

APPROVED

ORGANISATIONAL STRUCTURE:

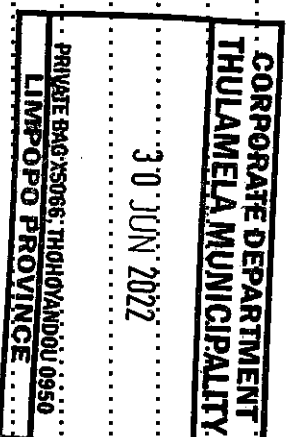
THULAMELA LOCAL MUNICIPALITY

2022-2027 FINANCIAL YEAR

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

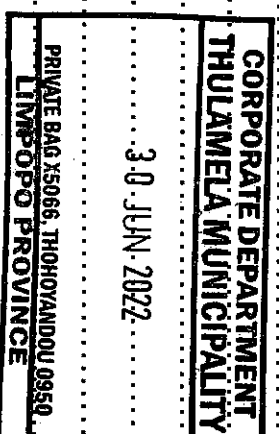
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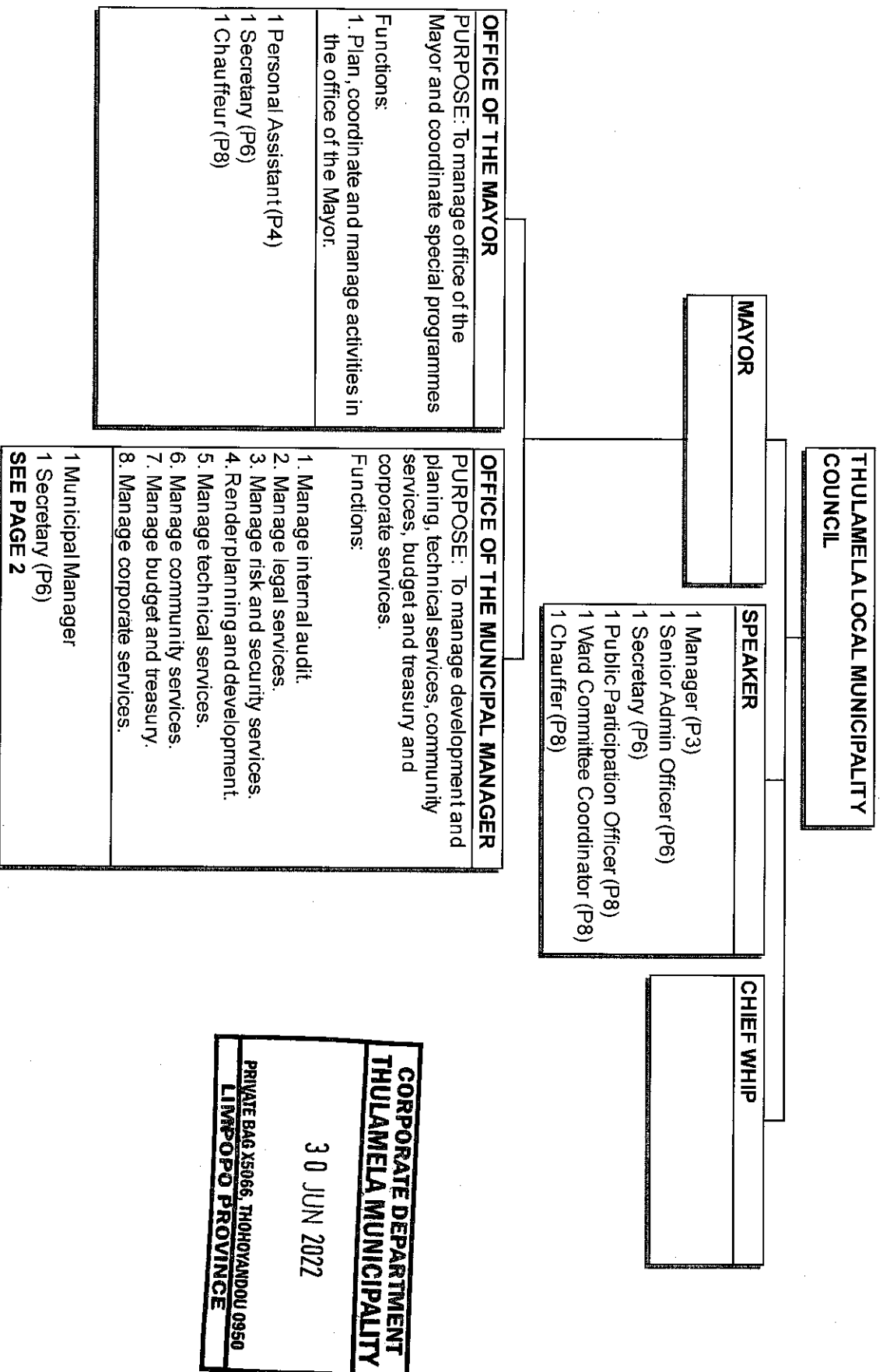


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THULAMELA LOCAL MUNICIPALITY ORGANISATIONAL STRUCTURE (2022)



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 regularly audit.
2. Provide specially 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

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

DEPARTMENT: PLANNING AND DEVELOPMENT
PURPOSE: To provide technical 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)
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 sport, 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.
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 communication 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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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)

CORPORATE DEPARTMENT
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SECTION: REGULARITY AUDIT	SECTION: SPECIALITY AUDIT
PURPOSE: To provide regularity audit services	PURPOSE: To provide speciality audit services
Functions: 1. Render risk based audit. 2. Render compliance audit.	Functions: 1. Render IT audit. 2. Render performance audit. 3. Render environmental audit.
1 Deputy Manager (P4) 1 Internal Auditor (P5) 1 Assistant Internal Auditor (P6)	1 Deputy Manager (P4) 1 Internal Auditor (P5)

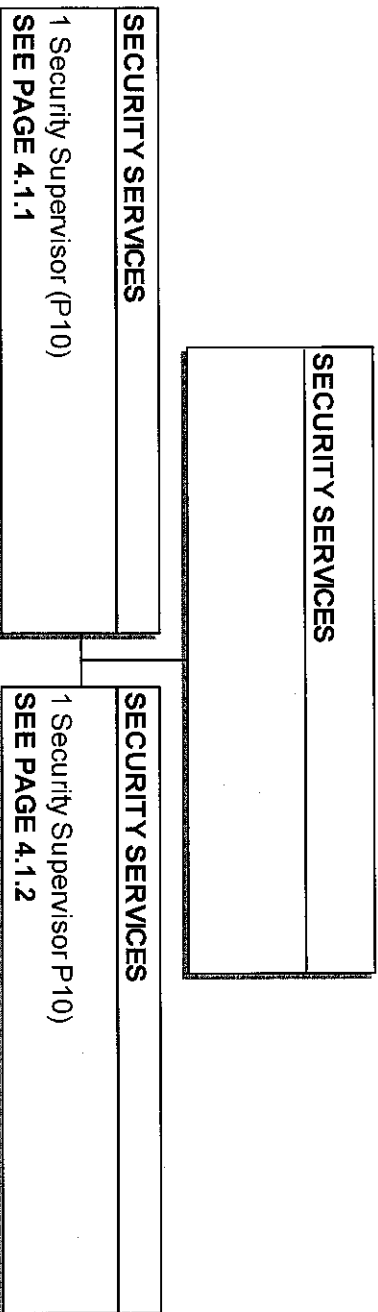
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)

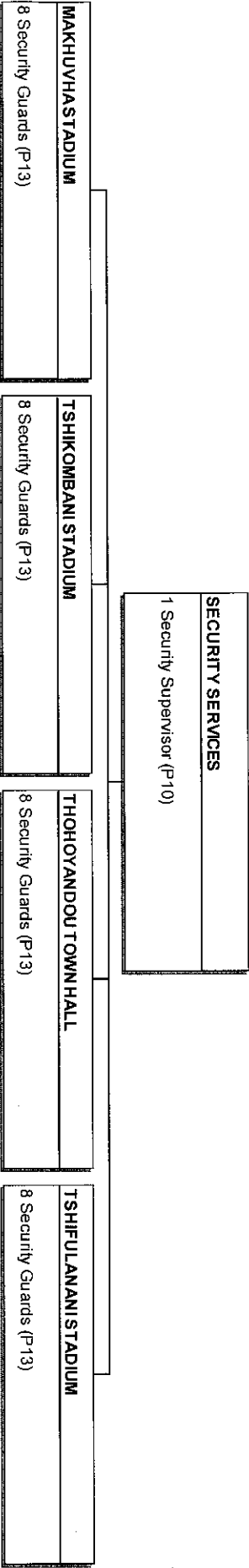
SECURITY SERVICES
SEE PAGE 4.1

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

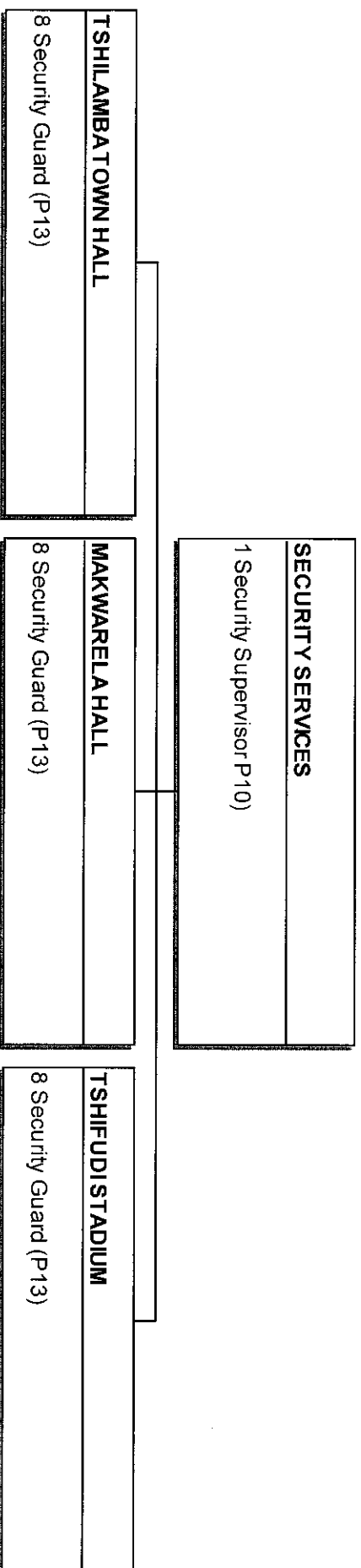


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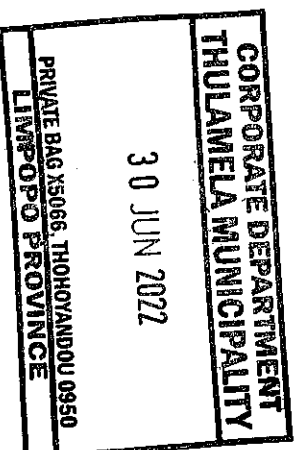
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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)



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

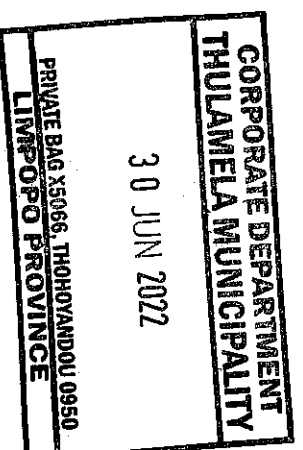
DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render local economic development services.
Functions:
1. Render agricultural support.
2. Render SME support services.
3. Promote tourism.
1 Manager (P3)
SEE PAGE 5.3

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 PMIS 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 (P5)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

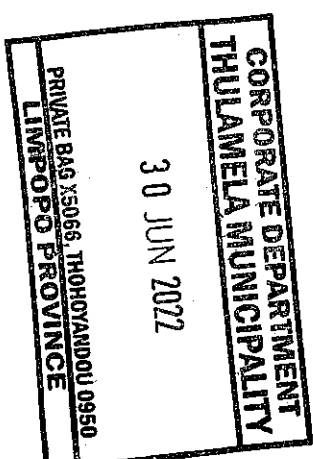
DIVISION: SPATIAL PLANNING AND LAND USE MANAGEMENT
PURPOSE: To render Spatial Planning and Land Use management.
Functions: 1. Render spatial planning. 2. Render survey services. 3. Provide land use management services. 4. Provide building inspection.
1 Manager (P3)



SECTION: SPATIAL PLANNING AND INSPECTION PURPOSE: To render Spatial Planning Functions: 1. Process land development applications. 2. Development of policies. 1 Manager (P7H) 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)
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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 (P5) 1 Chief SASO (P12)
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

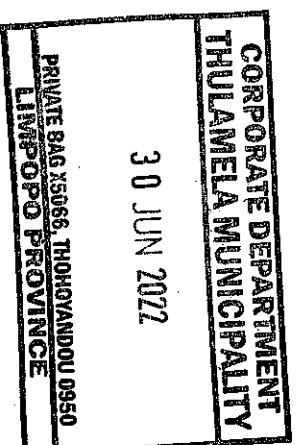
DIVISION: LOCAL ECONOMIC DEVELOPMENT
PURPOSE: To render local economic development services.
Functions: 1. Render agricultural support. 2. Render SMME support services. 3. Promote tourism.
1 Manager (P3)

SECTION: AGRICULTURE	SECTION: SMME	SECTION: TOURISM
PURPOSE: To render agricultural support	PURPOSE: To render SMME support	PURPOSE: To promote tourism
Functions: 1. Facilitate and promote agricultural activities.	Functions: 1. Facilitate and promote SMME. 2. Registration of Hawkers and Spaza shops.	Functions: 1. Create an enabling environment for Tourism
1 Deputy Manager (P4)	1 Admin Officer (P6) 1 LIBRA Officer (P7)	1 Deputy Manager (P4)

CORPORATE DEPARTMENT
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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)



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 earth moving 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 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)

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

CORPORATE DEPARTMENT
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REGRAVELLING	CULVERT
1 Foreman (P8) 8 Driver Operator (P9)	1 Foreman (P8) 3 Artisan (P8) 3 Driver Operator (P9) 3 General Assistant (P15)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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

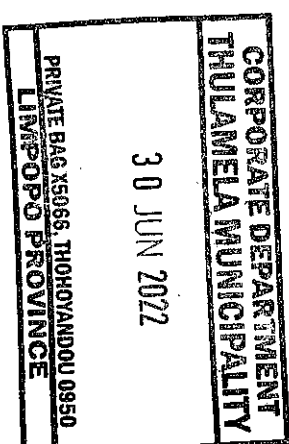
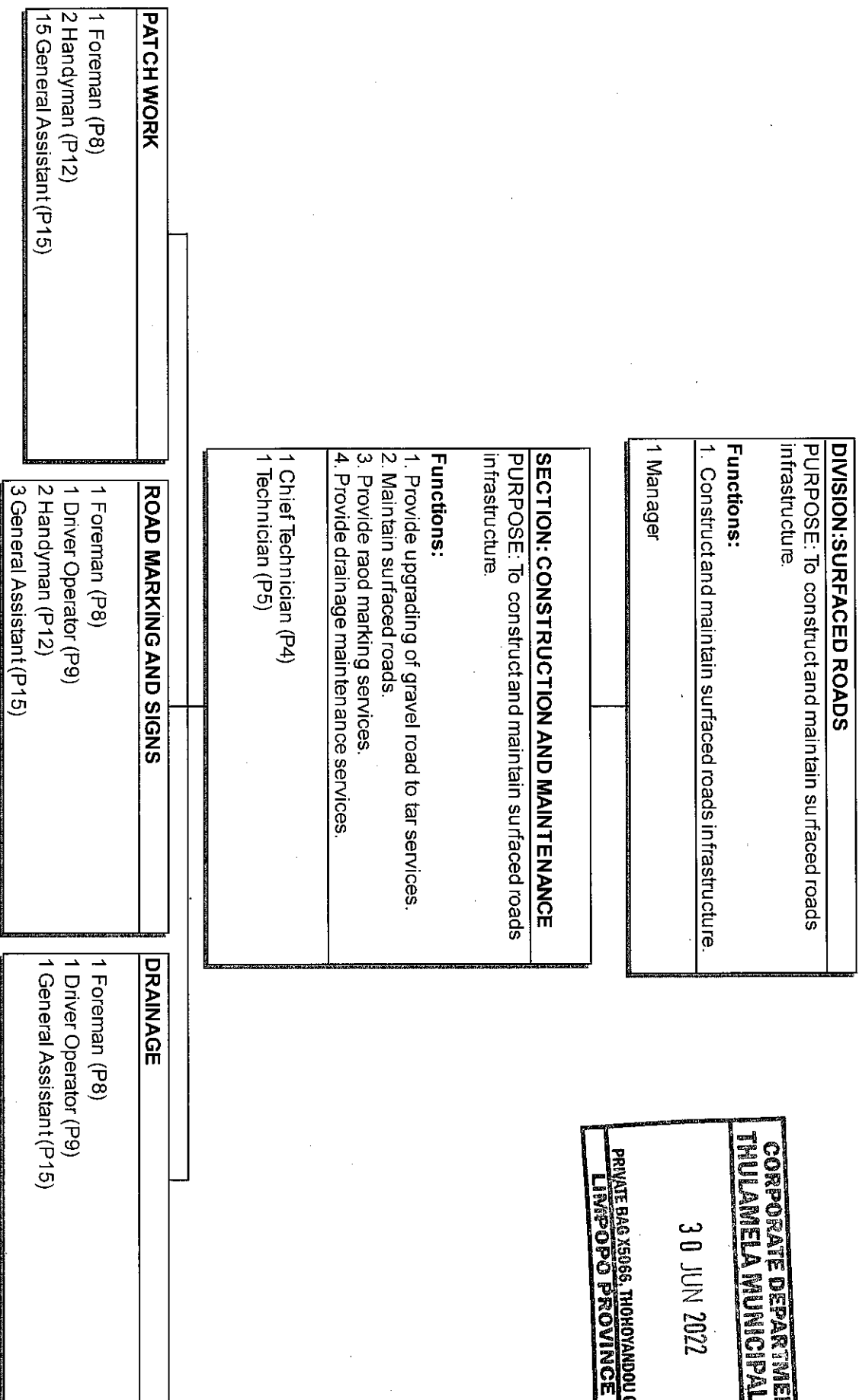
CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHOYANDOU 0950 LIMPOPO PROVINCE

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

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

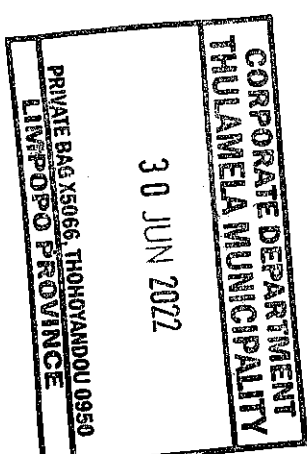
REGRAVELLING
1 Senior Foreman (P7) 6 Driver Operator (P9)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



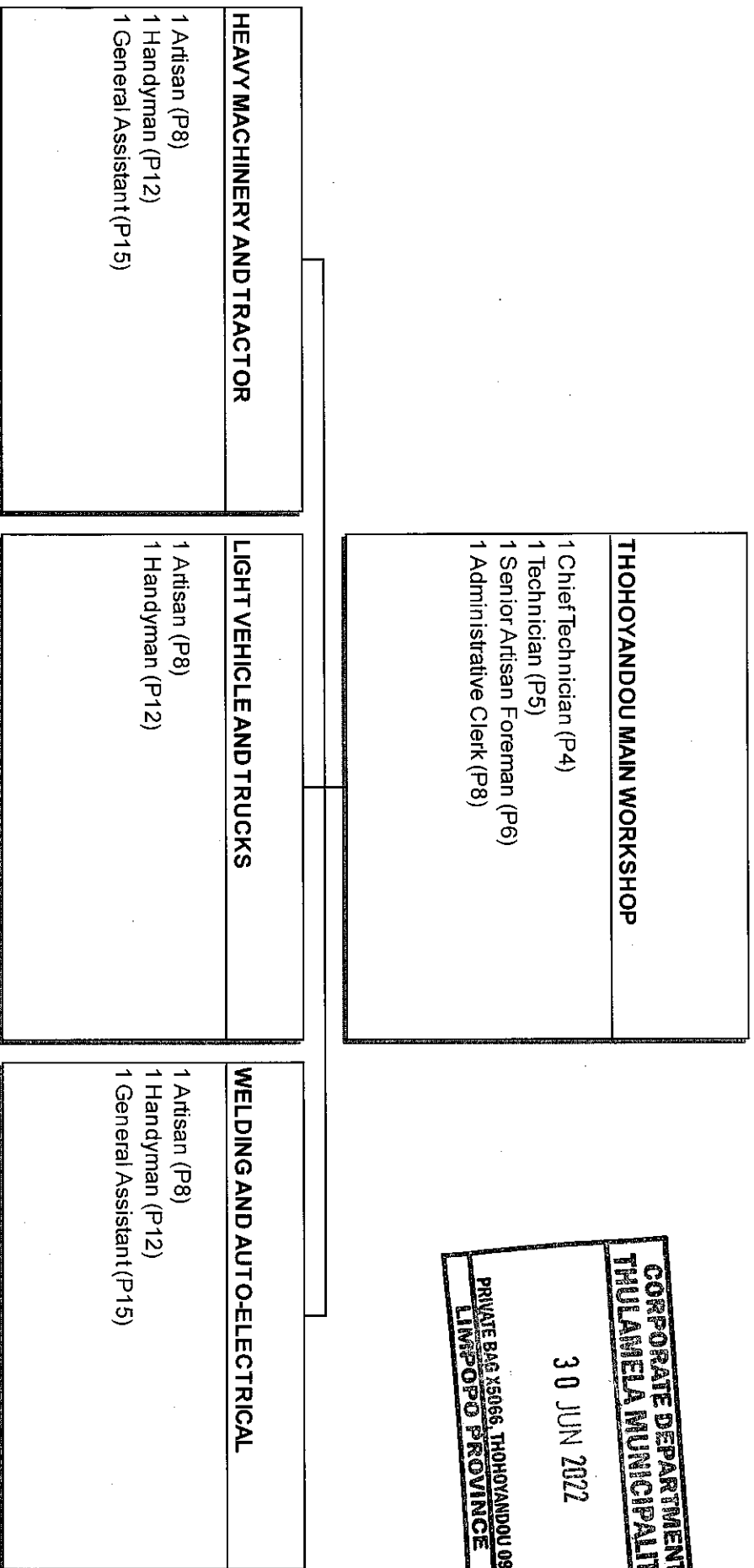
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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



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

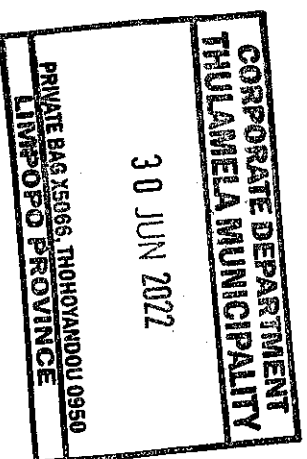
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

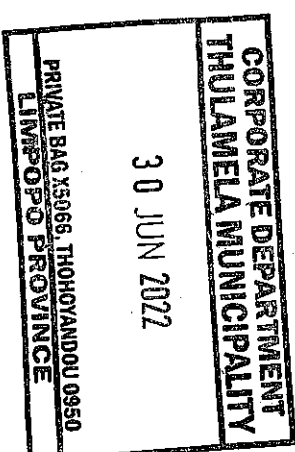
TSHILUNGOMA SUB-WORKSHOP
1 Chief Technician (P4) 1 Senior Artisan Foreman (P6) 1 Administrative Clerk (P8)



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)

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)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

DEPARTMENT: COMMUNITY SERVICES
PURPOSE: To provide community services
Functions:
1. Manage and monitor for environmental and waste management services.
2. Manage and monitor sport, 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 sport, arts and culture Functions: 1. Develop and promote sport and recreation facilities. 2. Develop and promote art, culture, heritage and library services. 1 Manager (P3) 1 Sport and Recreation Officer (P6) 13 General Assistant (P15)	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 SERVICES 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 regulations. 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
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

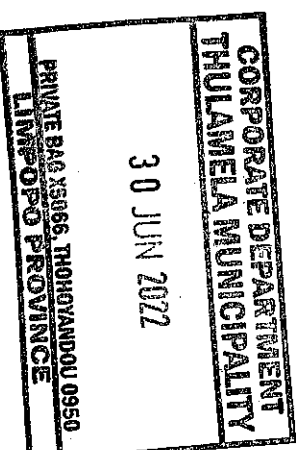
DIVISION: ENVIRONMENT AND WASTE MANAGEMENT
PURPOSE: To manage and monitor environmental and waste management services.
Functions:
1. Provide environmental services and climate change.
2. Provide waste management services.
1 Manager (P3)

CORPORATE DEPARTMENT THULAMELA MUNICIPALITY
30 JUN 2022
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SECTION: ENVIRONMENT AND CLIMATE CHANGE	SECTION: WASTE MANAGEMENT SERVICES
PURPOSE: To Provide environmental services and climate change.	PURPOSE: To provide waste management services.
Functions:	Functions:
1. Climate change mitigation and adaptation.	1. Provide refuse removal and landfill management services.
2. Intergration of climate change into projects.	2. Provide cleaning services.
3. Manage environmental risk assessment and monitoring.	1 Chief Superintendent (P4) SEE PAGE 7.1.1
4. Provide environmental impact assessment.	
1 Environmental Officer (P6)	

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)

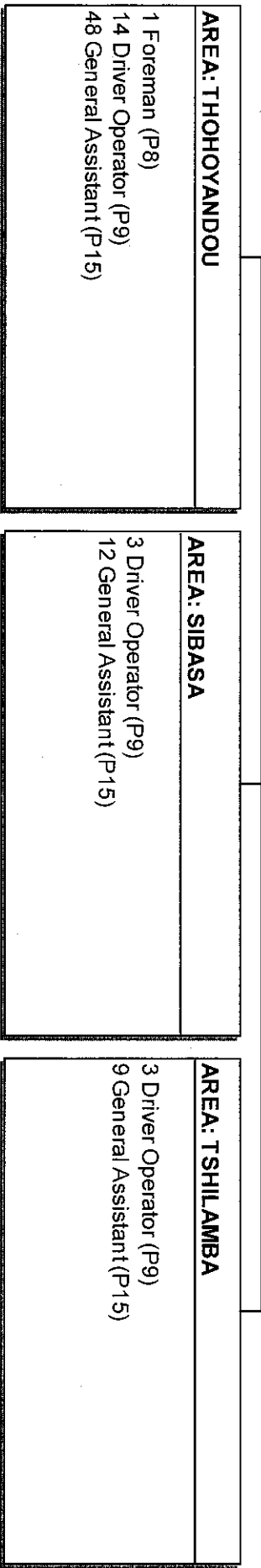


SUB-SECTION: REFUSE REMOVAL AND LANDFILL MANAGEMENT
PURPOSE: To provide refuse removal and landfill management services.
Functions:
1. Provide refuse removal services.
2. Provide landfill management services.
4 Superintendent (P6) SEE PAGE 7.1.1A

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)

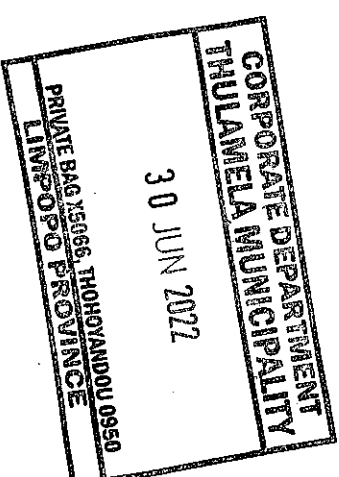
SUB-SECTION: REFUSE REMOVAL AND LANDFILL MANAGEMENT	
PURPOSE:	To provide refuse removal and landfill management services.
Functions:	<ol style="list-style-type: none"> 1. Provide refuse removal services. 2. Provide landfill management services.
4 Superintendent (P6)	



CORPORATE DEPARTMENT
 THULAMELA MUNICIPALITY
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 PRIVATE BAG X5068, THOHOYANDOU 0950
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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)

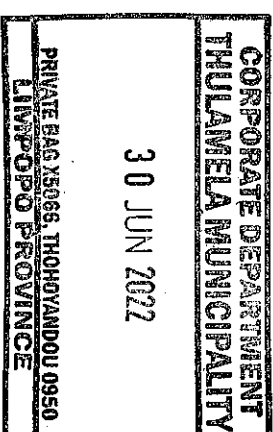
CORPORATE DEPARTMENT
THULAMELA MUNICIPALITY
30 JUN 2022
PRIVATE BAG X5066, THOHOYANDOU 0950
LIMPOPO PROVINCE

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)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

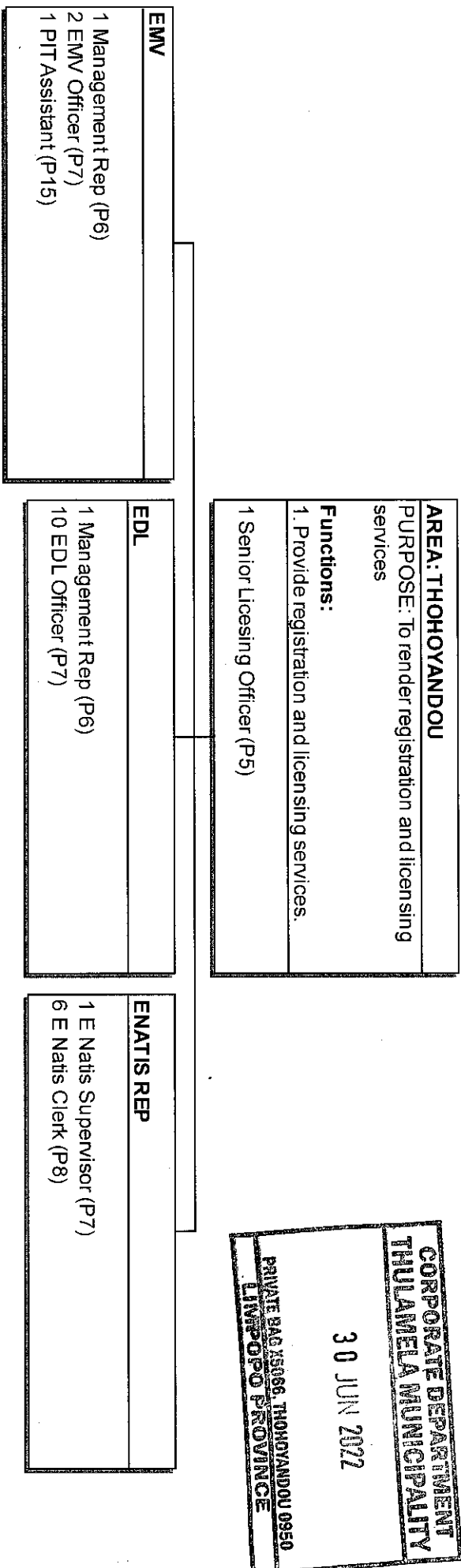
DIVISION: REGISTRATION AND LICENSING
PURPOSE: To manage registration and licensing services.
Functions:
1. Manage and monitor the examining and issuing of roadworthy certificates.
2. Manage and monitor the examining and issuing of learners and driving licenses.
3. Manage and monitor the examining and 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 Licensing Officer (P5) SEE PAGE 7.3.1

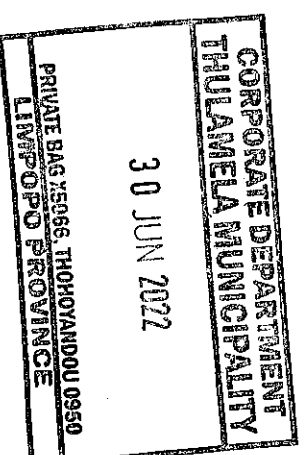
AREA: TSHILAMBA
PURPOSE: To render registration and licensing services
Functions:
1. Provide registration and licensing services.
1 Manager Licensing (PTH) 1 Senior Licensing Officer (P5) SEE PAGE 7.3.2

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



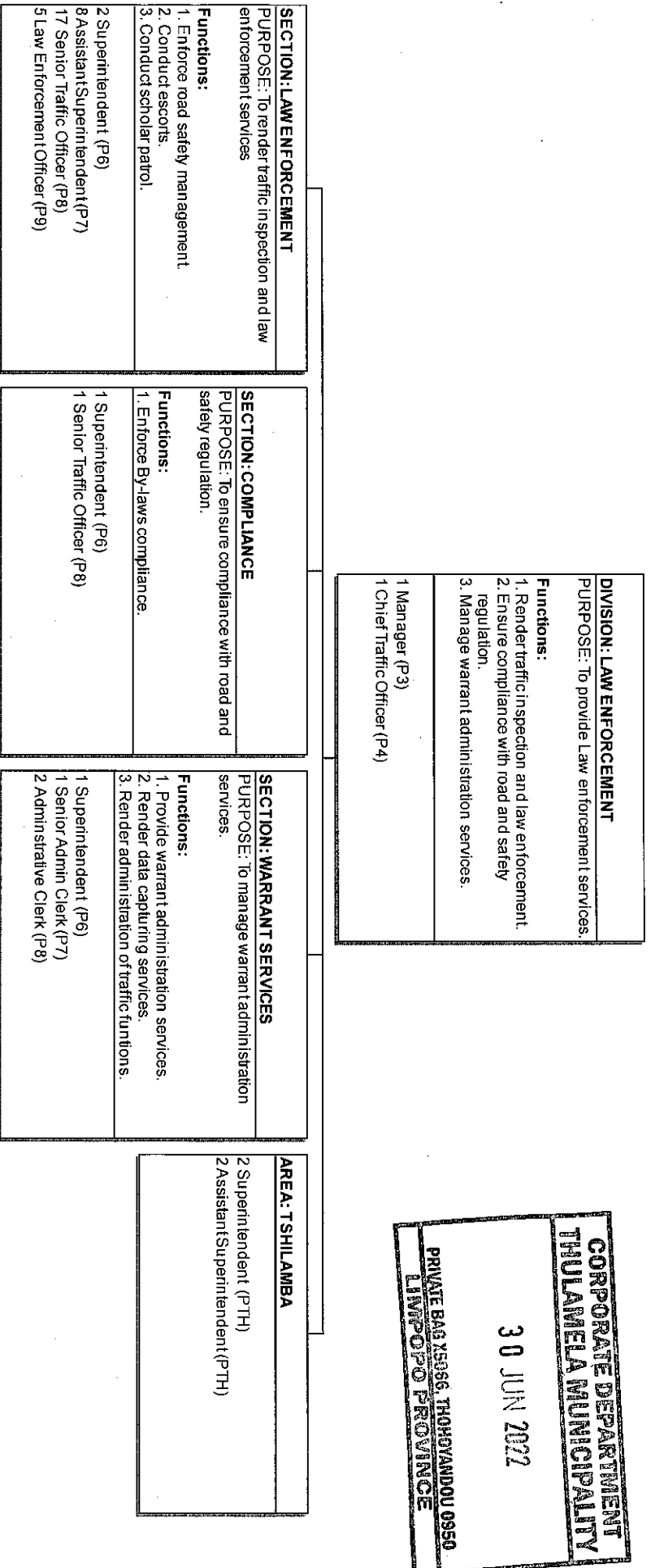
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

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



EMV	1 Management Rep (PTH) 1 EMV Officer (P7) 1 Senior EMV Officer (PTH) 1 PIT Assistant (P15)
EDL	1 Management Rep (P6) 2 EDL Officer (P7)
ENATIS REP	1 Senior Licensing Officer (PTH) 2 E Natis Clerk (P8)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



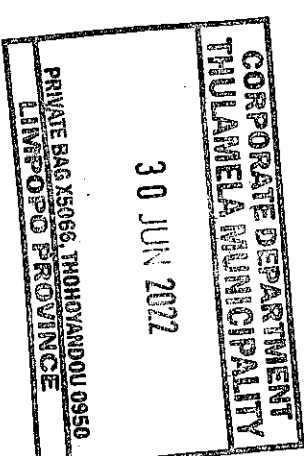
ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

DIVISION: SPECIAL PROGRAMMES
PURPOSE: To provide special programmes services.
Functions: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 1. Coordinate moral regeneration youth and children programmes.
1 Coordinator (P6)



ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

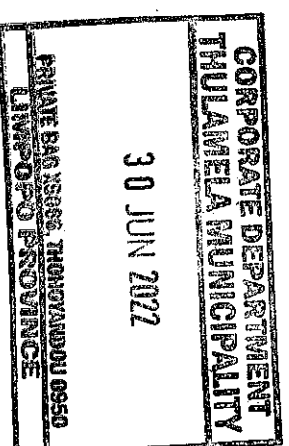
DEPARTMENT: BUDGET AND TREASURY
PURPOSE: To manage budget and treasury
Functions:
1. Manage budget and financial management
2. Manage revenue
3. Manage expenditure
4. Manage assets
5. Manage supply chain
1 Chief Financial Officer
1 Secretary (P6)

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

DIVISION: BUDGET AND FINANCIAL MANAGEMENT	DIVISION: REVENUE SERVICES	DIVISION: EXPENDITURE	DIVISION: ASSET MANAGEMENT	DIVISION: SUPPLY CHAIN MANAGEMENT
PURPOSE: To manage budget and financial reporting.	PURPOSE: To manage revenue.	PURPOSE: To manage expenditure.	PURPOSE: To manage assets.	PURPOSE: To manage supply chain.
Functions:	Functions:	Functions:	Functions:	Functions:
1. Manage AFS and bank reconciliations.	1. Provide cash management services.	1. Manage salary and projects payments.	1. Manage assets.	1. Manage demand.
2. Manage budget and reporting.	2. Manage billing.	2. Manage creditor payments.	2. Render inventory management	2. Manage acquisition.
	3. Render indegent services	3. Manage submission of returns.	4. Manage preparation of journals.	
	4. Manage credit control, debt collection and customer services.	5. Manage supplier payments.	6. Submission of returns	
1 Manager (P3)	1 Manager (P3)	1 Manager (P3)	1 Manager (P3)	1 Manager (P3)
SEE PAGE 8.1	SEE PAGE 8.2	1 Deputy Manager (P4)	1 Accountant (P5)	1 Accountant (P5)
		1 Accountant (P5)	2 Senior Accounting Clerk (P7)	2 Senior Accounting Clerk (P7)
		2 Senior Accounting Clerk (P7)	2 Stores Controller (P7)	2 Stores Assistant (P10)
		2 Accounting Clerk (P8)		

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	SECTION: BUDGET AND REPORTING
PURPOSE: To render AFS and bank reconciliations	PURPOSE: To manage budget and reporting.
Functions:	Functions:
1. Preparation of bank reconciliation of all accounts.	1. Monitor expenditure and revenue.
2. Prepare financial statements.	2. Render budget process.
3. Prepare and capture journals.	3. Provide financial reports.
	4. Monitor virement of funds and misallocation.
1 Accountant Bank Recon (P5)	1 Budget and Reporting (PTH)
1 Senior Accounting Clerk (P7)	2 Accountant (P5)
	1 Senior Accounting Clerk (P7)

ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

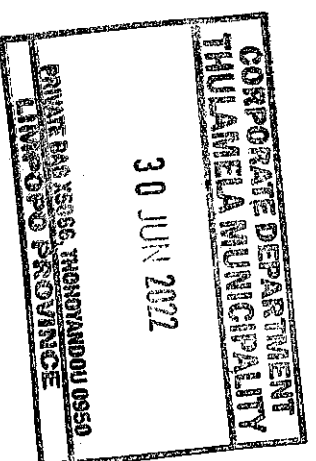
DIVISION: REVENUE SERVICES
PURPOSE: To manage revenue.
Functions: <ol style="list-style-type: none"> 1. Provide cash management services. 2. Manage billing. 3. Render indigent services 4. Manage credit control, debt collection and customer services.
1 Manager (P3)

SECTION: CASH MANAGEMENT
PURPOSE: To provide cash management services
Functions: <ol style="list-style-type: none"> 1. Provide cash management services.
1 Accountant (P5) 2 Senior Accounting Clerk (P7) 7 Cashier (P8)

SECTION: BILLING SERVICES
PURPOSE: To manage billing.
Functions: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 1. Manage customer care services. 2. Manage debt collection and credit control.
1 Accountant (P5) SEE PAGE 8.2.1

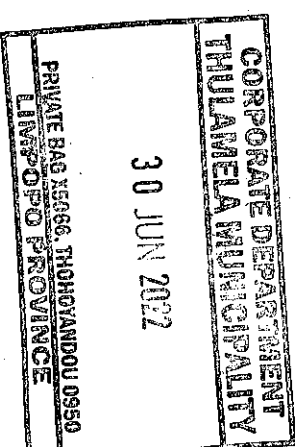


ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)

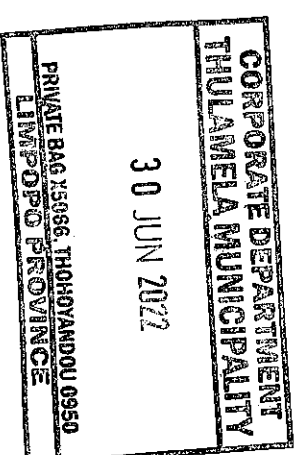
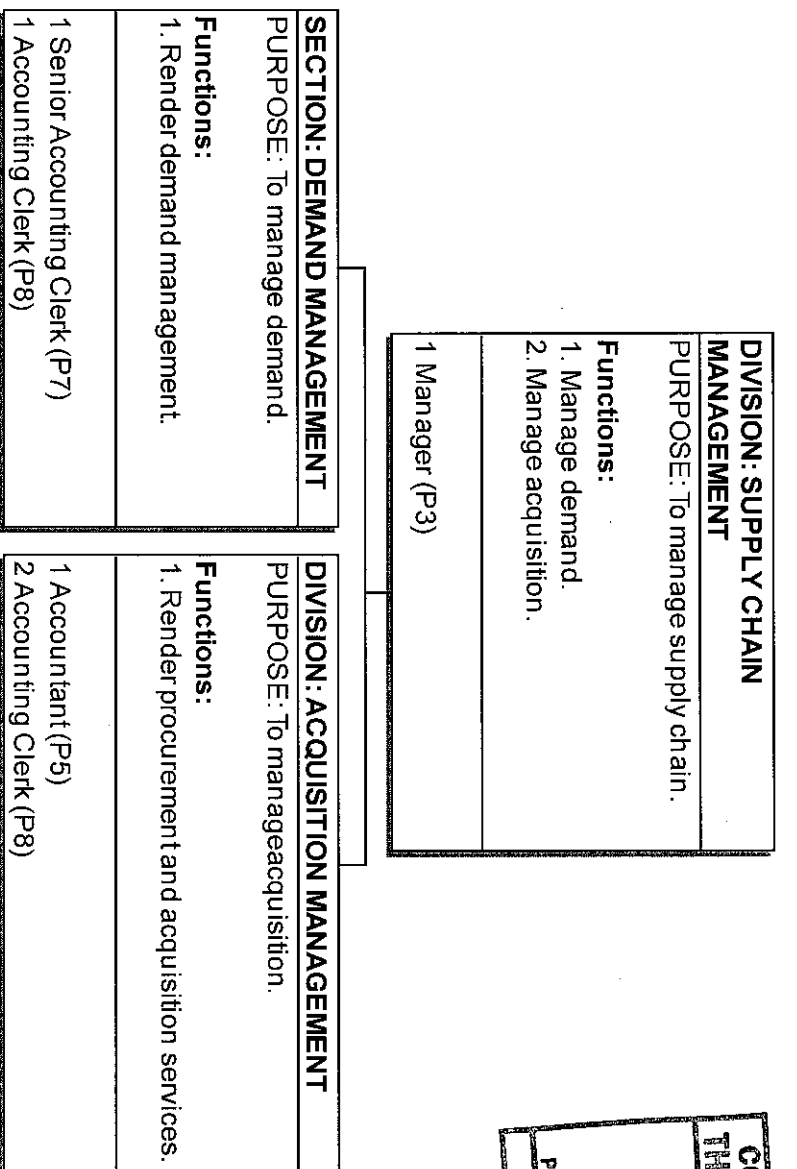
SECTION: CREDIT CONTROL, DEBT COLLECTION AND CUSTOMER CARE
PURPOSE: To manage credit control, debt collection and customer services.
Functions: <ol style="list-style-type: none"> 1. Manage customer care services. 2. Manage debt collection and credit control.
1 Accountant (P5)

SUB-SECTION: CUSTOMER SERVICES
PURPOSE: To manage customer care services.
Functions: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 1. Manage credit control services. 2. Manage debt collection services.
3 Senior Accountant Clerk (P7) 2 Accounting Clerk (P8) 1 Driver (P10)

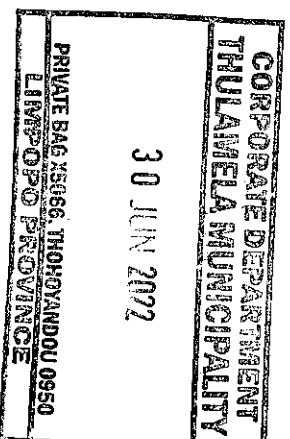


ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY (2022)



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

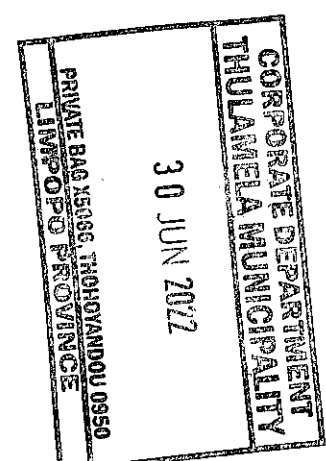
DIVISION: COMMUNICATIONS SERVICES
PURPOSE: To provide communications services
Functions:
1. Liaise and interact with the media and other stakeholders.
2. Organise, coordinate and manage events.
3. Manage and facilitate protocol services.
4. Develop, manage and monitor publications.
5. Provide marketing 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 (P5)
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 (P7H)
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 (P7H)
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 LLE
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)

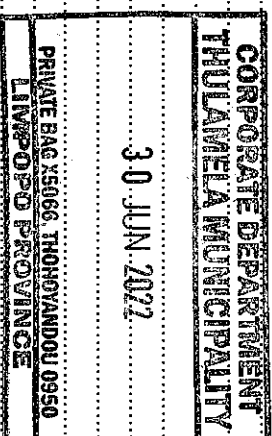
SECTION: EMPLOYEE WELLNESS PROGRAMME
PURPOSE: To provide employee wellness services
Functions:
1. Provide employee assistance programme
2. Provide occupational health and safety
1 EMP Officer (P5)
1 OHS Practitioner (P6)

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 (P7H)

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)

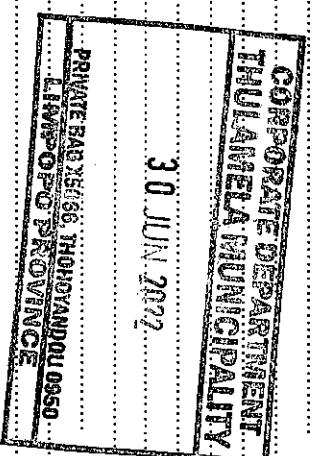
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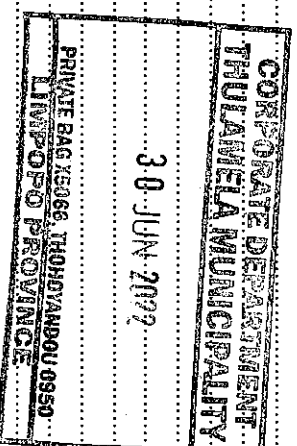
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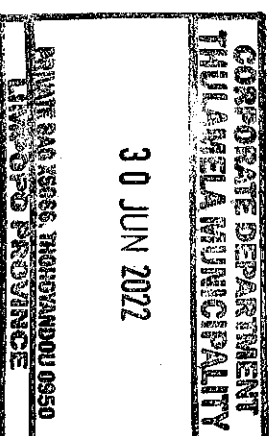
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ORGANISATIONAL STRUCTURE: THULAMELA LOCAL MUNICIPALITY 2022

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 X5066, THOHoyANDOU 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)	



Police Box 25066
Thohoyandou
0953
Limpopo Province
Tel: 015 962 7500
Fax: 015 962 4020

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).

CHAIRPERSON OF COUNCIL
28 JULY 2023

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