

THULAMELA LOCAL MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE (2024/25) FINANCIAL YEAR.

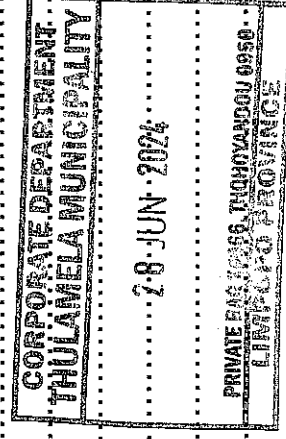


CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
28 JUN 2024
PRIVATE BAG 40066, THOHYANDOU 0950 LINCOLN PROVINCE

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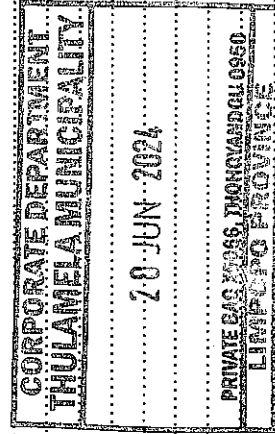
CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
28 JUN 2024
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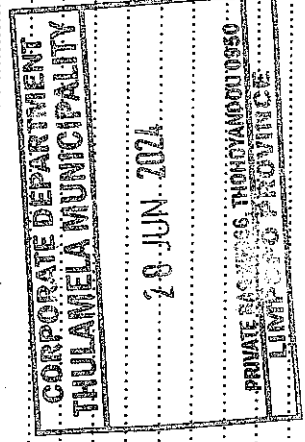


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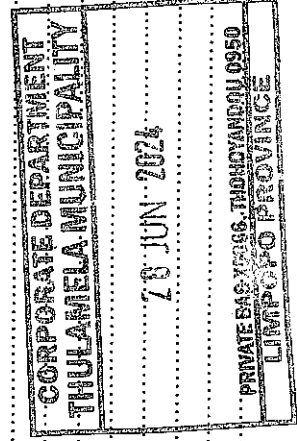


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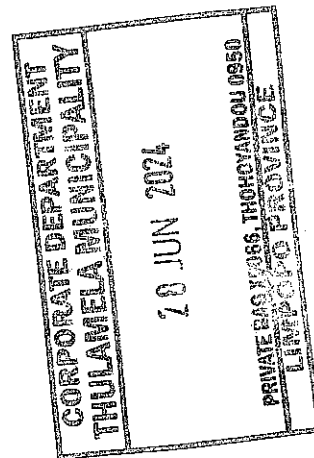


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THULAMELA LOCAL MUNICIPALITY
COUNCIL

OFFICE OF THE MUNICIPAL MANAGER PURPOSE: To manage development and planning, technical services, community services, budget and treasury and corporate services. Functions: 1. Manage internal audit 2. Manage legal services 3. Manage risk and security services 4. Manage planning and development 5. Manage technical services 6. Manage community services 7. Manage budget and treasury 8. Manage corporate services 9. Manage PMS services 1. Municipal Manager 1 Secretary (P6) SEE PAGE 2

OFFICE OF THE MAYOR PURPOSE: To manage office of the Mayor and coordinate special programmes Functions: 1. Plan, coordinate and manage activities in the office of the Mayor 2. Provide transportation and to the Mayor 1 Manager of the Mayor (PTT) 1 Personal Assistant (P4) 1 Secretary (P6) 1 Chauffeur (P6)

OFFICE OF THE SPEAKER PURPOSE: To manage office of the Speaker and coordinate Public participation programmes Functions: 1. Provide Administrative work to the office of the speaker 2. Manage Public Participation 3. Provide transportations to the Speaker 1 Manager (P3) 1 Senior Admin Officer (P6) 1 Secretary (P6) 1 Public Participation Officer (P8) 1 Ward Committee Coordinator (P6) 1 Chauffeur (P8)
--

OFFICE OF THE CHIEF WHIP PURPOSE: To Provide Administration to the office of the Chief Whip Functions: 1. Provide Administrative work to the Chief Whip 1 Administrative Clerk (P6)
--

COUNCIL SUPPORT SERVICES PURPOSE: To provide administration and council support Function: 1. Render administration services 2. Render secretariat services to council and committees 1 Deputy Manager (P4) 3 Council support clerk (Pe)
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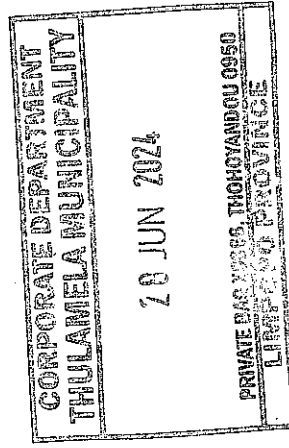
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OFFICE OF THE MUNICIPAL MANAGER PURPOSE: To manage development and planning, technical services, community services, budget and treasury and corporate services. Functions: 1. Manage internal audit. 2. Manage Legal services. 3. Manage risk and security services. 4. Manage planning and development. 5. Manage technical services. 6. Manage community services. 7. Manage budget and treasury. 8. Manage corporate services. 9. Manage PMS services. 1 Municipal Manager 1 Secretary (P6)
--

DIVISION: INTERNAL AUDIT PURPOSE: To provide internal audit services Functions: 1. Provide regularity audit. 2. Provide speciality audit. 1 Chief Audit Executive (P3) SEE PAGE 3	DIVISION: RISK AND SECURITY MANAGEMENT PURPOSE: To provide risk management services Functions: 1. Render risk management services 2. Coordinate fraud prevention activities. 3. Render security services. 1 Chief Risk Officer (P3) 1 Risk Officer (P5) SEE PAGE 4
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DIVISION: PROJECT MANAGEMENT UNIT PURPOSE: To provide project management and contract administration services. Functions: 1. Monitor and evaluate implementation of the IDP and SDBIP. 2. Manage Municipal capital projects. 3. Manage Municipal MIG projects. 1 PMU Manager (P3) 3 PMU Engineer (P4) 1 Data Capturer (P10)
--

DEPARTMENT: PLANNING AND DEVELOPMENT Functions: 1. Render Spatial Planning and Land Use management. 2. Render development support services. 3. Render local economic development services. 4. Render organisational and individual performance management system. 5. Render integrated development services. 1 Senior Manager 1 Secretary (P6) SEE PAGE 5	DEPARTMENT: TECHNICAL SERVICES PURPOSE: To provide technical services Functions: 1. Construct and maintain gravel roads infrastructure. 2. Construct and maintain surface roads infrastructure. 3. Provide mechanical services. 4. Coordinate housing programs and electrification projects. 5. Provide project management and contract administration services. 1 Senior Manager 1 Secretary (P6) SEE PAGE 6	DEPARTMENT: COMMUNITY SERVICES PURPOSE: To provide community services Functions: 1. Manage and monitor environmental and waste management services. 2. Manage and monitor Parks, cemetery, sport and recreational services 4. Manage registration and licensing services. 5. Provide Law enforcement services. 6. Provide special programmes services. 1 Senior Manager 1 Secretary (P6) SEE PAGE 7	DEPARTMENT: BUDGET AND TREASURY PURPOSE: To manage budget and treasury Functions: 1. Manage budget and financial management. 2. Manage revenue. 3. Manage expenditure. 4. Manage assets. 5. Manage supply chain. 1 Chief Financial Officer 1 Secretary (P6) SEE PAGE 8	DEPARTMENT: CORPORATE SERVICES PURPOSE: To provide corporate services. Functions: 1. Provide human resource services. 2. Provide communications services. 3. Provide records, auxiliary and transport services. 4. Provide ICT services. 5. Provide council support services. 1 Senior Manager 1 Secretary (P6) SEE PAGE 9
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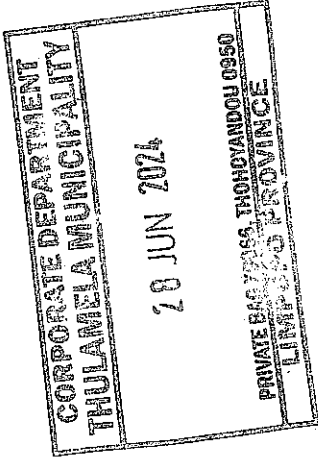


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DIVISION: INTERNAL AUDIT
PURPOSE: To provide internal audit services
Functions: 1. Provide regularity audit. 2. Provide speciality audit.
1 Chief Audit Executive (P3)

SECTION: REGULARITY AUDIT
PURPOSE: To provide regularity audit services
Functions: 1. Render risk based audit. 2. Render compliance audit.
1 Deputy Manager (P4) 1 Internal Auditor (P5) 1 Assistant Internal Auditor (P6)

SECTION: SPECIALITY AUDIT
PURPOSE: To provide speciality audit services
Functions: 1. Render IT audit. 2. Render performance audit. 3. Render environmental audit.
1 Deputy Manager (P4) 1 Internal Auditor (P5)

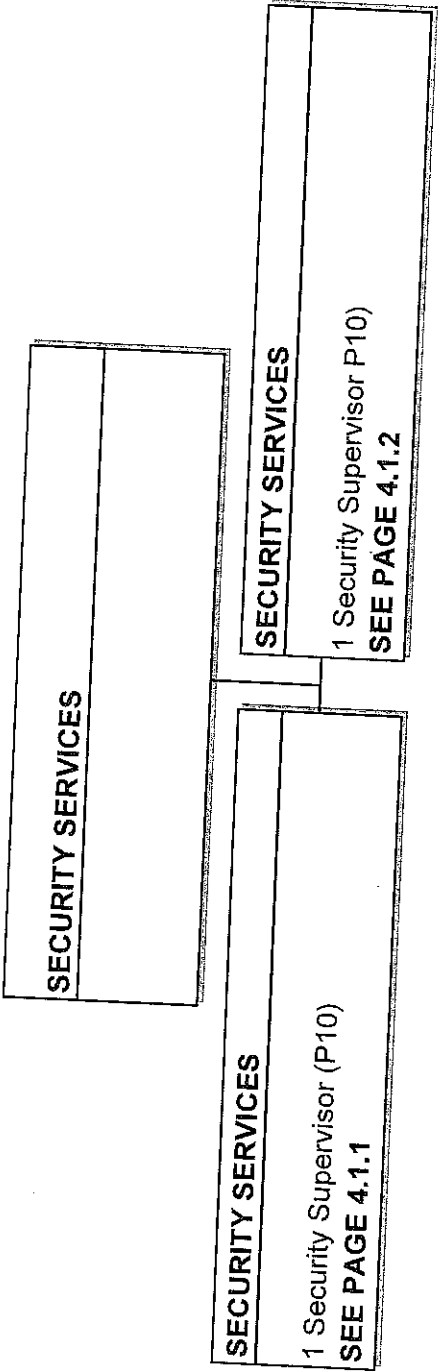


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DIVISION: RISK AND SECURITY MANAGEMENT
PURPOSE: To provide risk management services
Functions: 1. Render risk management services 2. Coordinate fraud prevention activities. 3. Render security services.
1 Chief Risk Officer (P3) 1 Risk Officer (P5)

SECURITY SERVICES
SEE PAGE 4.1

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
28 JUN 2024
PRIVATE BAG 1266, THOKOYANDOU 0850 LIMPOPO PROVINCE

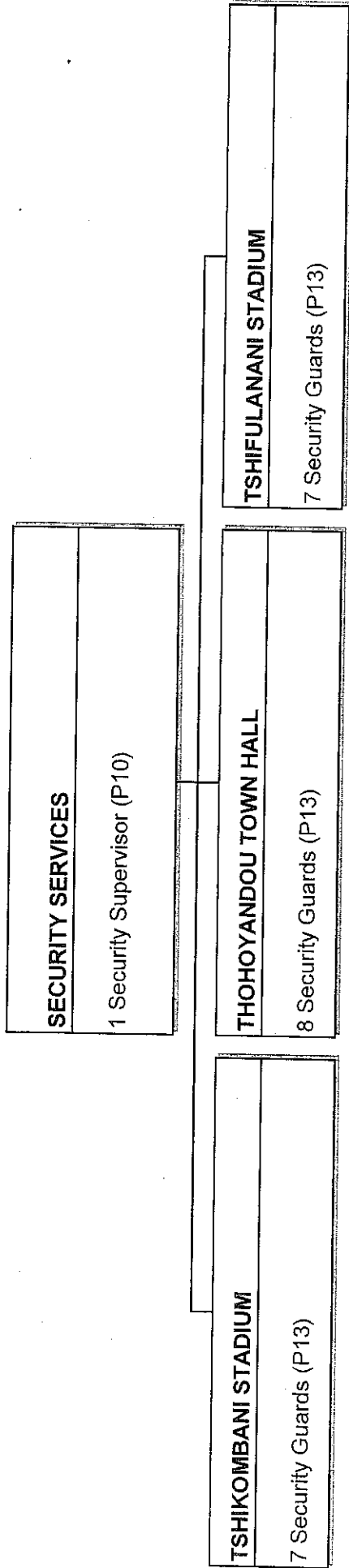


CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY

28 JUN 2024

PRIVATE BAG 25196, THOMYANDOU 0950
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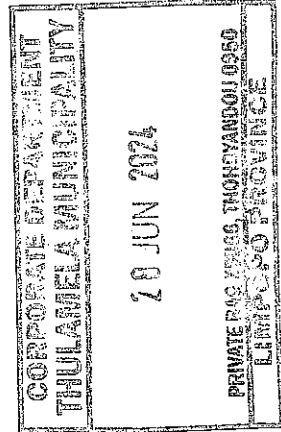
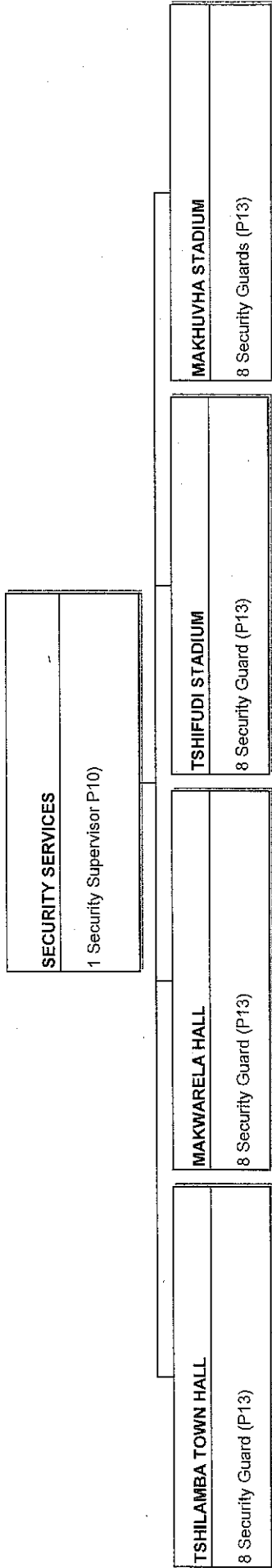
CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY

28 JUN 2024

PRIVATE BAG 10066, THOHOYANDOU 0950
LIMPOPO PROVINCE

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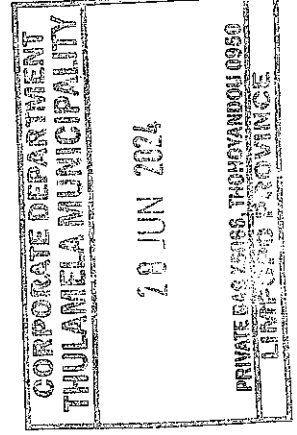
DEPARTMENT: PLANNING AND DEVELOPMENT
PURPOSE: To render development and planning services.
Functions:
1. Render Spatial Planning and Land Use management.
2. Render development support services.
3. Render local economic development services.
4. Render organisational and individual performance management system.
5. Render integrated development services.
1 Senior Manager 1 Secretary (P6)

DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT
PURPOSE: To render Spatial Planning and Land Use management.
Functions:
1. Render spatial planning.
2. Render survey services.
3. Provide land use management services.
4. Provide building inspection.
1 Manager (P3) SEE PAGE 5.1

DIVISION: DEVELOPMENT SUPPORT
PURPOSE: To render development support services.
Functions:
1. Render land administration and records.
2. Render property registration and licensing.
3. Render property valuation services.
4. Render GIS services.
SEE PAGE 5.2

DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render local economic development services.
Functions:
1. Render agricultural support.
2. Manage tourism and SMME support services.
1 Manager (P3) SEE PAGE 5.3

DIVISION: IDP
PURPOSE: To render integrated development services.
Functions:
1. Coordinate the development and implementation of IDP.
1 Manager (P3) 3 IDP Coordinator (P5)



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DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT
PURPOSE: To render Spatial Planning and Land Use management.
Functions:
1. Render spatial planning.
2. Render survey services.
3. Provide land use management services.
4. Provide building inspection.
1 Manager (P3)

SECTION: SPATIAL PLANNING AND INSPECTION
PURPOSE: To render Spatial Planning
Functions:
1. Process land development applications.
2. Development of policies.
1 Manager: Spatial Planning & Inspection (PTH)
1 Town Planner (P5)

SECTION: SURVEY SERVICES
PURPOSE: To render survey services
Functions:
1. Provide site identification and demarcation services.
1 Chief Survey Technician (P4)
2 Survey Technician (P5)
11 General Assistant (P15)

SECTION: LAND USE MANAGEMENT AND TRIBUNAL
PURPOSE: To provide Land Use management.
Functions:
1. Render land use management and tribunal services.
1 Town Planner (P5)

SECTION: BUILDING INSPECTION
PURPOSE: To render building services
Functions:
1. Conduct building inspection.
3. Process building plans.
1 Deputy Manager (P4)
2 Senior Building Control Officer (P5)
1 Building Control Clerk (P8)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
20 JUN 2024
PRIVATE BAG 2000, THOKOVANDOU 0950 LIMPOPO PROVINCE

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DIVISION: DEVELOPMENT SUPPORT
PURPOSE: To render development support services.
Functions: 1. Render land administration and records. 2. Render property registration and licensing. 3. Render property valuation services. 4. Render GIS services.

SECTION: LAND REGISTRATION AND RECORDS PURPOSE: To render land administration and records services. Functions: 1. Manage land records and sale of sites. 1 Deputy Manager (P4) 2 Admin Officers (P6) 5 Administrative Clerk (P8)	SECTION: PROPERTY REGISTRATION AND LICENSING PURPOSE: To render property registration and licensing services. Functions: 1. Provide property registration and licensing. 1 Deputy Manager (P4) 1 Senior Administrative Clerk (P7) 3 Administrative Clerk (P8)	SECTION: PROPERTY VALUATION PURPOSE: To render property valuation services. Functions: 1. Render property valuation services. 1 Property Valuer (P5)	SECTION: GIS PURPOSE: To render GIS services Functions: 4. Render GIS services. 1 Deputy Manager (P4) 1 GIS Technician (P5) 1 Chief SASO (P12)
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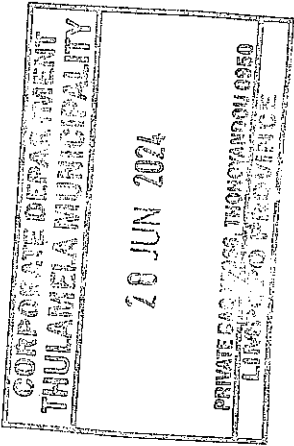
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28 JUN 2024
PRIVATE BAG 1456, THOHYANDOU 0950 LIMPOPO PROVINCE

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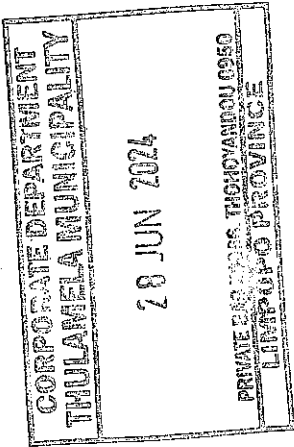
DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render local economic development services.
Functions: 1. Render agricultural support. 2. Manage tourism and SMME support services.
1 Manager (P3)

SECTION: AGRICULTURE
PURPOSE: To render agricultural support
Functions: 1. Facilitate and promote agricultural activities.
1 Deputy Manager (P4)

SECTION: TOURISM AND SMME
PURPOSE: To manage tourism and SMME support services.
Functions: 1. Create an enabling environment for Tourism 2. Facilitate and promote SMME. 3. Registration of Hawkers and Spaza shops.
1 Deputy Manager (P4) 1 Admin Officer (P6)



DEPARTMENT: TECHNICAL SERVICES PURPOSE: To provide technical services Functions: 1. Construct and maintain gravel roads infrastructure. 2. Construct and maintain surface roads infrastructure. 3. Provide mechanical services. 4. Coordinate housing programs and electrification projects. 5. Provide project management and contract administration services. 1 Senior Manager 1 Secretary (P6)	DIVISION: GRAVEL ROADS PURPOSE: To construct and maintain gravel roads infrastructure. Functions: 1. Construct gravel road infrastructure. 2. Maintain gravel roads. 1 Manager (P3) 1 Administrative Clerk (P8) SEE PAGE 6.1	DIVISION: SURFACED ROADS PURPOSE: To construct and maintain surfaced roads infrastructure. Functions: 1. Construct and maintain surfaced roads infrastructure. 1 Manager (P3) SEE PAGE 6.2	DIVISION: MECHANICAL SERVICES PURPOSE: To provide mechanical services Functions: 1. Maintain and repair earthmoving machinery. 2. Maintain and repair vehicles, trucks and small equipment. SEE PAGE 6.3	DIVISION: BUILDING, HOUSING AND ELECTRICITY PURPOSE: To provide building, housing and electricity services Functions: 1. Construction of municipal buildings. 2. Maintain municipal buildings. 3. Provide housing management services. 4. Provide electrical services. 1 Manager (P3) SEE PAGE 6.4
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DIVISION: GRAVEL ROADS
PURPOSE: To construct and maintain gravel roads infrastructure.
Functions: 1. Construct gravel road infrastructure. 2. Maintain gravel roads.
1 Manager (P3) 1 Administrative Clerk (P0)

SECTION: CONSTRUCTION
PURPOSE: To construct gravel road infrastructure
Functions: 1. Re-gravelling of road. 2. Construct culverts.
1 Manager Infrastructure (PTH)

SECTION: MAINTENANCE
PURPOSE: To maintain gravel road.
Functions: 1. Render road blading.
1 Chief Technician (P4)

REGRAVELLING
1 Foreman (P8) 8 Driver Operator (P9)

CULVERT
1 Foreman (P8) 3 Artisan (P8) 3 Driver Operator (P9) 3 General Assistant (P15)

REGION: THOHOYANDOU
1 Senior Foreman (P7) 6 Driver Operator (P9)

REGION: TSHEREKE
1 Senior Foreman (P7) 5 Driver Operator (P9)

REGRAVELLING
1 Senior Foreman (P7) 6 Driver Operator (P9)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
20 JUN 2024
PRIVATE & CONFIDENTIAL LINDA POLOPOUNCE

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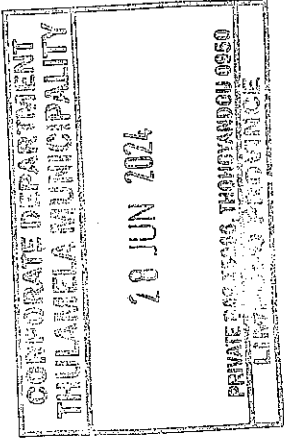
DIVISION: SURFACED ROADS
PURPOSE: To construct and maintain surfaced roads infrastructure.
Functions:
1. Construct and maintain surfaced roads infrastructure.
1 Manager

SECTION: CONSTRUCTION AND MAINTENANCE
PURPOSE: To construct and maintain surfaced roads infrastructure.
Functions:
1. Provide upgrading of gravel road to tar services.
2. Maintain surfaced roads.
3. Provide road marking services.
4. Provide drainage maintenance services.
1 Chief Technician (P4)
1 Technician (P5)

PATCH WORK
1 Foreman (P8)
2 Handyman (P12)
14 General Assistant (P15)

ROAD MARKING AND SIGNS
1 Foreman (P8)
1 Driver Operator (P9)
2 Handyman (P12)
2 General Assistant (P15)

DRAINAGE
1 Foreman (P8)
1 Driver Operator (P9)
1 General Assistant (P15)

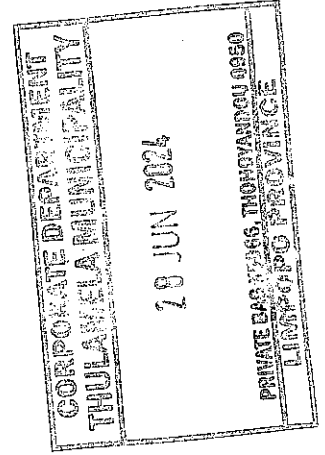


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DIVISION: MECHANICAL SERVICES
PURPOSE: To provide mechanical services
Functions: 1. Maintain and repair earthmoving machinery. 2. Maintain and repair vehicles, trucks and small equipment.

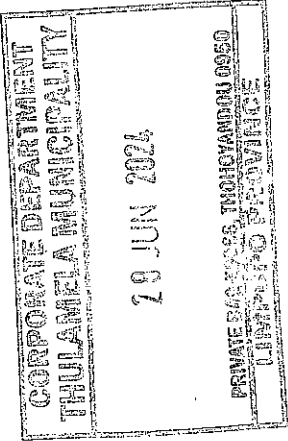
TSHILAMBA SUB-WORKSHOP
1 Technician (P5) 1 Artisan (P8) 2 Handyman (P12)

THOHOYANDOU MAIN WORKSHOP (TSHIULUNGOMA)
1 Chief Technician (P4) 1 Technician (P5) 1 Senior Artisan Foreman (P6) 1 Administrative Clerk (P8) SEE PAGE 7.3.1



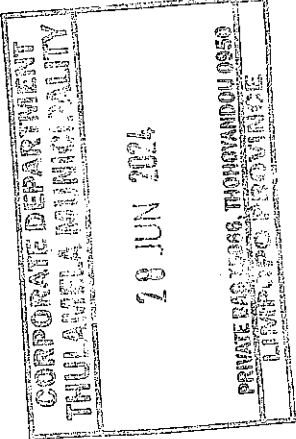
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THOHOYANDOU MAIN WORKSHOP (TSHIULUNGOMA)	
1 Chief Technician (P4) 1 Technician (P5) 1 Senior Artisan Foreman (P6) 1 Administrative Clerk (P8)	
HEAVY MACHINERY AND TRACTOR	1 Artisan (P8) 1 Handyman (P12) 1 General Assistant (P15)
LIGHT VEHICLE AND TRUCKS	1 Artisan (P8) 1 Handyman (P12)
WELDING AND AUTO-ELECTRICAL	1 Artisan (P8) 1 Handyman (P12) 1 General Assistant (P15)



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DIVISION: BUILDING, HOUSING AND ELECTRICITY PURPOSE: To provide building, housing and electricity services Functions: 1. Construction of municipal buildings. 2. Maintain municipal buildings. 3. Provide housing management services. 4. Provide electrical services. 1 Manager (P3)	SECTION: BUILDING CONSTRUCTION PURPOSE: To provide construction of municipal buildings. Functions: 1. Construct municipal buildings and boundary walls. 1 Chief Technician (P4) 1 Senior Artisan Foreman (P6) 1 Artisan Foreman (P7) 1 General Assistant (P15)	SECTION: BUILDING MAINTENANCE PURPOSE: To provide maintenance of municipal buildings. Functions: 1. Maintain municipal buildings. 1 Facilities Management Officer (P5) 1 Artisan Foreman (P7) 3 Artisan (P8) 3 Handyman (P12) 6 General Assistant (P15)	SECTION: BENEFICIARY AND PROJECT MANAGEMENT PURPOSE: To provide housing management services Functions: 1. Render housing projects and management services. 2. Facilitate housing beneficiaries. 3. Inspectorate of RDP houses. 1 Senior Project Manager (P5) 4 Project Manager (P6) 1 Senior Administrator (P6) 2 Administrative Clerk (P8) 2 Data Capturer (P10)	SECTION: ELECTRICAL, PROJECT MANAGEMENT AND MAINTENANCE PURPOSE: To provide electrical services Functions: 1. Maintenance of electrical services. 1 Chief Technician (P4) 5 Artisan (P8) 1 Admin Clerk (P8) 2 Driver Operator (P9) 3 Handyman (P12) 2 General Assistant (P15)
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Sum 19.7

DEPARTMENT: COMMUNITY SERVICES
PURPOSE: To provide community services
Functions:
1. Manage and monitor environmental and waste management services.
2. Manage and monitor Parks, cemetery, sport and recreational services
4. Manage registration and licensing services.
5. Provide Law enforcement services.
6. Provide special programmes services.
1 Senior Manager
1 Secretary (P6)

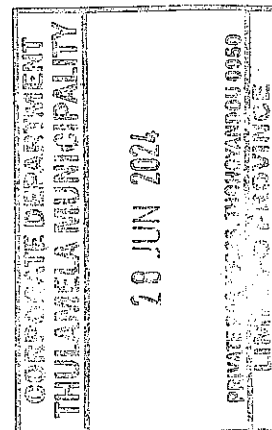
DIVISION: ENVIRONMENT AND WASTE MANAGEMENT
PURPOSE: To manage and monitor environmental and waste management services.
Functions:
1. Provide environmental services and climate change.
2. Provide waste management services.
1 Manager (P3)
SEE PAGE 7.1

DIVISION: PARKS, CEMETRY, SPORTS AND RECREATIONAL SERVICES
PURPOSE: To manage and monitor parks cemetery/sports & recreational services
Functions:
1. Maintain parks and cemeteries.
2. De-bush and maintenance of municipal facilities.
3. Render greening and nursery services.
4. Coordinate and support sport and recreation activities.
5. Develop and promote art, culture, heritage and library services.
1 Manager (P3)
SEE PAGE 7.2

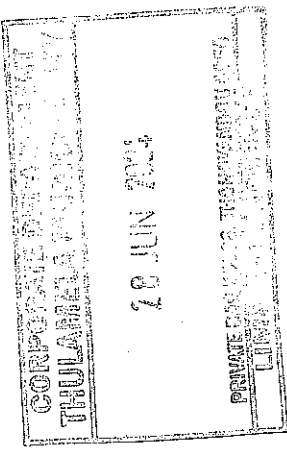
DIVISION: REGISTRATION AND LICENSING
PURPOSE: To manage registration and licensing services.
Functions:
1. Manage and monitor the examining and issuing of roadworthy certificates.
2. Manage and monitor the examining and issuing of learners and driving licenses.
3. Manage and monitor the examining and issuing of learners and driving schools instructors.
1 Manager (P3)
SEE PAGE 7.3

DIVISION: LAW ENFORCEMENT
PURPOSE: To provide Law enforcement services.
Functions:
1. Render traffic inspection and law enforcement.
2. Ensure compliance with road and safety regulation.
3. Manage warrant administration services.
1 Manager (P3)
SEE PAGE 7.4

DIVISION: SPECIAL PROGRAMMES
PURPOSE: To provide special programmes services.
Functions:
1. Coordinate disaster management.
2. Coordinate disability, elderly, gender and HIV/AIDS programmes.
3. Coordinate moral regeneration youth and children programmes.
1 Manager (P3)
SEE PAGE 7.5



DIVISION: ENVIRONMENT AND WASTE MANAGEMENT
PURPOSE: To manage and monitor environmental and waste management services.
Functions: 1. Provide environmental services and climate change. 2. Provide waste management services.
1 Manager (P3)

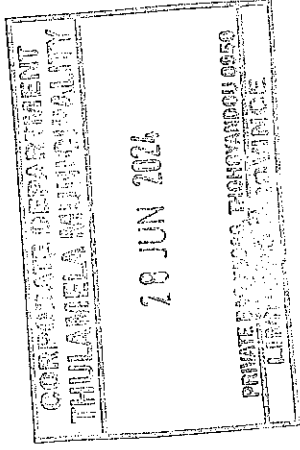


SECTION: ENVIRONMENT AND CLIMATE CHANGE
PURPOSE: To Provide environmental services and climate change.
Functions: 1. Climate change mitigation and adaptation. 2. Intergration of climate change into projects. 3. Manage environmental risk assessment and monitoring. 4. Provide environmental impact assessment.
1 Environmental Officer (P6)

SECTION: WASTE MANAGEMENT SERVICES
PURPOSE: To provide waste management services.
Functions: 1. Provide refuse removal and landfill management services. 2. Provide cleaning services.
1 Chief Superintendent (P4) SEE PAGE 7.1.1

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SECTION: WASTE MANAGEMENT SERVICES
PURPOSE: To provide waste management services.
Functions: 1. Provide refuse removal and landfill management services. 2. Provide cleaning services.
1 Chief Superintendent (P4)

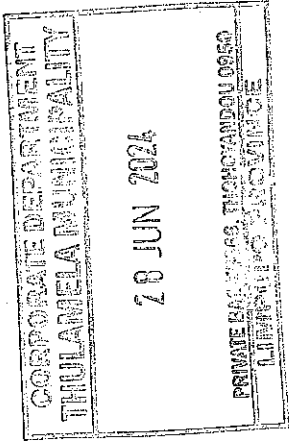


SUB-SECTION: REFUSE REMOVAL AND LANDFILL MANAGEMENT
PURPOSE: To provide refuse removal and landfill management services.
Functions: 1. Provide refuse removal services. 2. Provide landfill management services.
4 Superintendent (P6) SEE PAGE 7.1.1A

SUB-SECTION: CLEANING SERVICES
PURPOSE: To provide cleaning services.
Functions: 1. Provide cleaning services.
1 Superintendent (P6) 1 Foreman (P8) SEE PAGE 7.1.1B

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SUB-SECTION: REFUSE REMOVAL AND LANDFILL MANAGEMENT
PURPOSE: To provide refuse removal and landfill management services.
Functions: 1. Provide refuse removal services. 2. Provide landfill management services.
4 Superintendent (P6) 1 Foreman (P8)



AREA: THOHOYANDOU 16 Driver Operator (P9) 48 General Assistant (P15)	AREA: SIBASA 5 Driver Operator (P9) 12 General Assistant (P15)	AREA: TSHILAMBA 4 Driver Operator (P9) 9 General Assistant (P15)
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SUB-SECTION: CLEANING SERVICES
PURPOSE: To provide cleaning services.
Functions:
1. Provide cleaning services.
1 Superintendent (P6)
1 Foreman (P8)

AREA: THOHOYANDOU	AREA: SIBASA	AREA: TSHILAMBA
2 Team leader (P12) 47 General Assistant (P15)	1 Team Leader (P12) 7 General Assistant (P15)	1 Team Leader (P12) 7 General Assistant (P15)

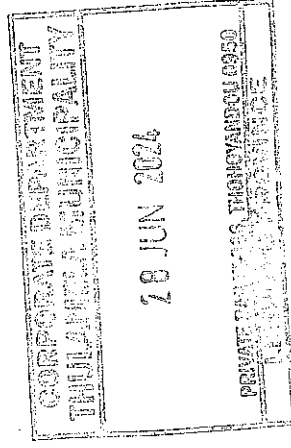
CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY

28 JUN 2024

PRIVATE & PUBLIC THOHOYANDOU 0950
LIMPOPO PROVINCE

2024

DIVISION: PARKS, CEMETRY, SPORTS AND RECREATIONAL SERVICES
PURPOSE: To manage and monitor parks cemetery, sports & recreational services
Functions: 1. Maintain parks and cemeteries. 2. De-bushing and maintenance of municipal facilities. 3. Render greening and nursery services. 4. Coordinate and support sport and recreation activities. 5. Develop and promote art, culture, heritage and library services.
1 Manager (P3)



THOHOYANDOU AND MUTALE PARKS, GROUND AND MUNICIPAL FACILITIES
1 Horticulturist (P6) 1 Foreman (P8) 4 Driver Operator (P9) 10 Grass Cutter (P9) 1 Supervisor (P12) 19 General Assistant (P15)

SPORTS AND RECREATIONAL SERVICES
1 Sport and recreational officer (P6) 2 Administrative Clerk (L8) 13 General Assistant (P15)

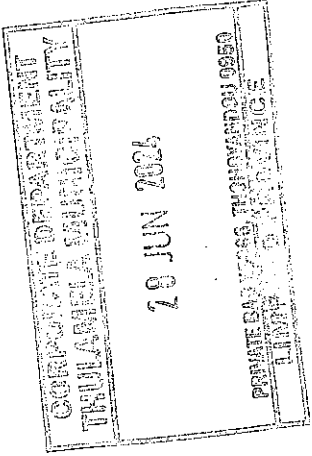
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DIVISION: REGISTRATION AND LICENSING
PURPOSE: To manage registration and licensing services.
Functions: 1. Manage and monitor the examining and issuing of roadworthy certificates. 2. Manage and monitor the examining and issuing of learners and driving licenses. 3. Manage and monitor the examining and issuing of learners and driving schools instructors.
1 Manager (P3)

AREA: THOHOYANDOU
PURPOSE: To render registration and licensing services
Functions: 1. Provide registration and licensing services.
1 Senior Licesing Officer (P5) SEE PAGE 7.3.1

AREA: TSHILAMBA
PURPOSE: To render registration and licensing services
Functions: 1. Provide registration and licensing services.
1 Manager Licensing (PTH) 1 Senior Licesing Officer (P5) SEE PAGE 7.3.2

AREA: MANDALA
PURPOSE: To render registration and licensing services
Functions: 1. Provide registration and licensing services.
3 E-Natis clerk (P8)



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AREA: THOHOYANDOU
PURPOSE: To render registration and licensing services
Functions: 1. Provide registration and licensing services.
1. Senior Licesing Officer (P5)

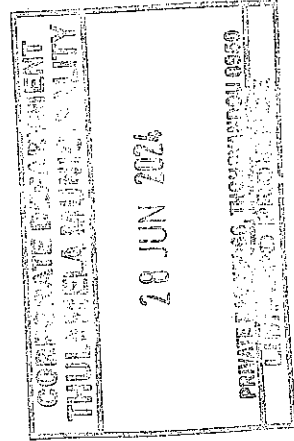
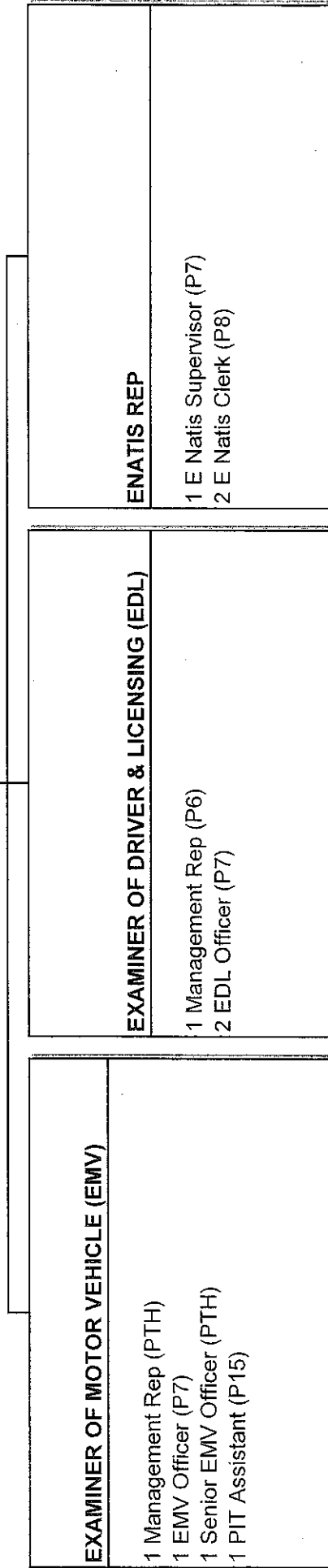
EXAMINER OF MOTOR VEHICLE (EMV)	ENATIS REP
1 Management Rep (P6) 2 EMV Officer (P7) 1 PIT Assistant (P15)	1 E Natis Supervisor (P7) 6 E Natis Clerk (P8)

EXAMINER OF DRIVER & LICENSING (EDL)
1 Management Rep (P6) 10 EDL Officer (P7)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
28 JUN 2024
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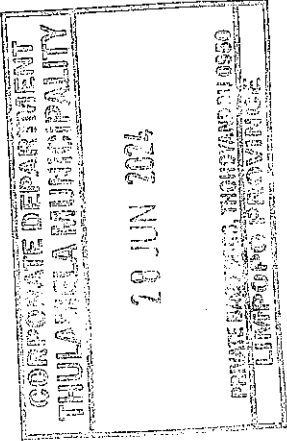
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AREA: TSHILAMBA
PURPOSE: To render registration and licensing services
Functions: 1. Provide registration and licensing services.
1 Manager Licensing (PTH)



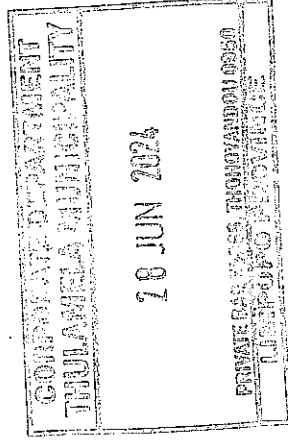
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DIVISION: LAW ENFORCEMENT PURPOSE: To provide Law enforcement services. Functions: 1. Render traffic inspection and law enforcement. 2. Ensure compliance with road and safety regulation. 3. Manage warrant administration services. 1 Manager (P3) 1 Chief Traffic Officer (P4)	SECTION: COMPLIANCE PURPOSE: To ensure compliance with road and safety regulation. Functions: 1. Enforce By-laws compliance. 1 Superintendent (P6) 2 Senior Traffic Officer (P8) 5 Law Enforcement Officer (P9)	SECTION: WARRANT SERVICES PURPOSE: To manage warrant administration services. Functions: 1. Provide warrant administration services. 2. Render data capturing services. 3. Render administration of traffic functions. 1 Superintendent (P6) 1 Senior Administrative Clerk (P7) 2 Administrative Clerk (P8)	AREA: TSHILAMBA 2 Superintendent (PTH) 2 Assistant Superintendent (PTH)
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DIVISION: SPECIAL PROGRAMMES
PURPOSE: To provide special programmes services.
Functions: 1. Coordinate disaster management. 2. Coordinate disability, elderly, gender and HIV/AIDS programmes. 3. Coordinate moral regeneration youth and children programmes.
1 Manager (P3)



SECTION: DISASTER MANAGEMENT
PURPOSE: To coordinate disaster management.
Functions: 1. Ensure integrated institutional capacity building for disaster risk management. 2. Conduct disaster risk assessment. 3. Conduct disaster risk reduction. 4. Conduct disaster responses and recovery.
1 Disaster Management Officer (P8) 1 Senior Disaster Coordinator (P5)

SECTION: DISABILITY, ELDERLY, GENDER AND HIV/AIDS
PURPOSE: To coordinate disability, elderly, gender and HIV/AIDS programmes.
Functions: 1. Coordinate HIV/AIDS programmes. 2. Coordinate disability, elderly and gender programmes.
2 Coordinator (P6)

SECTION: YOUTH AND CHILDREN
PURPOSE: To coordinate moral regeneration youth and children programmes.
Functions: 1. Coordinate moral regeneration youth and children programmes.
1 Coordinator (P6)

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DEPARTMENT: BUDGET AND TREASURY
PURPOSE: To manage budget and treasury
Functions:
1. Manage budget and financial management.
2. Manage revenue.
3. Manage expenditure.
4. Manage assets.
5. Manage supply chain.
1 Chief Financial Officer
1 Secretary (P6)

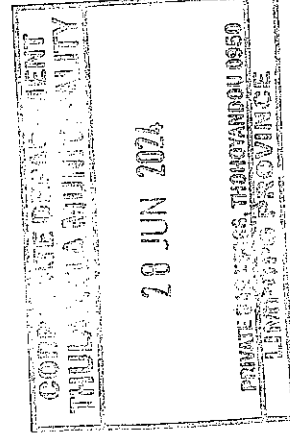
DIVISION: BUDGET AND FINANCIAL MANAGEMENT
PURPOSE: To manage budget and financial reporting.
Functions:
1. Manage AFS and bank reconciliations.
2. Manage budget and reporting.
1 Manager (P3)
SEE PAGE 8.1

DIVISION: REVENUE SERVICES
PURPOSE: To manage revenue.
Functions:
1. Provide cash management services.
2. Manage billing.
3. Render indigent services
4. Manage credit control, debt collection and customer services.
1 Manager (P3)
SEE PAGE 8.2

DIVISION: EXPENDITURE
PURPOSE: To manage expenditure.
Functions:
1. Manage salary and projects payments.
2. Manage creditor payments.
3. Manage submission of returns.
4. Manage preparation of journals.
5. Manage supplier payments.
6. Submission of returns
1 Manager (P3)
1 Deputy Manager (P4)
1 Accountant (P5)
2 Senior Accounting Clerk (P7)
2 Accounting Clerk (P8)

DIVISION: ASSET MANAGEMENT
PURPOSE: To manage assets.
Functions:
1. Manage assets.
2. Render inventory management
1 Manager (P3)
1 Accountant (P5)
1 Accountant (PTH)
2 Senior Accounting Clerk (P7)
2 Stores Controller (P7)
2 Stores Assistant (P10)

DIVISION: SUPPLY CHAIN MANAGEMENT
PURPOSE: To manage supply chain.
Functions:
1. Manage demand.
2. Manage acquisition.
1 Manager (P3)
SEE PAGE 8.3



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THULAMELA LOCAL MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE (2024/25) FINANCIAL YEAR.

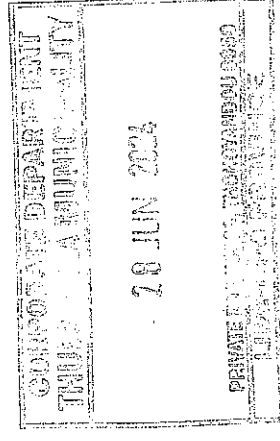
DIVISION: BUDGET AND FINANCIAL MANAGEMENT PURPOSE: To manage budget and financial reporting. Functions: 1. Manage AFS and bank reconciliations. 2. Manage budget and reporting. 1 Manager (P3)
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SECTION: AFS AND BANK RECONCILIATION PURPOSE: To render AFS and bank reconciliations Functions: 1. Preparation of bank reconciliation of all accounts. 2. Prepare financial statements. 3. Prepare and capture journals. 1 Accountant (P5) 1 Senior Accounting Clerk (P7)
--

SECTION: BUDGET AND REPORTING PURPOSE: To manage budget and reporting. Functions: 1. Monitor expenditure and revenue. 2. Render budget process. 3. Provide financial reports. 4. Monitor virement of funds and misallocation.	1 Manager: Budget & Reporting (PTH) 2 Accountant (P5) 1 Senior Accounting Clerk (P7)
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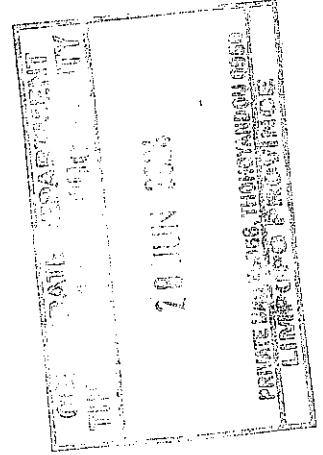
DIVISION: REVENUE SERVICES
PURPOSE: To manage revenue.
Functions:
1. Provide cash management services.
2. Manage billing.
3. Render indigent services
4. Manage credit control, debt collection and customer services.
1 Manager (P3)

SECTION: CASH MANAGEMENT
PURPOSE: To provide cash management services
Functions:
1. Provide cash management services.
1 Accountant (P5)
2 Senior Accounting Clerk (P7)
7 Cashier (P8)

SECTION: BILLING SERVICES
PURPOSE: To manage billing.
Functions:
1. Manage billing.
2. Assess rates reconciliation.
3. Manage data capturing.
1 Accountant (P5)
2 Accountant (PTH)
1 Accounting Clerk (P8)
2 Data Capturer (P10)

SECTION: INDIGENT SUPPORT
PURPOSE: To render indigent support services.
Functions:
1. Render indigent support services.
2. Capture indigent forms.
1 Accountant (P5)
1 Senior Accounting Clerk (P7)
1 Accounting Clerk (P8)

SECTION: CREDIT CONTROL, DEBT COLLECTION AND CUSTOMER CARE
PURPOSE: To manage credit control, debt collection and customer services.
Functions:
1. Manage customer care services.
2. Manage debt collection and credit control.
1 Accountant (P5)
SEE PAGE 8.2.1



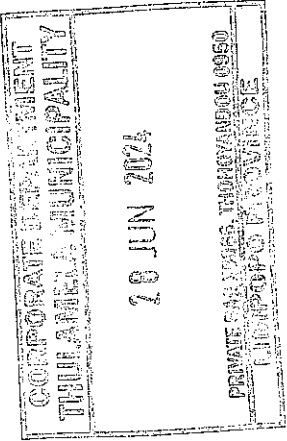
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THULAMELA LOCAL MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE (2024/25) FINANCIAL YEAR.

SECTION: CREDIT CONTROL, DEBT COLLECTION AND CUSTOMER CARE
PURPOSE: To manage credit control, debt collection and customer services.
Functions: 1. Manage customer care services. 2. Manage debt collection and credit control.
1 Accountant (P5)

SUB-SECTION: CUSTOMER SERVICES
PURPOSE: To manage customer care services.
Functions: 1. Provide customer care services.
1 Senior Accountant Clerk (P7) 1 Accounting Clerk (P8)

SUB-SECTION: DEBT COLLECTION AND CREDIT CONTROL
PURPOSE: To manage credit control and debt collection.
Functions: 1. Manage credit control services. 2. Manage debt collection services.
3 Senior Accountant Clerk (P7) 2 Accounting Clerk (P8) 1 Driver (P10)



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DEPARTMENT: CORPORATE SERVICES
PURPOSE: To provide corporate services.
Functions:
1. Provide human resource services.
2. Provide communications services.
3. Provide records, auxiliary and transport services.
4. Provide ICT services.
5. Provide council support services.
1 Senior Manager
1 Secretary (P6)

SECTION: LEGAL SERVICES
PURPOSE: To render legal services
Functions:
1. Drafting of contracts.
2. Provide legal opinions and advice.
3. Development of by-laws.
1 Manager (P3)
1 Deputy Manager (P4)

DIVISION: HUMAN RESOURCE MANAGEMENT
PURPOSE: To provide human resource services
Functions:
1. Provide personnel administration and organisational development services.
2. Provide training and development.
3. Provide payroll administration.
4. Provide employee wellness services.
5. Provide labour relations services.
1 Manager (P3)
SEE PAGE 9.1

DIVISION: COMMUNICATIONS SERVICES
PURPOSE: To provide communications services
Functions:
1. Liaise and interact with the media and other stakeholders.
2. Organise, coordinate and manage events.
3. Manage and facilitate protocol services.
4. Develop, manage and monitor publications.
5. Provide marketing initiatives.
6. Administer and cascade Batho Pele programmes internally and externally.
1 Manager (P3)
1 Deputy Manager (P4)
1 Marketing Officer (P4)
1 Research Officer (P4)
1 Media Liaison Officer (P6)
1 Senior Coordinator Customer Care (P5)

DIVISION: ICT SERVICES
PURPOSE: To provide ICT services
Functions:
1. Manage hardware and software services.
2. Provide network and system administration.
3. Manage ICT disaster recovery.
4. Manage telecom and radio communication services.
5. Manage ICT security services.
1 Manager (P3)
1 Deputy Manager (P4)
1 System Administrator (P6)
1 Desktop Support Technician (P8)
1 IT Administrator (PTH)
1 Network Administrator (P8)

SECTION: MPAC
PURPOSE: To provide MPAC administration support
Functions:
1. Render administration services.
2. Render secretariat services to MPAC committees.
1 MPAC Officer (P6)
1 MPAC Clerk (P8)

DIVISION: PERFORMANCE MANAGEMENT SERVICES
PURPOSE: To render organisational and individual performance management system.
Functions:
1. Improve organizational/individual performance by fostering accountability.
2. Conduct organisational and individual performance monitoring and evaluation.
3. Coordinate back to basics.
4. Facilitate signing of performance agreements for all employees
5. Assist all employees in developing Personal Development Plans and Work Plans
6. Arrange and facilitate individual performance assessment (quarterly)
1 Manager (P3)
2 Deputy Manager (P4)
2 PMS Officer (P6)
2 PMS Clerk (P8)

CORPORATE DEPARTMENT

THULAMELA MUNICIPALITY

28 JUN 2024

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THULAMELA LOCAL MUNICIPALITY APPROVED ORGANISATIONAL STRUCTURE (2024/25) FINANCIAL YEAR.

DIVISION: HUMAN RESOURCE MANAGEMENT PURPOSE: To provide human resource services Functions: 1. Provide personnel administration and organisational development services 2. Provide training and development. 3. Provide payroll administration. 4. Provide employee wellness services. 5. Provide labour relations services.
1 Manager (P3)

SECTION: PERSONNEL ADMINISTRATION AND ORGANISATIONAL DEVELOPMENT PURPOSE: To provide personnel administration and organisational development services Functions: 1. Manage recruitment and selection. 2. Manage employee benefits. 3. Manage personnel administration. 5. Manage employment equity. 6. Manage organisational structure, job evaluation and Job Description. 7. Manager employee recruitment 8. Manage employee pension
1 Deputy Manager (P4) 4 Personnel Officer (P6) 1 Senior HR Officer (PTH) 4 Personnel Clerk (P8) 1 OD Officer (P6)

SECTION: PAYROLL ADMINISTRATION PURPOSE: To provide payroll administration Functions: 1. Manage compensation of employees. 2. Create, manage and maintain database of employee.
1 Deputy Manager (P4) 1 Senior Payroll Officer (P5) 1 Payroll Officer (P7) 2 Payroll Clerk (P8)

SECTION: LABOUR RELATIONS PURPOSE: To provide labour relations services Functions: 1. Manage labour disputes. 2. Manage functionality of the LLF.
1 Deputy Manager (P4)

SECTION: TRAINING AND DEVELOPMENT PURPOSE: To provide training and development. Functions: 1. Manage skills plan development. 2. Coordinate training.
1 Deputy Manager (P4) 1 Skill Development Facilitator (PTH)

SECTION: EMPLOYEE WELLNESS PROGRAMME PURPOSE: To provide employee wellness services Functions: 1. Provide employee assistance programme. 2. Provide occupational health and safety.
1 Deputy Manager (P4) 1 EWP Officer (P5) 1 OHS Practitioner (P6)

SECTION: RECORDS, AUXILIARY AND FLEET SERVICES PURPOSE: To render auxiliary, fleet services Functions: 1. Coordinate fleet services. 2. Coordinate printing services. 3. Coordinate switchboard services. 4. Render records and registry services
1 Deputy Manager (P4) 2 Fleet Officer (P6) 2 Fleet Clerk (P8) 2 Switchboard Operator (P8) 1 Printing Operator (P10) 3 Records Clerk (P8) 2 Driver (P10)

CORPORATE DEPARTMENT
THULAMELA LOCAL MUNICIPALITY
28 JUN 2024
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