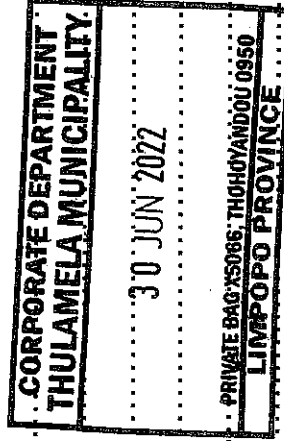


APPROVED ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY 2022-2027 FINANCIAL YEAR

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHYANDOU 0950 LIMPOPO PROVINCE

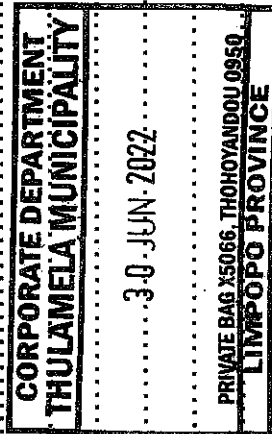
Contents

DRAFT ORGANISATIONAL STRUCTURE THULAMELA LOCAL MUNICIPALITY APRIL	1
Contents.....	2
Sub-chart1.....	4
Sub-chart19.....	5
Sub-chart16.....	6
Sub-chart17.....	7
Sub-chart20.....	8
Sub-chart19.....	9
Sub-chart20.....	10
Sub-chart20_Copy2.....	11
Sub-chart21.....	12
Sub-chart22.....	13
Sub-chart23.....	14
Sub-chart20.....	15
Sub-chart14.....	16
Sub-chart24.....	17
Sub-chart25.....	18
Sub-chart15.....	19
Sub-chart26.....	20
Sub-chart27.....	21
Sub-chart27_Copy.....	22
Sub-chart26_Copy.....	23
Sub-chart18.....	24

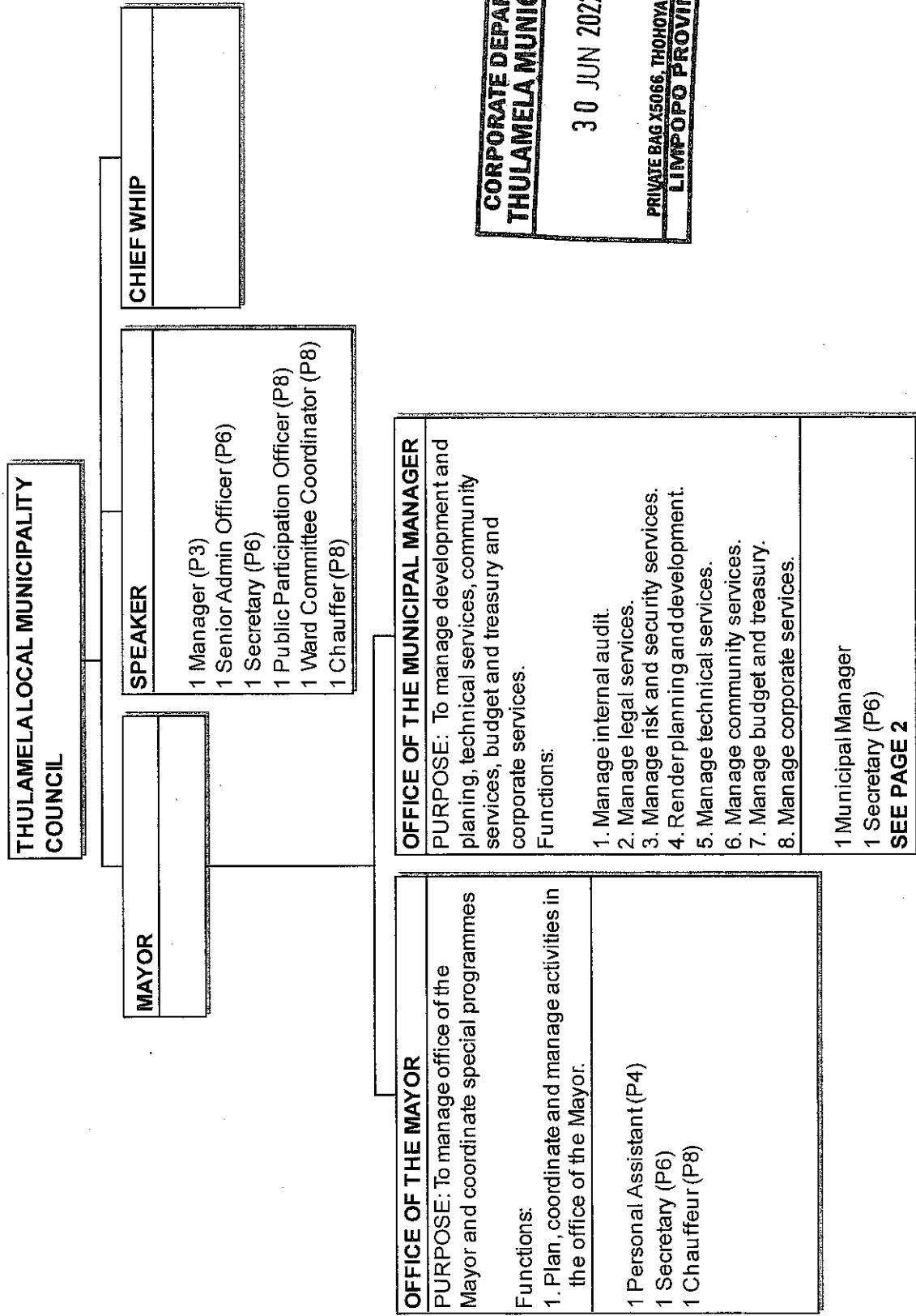


Contents Continued

Sub-chart29.....	25
Sub-chart30.....	26
Sub-chart31.....	27
Sub-chart32.....	28
Sub-chart32.....	29
Sub-chart29_Copy.....	30
Sub-chart37.....	31
Sub-chart37_Copy.....	32
Sub-chart29_Copy_Copy.....	33
Sub-chart29_Copy_Copy_Copy.....	34
Sub-chart38.....	35
Sub-chart35.....	36
Sub-chart36.....	37
Sub-chart37.....	38
Sub-chart38.....	39
Sub-chart9.....	40
Sub-chart8.....	41
Index.....	42



THULAMELA LOCAL MUNICIPALITY ORGANISATIONAL STRUCTURE (2022)



CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHoyANDOU 0950 LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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. Render planning and development. 5. Manage technical services. 6. Manage community services. 7. Manage budget and treasury. 8. Manage corporate 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

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

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

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 2. Construct and maintain surface roads 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 sports, arts and culture. 3. Manage and monitor parks and cemetery. 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. 7. Chief Financial Officer
1 Secretary (P6) SEE PAGE 8

DEPARTMENT: CORPORATE SERVICES PURPOSE: To provide corporate services.
Functions: 1. Manage 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

CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY

 30 JUN 2022

 PRIVATE BAG X5066, THOHYANDOU 0950
LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

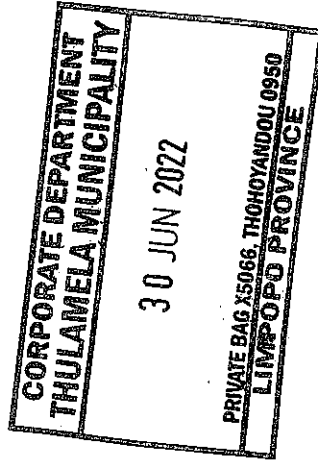
SECTION: SPECIALITY AUDIT
PURPOSE: To provide speciality audit services
Functions:
1. Render IT audit.
2. Render performance audit.
3. Render environmental audit.
1 Deputy Manager (P4)
1 Internal Auditor (P5)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHYANDOU 0950 LIMPOPO PROVINCE

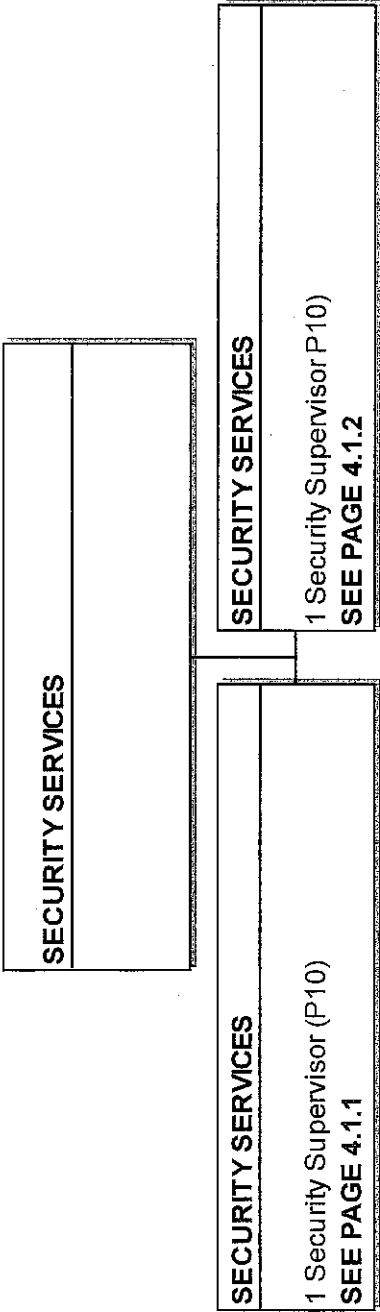
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

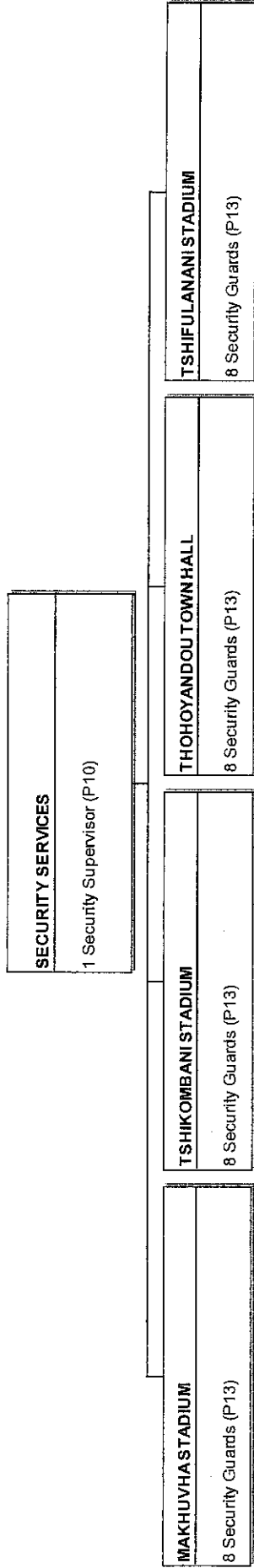


CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY

30 JUN 2022

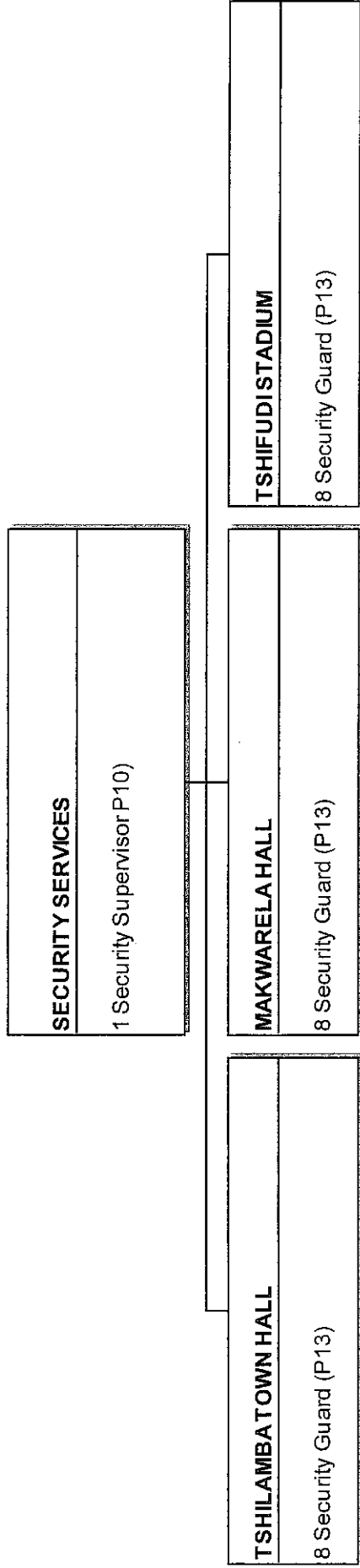
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LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



**CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY**

30 JUN 2022

PRIVATE BAG X5066, THOHoyANDOU 0950
LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHYANDOU 0950 LIMPOPO PROVINCE

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

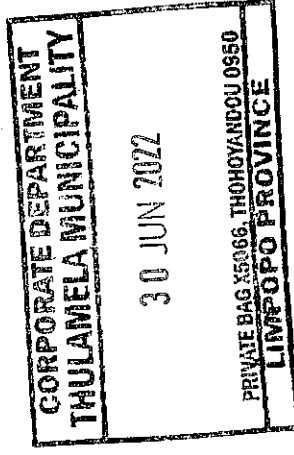
DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render local economic development services.
Functions:
1. Render agricultural support.
2. Render SMME support services.
3. Promote tourism.
1 Manager (P3)
SEE PAGE 5.3

PERFORMANCE MANAGEMENT
PURPOSE: To render organisational and individual performance management system.
Functions:
1. Improve organization a performance by fostering accountability.
2. Conduct organisational and individual performance monitoring and evaluation.
3. Coordinate back to basics.
1 Deputy Manager (P4)
1 PMS Officer (P6)

DIVISION: IDP
PURPOSE: To render integrated development services.
Functions:
1. Coordinate the development and implementation of IDP.
1 Manager (P3)
3 IDP Coordinator (P6)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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 (PTH) 1 Town Planner (P5)

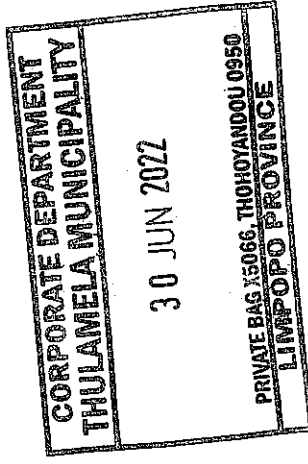
SECTION: SURVEY SERVICES
PURPOSE: To render survey services
Functions: 1. Provide site identification and demarcation services.
1 Chief Survey Technician (P4) 2 Survey Technician (P5) 12 General Assistant (P15)

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)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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) 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 (P6) 1 Chief SASO (P12)
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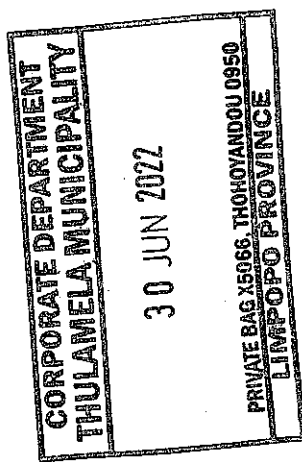
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render local economic development services.
Functions: 1. Render agricultural support. 2. Render SMME support services. 3. Promote tourism.
1 Manager (P3)

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

SECTION: SMME
PURPOSE: To render SMME support
Functions: 1. Facilitate and promote SMME. 2. Registration of Hawkers and Spaza shops.
1 Admin Officer (P6) 1 LIBRA Officer (P7)

SECTION: TOURISM
PURPOSE: To promote tourism
Functions: 1. Create an enabling environment for Tourism
1 Deputy Manager (P4)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5086, THOHoyANDOU 0950 LIMPOPO PROVINCE

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

DIVISION: PROJECT MANAGEMENT
PURPOSE: To provide project management and contract administration services.
Functions:
1. Monitor and evaluate implementation of the IDP and SDB/P.
2. Manage Municipal capital projects.
3. Manage Municipal MIG projects.
1 PMU Manager (P3) 3 PMU Engineer (P4) 1 Data Capturer (P10)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHoyANDOU 0950 LIMPOPO PROVINCE

SECTION: CONSTRUCTION
PURPOSE: To construct gravel road infrastructure
Functions: 1. Re-gravelling of road. 2. Construct culverts.
1 Manager Infrastructure (PTH) SEE PAGE 6.1.1

SECTION: MAINTENANCE
PURPOSE: To maintain gravel road.
Functions: 1. Render road blading.
1 Chief Technician (P4) SEE PAGE 6.1.2

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

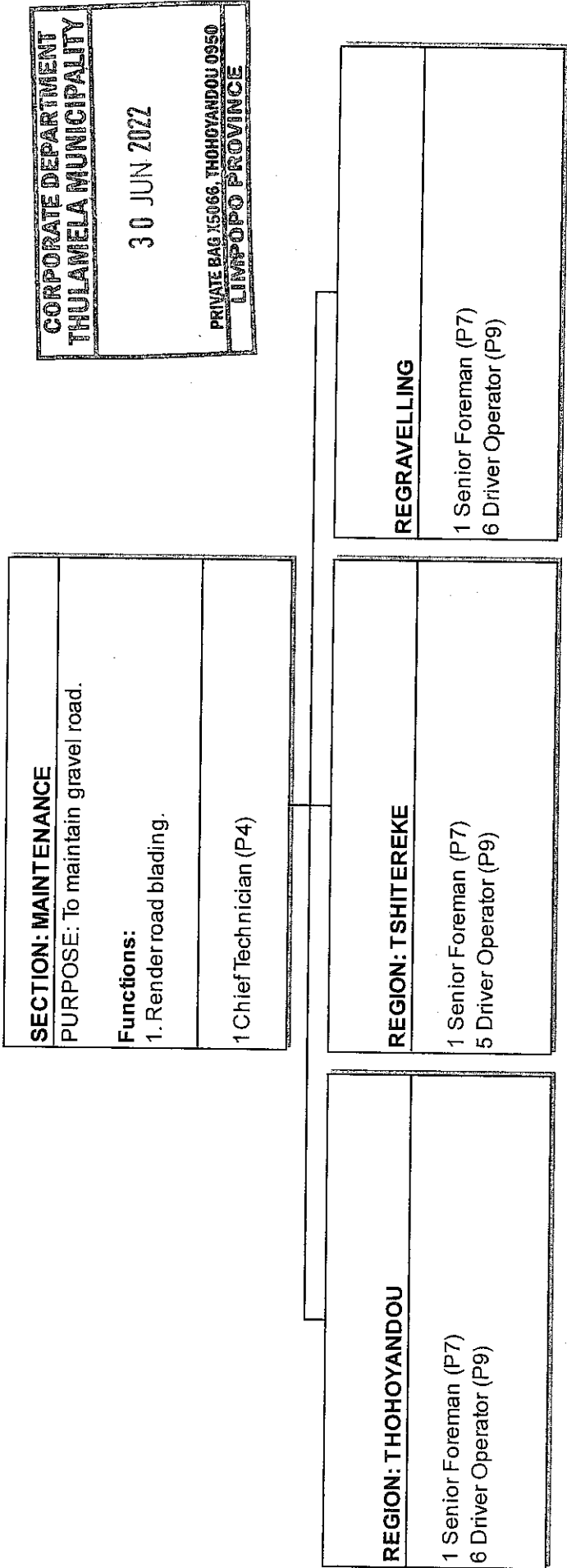
SECTION: CONSTRUCTION
PURPOSE: To construct gravel road infrastructure
Functions: 1. Re-gravelling of road. 2. Construct culverts.
1 Manager Infrastructure (PTH)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHoyANDOU 0950 LIMPOPO PROVINCE

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

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

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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

SECTION: CONSTRUCTION AND MAINTENANCE
PURPOSE: To construct and maintain surfaced roads in 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)
15 General Assistant (P15)

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

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

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHoyANDOU 0950 LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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

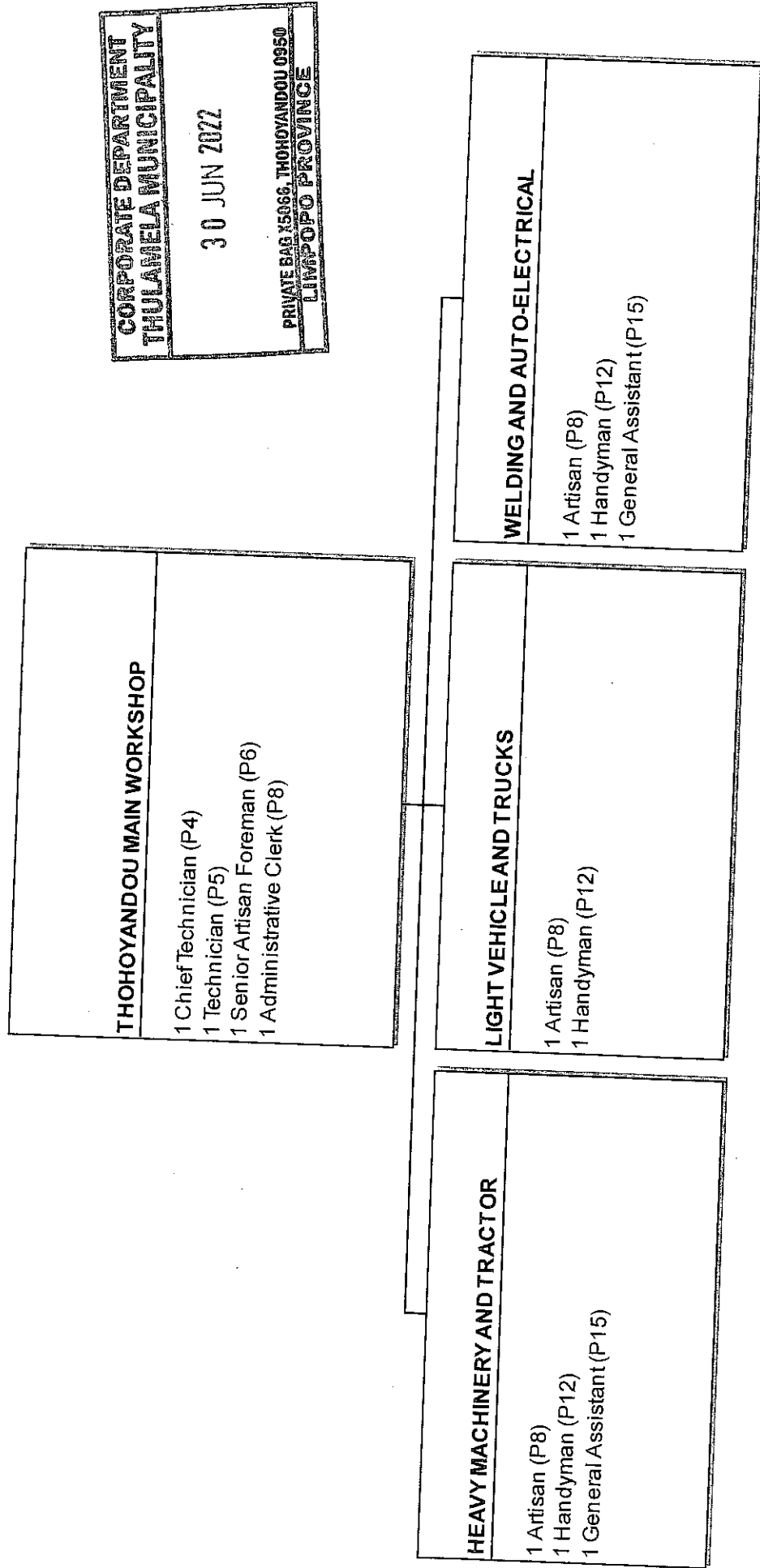
CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE

TSHILAMBA SUB-WORKSHOP
1 Chief Technician (P4) 1 Artisan (P8) 2 Handyman (P12)

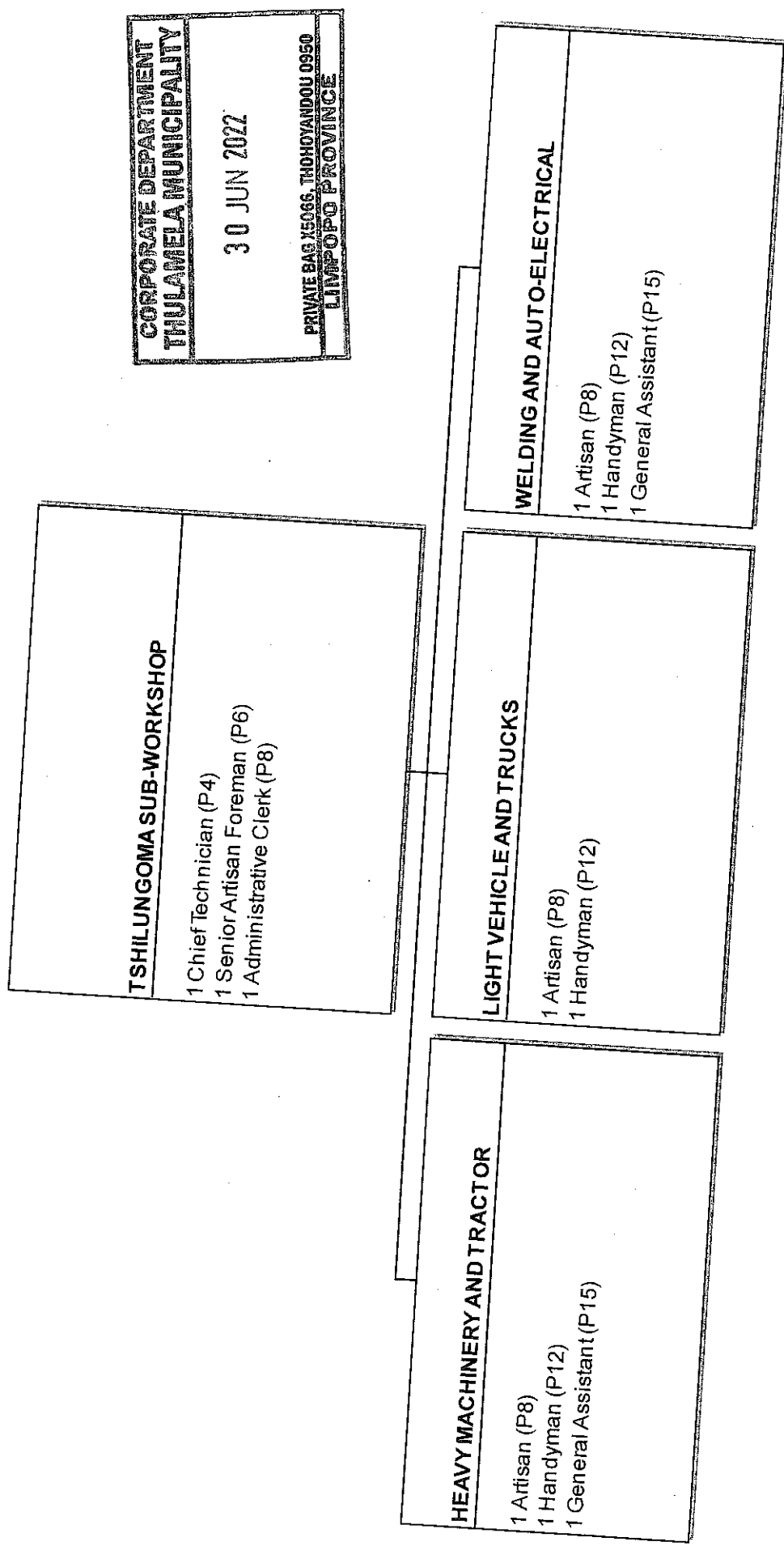
THOHOYANDOU MAIN WORKSHOP
1 Chief Technician (P4) 1 Technician (P5) 1 Senior Artisan Foreman (P6) 1 Administrative Clerk (P8) SEE PAGE 6.3.1

TSHILUNGOMA SUB-WORKSHOP
1 Chief Technician (P4) 1 Senior Artisan Foreman (P6) 1 Administrative Clerk (P8) SEE PAGE 6.3.2

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)
3 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)
1 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)
1 Senior Housing Officer (P7H)
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)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG 15066, THOHYANDOU 0950 LIMPOPO PROVINCE

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

DEPARTMENT: COMMUNITY SERVICES PURPOSE: To provide community services
Functions: 1. Manage and monitor environmental and waste management services. 2. Manage and monitor sports, arts and culture. 3. Manage and monitor parks and cemetery. 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

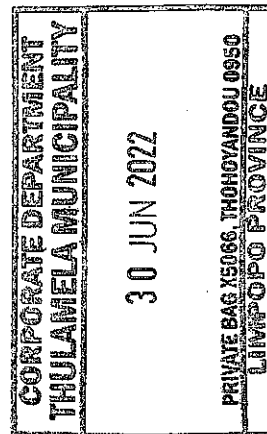
DIVISION: SPORTS, ART AND CULTURE PURPOSE: To manage and monitor sports, arts and culture.
Functions: 1. Develop and promote sport and recreation activities. 2. Develop and promote art, culture, heritage and library services.
1 Manager (P3) 13 General Assistant (P10)

DIVISION: PARKS AND CEMETERY SERVICES PURPOSE: To manage and monitor parks and cemetery.
Functions: 1. Maintain parks and cemeteries. 2. De-bush and maintenance of municipal facilities. 3. Render greening and nursery 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 regulation. 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



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

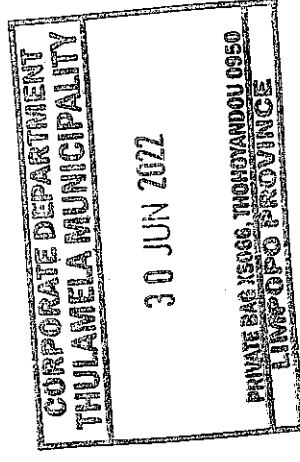
CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG 15066, THOHYANDOU 0950 LIMPOPO PROVINCE

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

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

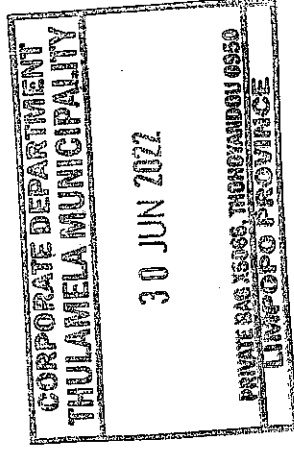


SUB-SECTION: REFUSE REMOVAL AND LANDFILL MANAGEMENT
PURPOSE: To provide refuse removal and landfill management services.
Functions:
1. Provide refuse removal services.
2. Provide landfill management services.
4 Superintendent (P6) SEE PAGE 7.1.1A

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

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)	

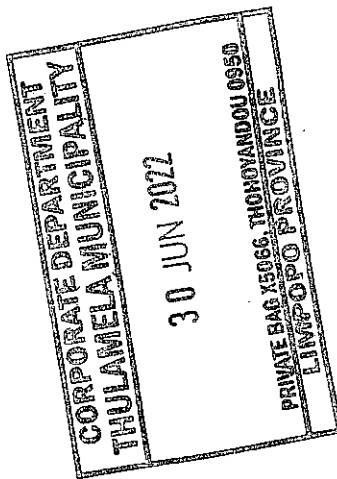


AREA: THOHOYANDOU
1 Foreman (P8) 14 Driver Operator (P9) 48 General Assistant (P15)

AREA: SIBASA
3 Driver Operator (P9) 12 General Assistant (P15)

AREA: TSHILAMBA
3 Driver Operator (P9) 9 General Assistant (P15)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



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
1 Team leader (P12) 47 General Assistant (P15)	1 Team Leader (P12) 7 General Assistant (P15)	1 Team Leader (P12) 7 General Assistant (P15)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

DIVISION: PARKS AND CEMETRY SERVICES
PURPOSE: To manage and monitor parks and cemetery.
Functions: 1. Maintain parks and cemeteries. 2. De-bushing and maintenance of municipal facilities. 3. Render greening and nursery services.
1 Manager (P3)

AREA: 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)

AREA: THOHOYANDOU AND MUTALE CEMETRIES, GREENING AND NURSERY
9 General Assistant (P15)

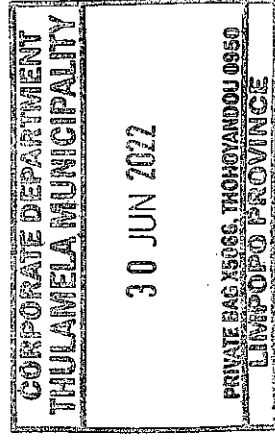
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30 JUN 2022
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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

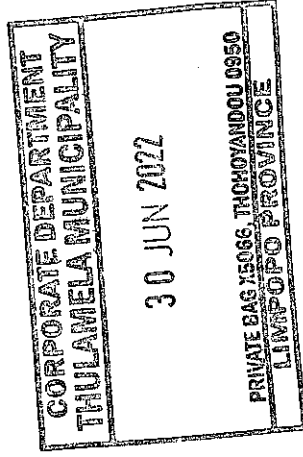
CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
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EMV
1 Management Rep (P6) 2 EMV Officer (P7) 1 PIT Assistant (P15)

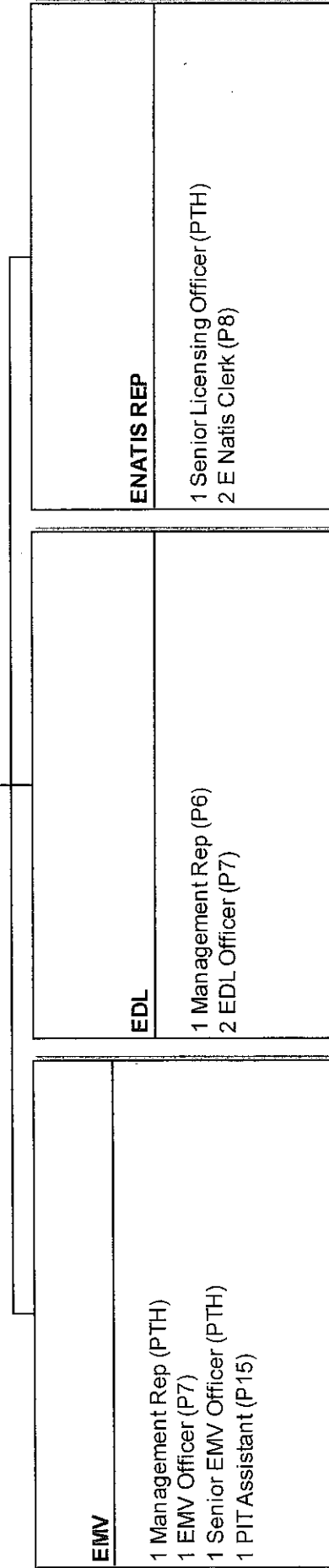
EDL
1 Management Rep (P6) 10 EDL Officer (P7)

ENATIS REP
1 E Natis Supervisor (P7) 6 E Natis Clerk (P8)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



AREA: TSHILAMBA
PURPOSE: To render registration and licensing services
Functions: 1. Provide registration and licensing services.
1 Manager Licensing (PTH)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG 95066, TROMPSBURG 0950 LIMPOPO PROVINCE

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: LAW ENFORCEMENT
PURPOSE: To render traffic inspection and law enforcement services
Functions: 1. Enforce road safety management. 2. Conduct escorts. 3. Conduct scholar patrol.
2 Superintendent (P6) 8 Assistant Superintendent (P7) 17 Senior Traffic Officer (P8) 5 Law Enforcement Officer (P9)

SECTION: COMPLIANCE
PURPOSE: To ensure compliance with road and safety regulation.
Functions: 1. Enforce By-laws compliance.
1 Superintendent (P6) 1 Senior Traffic Officer (P8)

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 Admin Clerk (P7) 2 Administrative Clerk (P8)

AREA: TSHILAMBA
2 Superintendent (PTH) 2 Assistant Superintendent (PTH)

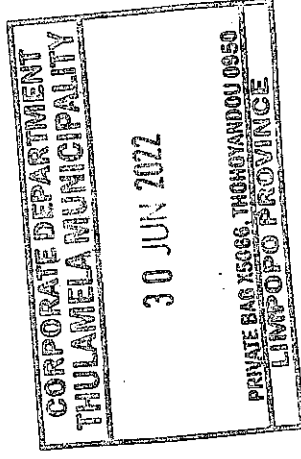
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHYANDOU 0950 LIMPOPO PROVINCE

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

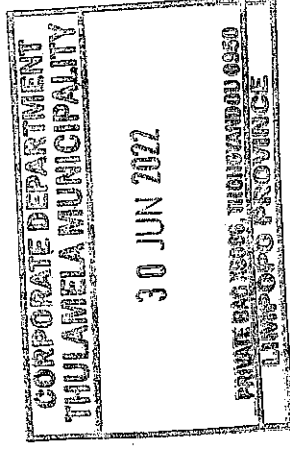
DIVISION: EXPENDITURE
PURPOSE: To manage expenditure.
Functions:
1. Manage salary and projects payments.
2. Manage creditor payments.
3. Manage submission of returns.
4. Manage preparation of journals.
5. Manage supplier payments.
6. Submission of returns
1 Manager (P3) 1 Deputy Manager (P4) 1 Accountant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

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)



SECTION: AFS AND BANK RECON
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 Bank Recon (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 Budget and Reporting (PTH) 2 Accountant (P5) 1 Senior Accounting Clerk (P7)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

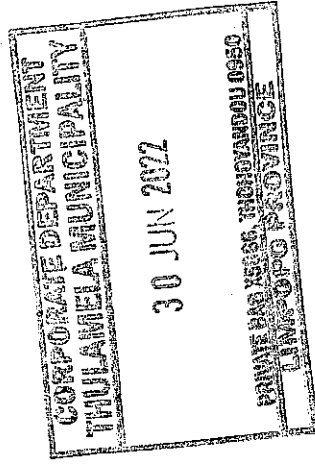
DIVISION: REVENUE SERVICES
PURPOSE: To manage revenue.
Functions:
1. Provide cash management services.
2. Manage billing.
3. Render indigent services
4. Manage credit control, debt collection and customer services.
1 Manager (P3)

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)
1 Accountant (PTH)
2 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

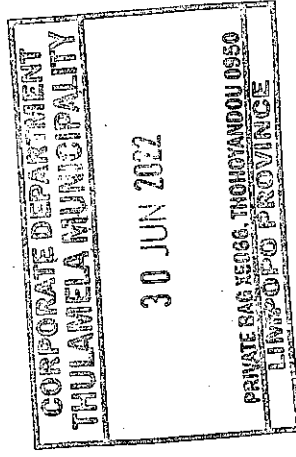


ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

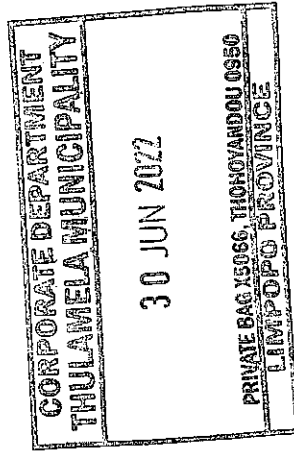


ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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

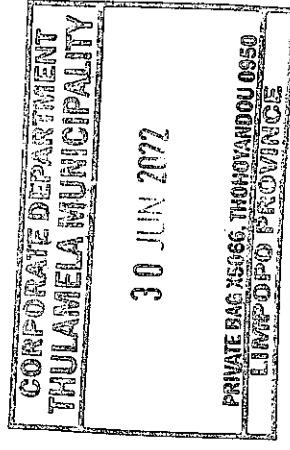
SECTION: DEMAND MANAGEMENT
PURPOSE: To manage demand.
Functions:
1. Render demand management.
1 Senior Accounting Clerk (P7)
1 Accounting Clerk (P8)

DIVISION: ACQUISITION MANAGEMENT
PURPOSE: To manage acquisition.
Functions:
1. Render procurement and acquisition services.
1 Accountant (P5)
2 Accounting Clerk (P8)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)



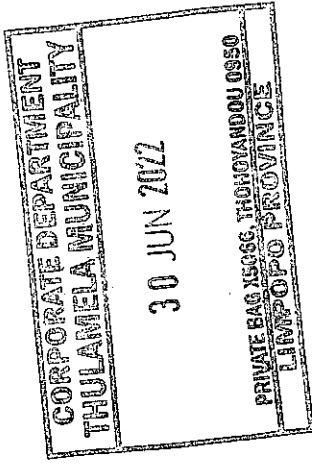
DIVISION: HUMAN RESOURCE MANAGEMENT
PURPOSE: To provide human resource services
Functions:
1. Provide personnel administration and organisational development services
2. Provide training and development.
3. Provide payroll administration.
4. Provide employee wellness services.
5. Provide labour relations 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 (P TH)
1 Network Administrator (P8)

SECTION: COUNCIL SUPPORT SERVICES
PURPOSE: To provide administration and council support
Functions:
1. Render administration services.
2. Render secretariat services to council and its committees.
3. Manage Councilors affairs.
4. Manage public participation.
1 MPAC Officer (P6)
4 Councilor Support Clerk (P8)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



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. Administer employee benefits. 3. Ensure staff retention and continuity. 4. Promote workplace diversity. 5. Manage equity. 6. Manage organisational design, job evaluation and process improvement
1 Deputy Manager (P4) 1 Recruitment Officer (P6) 1 Senior HR Officer (PTH) 2 Personnel Officer (P6) 3 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: AUXILIARY AND TRANSPORT SERVICES PURPOSE: To render auxiliary and transport services
Functions: 1. Coordinate transport services. 2. Coordinate printing services. 3. Coordinate switchboard services.
1 Deputy Manager (P4) 1 Transport Officer (P6) 2 Transport Clerk (P8) 1 Switchboard Operator (P8) 2 Driver (P10)

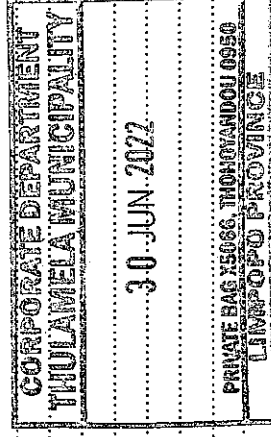
SECTION: TRAINING AND DEVELOPMENT PURPOSE: To provide training and development
Functions: 1. Manage skills plan development. 2. Coordinate training.
1 Deputy Manager (P4) 1 SDF Facilitator (PTH)

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

SECTION: RECORDS AND REGISTRY SERVICES PURPOSE: To render records and registry services
Functions: 1. Render records and registry services.
1 Deputy Manager (P4) 3 Records Clerk (P8)

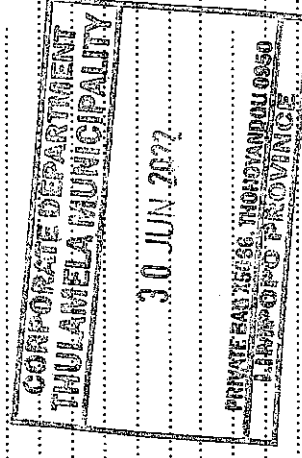
Index

SECTION: PAYROLL ADMINISTRATION.....	41
SECTION: PERSONNEL ADMINISTRATION AND ORGANISATIONAL DEVELOPMENT.....	41
SECTION: AGRICULTURE.....	14
AREA: THOHYANDOU AND MUTALE CEMETRIES, GREENING AND NURSERY.....	29
AREA: THOHYANDOU AND MUTALE PARKS, GROUND AND MUNICIPAL FACILITIES.....	29
DEPARTMENT: BUDGET AND TREASURY.....	5, 35
DEPARTMENT: PLANNING AND DEVELOPMENT.....	5, 11
DIVISION: BUDGET AND FINANCIAL MANAGEMENT.....	35, 36
DIVISION: ENVIRONMENT AND WASTE MANAGEMENT.....	24, 25
DIVISION: PARKS AND CEMETRY SERVICES.....	24, 29
DIVISION: REGISTRATION AND LICENSING.....	24, 30
DIVISION: RISK AND SECURITY MANAGEMENT.....	5, 7
HEAVY MACHINERY AND TRACTOR.....	21
HEAVY MACHINERY AND TRACTOR.....	22
LIGHT VEHICLE AND TRUCKS.....	22
LIGHT VEHICLE AND TRUCKS.....	21
ROAD MARKING AND SIGNS.....	19
SECTION: AFS AND BANK RECON.....	36
SECTION: AUXILIARY AND TRANSPORT SERVICES.....	41
SECTION: BENEFICIARY AND PROJECT MANAGEMENT.....	23
SECTION: BUDGET AND REPORTING.....	36
SECTION: CONSTRUCTION AND MAINTENANCE.....	19
SECTION: ENVIRONMENT AND CLIMATE CHANGE.....	25
SECTION: RECORDS AND REGISTRY SERVICES.....	41
SECTION: TRAINING AND DEVELOPMENT.....	41
SECTION: YOUTH AND CHILDREN.....	34
DIVISION: SPORTS, ART AND CULTURE.....	24
DIVISION: INTERNAL AUDIT.....	5, 6
SECTION: REGULARITY AUDIT.....	6
SECTION: SPECIALITY AUDIT.....	6
WELDING AND AUTO-ELECTRICAL.....	21
WELDING AND AUTO-ELECTRICAL.....	22
DIVISION: SUPPLY CHAIN MANAGEMENT.....	35, 39
SUB-SECTION: DEBT COLLECTION AND CREDIT CONTROL.....	38
SECTION: COMPLIANCE.....	33
SECTION: CONSTRUCTION.....	16, 17



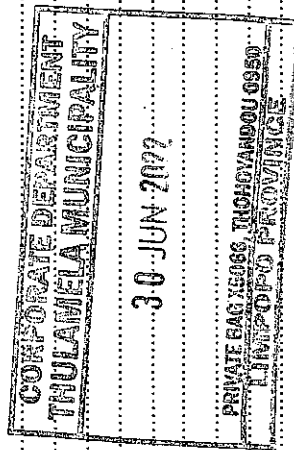
Index Continued

SECTION: BUILDING CONSTRUCTION.....	23
SECTION: CREDIT CONTROL, DEBT COLLECTION AND CUSTOMER CARE.....	37, 38
COUNCIL.....	4
CULVERT.....	17
DRAINAGE.....	19
DIVISION: LOCAL ECONOMIC DEVELOPMENT.....	11, 14
EDL.....	32
EDL.....	31
SECTION: DISABILITY, ELDERLY, GENDER AND HIV/AIDS.....	34
EMV.....	32
EMV.....	31
DIVISION: LAW ENFORCEMENT.....	24, 33
SECTION: LAW ENFORCEMENT.....	33
DIVISION: EXPENDITURE.....	35
SECTION: GIS.....	13
MAKWARELA HALL.....	10
THOHOYANDOU TOWN HALL.....	9
TSHILAMBA TOWN HALL.....	10
DIVISION: BUILDING, HOUSING AND ELECTRICITY.....	15, 23
DIVISION: IDP.....	11
SECTION: BUILDING INSPECTION.....	12
SECTION: MAINTENANCE.....	16, 18
SECTION: BUILDING MAINTENANCE.....	23
DIVISION: ACQUISITION MANAGEMENT.....	39
DIVISION: ASSET MANAGEMENT.....	35
DIVISION: PROJECT MANAGEMENT UNIT.....	15
PERFORMANCE MANAGEMENT.....	11
SECTION: CASH MANAGEMENT.....	37
SECTION: DEMAND MANAGEMENT.....	39
SECTION: DISASTER MANAGEMENT.....	34
SECTION: WASTE MANAGEMENT SERVICES.....	25, 26
MAYOR.....	4
DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT.....	11, 12
SECTION: SPATIAL PLANNING AND INSPECTION.....	12
DIVISION: SPECIAL PROGRAMMES.....	24, 34
SECTION: ELECTRICAL, PROJECT MANAGEMENT AND MAINTENANCE.....	23



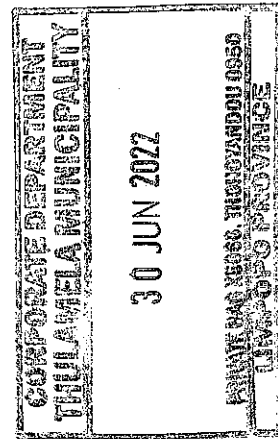
Index Continued

SECTION: LAND REGISTRATION AND RECORDS.....	13
SECTION: PROPERTY REGISTRATION AND LICENSING.....	13
REGRAVELLING.....	18
REGRAVELLING.....	17
SECTION: LABOUR RELATIONS.....	41
SUB-SECTION: REFUSE REMOVAL AND LANDFILL MANAGEMENT.....	26, 27
ENATIS REP.....	32
ENATIS REP.....	31
DIVISION: HUMAN RESOURCE MANAGEMENT.....	40, 41
DIVISION: GRAVEL ROADS.....	15, 16
DIVISION: SURFACED ROADS.....	15, 19
DEPARTMENT: COMMUNITY SERVICES.....	5, 24
DEPARTMENT: CORPORATE SERVICES.....	5, 40
DEPARTMENT: TECHNICAL SERVICES.....	5, 15
DIVISION: COMMUNICATIONS SERVICES.....	40
DIVISION: ICT SERVICES.....	40
DIVISION: MECHANICAL SERVICES.....	15, 20
DIVISION: REVENUE SERVICES.....	35, 37
LEGAL SERVICES.....	5
SECTION: BILLING SERVICES.....	37
SECTION: SURVEY SERVICES.....	12
SECTION: WARRANT SERVICES.....	33
SECURITY SERVICES.....	8, 9
SECURITY SERVICES.....	8, 10
SECURITY SERVICES.....	7, 8
SUB-SECTION: CLEANING SERVICES.....	26, 28
SUB-SECTION: CUSTOMER SERVICES.....	38
AREA: SIBASA.....	28
AREA: SIBASA.....	27
SECTION: SMME.....	14
SPEAKER.....	4
MAKHUVHA STADIUM.....	9
TSHIFUDI STADIUM.....	10
TSHIFULANANI STADIUM.....	9
TSHIKOMBANI STADIUM.....	9
TSHILAMBA SUB-WORKSHOP.....	20



Index Continued

TSHILUNGOMA SUB-WORKSHOP.....	20, 22
DIVISION: DEVELOPMENT SUPPORT.....	11, 13
SECTION: COUNCIL SUPPORT SERVICES.....	40
SECTION: INDIGENT SUPPORT.....	37
OFFICE OF THE MAYOR.....	4
OFFICE OF THE MUNICIPAL MANAGER.....	4, 5
AREA: THOHOYANDOU.....	30, 31
AREA: THOHOYANDOU.....	27
AREA: THOHOYANDOU.....	28
REGION: THOHOYANDOU.....	18
SECTION: TOURISM.....	14
AREA: TSHILAMBA.....	28
AREA: TSHILAMBA.....	27
AREA: TSHILAMBA.....	33
AREA: TSHILAMBA.....	30, 32
REGION: TSHITEREKE.....	18
SECTION: LAND USE MANAGEMENT AND TRIBUNAL.....	12
SECTION: PROPERTY VALUATION.....	13
SECTION: EMPLOYEE WELLNESS PROGRAMME.....	41
CHIEF WHIP.....	4
PATCH WORK.....	19
THOHOYANDOU MAIN WORKSHOP.....	20, 21



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY 2022

DIVISION: PERFORMANCE MANAGEMENT
PURPOSE: To provide organizational and Individual Performance Management services.
Functions:
1. Manage Organisational PMS Services
2. Manage Individual PMS Services
1x Manager (P3):PMS

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
28 JUL 2023
PRIVATE BAG 15066, THOHYANDOL 0950 LIMPOPO PROVINCE

SECTION: ORGANISATIONAL PMS
PURPOSE: To provide Organisational PMS Services
Functions:
1. Improve organizational performance by fostering accountability.
2. Conduct organisational performance monitoring and evaluation.
3. Coordinate back to basics.
1x Deputy Manager (P4)
1 x PMS Officer (P6)
1x PMS Clerk (P8)

SECTION: INDIVIDUAL PMS
PURPOSE: To provide Individual PMS Services
Functions:
1. Facilitate signing of performance agreements for all employees.
2. Assist all employees in developing Personal Development Plans and Work Plans
3. Arrange and facilitate individual performance assessments.
1x Deputy Manager (P4)
1x PMS Officer (P6)
1x PMS Clerk (P8)



EXTRACT RESOLUTION OF THULAMELA
MUNICIPALITY SPECIAL COUNCIL MEETING NO.
06/2023 HELD ON THE 28TH OF JULY 2023.

RESOLUTION NO. SC 03/07/2023

SUBMISSION FOR THE IMPLEMENTATION OF COUNCIL
RESOLUTION FOR THE CREATION OF THE POSITION
OF MANAGER, PERFORMANCE MANAGEMENT SYSTEM
(PMS) ON THE MUNICIPAL ORGANISATIONAL
STRUCTURE.

Council resolved:

a) To approve the implementation of Council Resolution
No. SC 01/03/2023 for the creation of the position of
Manager: Performance Management System (PMS) on
the Municipal Organizational Structure as
recommended by MPAC and Resolution from Strategic
Session.

b) That the positions of one (1) Deputy Manager and one
(1) PMS Officer be created under PMS Division
(Individual PMS subsection).

DEPUTY-CHAIRPERSON OF COUNCIL
28 JULY 2023

[Signature]

THULAMELA
MUNICIPALITY
28 JULY 2023