

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

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OFFICE OF THE MUNICIPAL MANAGER

OFFICE OF THE MUNICIPAL MANAGER

Purpose: To provide basic services to all our communities in a sustainable manner, to create an enabling environment to improve the quality of life of all our people and our area to become a tourist destination and a productive agricultural area.

Functions

- Render internal audit
- Render legal services
- Render Risk and Security Management
- Render PMU (Project Management Unit)
- Render Technical services to the community
 - Render community services
- Render municipal finance management services
- Render Corporate services to the Municipality
- To foster community participation and Local economic development
- To render Planning and Development.
- Render housing & electricity
- 12. Render governance
- To render Performance Management System

1 x Municipal Manager [P.0] F 1 x Secretary [P.6] F

DIVISION: PMS

PURPOSE: Render Municipal Performance Management system

FUNCTIONS:

- 1. Improve organizational performance by fostering accountability
- 2. Submission of compiled PMS report to
- 3. Assist in review of SDBIP key Indicators
- 1X Assistant Manager PMS [P4] F
- 1X PMS Officer [P8] V

DIVISION: INTERNAL AUDIT

PURPOSE Render internal audit to the municipality.

FUNCTIONS:

1. Render Risk based Audit

CORPORATE DEPORTMENT
THULAMELA MUNICIPALITY

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PRIVATE BAG X5066, THOHOYANDOU 0950

- 2. Render IT audit to the municipality
- 3. Render compliance audit
- 4. Render performance audit
- 5. Render environmental audit
- 1 x Chief Audit Executive [P.3] V

DIVISION: LEGAL SERVICES

PURPOSE: Render general legal services.

FUNCTIONS:

- 1. Institute and defend legal actions
- 2. Drafting of contracts
- 3. Providing legal opinions and advice
- 4. Development of by-laws
- 1 x Legal Services Manager [P.3] F
- 1 x Assistant Manager [P.4] F

DIVISION: RISK AND SECURITY MANAGEMENT

PURPOSE: Render risk and security management to the municipality.

FUNCTIONS:

- 1.Render risk management services
- 2. Coordinate fraud prevention activities
- 3. Coordinate back to basics
- 4. Render security services
- 1 x Chief Risk Officer [P.3] F

DIVISION: PMU

PURPOSE: To render Project management services

FUNCTIONS:

- Monitor and evaluate implementation of the IDP&SDBIP.
- Manage Municipal Capital Projects
- Manage Municipal MIG projects
- 1 x PMU Manager [P.3] F
- 1X PMU Engineer/technologist [P4] F
- 1x Data Capturer [P10] V

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

DIVISION: INTERNAL AUDIT PURPOSE: Render internal audit to the municipality. FUNCTION: 1. Render regulatory Audit 2. Render specialized Audit 3. Render Risk based Audit Render IT audit to the municipality Render compliance audit Render performance audit 1 x Chief Audit Executive [P.3] V SECTION: SPECIALISED AUDIT SECTION.REGULARITY AUDIT Purpose: Render compliance, risk-based regularity municipality audit to municipality

Functions: 1. Render Risk based audit,

2. Render compliance audit

1 x Assistant Manager [P.4] F

1 x Internal Auditor [P.5] F

1 x Assistant Internal Auditor (P6) F

Purpose. Render specialized audit to the

Functions:

- Render IT Audit.
- 2. Render Performance audit
- 3. Render Environmental audit

1 x Assistant Manager [P.4] F

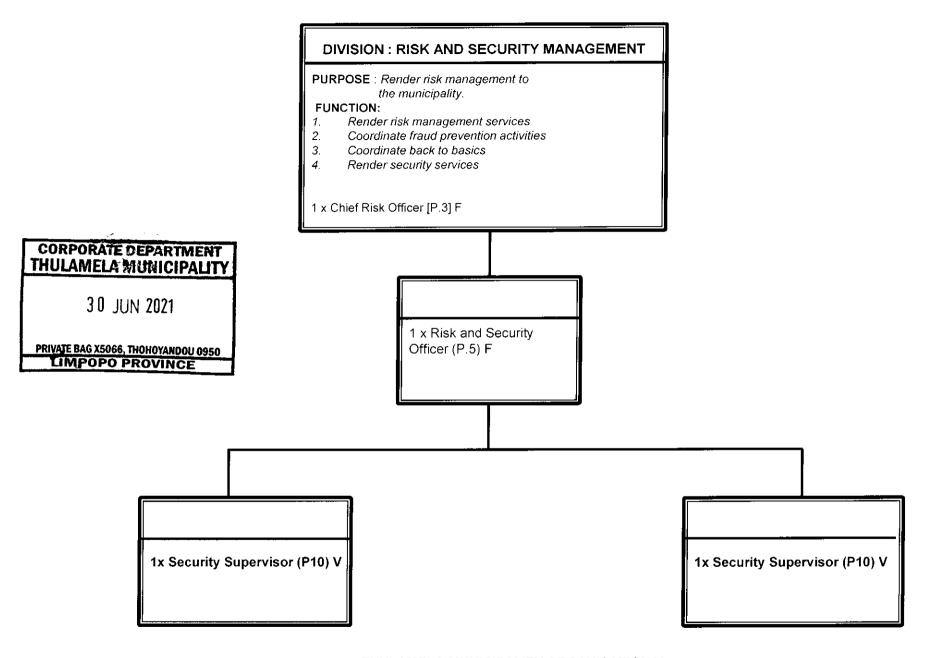
1 x Internal Auditor [P.5] V

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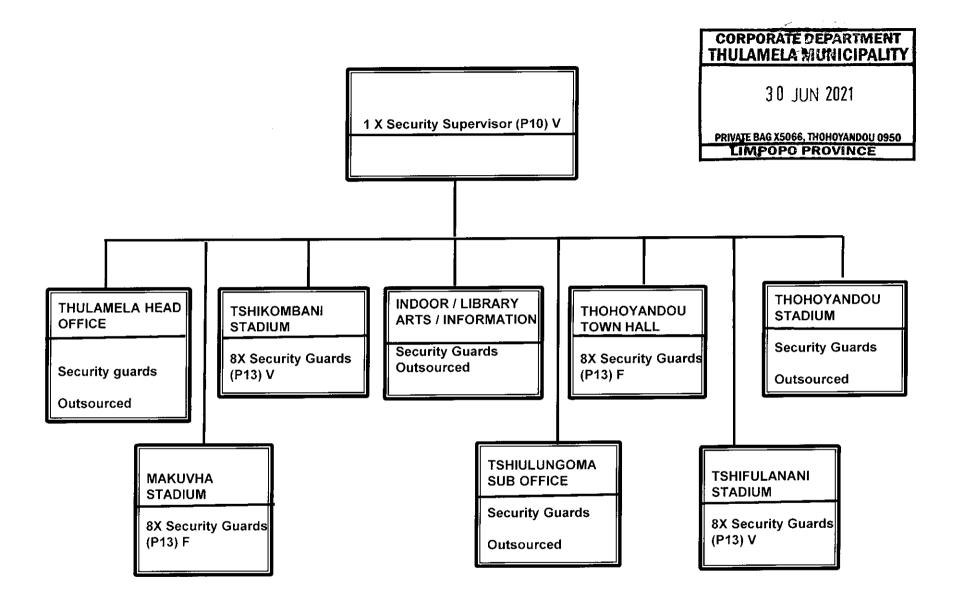
PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE

THULAMELA MUNICIPALITY **ORGANISATIONAL STRUCTURE 2021/22** FINANCIAL YEAR



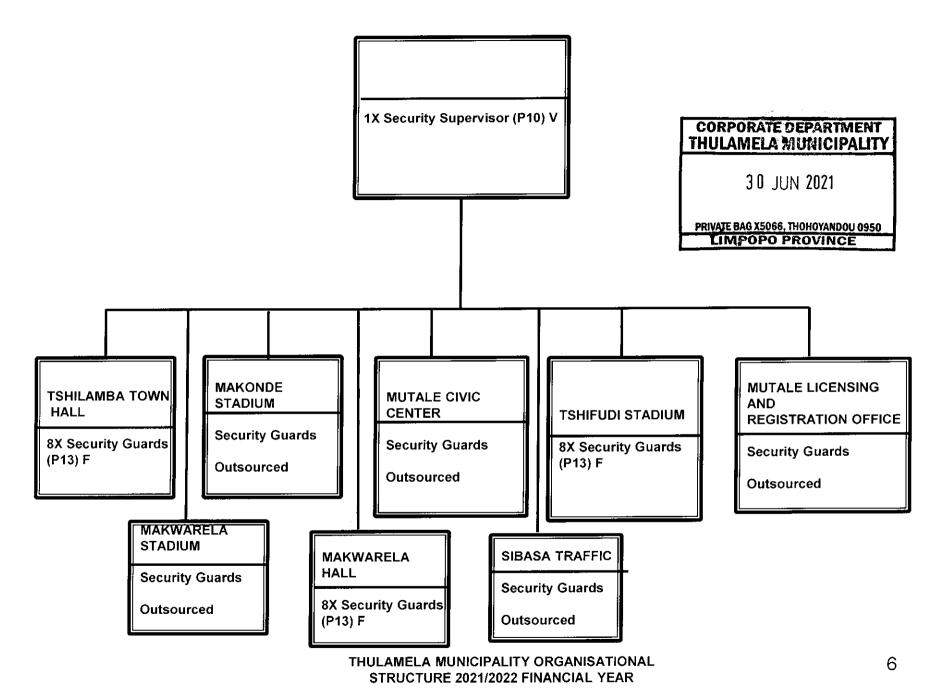
THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

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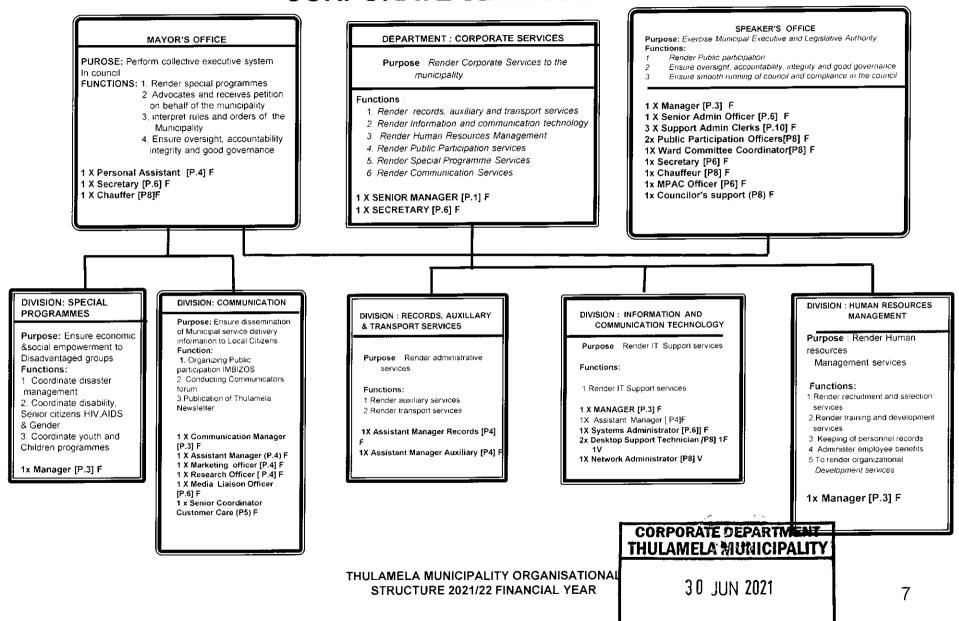
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CORPORATE SERVICES DEPARTMENT



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LIMPOPO PROVINCE

SPECIAL PROGRAMMES PURPOSE: Ensure economic empowerment, improvement of quality of life to disadvantaged groups thus persons with disability youth, children, elderly people and people living with HIV/AIDS CORPORATE DEPARTMENT FUNCTIONS: 1. Co-ordinate Disaster Management THULAMELA MUNICIPALITY 2.Co-ordinate Gender, Disability & Elderly, programmes 3. co-ordinate Moral Regeneration, HIV/AIDS, Youth & Children programmes 30 JUN 2021 1 X Manager [P.3] F PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE MORAL REGENERATION YOUTH & CHILDREN DISABILITY, SENIOR CITIZENS, GENDER, HIV/AIDS DISASTER MANAGEMENT PURPOSE Coordinate Moral regeneration. Youth and Children Programmes PURPOSE: PURPOSE FUNCTIONS: Coordinate Disaster management Coordinate Disability Senior Citizens Gender & HIV/AIDS Programmes Establishment of functional Moral Regeneration, youth & children FUNCTIONS: 2 Conduct Youth and Children empowerment programmes FUNCTIONS: 1 Ensure integrated institutional capacity building for Disaster 1 Coordinate HIV/AIDS programmes 2 Establishment of HIV/AIDS Local Council Risk management 3 Establishment of Disability& senior citizens forums 2 Conduct Disaster Risk Assessments 3 Conduct Disaster Risk Reduction 4 Conduct Gender, Disability & senior citizens 4 Conduct Disaster Response and Recovery awareness campaigns 1 X coordinator [P.6] F 5 Ensure 80% Gender disability mainstreaming within 1 X Disaster Management Officer [P.8] F the Municipality 1x Senior Disaster Coordinator (P5) F

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

2 X Coordinators [P.6] F

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DIVISION: HUMAN RESOURCES Purpose: To Render Human Resources Management Services Functions: CORPORATE DEPARTMENT 1 Render Recruitment and Placement THULAMELA MUNICIPALITY 2.Render Training and Development 3. Render Organizational Development] 4. Employee Wellness programme 30 JUN 2021 5. Render Labour Relations 6. Benefits and pension Funds 7. Render Payroll Activities PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE 1 X HR MANAGER [P.3] F SECTION: EMPLOYEE **SECTION: TRAINING &** SECTION : LABOUR SECTION: RECRUITMENT & WELLNESS PROGRAMME DEVELOPMENT **DIVISION: PAYROLL** RELATIONS ORGANISATIONAL DEVELOPMENT Purpose: Promote healthier Purpose: Render payroll services Purpose: Promote Purpose: Ensure job evaluation, and productive labour force employer and employee Purpose: Ensure fair, efficient skills evaluation, and alignment Function: good relation and equitable recruitment, selection, Function: of skills With specific job Render payroll services Functions: placement of personnel and employee 1.Render employee assistance 1. Resolve labour Function: programme disputes 1. Skills plan development 1X Assistant Manager Payroll [P4]F Function: 2. Conduct Job Evaluation Schedule local 1x Senior Payroll Officer [P5]F 2. Conduct wellness sports 1 Fill vacant budgeted post 3. Training personnel labour forum 1 x Payroll Officer [7] F 2. Achieve equity in workplace Activities for employees meetinas 2x Payroll Clerk [p8] F 3 Align Org Structure with IDP 1X Assistant Manager: 1 x Assistant Manager 4. Promote Workplace Diversity SDF [P.4] F (P.41 F 5. Ensure staff Retention and continuity 1X EWP Officer (P.5) F 1X Training clerk [P8]F 6. Coordinate employee benefits 1X OHS Practitioner (P6) F 7. Review Org Structure annually 1 X Assistant Manager [P4] F 1 X Recruitment officer [P6] F 3 X Personnel Clerks [P8] F 2 X Personnel Officer (P6) F 1 X OD Officer (P6) V

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

1 X OD Clerk (P8) V

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DIVISION: RECORDS, AUXILLARY & TRANSPORT SERVICES

Purpose: To render Records, Auxiliary & transport Services to the municipality

- 1. Render records and Registry services
- 2 Render Auxiliary and transport services
- 3. Manage municipal fleet

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY

30 JUN 2021

PRIVATE BAG X5066, THOHOYANDOU 0950 **LIMPOPO PROVINCE**

Section: Records and Registry Services

Purpose . Ensure Smooth running of record and registry

services

Function: 1. Records Management

2. Ensure 100% compliance with legislations

1X Assistant Manager (P4) F

3 X Records Clerk [P.8] F

1X Messenger [10)F

Section: Auxiliary & Transport Services

Purpose: Rendering transport, printing and switchboard services

Function:

- 1. Coordinating transport services
- 2. Coordinate printing services
- 3. Coordinating switchboard services

1X Assistant Manager (P4) F

- 1 X Transport Officer [P.6] F
- 1 X Transport Clerk [P8]F
- 2 X Driver [P.10] 2F
- 2 X Switchboard Operator [P.8] F
- 1 X Photocopier Operator (P10) F
- 1X Records Clerk (p8) V

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

BUDGET AND TREASURY DEPARTMENT

BUDGET AND TREASURY DEPARTMENT Purpose: To perform municipal finance services Functions: 1.Render financial management services 2 Manage municipal expenditure 3 Manage municipal income 1 x Chief Financial Officer [P.1] F 1 x secretary [P.6] F DIVISION; REVENUE **DIVISION: EXPENDITURE** DIVISION: ASSETS DIVISION: BUDGET AND FINANCIAL MANAGEMENT MANAGEMENT SERVICES Purpose: To manage Purpose: To administer council Purpose: To manage the budgeting appropriation of funds revenue Purpose: To administer assets Process and financial report Functions Inventory Management Functions: Functions: Functions Asset Register Managemen 1.Billing 1 Payment of expenditure

2. Payment of salaries

3. Project Expenditure

4. Manage Creditors

1 X Manager[P.3] F

Management

1 Plans, manage and consolidate the

2 Monitor expenditure and revenue

3 Provice financial statements

budgetary

1 x Manager [P.3] F

process

1 X Manager [P.3] F

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY

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DIVISION: SUPPLY CHAIN MANAGEMENT

Purpose To manage demand. Acquisition, Logistics and Disposal of the municipality

Function:

2 Cash Management

4. Indigent support

1 X Manager [P.3] F

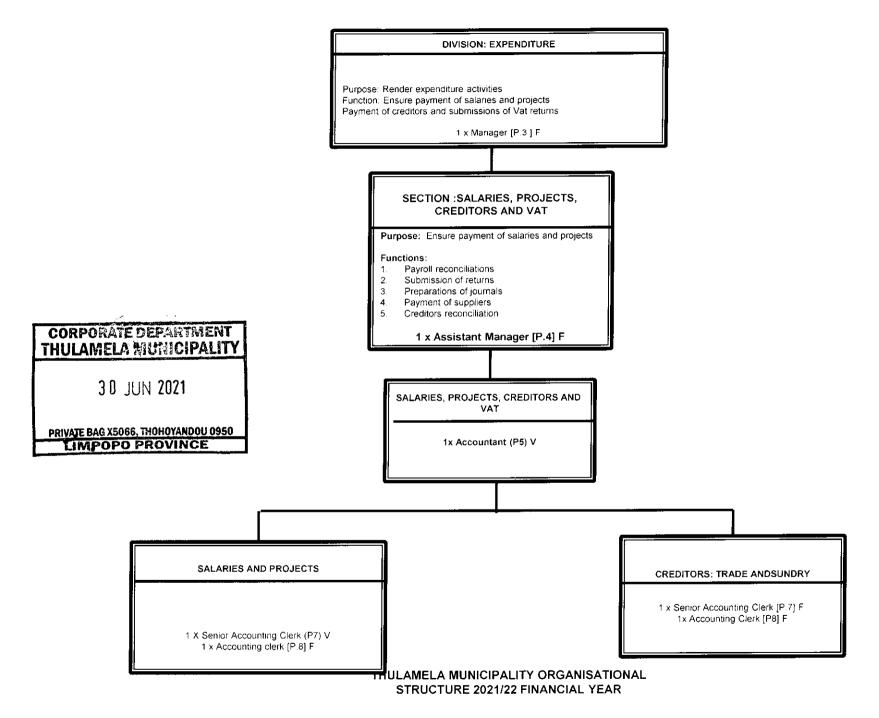
5.Debt collection

6. Credit control

3.Administer Assessment Rates

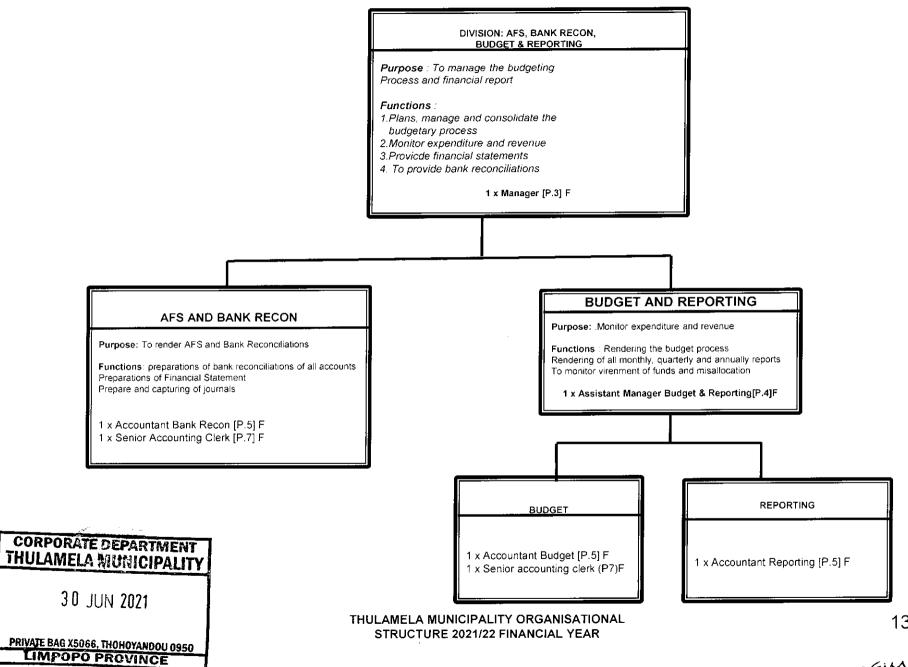
- 1.To render Procurement Services
- 2. Asset management services
- 1 x Manager [P3] F

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SUPPLY CHAIN MANAGEMENT

Purpose: To render supply chain

Administration services

Functions: Rendering Demand Management And Rendering Procurement and Acquisition

1 x Manager [P.3] F

DEMAND

Purpose: To render Demand Management services

Functions: Rendering of Market Analysis, Industrial Research and ensuring that goods and services are Delivered at the right time, quantity and quality

1 x Senior Accounting Clerk [P.7] F

1 x Accounting Clerks (P8) F

ACQUISITION

Purpose: To render procurement and Acquisition services

Functions: Rendering of procurement and acquisition admin functions

1 x Accountant [P.5]

2 x Accounting Clerks [P.8] 2V

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ASSETS AND INVENTORY

Purpose: To render assets management services

Function: Rendering Assets management Rendering of Inventory management

1 x Manager [P.3] F

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ASSETS MANAGEMENT

Purpose: To render movable assets Management services

Function: Rendering of assets management functions

1 x Accountant [P.5] F

ASSETS MANAGEMENT

Purpose: To render movable assets Management services

Function: Rendering of assets management functions

3 x Senior Accounting Clerks [P.7] F

INVENTORY

Purpose: To render inventory management services

Function: Rendering of inventory functions

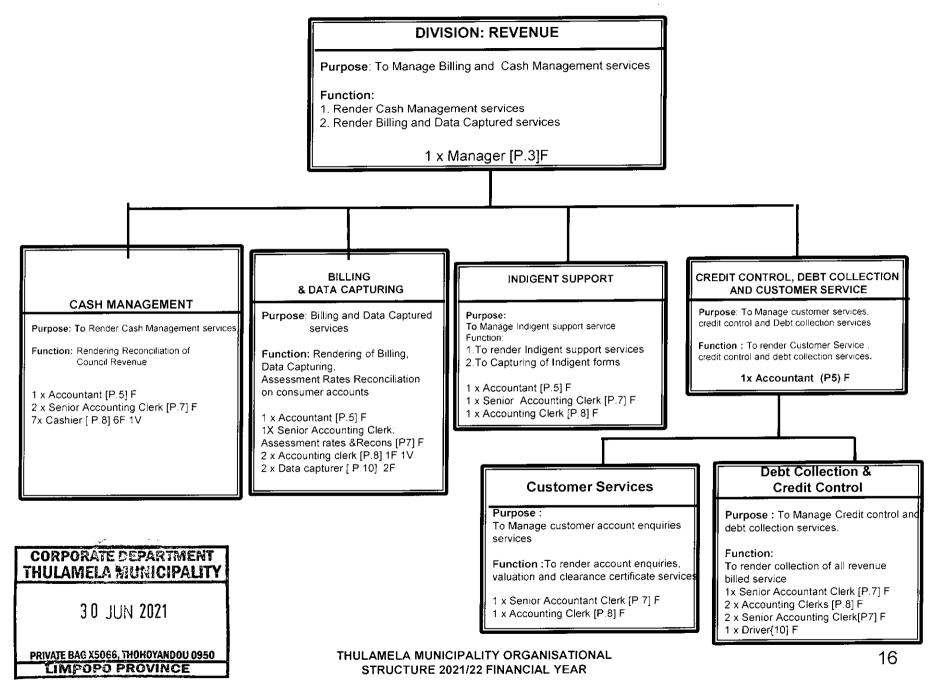
2 x Stores Controller [P.7] F

2 x Stores Assistants [P.10] 1F 1V

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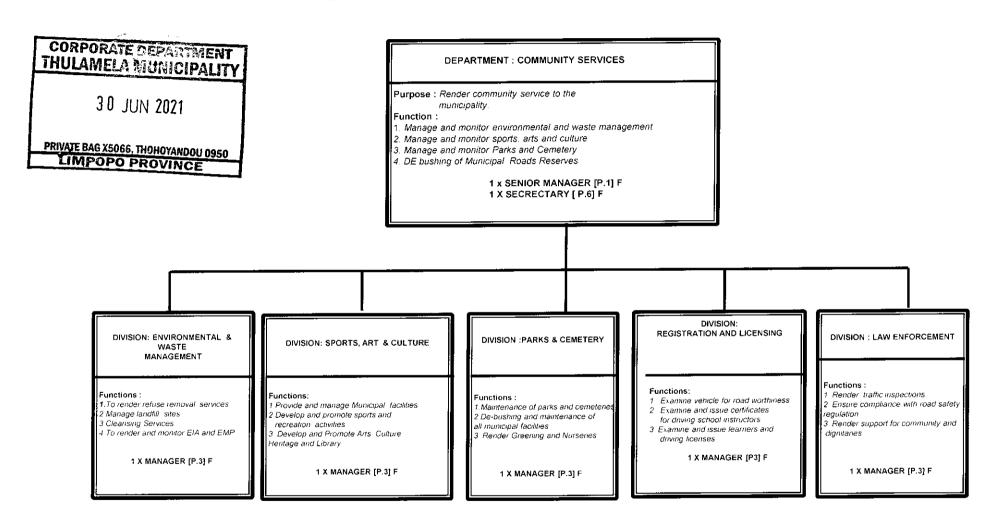
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COMMUNITY SERVICES DEPARTMENT



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DIVISION: PARKS AND CEMETERY SERVICES

Purpose: To render parks and cemetery services

Functions:

- 1. Maintenance of parks and cemeteries
- 2. De-bushing and maintenance of all municipal facilities
- 3. Render greening and nurseries

1x Manager [P.3] F

THOHOYANDOU & MUTALE PARKS, GROUND AND MUNICIPAL FACILITIES

Purpose: Render parks and cemeteries services

Function:

- 1. Establishment of parks
- 2. Maintenance and bush cleaning in all municipal facilities
- 3. Maintenance of all pitches

1X Horticulturist [p.6] F 1x Foreman [p.8] F 4x Driver Operators [p.9] F 10x grass Cutter [P.9] F 1x Supervisor [p12] F 19x GA [P.15] 17F 2V

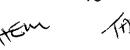
THOHOYANDOU & MUTALE CEMETERIES, GREENING AND NURSERY

Purpose: Render cemetery and greenery services

Function:

- 1. Provision of graves
- 2. Maintenance of all cemeteries in proclaimed areas
- 3. Greenery and nurseries

9 x General Assistance (P15) F



DIVISION: SPORTS, ARTS, CULTURE AND EDUCATION

Purpose: To render sports, Arts, culture and educational services

Functions:

- 1.Provide and manage Municipal facilities
- 2.Develop and promote sports and recreation activities
- 3. Develop and Promote Arts, Culture and Heritage

1X MANAGER [P.3] F

SECTION: SPORTS, ARTS AND CULTURE

Purpose: Coordinate sports, arts, culture and educational programmes Function:

- 1. Control of facility bookings and upgrading of community playgrounds
- 2. Control of federation and sporting clubs
- 3. Formation of new community clubs
- 4. Establishment of Arts, Culture and heritage Council

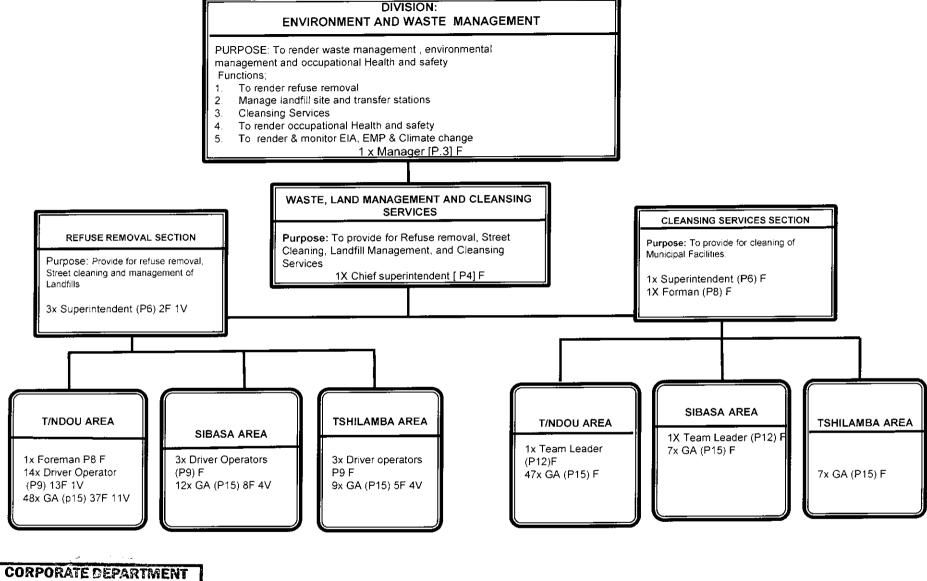
1x Sports and Recreation Officer [P6] F 13x GA (P15) 10F 3V

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DIVISION: REGISTRATION AND LICENSING

Purpose: To render registration and licenses services

Function

- Manage and monitor the examining and issuing of roadworthy certificates of vehicle
- Manage and monitor the examining and issuing of learners and driving license
- Manage and monitor the examining and issuing of learners and driving schools instructors

MANAGER (P3) F

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY

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PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE

THOHOYANDOU

Purpose: To render registration and licenses services Function.

- Supervise licensing officers
- Submit PRODIBA reports
- Ensure calibration payments up to date

1x Senior Licensing Officer [P.5] F

TSHILAMBA

Purpose: To render registration and licenses services

- Supervise licensing officers
- Submit PRODIBA reports
- Ensure calibration payments up to date

1x Senior licensing officer P5 F

EMV

Function:

- 1. Ensure calibration is done timeously.
- 2. Supervise examiners of vehicles.
- 3. Submit monthly reports of vehicles examined for roadworthy.
- 1 X Management Rep [P.6] F
- 2 X EMV Officers [P.7] F
- 1 X PIT Assistant[P15] F

EDL

Function:

- 1. Logging calls related to malfunctioning of testing equipment's.
- 2. Allocation of test dates for examiners and driving license
- 3. Inspect driving School training grounds
- 4. Drivers Public Permit
- 1x Management Rep [P6] 10x EDL Officer[P7] 9F

ENATIS REP

Function:

- 1. Receive and capture face value documents from dept. of transport.
- 2. Allocate face values to cashier
- 3. Log calls related to Natis equipment
- 1 X E Natis Supervisor [P.7] 6X E-natis Clerk [P8] 6F

Function:

1. Logging calls related to malfunctioning of testing equipment's.

EDL

- 2. Allocation of test dates for examiners and driving license
- 3. Inspect driving School training grounds
- 4. Drivers Public Permit
- 1X Management rep [P.6]F 2X EDL Officer [P7] 2F

EMV

Function:

- 1. Ensure calibration is done timeously.
- 2. Supervise examiners of vehicles.
- 3. Submit monthly reports of vehicles examined for roadworthy.
- 1X Management Rep[P6
- 1X EMV officer IP711F
- 1 X PIT Assistant [P15] F

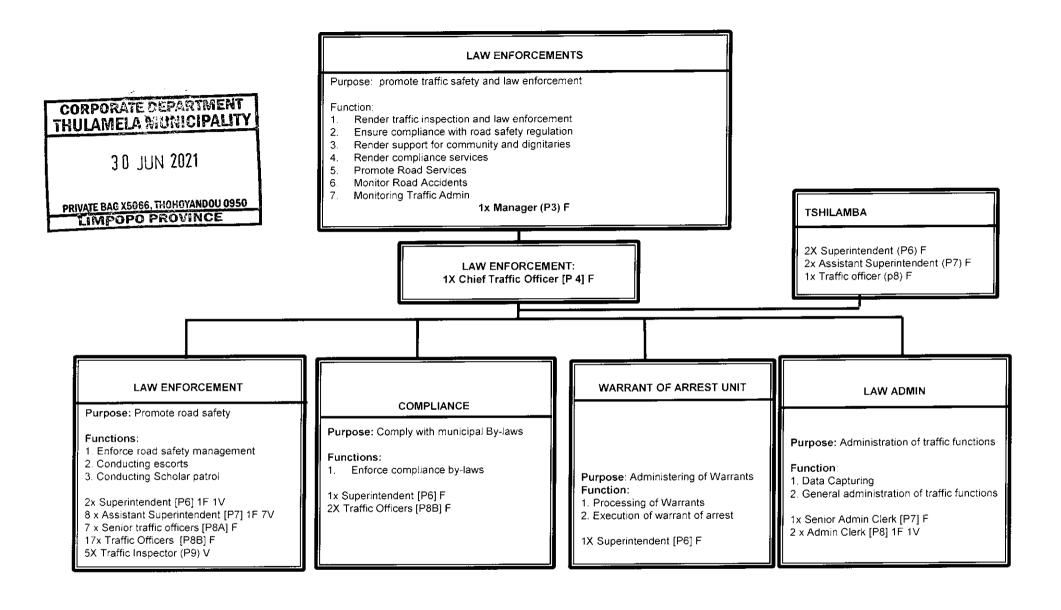
ENATIS

Function:

- 1. Receive and capture face value documents from dept. of transport.
- 2. Allocate face values to cashier
- 3. Log calls related to Natis equipment
- 1X Licensing officer [P7]F 2X E-natis Clerk(P8) F

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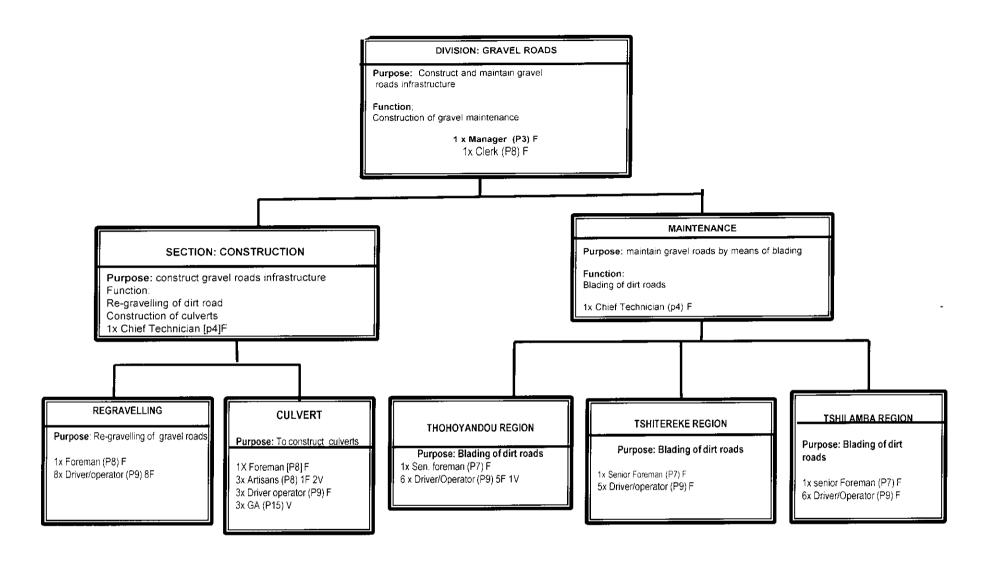






TECHNICAL SERVICES DEPARTMENT **TECHNICAL SERVICES** CORPORATE DEPARTMENT Purpose: Render Roads, Buildings, Housing & Electrical services to the community THULAMELA NIUNICIPALITY Functions: 1. Construct and maintain gravel roads infrastructure 2. Construct and maintain surface roads infrastructure 3. Inspect and evaluate the quality of roads infrastructure 30 JUN 2021 4. Render mechanical services 5. Render 1X Senior Manager (P1) F PRIVATE BAG X5066, THOHOYANDOU 0950 1XSecretary (P6) F LIMPOPO PROVINCE BUILDING CONSTRUCTION, HOUSING AND **ELECTRICAL SERVICES** SURFACE ROADS GRAVEL ROADS Purpose. Purpose: To Construct and Render Construction, maintenance of buildings, housing projects Purpose. To Construct and maintain gravel Roads maintain Surfaced Roads and electrical Infrastructure services Function: Function: maintenance of surfaced Blading of gravel roads Construction and Maintenance of Municipal Facilities Re-gravelling of gravel Management of housing services Management of Storm roads Rendering facilities of beneficiaries of RDP houses water Construction of Culvert construction Maintain robots and streetlights gravel roads to surfaced Maintenance of electrical work on municipal work on municipal facilities 6. 1X MANAGER [P3]F Electrification of household 1X MANAGER [P3]F

1X MANAGER [P3]F





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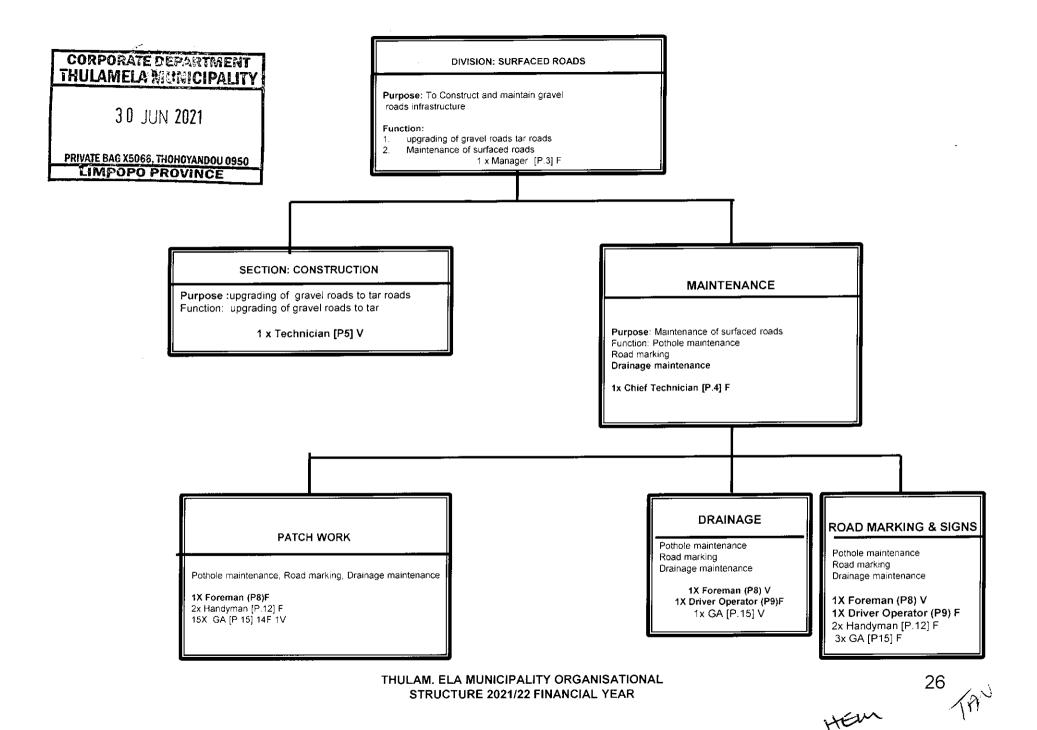
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CORPORATE DEPARTMENT THULAMELA MUNICIPALITY 30 JUN 2021 MECHANICAL Purpose: Render mechanical Services PRIVATE BAG X5068, THOHOYANDOU 0950 Functions: 1. Maintain and repair earthmoving LIMPOPO PROVINCE 2. Maintain and repair vehicles, trucks and small THOHOYANDOU MAIN WORKSHOP TSHILAMBA SUB-WORKSHOP Purpose: Render mechanical Services Purpose: Render mechanical Services Functions: Functions: 1. Maintain and repair earthmoving Maintain and repair earthmoving machinery. machinery. Maintain and repair vehicles, trucks and small 2. Maintain and repair vehicles, trucks and small equipment. equipment 1x Chief Technician [P.4] F 1x Chief Technician [P4] F 1x Artisan [P.8] F 1x Artisan supretendant [P5] F 2x Handyman [P.12] 1F 1V 1x Senior Artisan foreman [P6] F 1x Admin Clerk [P8] (F) WELDING & LIGHT VEHICLES AND AUTO -ELECTRICAL HEAVY MACHINERY AND **TRUCKS** TRACTORS Purpose: Maintain and repair light Purpose: maintain and repair Purpose: maintain and repair heavy Vehicles and trucks auto-electrical services Machinery and tractors 1 Artisans [P8] F 1x Artisan (P8) F 1x Artisans [P8] F 1x Handyman [P12] F 1x Handyman [P12] 1F 1 x handyman [P12] F 1x GA [P15] F 1x GA [P15] F

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

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DIVISION: BUILDING, HOUSING AND ELECTRICITY

Purpose: Construction and maintenance Of municipal buildings Function: Construction and maintenance of municipal facilities

1 x Manager [P.3] F

SECTION: BUILDING CONSTRUCTION

Purpose: Construction of municipal buildings

Function:

Building of municipal buildings and boundary walls

- 1 x Assistant Manager [P4] F
- 1x Senior Artisan Foreman (P6)F
- 1x Artisan Foreman [P.7] F
- 3x GA [P.15] F

SECTION: BUILDING MAINTANANCE

Purpose; Maintenance of municipal facilities

Function:

Maintenance of municipal buildings ablution blocks, painting of municipal buildings

- 1X Facilities and ISD officer [P5] F
- 1 X Artisan Foreman [P.7] F
- 1 X Artisan[P.8] V
- 3 X Handyman [P.12] 2F 1V
- 6x GA [P.15] F

Corporate department Thulamela municipality

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LIMPOPO PROVINCE

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DIVISION: HOUSING MANAGEMENT SERVICES

Purpose: To render housing projects and

management services

SECTION: BENEFICIARY MANAGEMENT

Purpose: facilitation of housing beneficiaries

Function:

Management of allocation of houses

- 1 X Senior administrator [P6] F
- 4 x housing administrator [P8] 2F 2V
- 2 X Data Capture (P10) 2V

SECTION: PROJECT MANAGEMENT

Purpose: Project management

Function:

Inspectorate of RDP houses

- 1 X Senior Project Manager [P5] F
- 4 X Project manager [P6] 1F 3 V
- 2 X Admin Clerk (P8) V

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY

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DIVISION: ELECTRICAL

Purpose: Render electrical and mechanical services

Functions:

- 1. Maintenance of electrical services
- 2. Electrical Project management

SECTION: ELECTRICAL, PROJECTS MANAGEMENT AND MAINTENANCE

Purpose: Maintenance of electrical services

Function:

- 1. Maintenance of robot and streetlights
- Maintenance of electrical services on municipal facilities
- 1x Chief Technician (P.4) F
- 5 x Artisan [P.8] 2F 3V 1x Admin Clerk (P8) V
- 2 X Driver Operator [P.9] 1F 1V
- 3 x Handyman [P12] F
- 2 X GA [P15] V

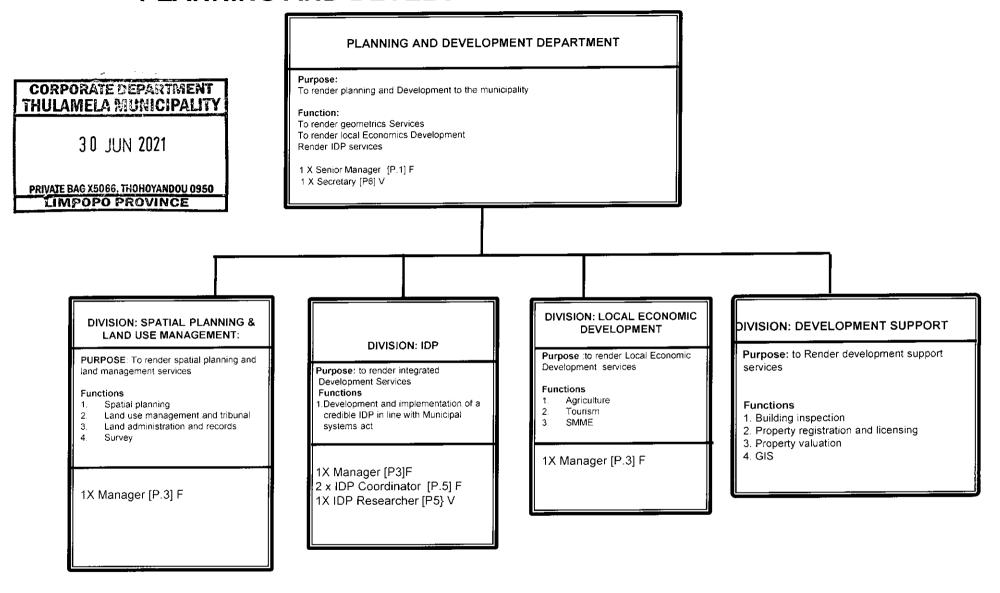
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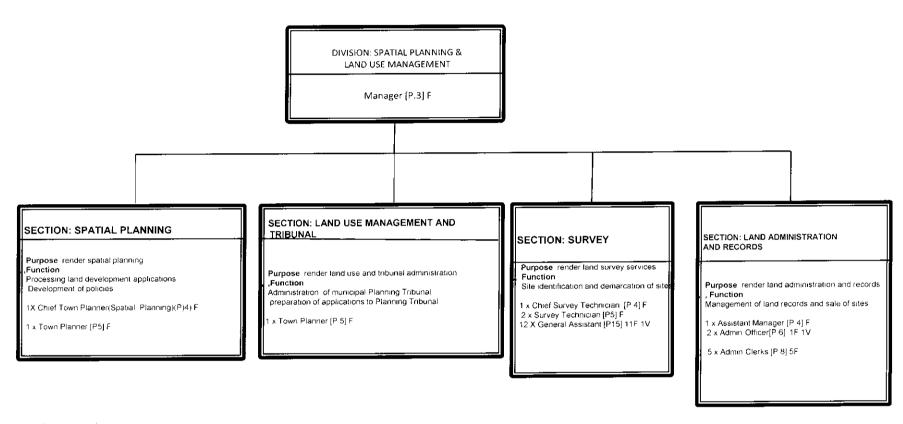
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PLANNING AND DEVELOPMENT DEPARTMENT



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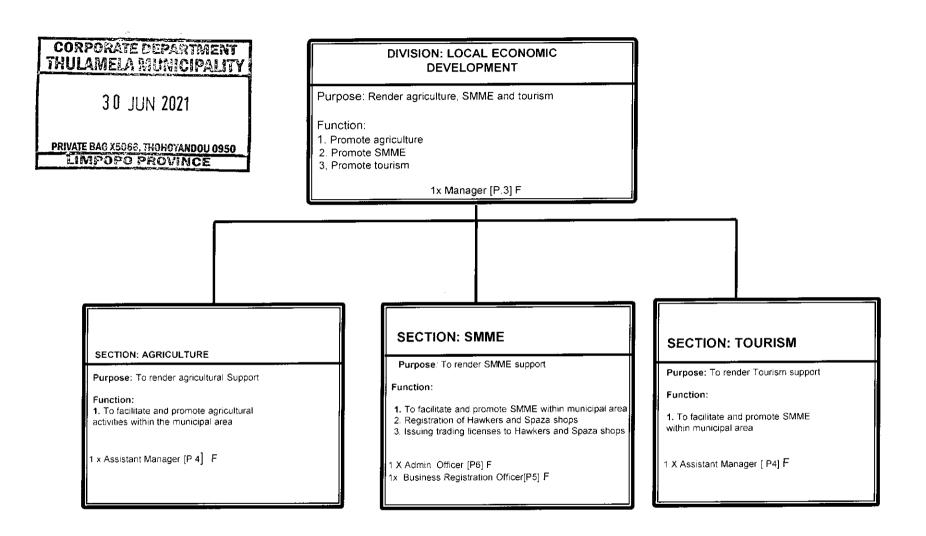
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30 JUN 2021

PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE

Corporate department Thulamela municipality DIVISION: DEVELOPMENT SUPPORT 30 JUN 2021 Purpose: to Render development support services **Functions** Building inspection Property registration and licensing PRIVATE BAG X5066, THOHOYANDOU 0950 Property valuation LIMPOPO PROVINCE GIS SECTION: GIS SECTION: PROPERTY SECTION: PROPERTY VALUATION SECTION: BUILDING INSPECTION REGISTRATION&LICENSING Purpose; To render GIS services Purpose: To render property Purpose; To render property registration Purpose; To render building services valuation services Function; Capturing of data on and Licensing the systems Function; Development and production of Function; Function; Conduct inspection of buildings Compilation of municipal general maps Processing of application for and supplementary valuation roll Processing of building plans for Deed of grant, transfer, PTO, license approval purposes. Exercise control over building activities and etc. 1 x Assistant Manager : [P.4] F in the municipal area and issuing x Property Valuer (P.5] F 1 x GIS Technician [P.5] F occupation certificate 1 x Chief SASO [P.12] F 1 x Assistant Manager [P.4] F 3 x Admin Clerk [P.8] F 1 x Assistant Manager [P4] F

2 X Senior Building control Officers [P.5] F 1 x Building Control Clerk [P8] F



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DEPARTMENT	FILLED POSTS	VACANT POSTS	TOTAL NUMBER OF POSTS
MUNICIPAL MANAGER	54	25	79
CORPORATE SERVICES	64	05	68
BUDGET AND TREASURY	53	07	CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
COMMUNITY SERVICES	269	41	309 30 JUN 2021
PLANNING AND DEVELOPMENT	46	04	PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE
TECHNICAL SERVICES	108	31	139
TOTAL NUMER OF POSTS	594	113	707

THULAMELA MUNICIPALITY ORGANISATIONAL STRUCTURE 2021/22 FINANCIAL YEAR

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