risks minimization.
6. Analyses the internal audit and audit committee reports and advice on possible management interventions to curb occurrence of such risks and audit findings within the municipality

**1 X Risk & Compliance Officer [T12]**

Tswelopele Local Municipality: Organisational Structure: Department Corporate Services

See Page 1

Department Corporate Services

**Purpose:** To manage the rendering of corporate services to the institution to ensure efficient organisational support

**Functions:**

1. Provide functional and administrative support to the political office bearers
2. Provide administrative support and auxiliary services
3. Provide human resources management, legal and OHSA services
4. Manage the provisioning of library and information services to the municipality's communities

1 X Director Corporate Services.

Section Councillor Support

**Purpose:** Provide functional and administrative support to the political office bearers

**Functions:**

1. Coordinate the rendering of special programs (Youth dev., women, HIV/Aids, aged and disability) including planning, setting targets, resources, mainstreaming of youth development and evaluating performance
2. Provide administrative, secretarial and logistics support to the Offices of the Executive Mayor and Speaker
3. Provide close protection and transport services to the Political Office Bearers
4. Works with community stakeholders to provide information, assists and supports community communication and development
5. Liaise and manage the services rendered by CDW's

**OFFICE OF THE MAYOR**

- 1 X Personal Assistant (Mayor) [T8]
- 1 X Special Program Coordinator [T10]
- 1 X Youth Development Officer [T10]
- 1 X Official Driver / Body Guard (Mayor) [T8]

**OFFICE OF THE SPEAKER**

- 1 X Office Manager [T12]
- 1 X Public Participation Officer [T7]
- 1 X Official Driver (Speaker) [T6]

Division Administration and Support Services

**Purpose:** To provide administrative support and auxiliary services

**Functions:**

1. Provide administrative and committee services
2. Provide auxiliary services (Records, reception, switchboard, reprographics, messaging and cleaning services)
3. Manage the provisioning of information and technology services with regard to operations and support services

- 1 X Manager: Admin and Support [T16]
- 1 X IT Technician [T10]
- 1 X Snr Clerk (Committees) [T10]
- 2 X Executive Secretary [T7]
- 1 X Receptionist / Switchboard Operator [T5]
- 1 X Driver / Messenger [T6]
- 4 X General Assistant (Cleaner / Messenger) [T3]
- 2 X General Assistant (Cleaner / Messenger) (Hoopstad and Tikwana) [T3]
- 1 X General Assistant (Cleaner / Messenger) (Bultfontein)

Division Human Resources and Legal Services

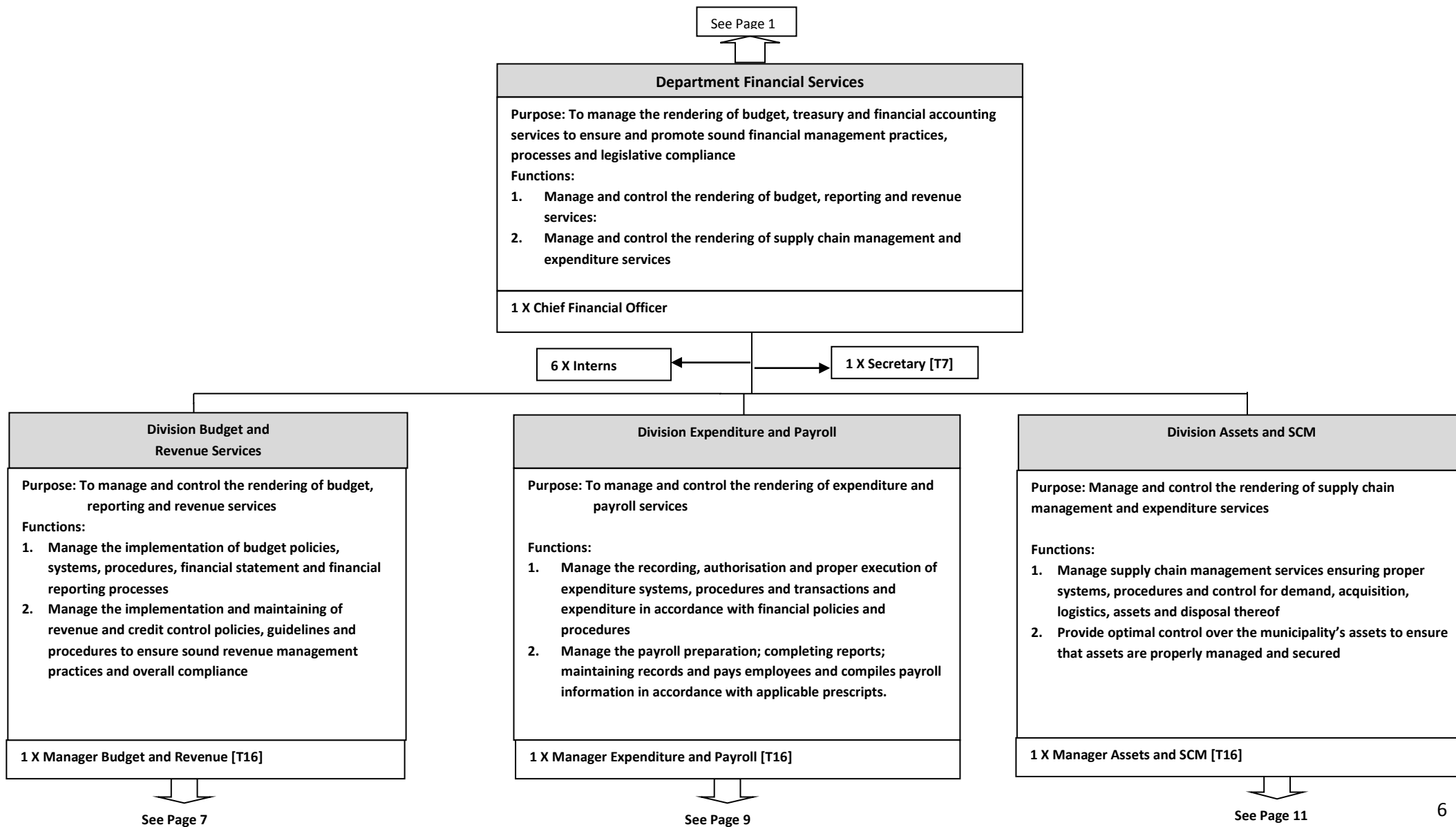
**Purpose:** Provide human resources management, legal and OHSA services

**Functions:**

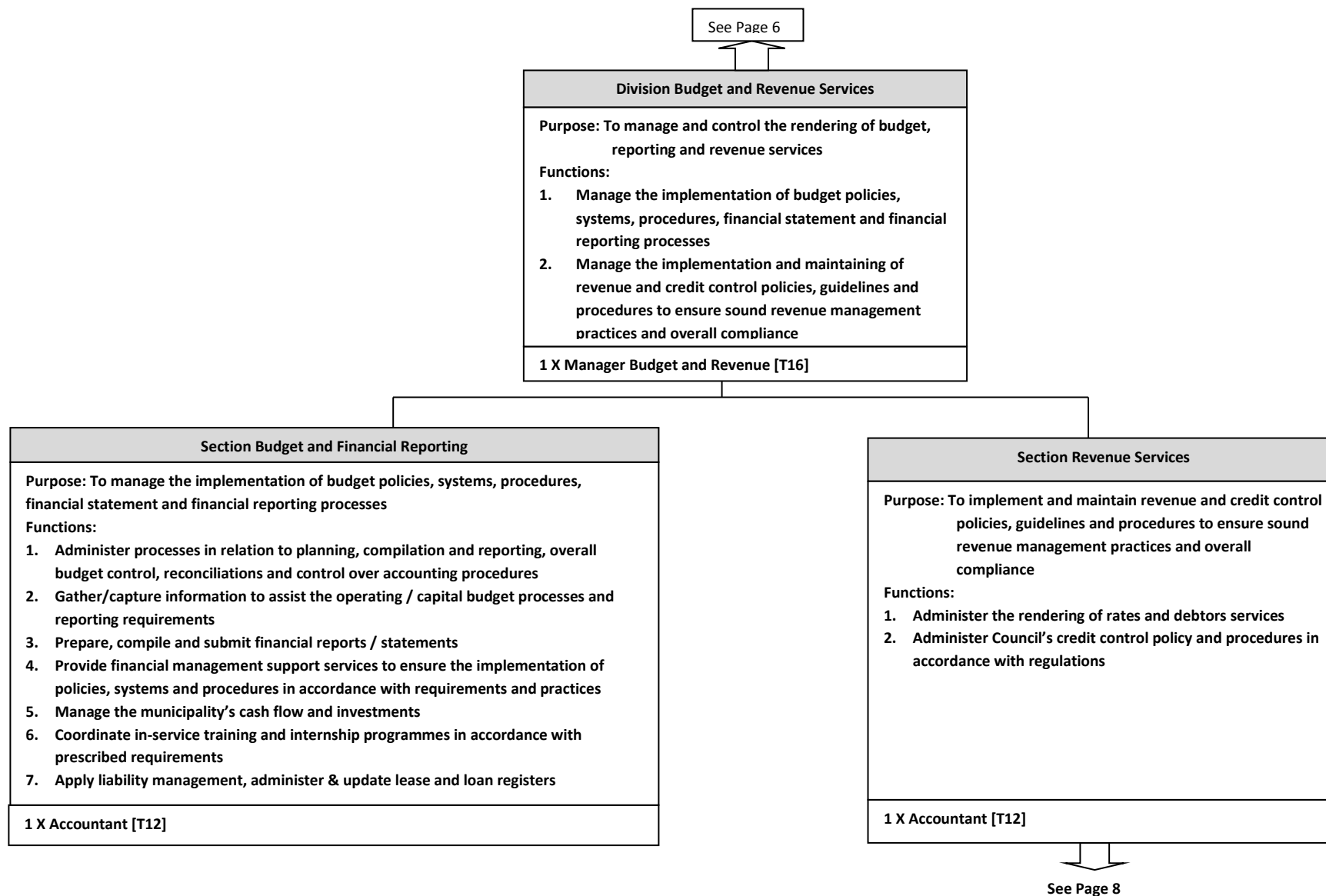
1. Provide human resources administration services
2. Provide skills development, employee wellness and labour relations services
3. Manage legal services / contract management on behalf of the municipality
4. Provide occupational health and safety services

- 1 X Manager: Human Resources and Legal Services [T16]
- 1 X Human Resources Officer SDF [T11]
- 1 X Human Resources Officer [T11]
- 1 X Health & Safety Officer [T11]

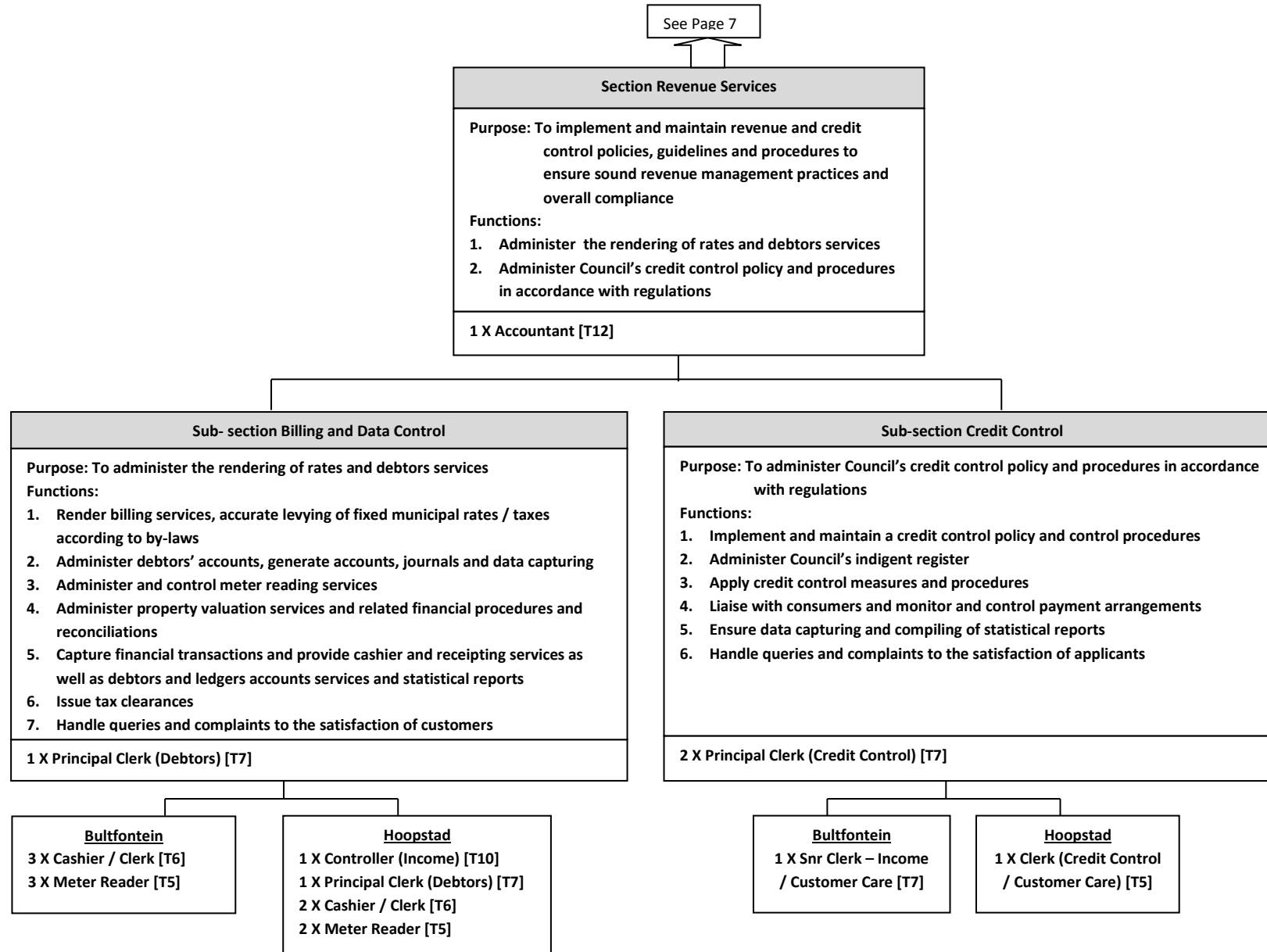
Tswelopele Local Municipality: Organisational Structure: Department Financial Services



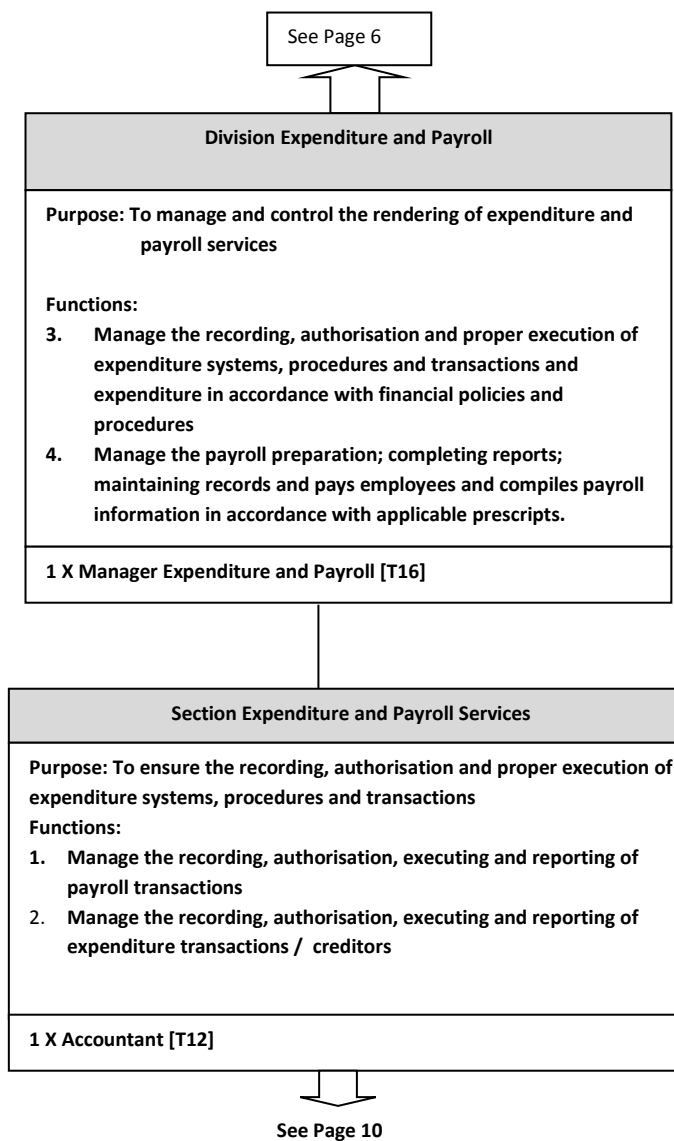
**Tswelopele Local Municipality: Organisational Structure: Department Financial Services, Division Budget and Revenue Services**



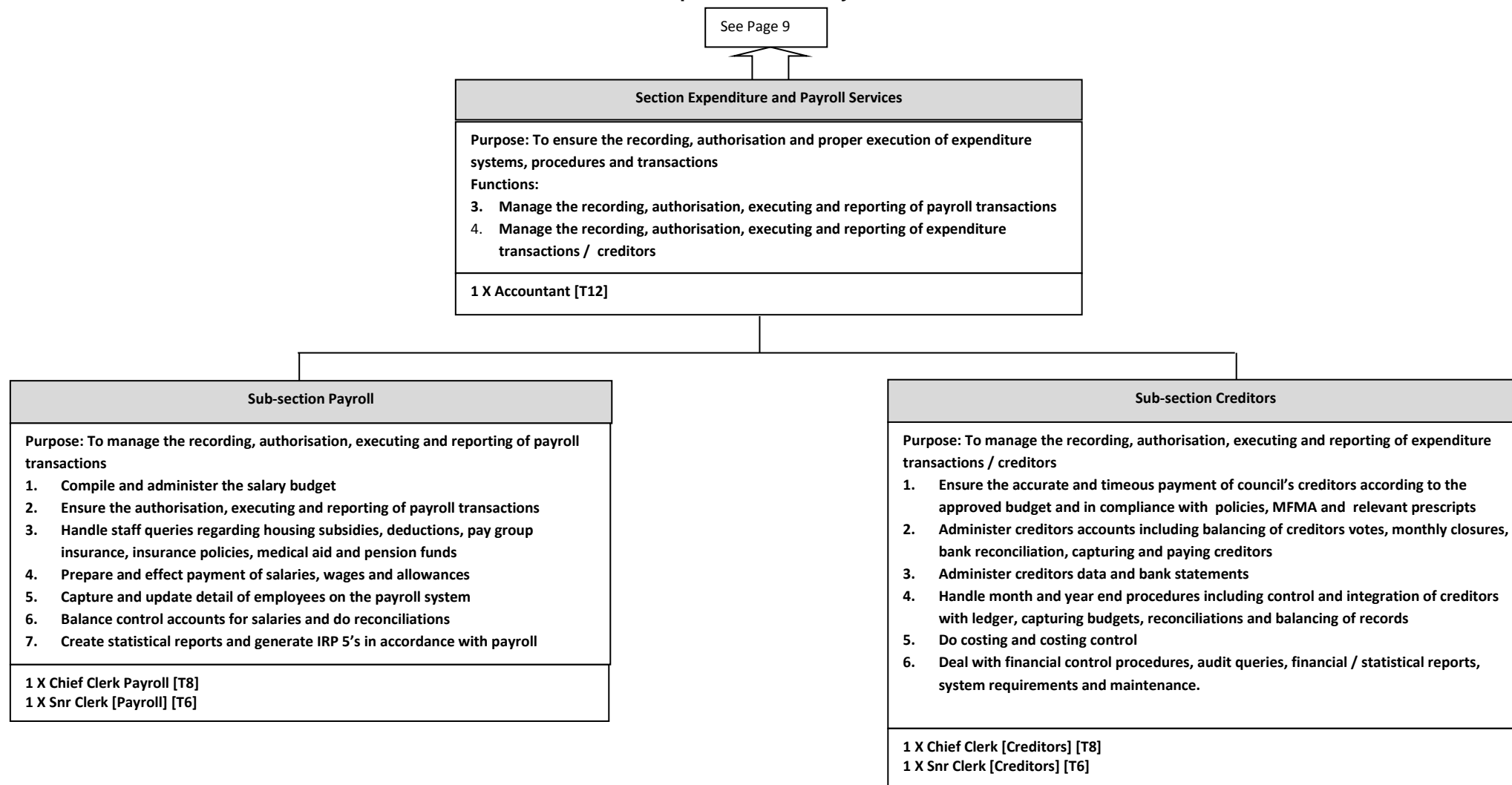
**Tswelopele Local Municipality: Organisational Structure: Department Financial Servicers,  
Division Budget and Revenue Services. Section Revenue Services**







**Tswelopele Local Municipality: Organisational Structure Department Financial Services,  
Division Expenditure and Payroll Services**



**Tswelopele Local Municipality: Organisational Structure Department Financial Services,  
Division Asset and Supply Chain Management**

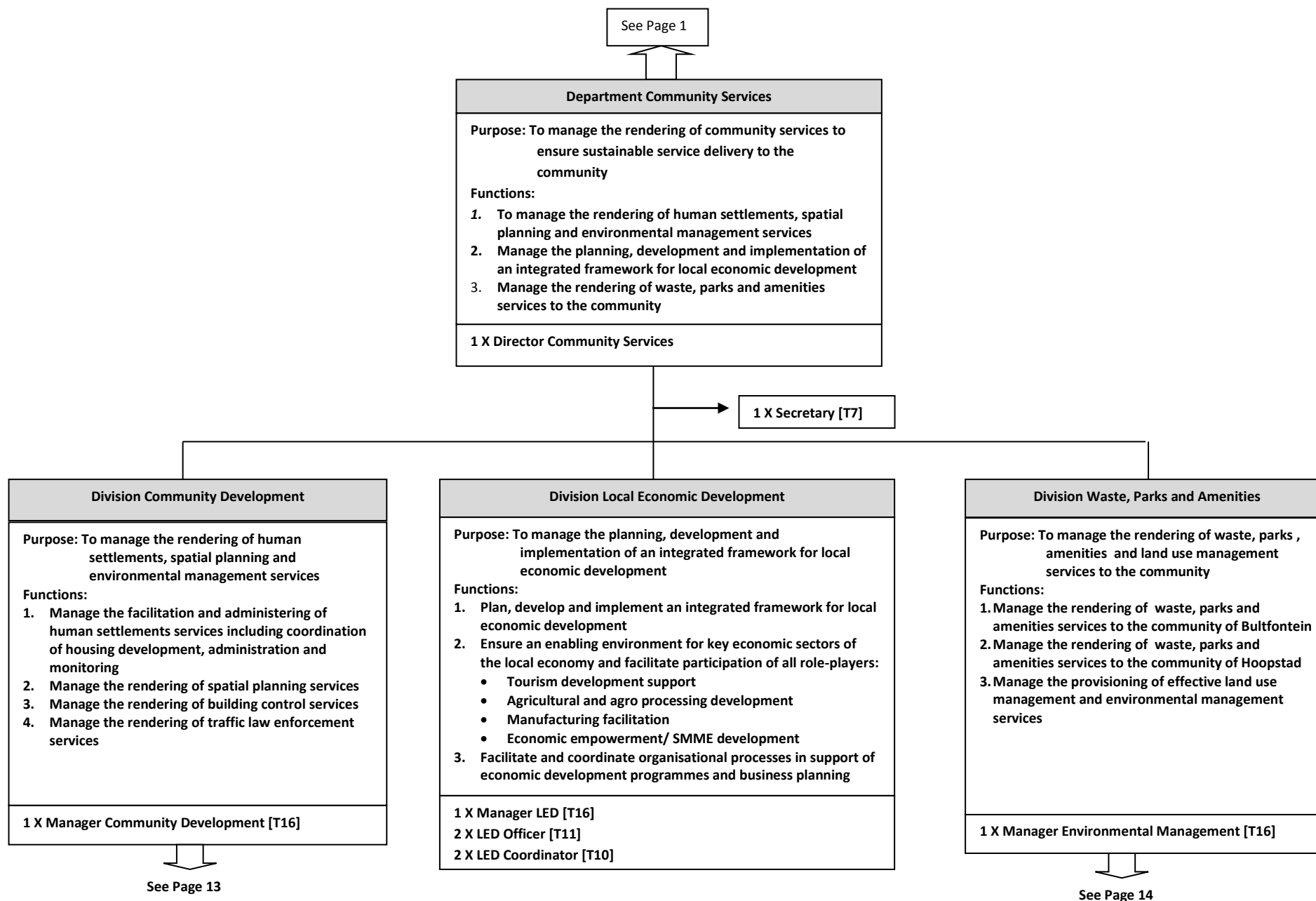
See Page 6

<b>Division Assets and Supply Chain Management</b>
<p><b>Purpose:</b> Manage and control the rendering of supply chain and asset management.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage supply chain management services ensuring proper systems, procedures and control for demand, acquisition, logistics, assets and disposal thereof.</li> <li>2. Provide optimal control over the municipality's assets to ensure that assets are properly managed and secured</li> </ol>
<p>1 X Manager SCM and Assets [T16]</p>

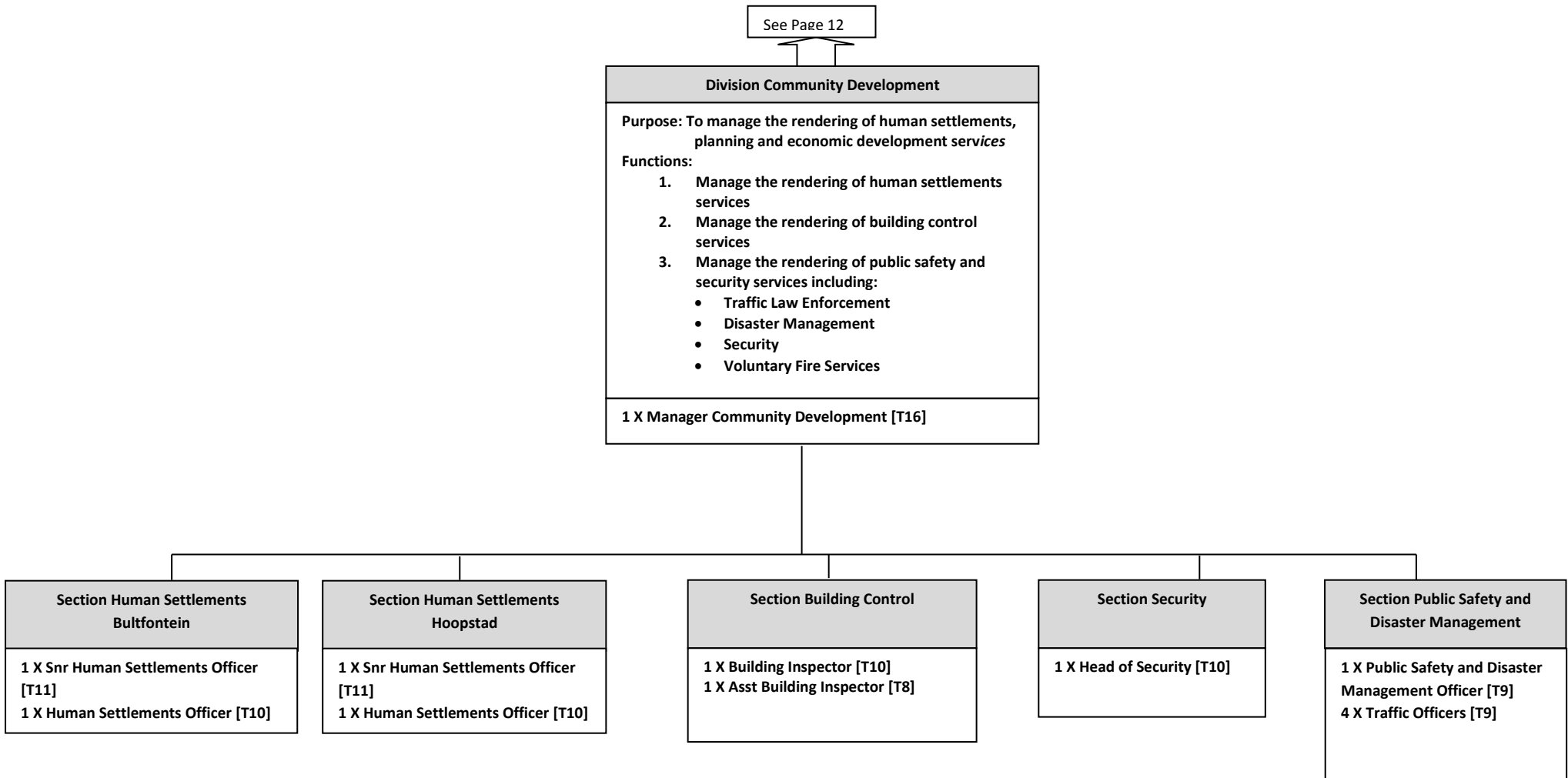
<b>Section Supply Chain Management</b>
<p><b>Purpose:</b> To manage supply chain management services ensuring proper systems, procedures and control for demand, acquisition, logistics, assets and disposals</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage demand procedures and acquisitions including policies, procedures, database, compliance and adherence to prescribed procurement practices</li> <li>2. Ensure that tender evaluation and contract prescript are adhered to</li> <li>3. Manage compliance, risks, performance and reporting in the supply chain management system</li> <li>4. Coordinate, control and apply logistics management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items</li> </ol>
<p>1 X Supply Chain Management Practitioner [T12] 1 X Principal Clerk Procurement [T7] 1 X Principal Clerk [T7]</p>

<b>Section Asset and Inventory Management</b>
<p><b>Purpose:</b> To provide optimal control over the municipality's assets to ensure that assets are properly managed and secured</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Compiles and maintains a fixed asset register of all the municipal assets</li> <li>2. Manage and administer procedures associated with the control of council's assets and disposal thereof</li> <li>3. Administer and monitor Council's inventory</li> <li>4. Administer the insurance of municipal assets and liabilities</li> </ol>
<p>1 X Asset Management Practitioner [T12]</p>

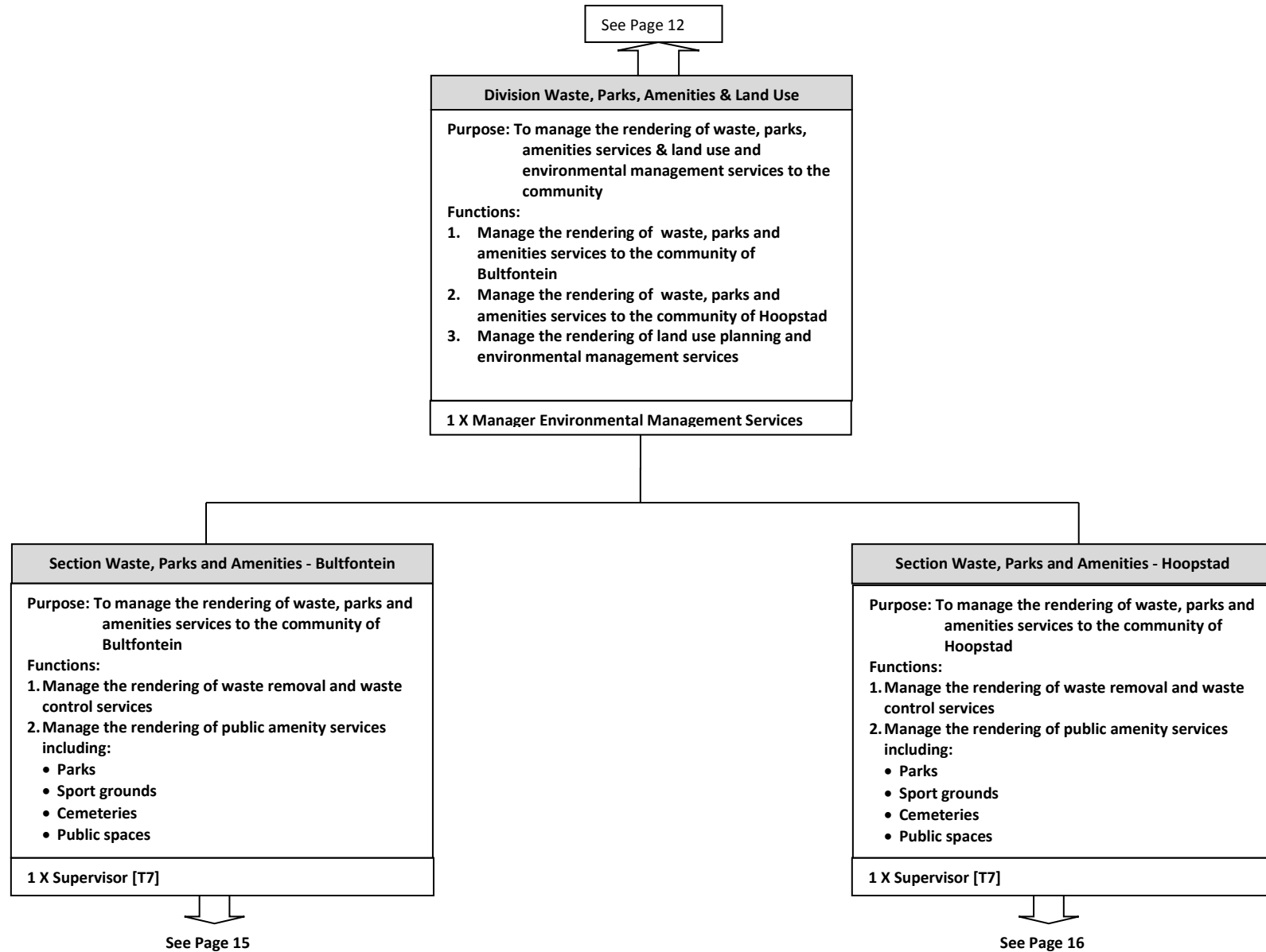
Tswelopele Local Municipality: Organisational Structure: Department Community Services, Division Community Development



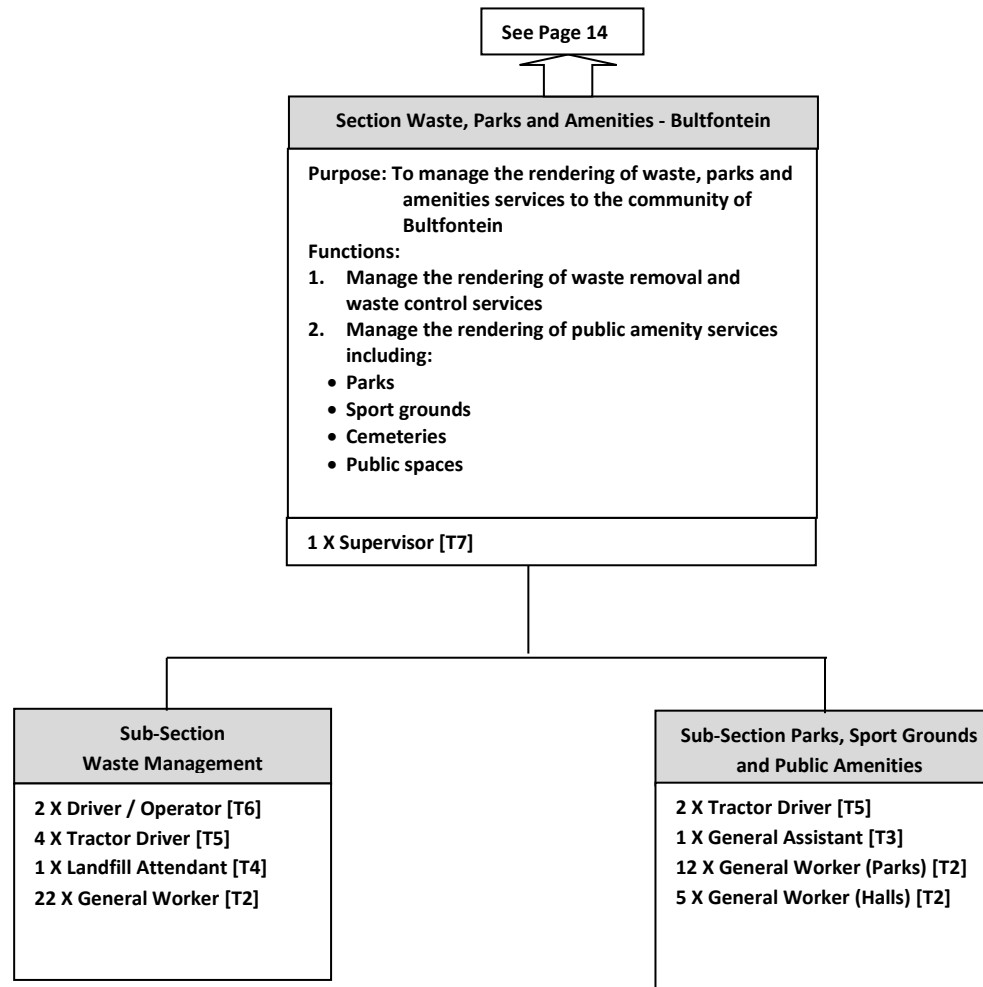
Tswelopele Local Municipality: Organisational Structure: Department Community Services, Division Community Development



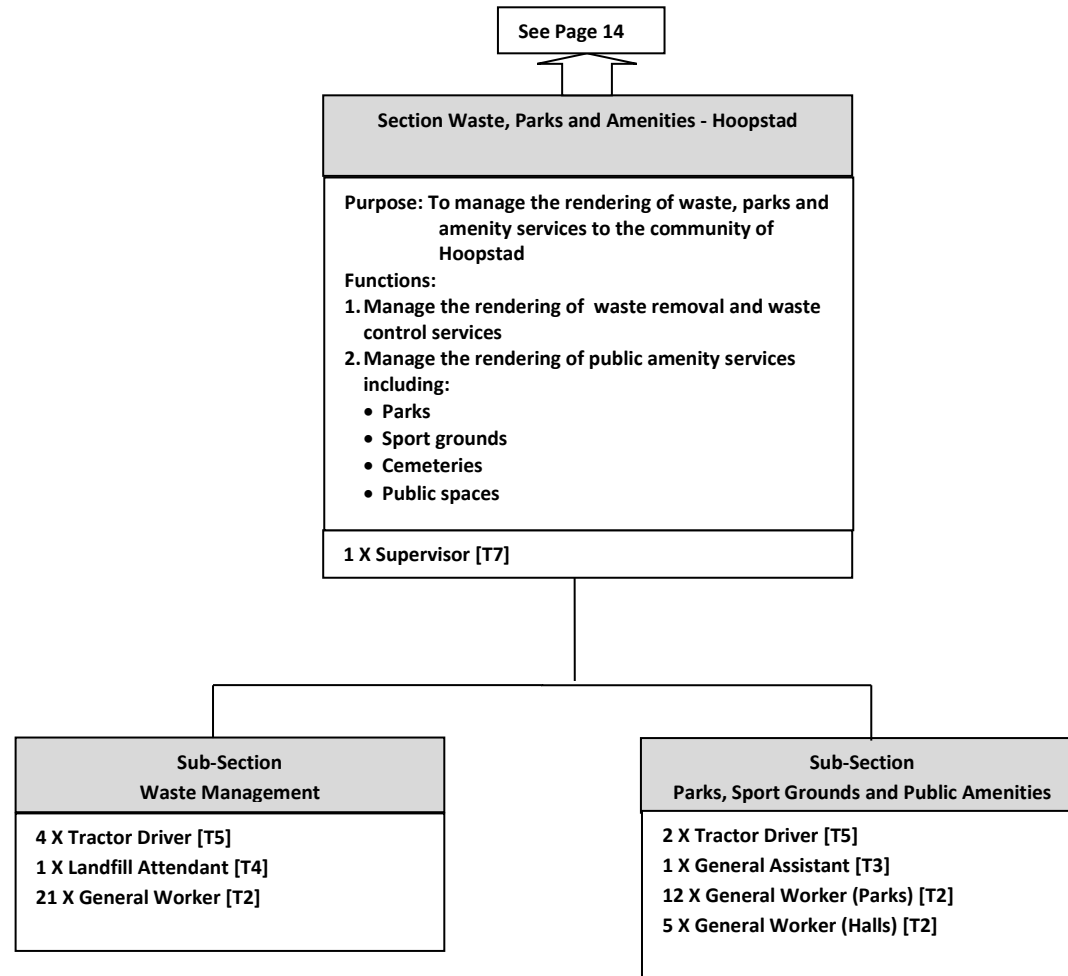
**Tswelopele Local Municipality: Organisational Structure**  
**Department Community Services, Division Waste, Parks, Amenities & Land Use- and Environmental Management Services**



**Tswelopele Local Municipality: Organisational Structure  
 Department Community Services, Division Waste, Parks and Amenities  
 Section Waste, Parks and Amenities - Bultfontein**

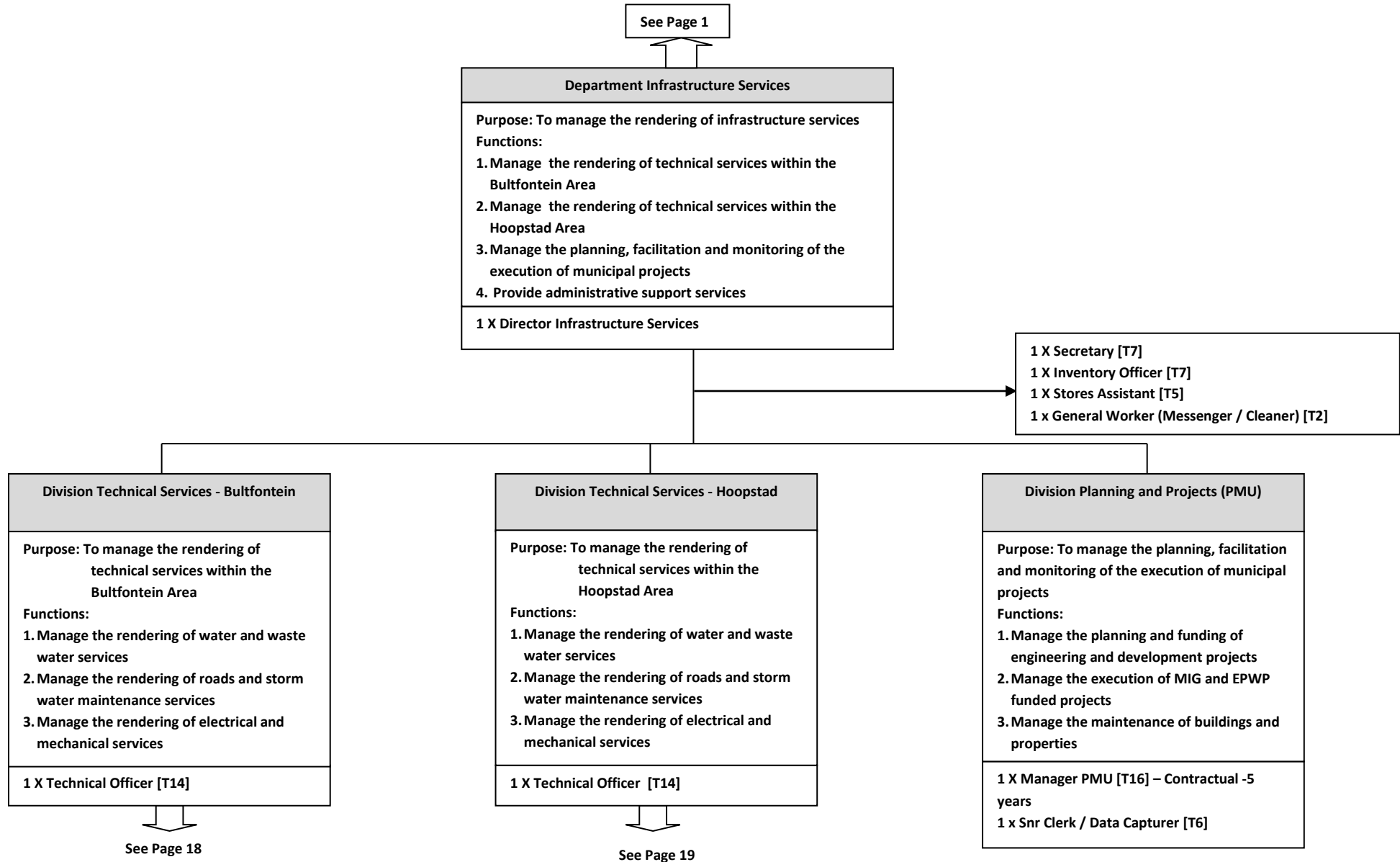


**Tswelopele Local Municipality: Organisational Structure  
 Department Community Services, Division Waste, Parks and Amenities  
 Section Waste, Parks and Amenities - Hoopstad**

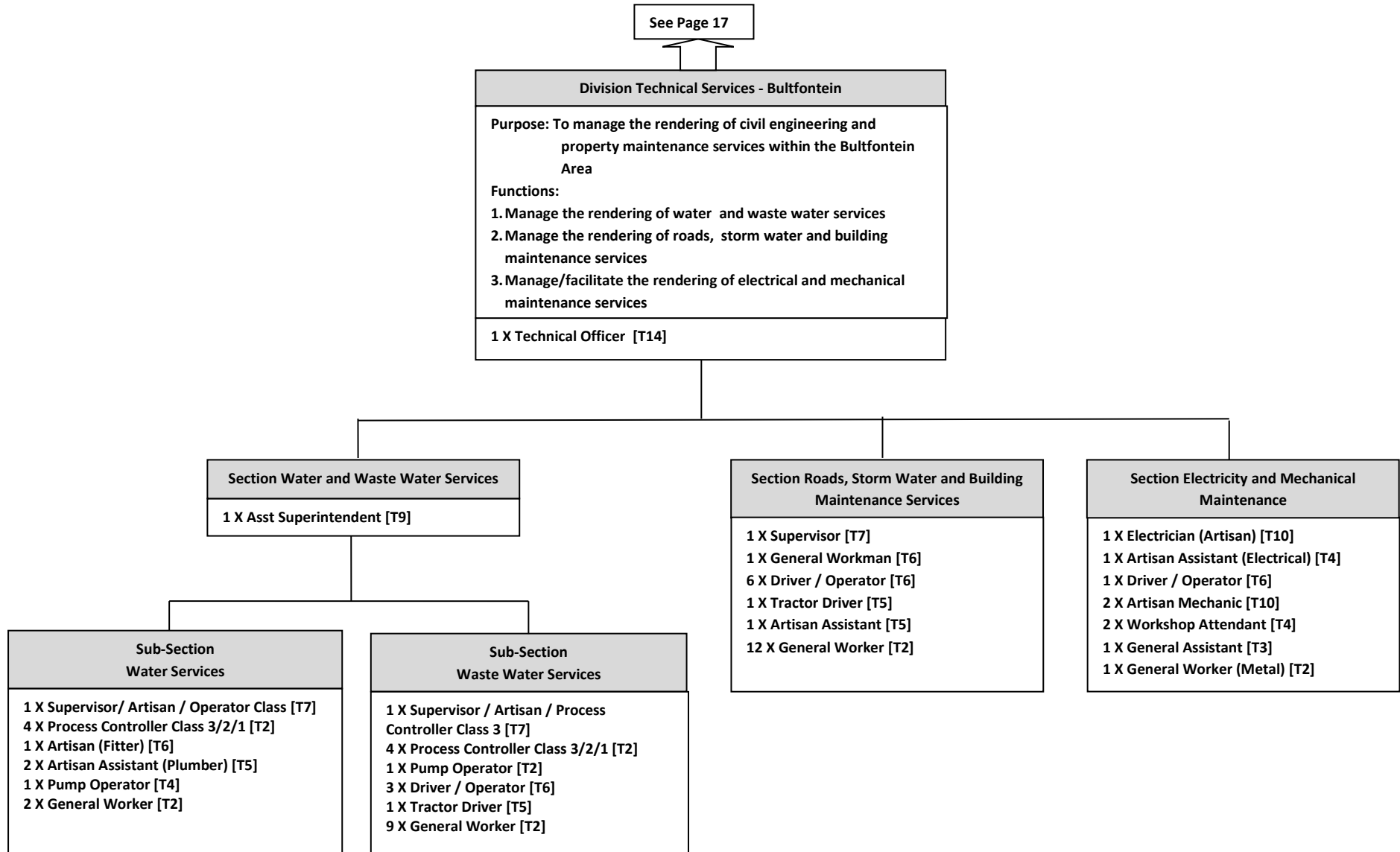




Tswelopele Local Municipality: Organisational Structure: Department Infrastructure Services



**Tswelopele Local Municipality: Organisational Structure  
Department Infrastructure Services, Division Technical Services – Bultfontein**



**Tswelopele Local Municipality: Organisational Structure  
 Department Infrastructure Services, Division Technical Services – Hoopstad**

See Page 17

