

# MOSES KOTANE LOCAL MUNICIPALITY

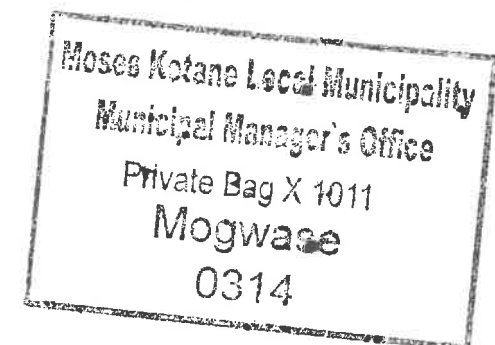


**MUNICIPAL MANAGER: MR M.V. LETSOALO**

*M. V. Letsoalo*

**COUNCIL RESOLUTION NO: 171/05/2020**

**COUNCIL DATE: 30 JUNE 2020**



## ACCRONYMS

Below is a list of acronyms used in document:

- **MPAC-** Municipal Public Accounts Committee
- **HOU-** Head of Unit
- **IPMS-** Institutional Performance Management System
- **MISS-** Minimum Information Security System
- **IDP-** Integrated Development Plan
- **IA-** Internal Audit
- **SCM-** Supply Chain Management
- **ICT-** Information Communication Technology
- **EAP-** Employee Assistance Programme
- **LED-** Local Economic Development
- **GIS-** Geographic Information System
- **MPCC-** Multi Purpose Community Centers
- **PMU-** Project Management Unit
- **MPT-** Municipal Planning Tribunal

**LEVELS AS PER THE STRUCTURE**

**FTC : FIXED TERM CONTRACT**

**19-25: HEAD OF UNITS**

**17-18: MANAGERS**

**15-16: EXECUTIVE SECRETARIES - OFFICERS – SUPERVISORS / ELECTRICIAN / MILLWRIGHT**

**14-15: SECRETARIES**

**12-14: ADMIN CLERKS – COMMITTEE SECRETARIAT / DRIVERS (HEAVY VEHICLE)/ ASSISTANT ELECTRICIAN / MACHINERY MECHANIC / PROCESS CONTROLLERS**

**10-12: TEAM LEADERS - DATA CAPTURER - CASHIERS – ASSISTANTS COPYING / METER READERS / OPERATORS / DRIVERS (LIGHT VEHICLE)**

**8-10: CARETAKERS / LANDFILL SPOTTERS**

**8-11: OPERATORS (ITS)/ WATER TANKER DRIVERS**

**6-9 : DISASTER FIELD WORKERS**

**6-8: MESSENGERS / STOREMAN / BRUSHCUTTERS**

**5-7: METER READERS**

**1-5 : GENERAL ASSISTANTS – PUMP OPERATORS**

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COLOUR MEANING

**BLUE – FILLED**

**RED – VACANT**

**BLUE & RED – PARTLY FILLED & VACANT**

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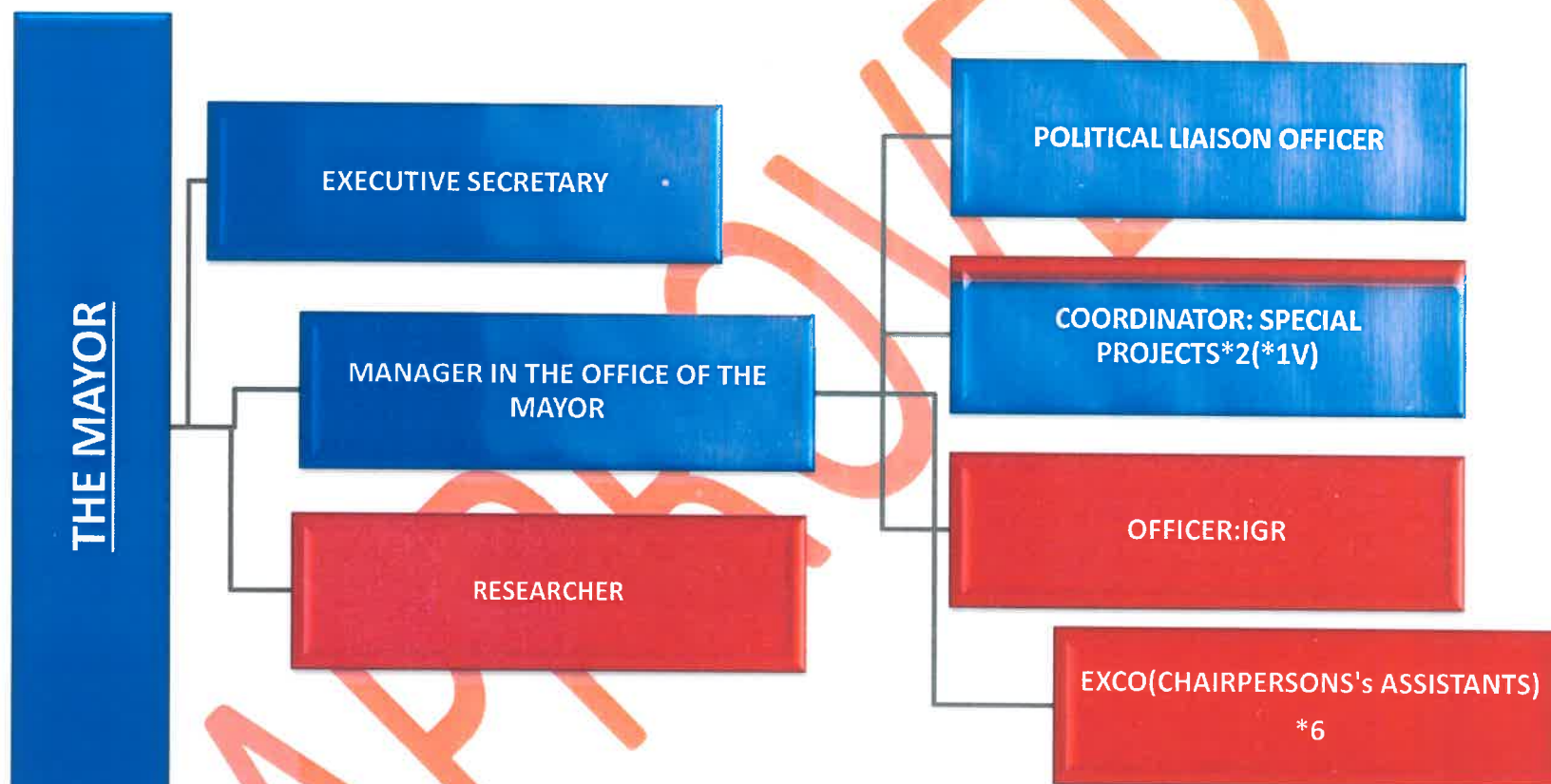
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# OFFICE OF THE MAYOR

## OBJECTIVES OF THE OFFICE OF THE MAYOR

- To ensure effective political direction and decision-making in the municipality.
- To ensure good liaison with Regional, Provincial and National political structures.
- To ensure provision of support to disadvantaged or special groups (women, youth, and people with disabilities and HIV/AIDS).
- To ensure effective communication with the media around political direction

OFFICE OF THE MAYOR



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# OFFICE OF THE SPEAKER

## OBJECTIVES OF THE OFFICE OF THE SPEAKER

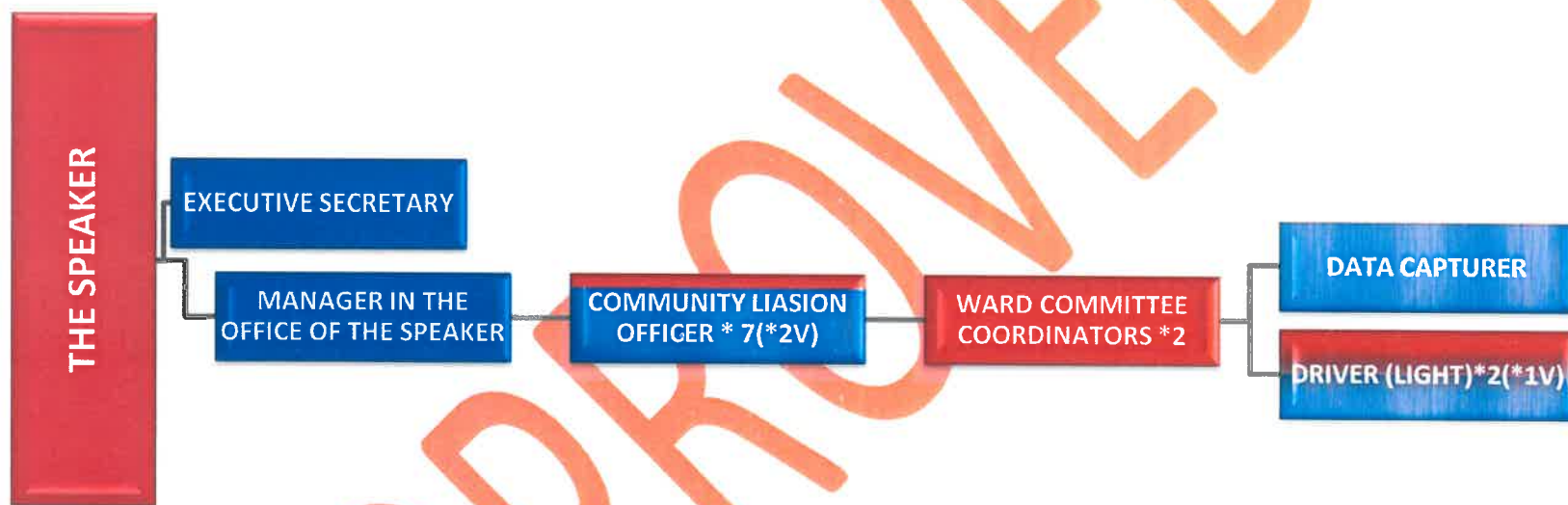
- To ensure the effective management of Council meetings
- Creating an enabling environment for efficient / quality participation of all councilors in the decision making process
- Identification and implementation of administrative and capacity building of councilors and ward committees
- Monitor and report on adherence to legislation and code of conduct
- To promote active involvement of the community in the decision-making processes of the municipality (public participation)



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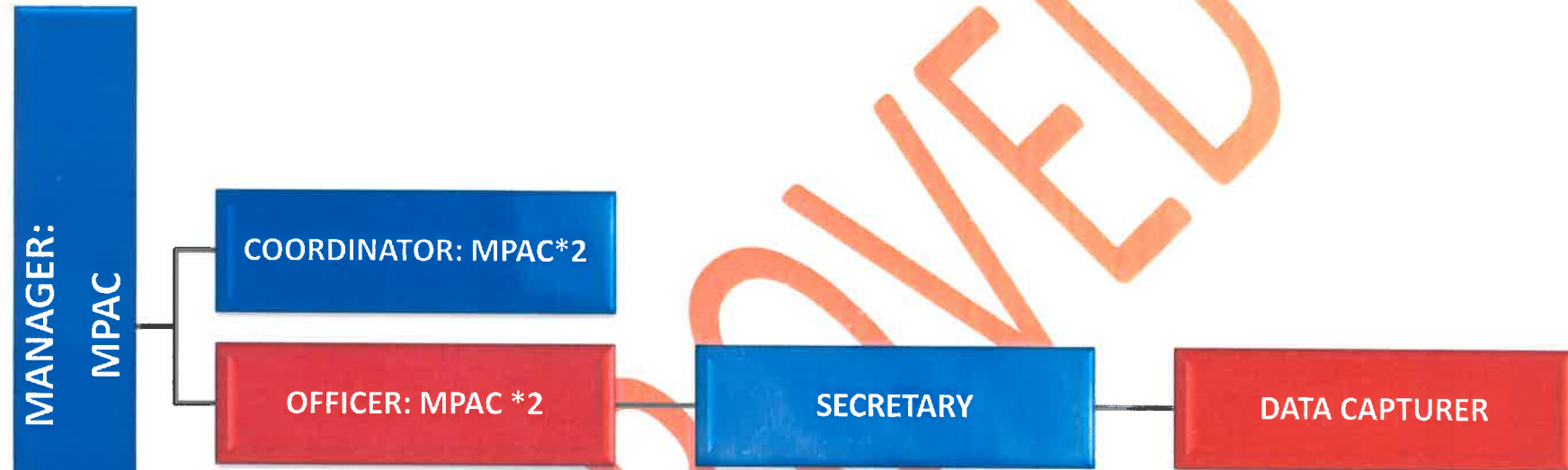
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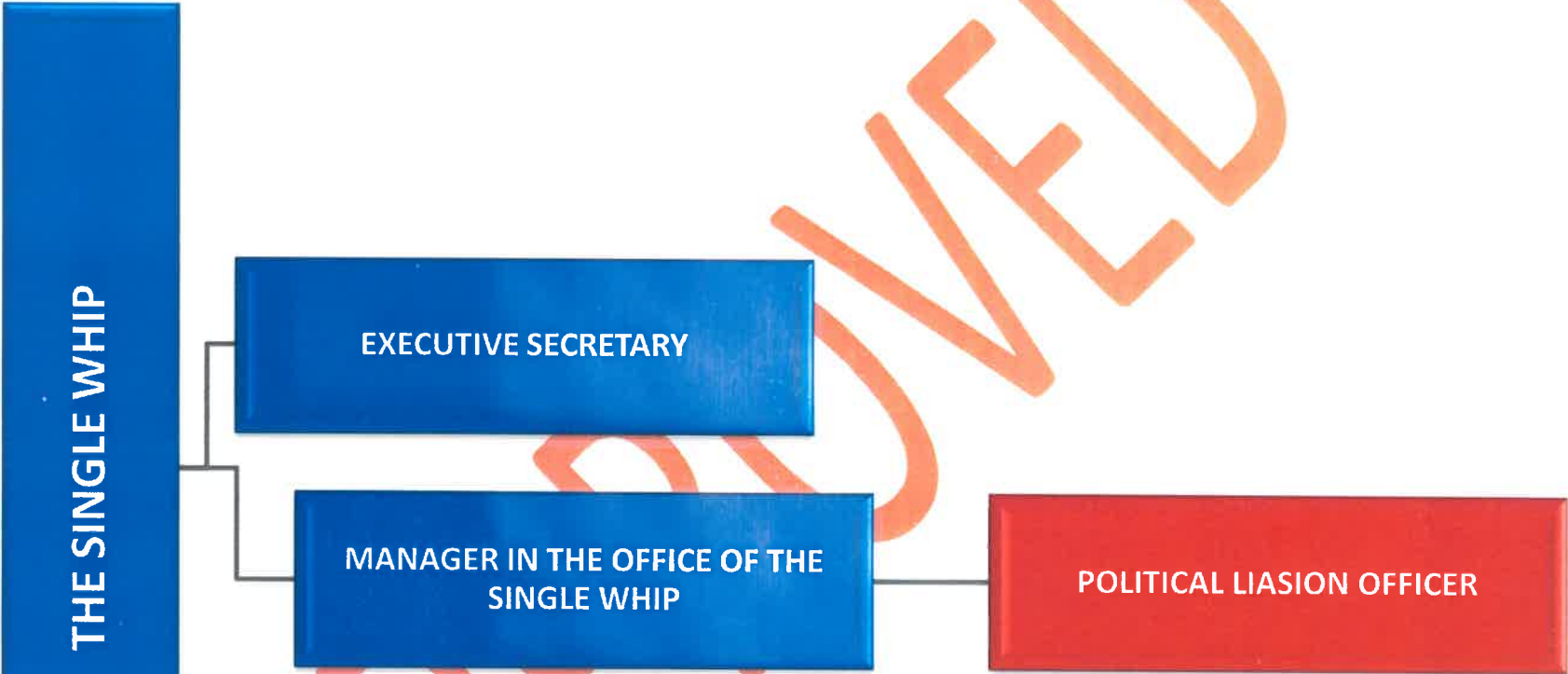
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# OFFICE OF THE SINGLE WHIP

## OBJECTIVES OF THE OFFICE OF THE SINGLE WHIP

- To monitor councilors constituency programmes and evaluate its implementation
- To ensure the effective and efficient overall political management of the municipality through a multi-party whippery system that enhances cohesion and consensus among all political parties in council.
- To facilitate and promote good party political relations among the different parties in council.
- To ensure provision of adequate information to councillors and political parties in council to enhance their ability and capacity to influence meaningful decision making

OFFICE OF THE SINGLE WHIP



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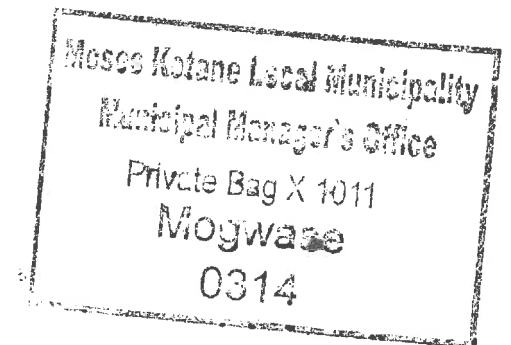
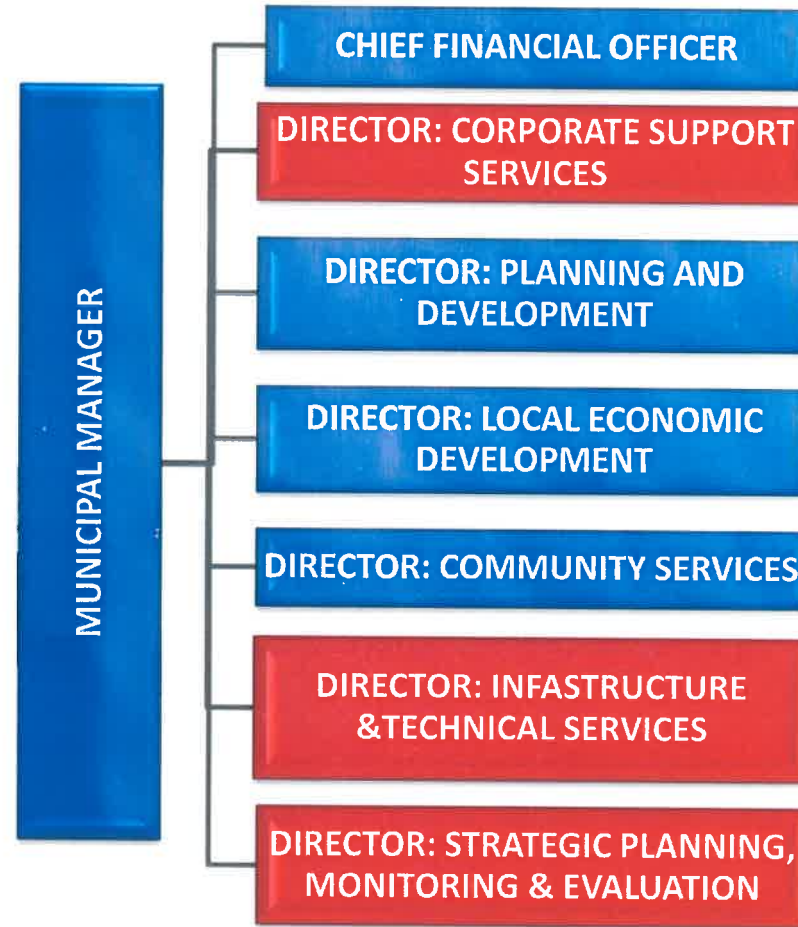
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# OFFICE OF THE MUNICIPAL MANAGER

## OBJECTIVES OF THE OFFICE OF THE MUNICIPAL MANAGER

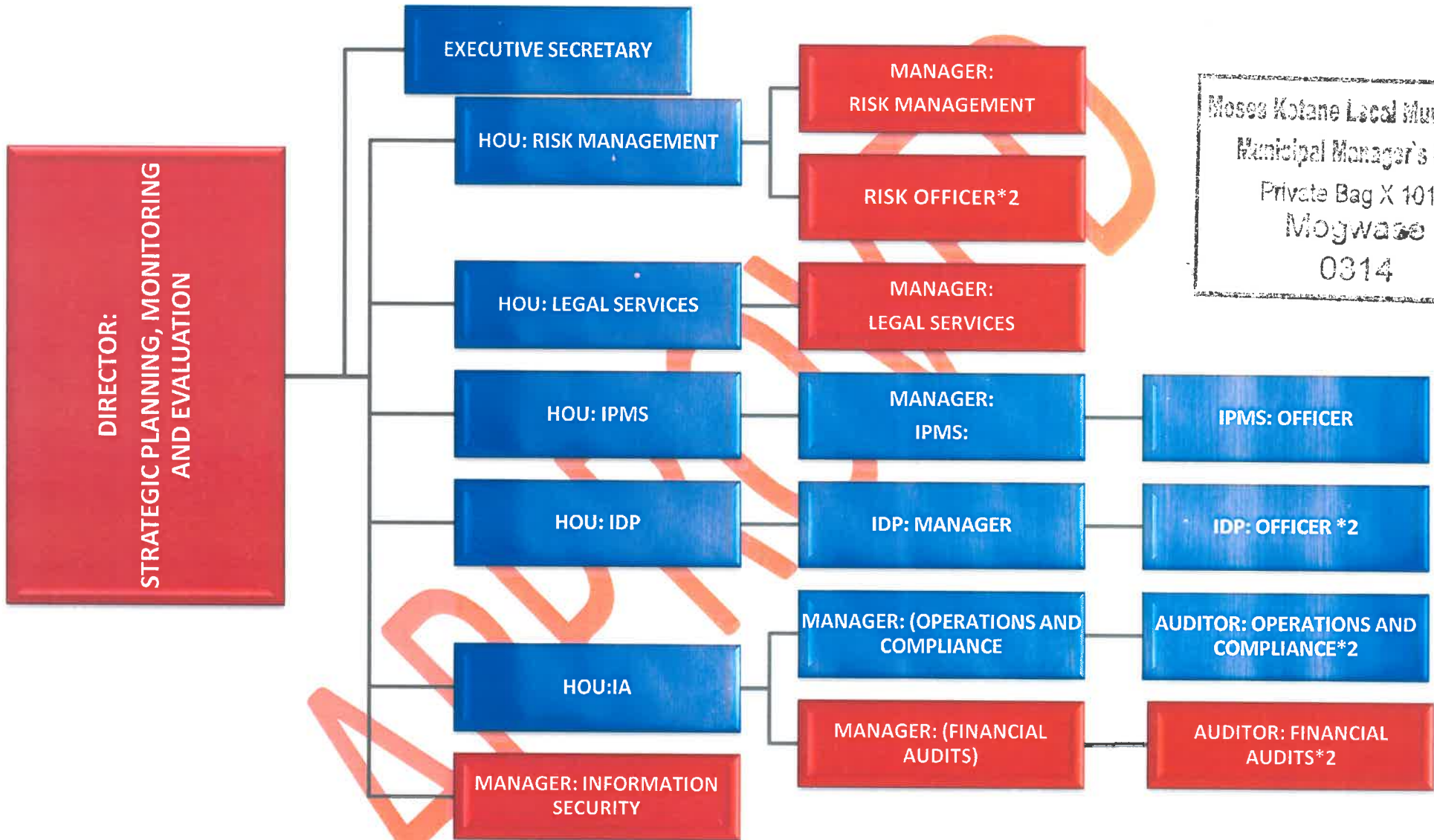
- To coordinate effective functionality of all departments
- Provision of objective and independent internal audit services
- Development of Performance Management Framework
- IDP processes of the municipality
- To provide legal advice and assistance to the Council and the administration of the municipality to ensure the proper protection of the municipality's interests, and compliance by the municipality with its legal obligations and responsibilities
- Monitoring and evaluation of municipal performance
- Formulation of long, medium and short-term strategies for the municipality
- To ensure proper expenditure, monitoring on all municipal and capital funding and project related contracts
- To ensure compliance in all areas of the municipality

OFFICE OF THE MUNICIPAL MANAGER



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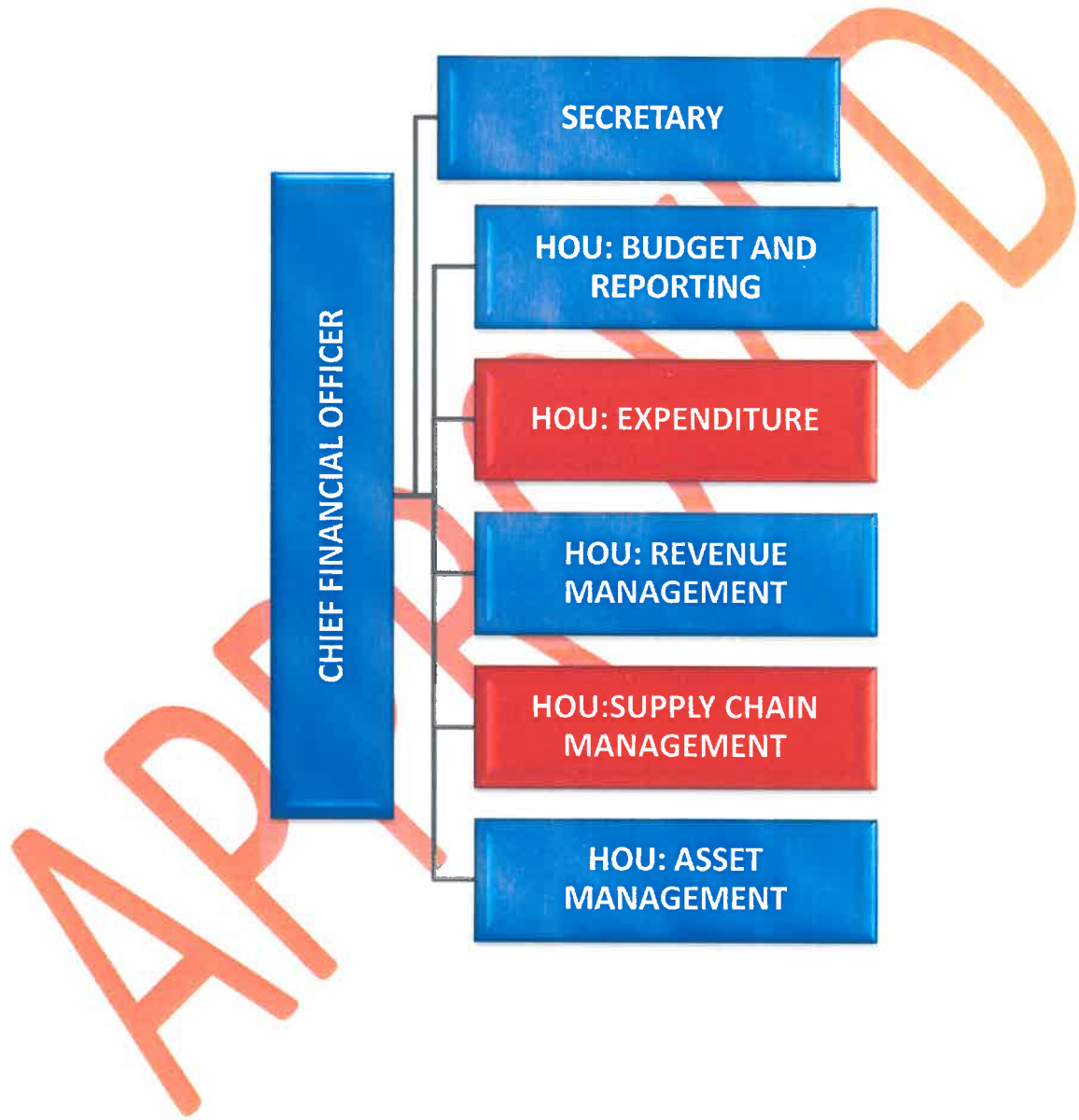
# DEPARTMENT OF BUDGET AND TREASURY OFFICE

## OBJECTIVES BUDGET AND TRESURY OFFICE

- To ensure that finances are managed in a sustainable manner and meet the needs of the community
- To ensure that all moneys in terms of rates, tariffs, surcharges, taxes, subsidies as well as the equitable share and MIG allocations and grants are collected.
- To ensure a fair, transparent, competitive and cost effective procurement system as well as stock management system.
- To ensure transparent expenditure control based on generally recognized accounting practices.
- To ensure the compilation of the annual operating and capital budget according to M.F.M

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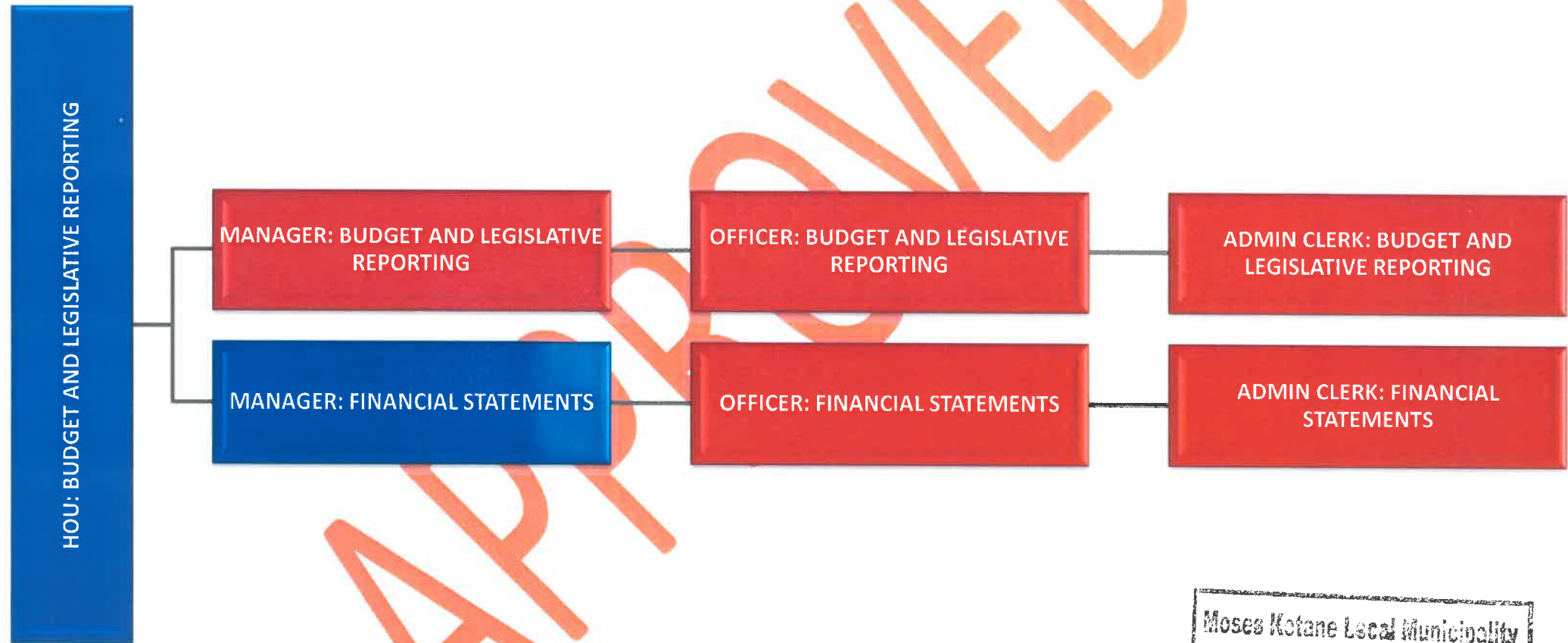
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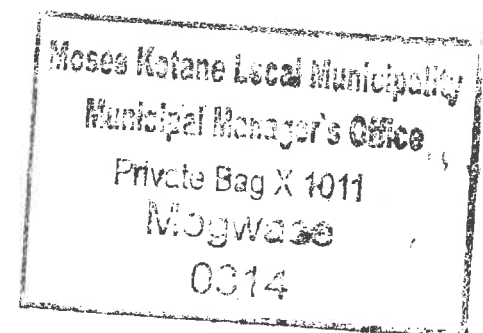
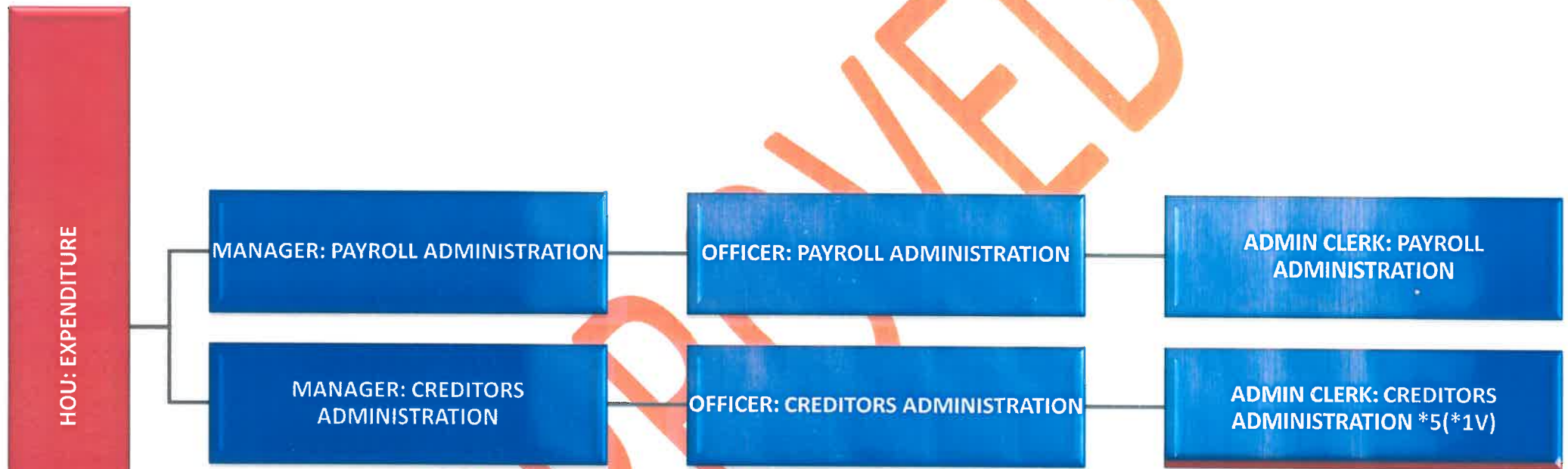
BUDGET AND LEGISLATIVE REPORTING



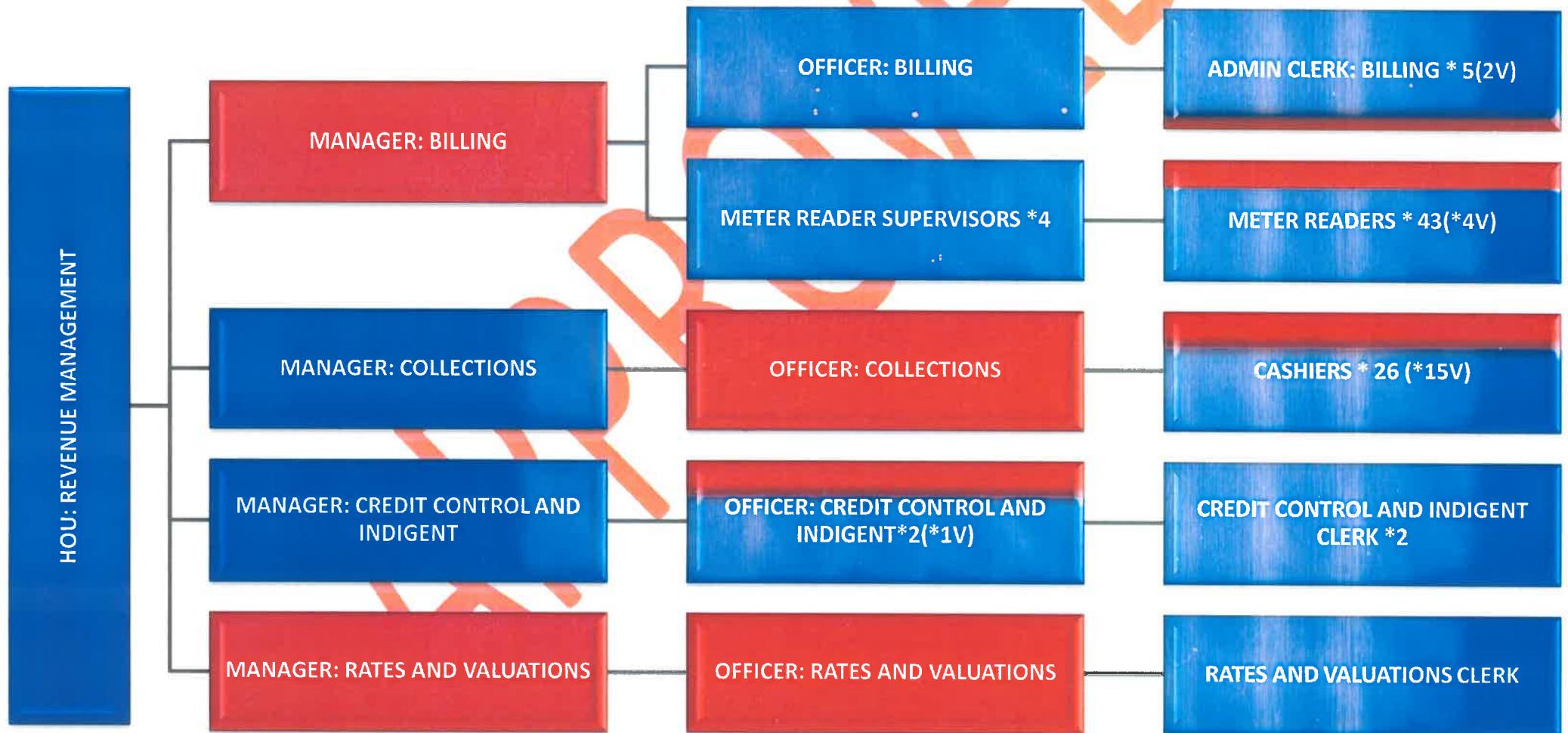
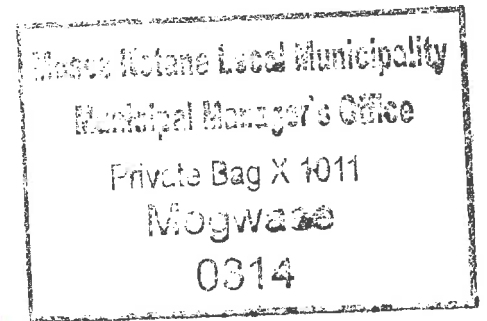
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## EXPENDITURE



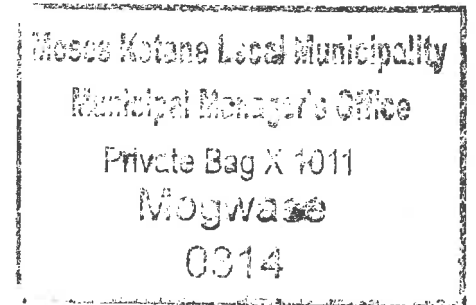
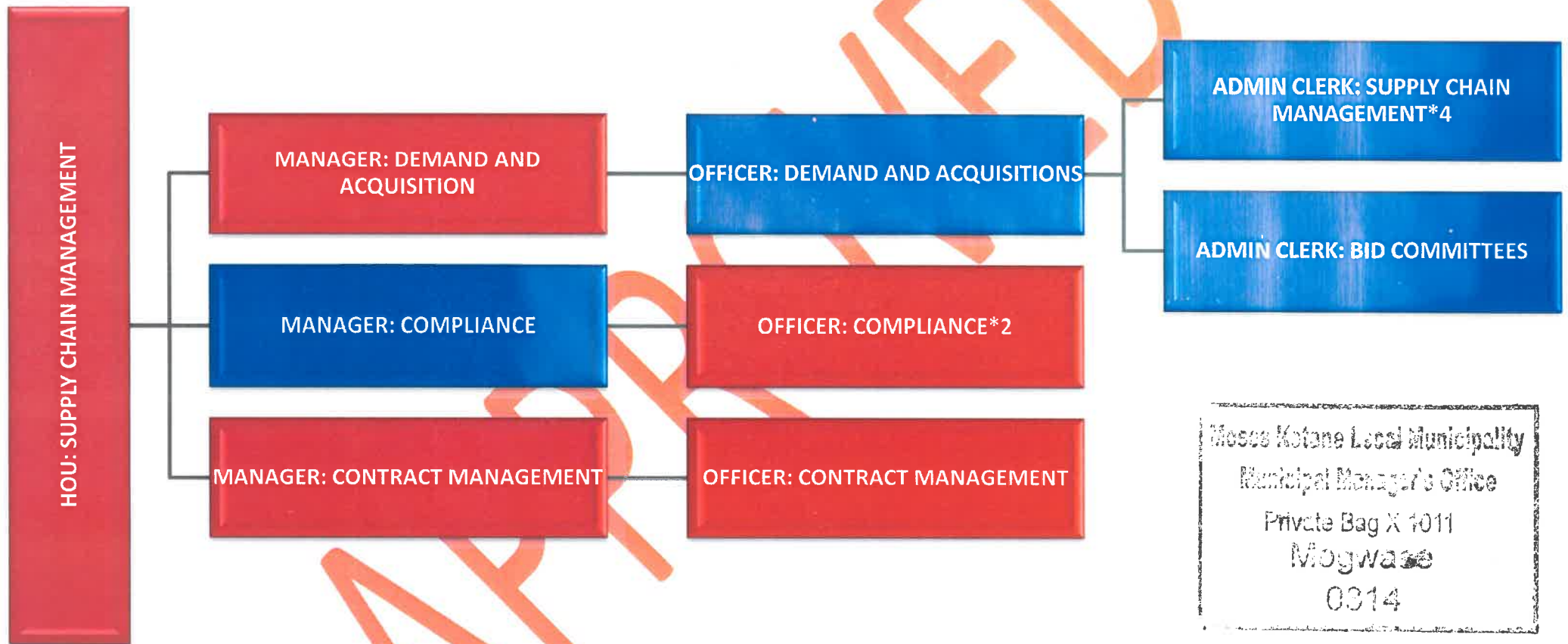
# REVENUE MANAGEMENT



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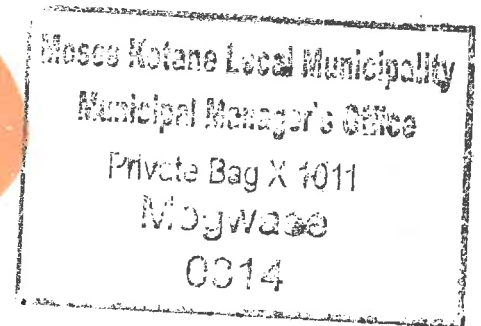


## SUPPLY CHAIN MANAGEMENT



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## ASSET MANAGEMENT



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## DEPARTMENT OF CORPORATE SERVICES

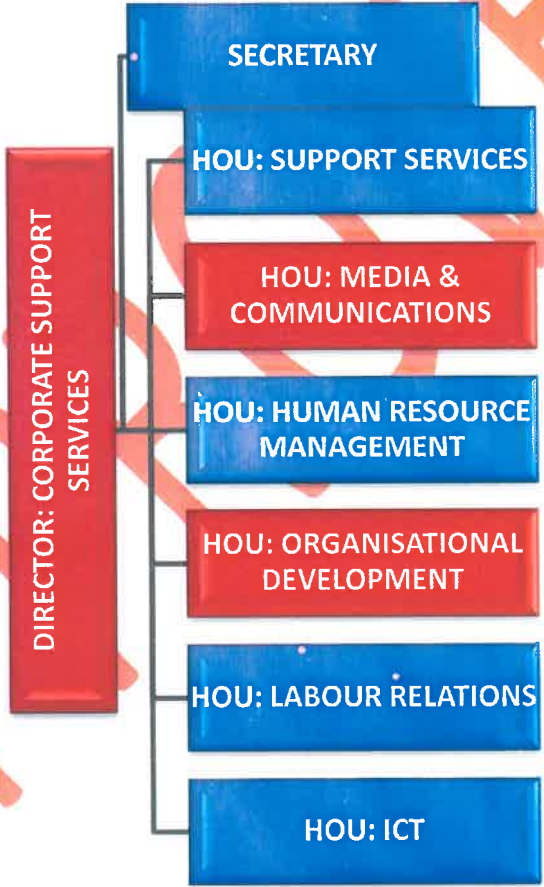
### OBJECTIVES

- To ensure an effective and efficient administrative support service to the municipality with regard to all correspondence, enquiries and management of all records and archive.
- To ensure an effective and integrated secretariat support to Council, all its Committees, to ensure smooth running of the meetings and keeping records thereof
- To provide a human resources management service to the municipality that ensures effective and efficient human resources acquisition, maintenance and administration, development and utilization
- To ensure Sound Labour relations within the Municipality
- Ensure the provision of a healthy and safe work environment for its employees
- To develop and maintain the municipality's information systems
- To ensure the provision of the IT infrastructure within the municipality for the extraction compilation, analysis, and dissemination of information.
- To ensure effective and efficient communication regarding services and council decisions to internal and external stakeholders
- Ensuring proper execution of council resolutions
- Management of Fleet



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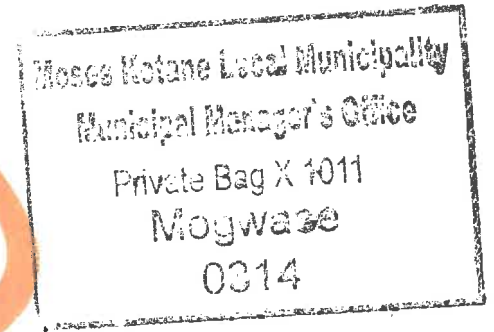
CORPORATE SUPPORT SERVICES



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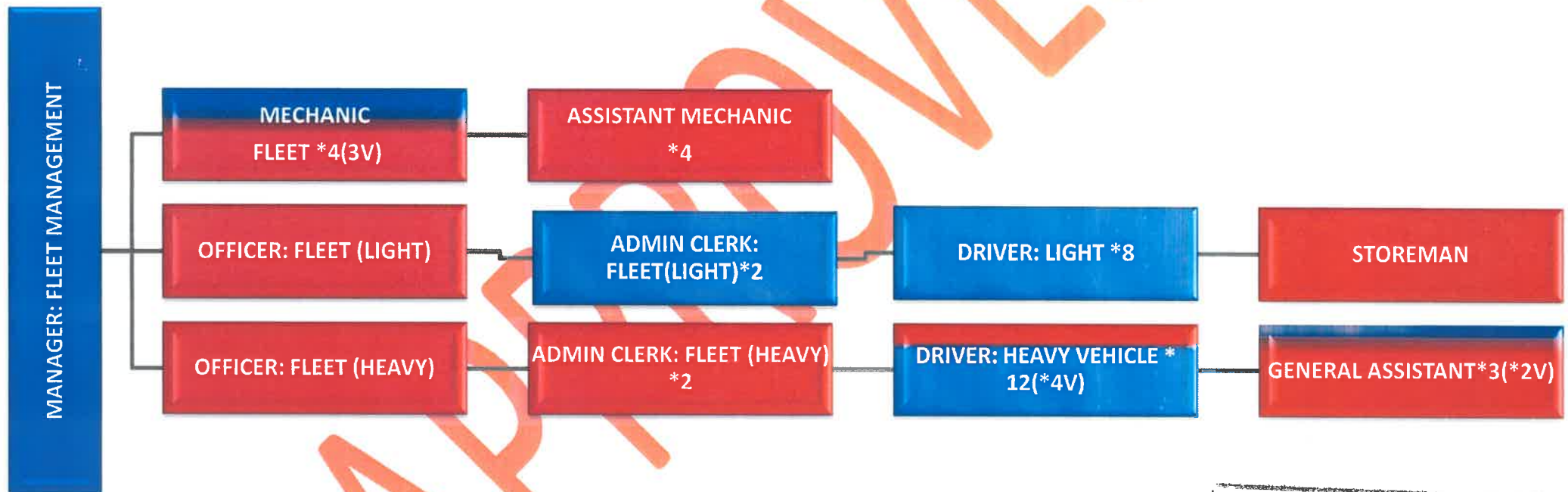
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## SUPPORT SERVICES



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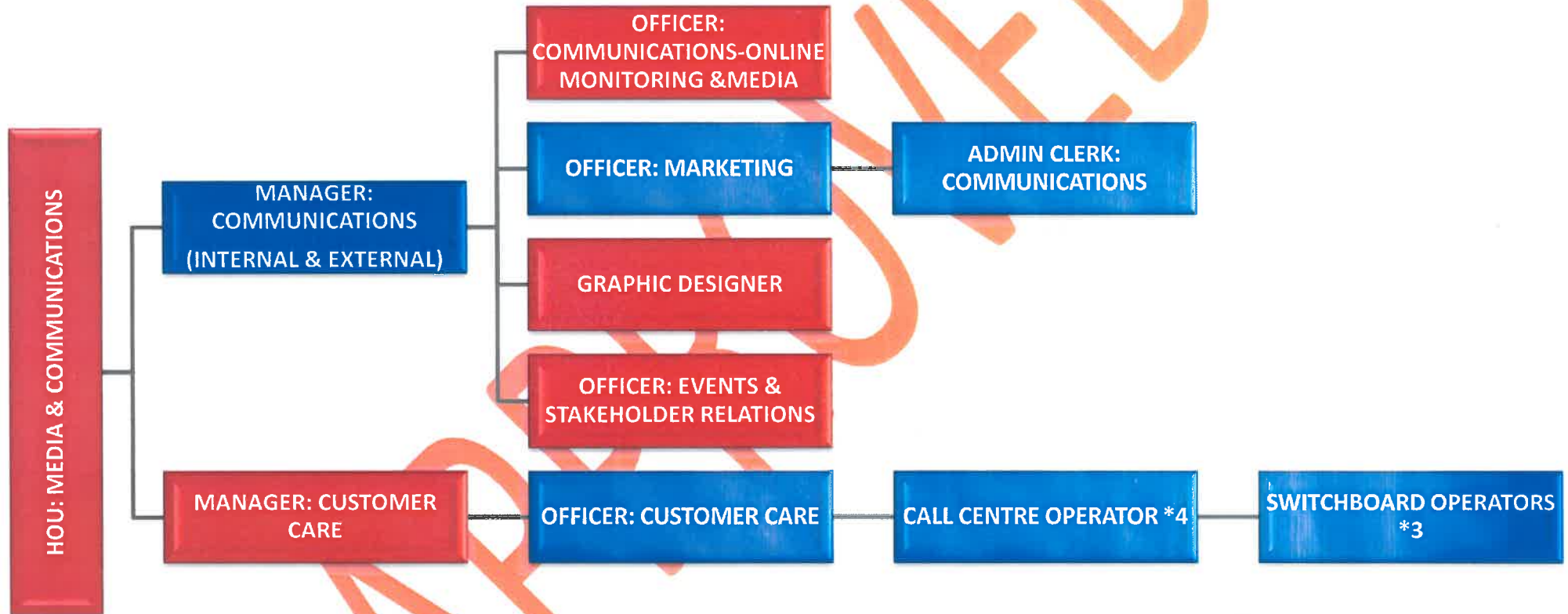
## FLEET MANAGEMENT



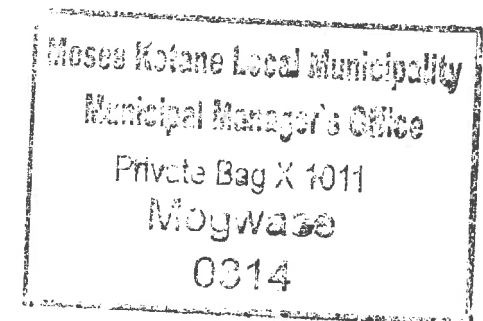
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## MEDIA & COMMUNICATIONS

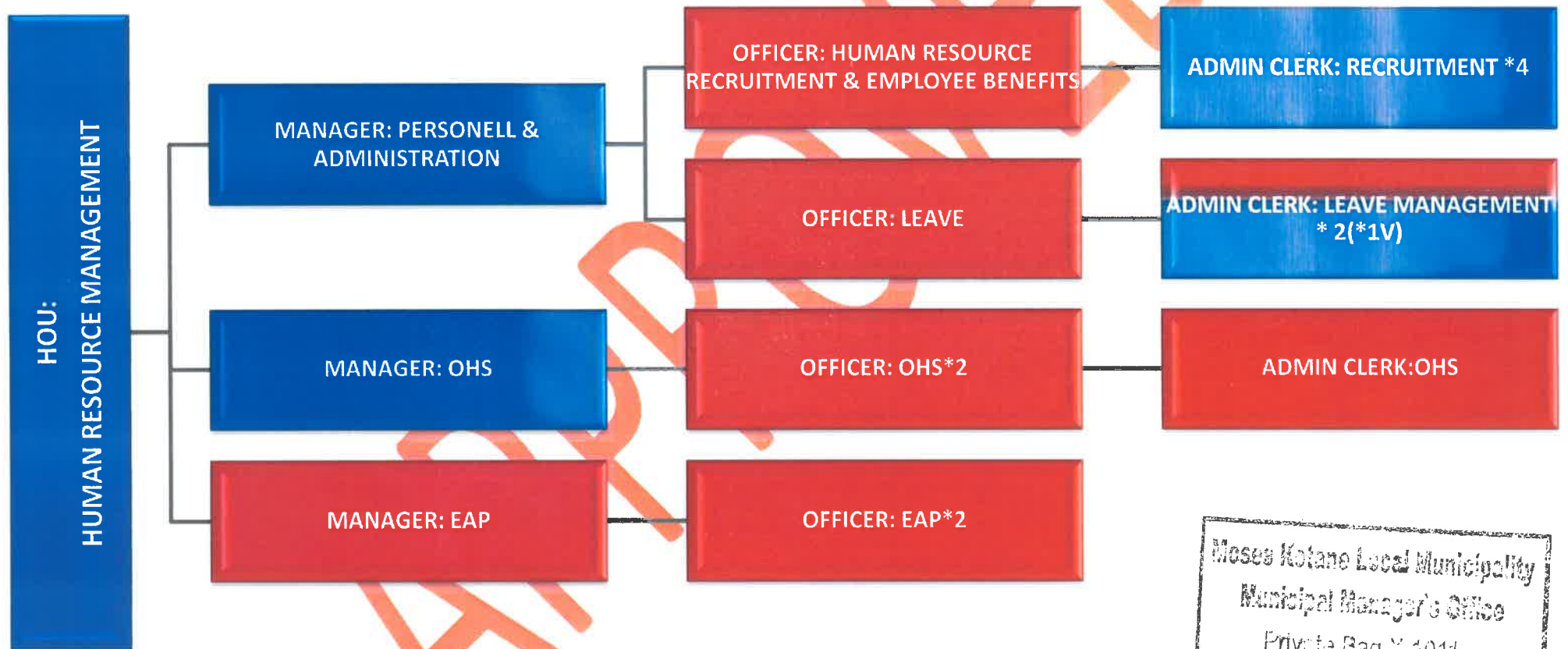


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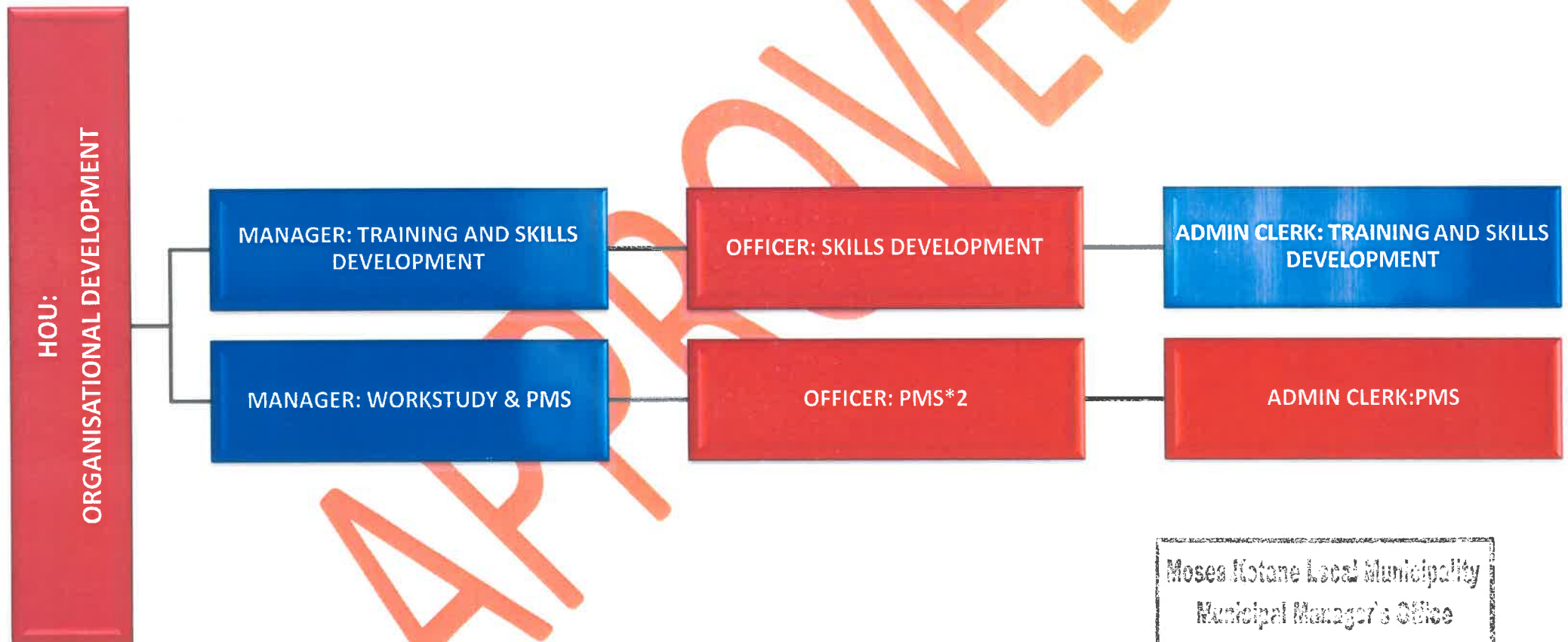
## HUMAN RESOURCE MANAGEMENT



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## HUMAN RESOURCE DEVELOPMENT



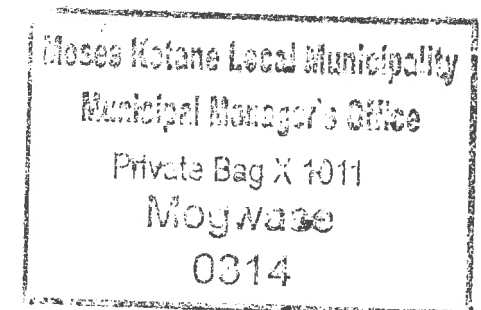
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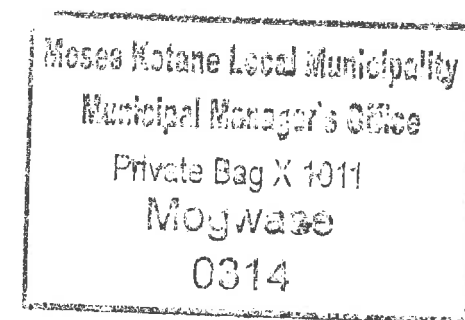
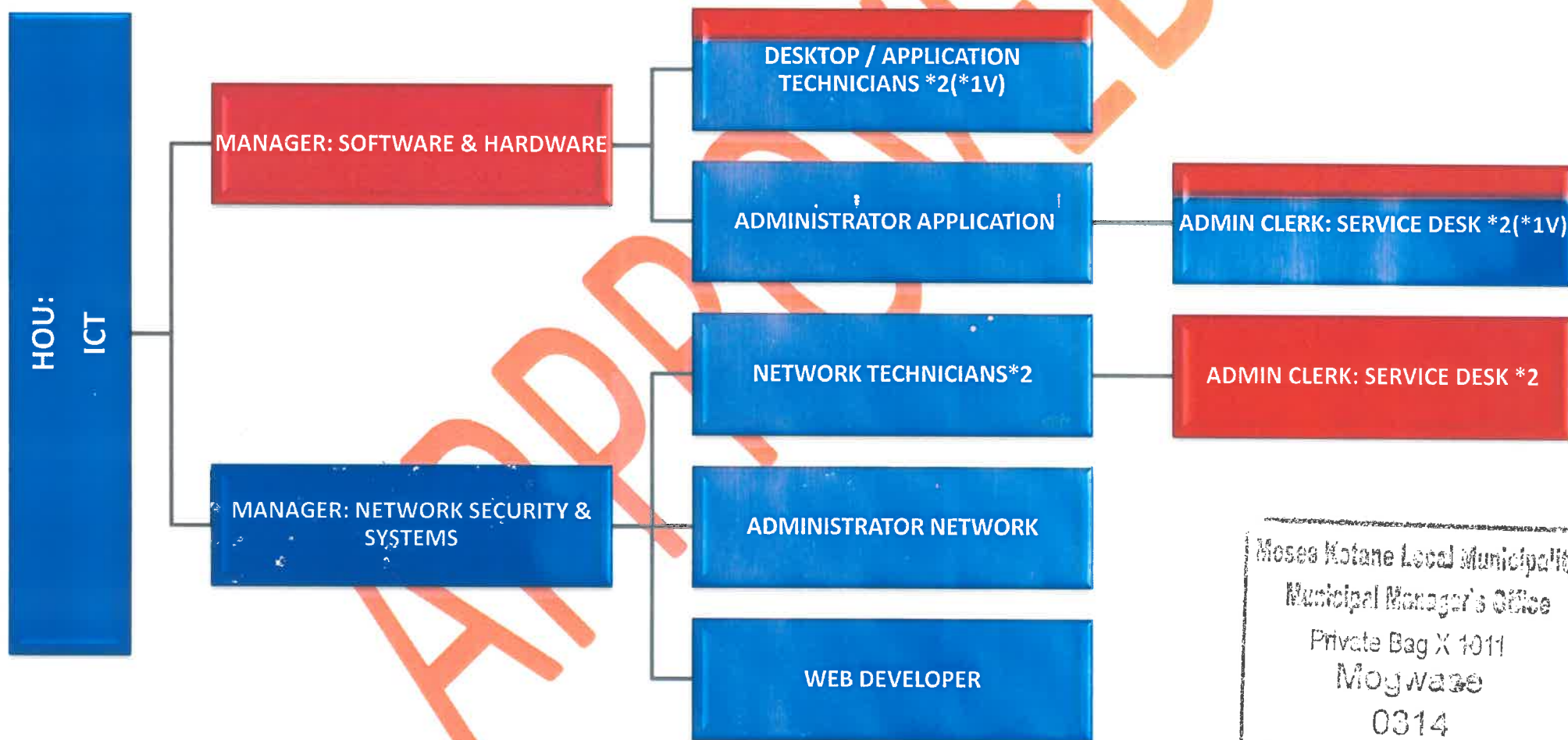
## LABOUR RELATIONS



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INFORMATION & COMMUNICATION TECHNOLOGY



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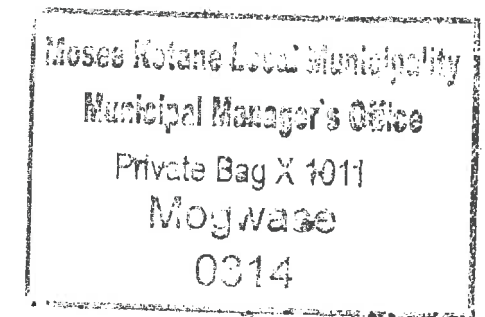
## DEPARTMENT OF PLANNING AND DEVELOPMENT

### OBJECTIVES

- To facilitate and implement Housing projects and ensure that the community within Moses Kotane Local Municipality live and work in sustainable human settlements with well-designed and quality homes
- To promote local economic growth and development and job creation for local residents and contribute to a significant alleviation of poverty
- To ensure proper building control
- Land use management and land administration

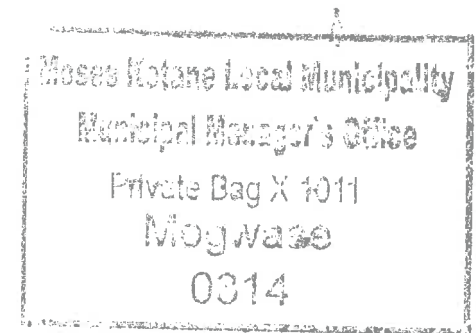
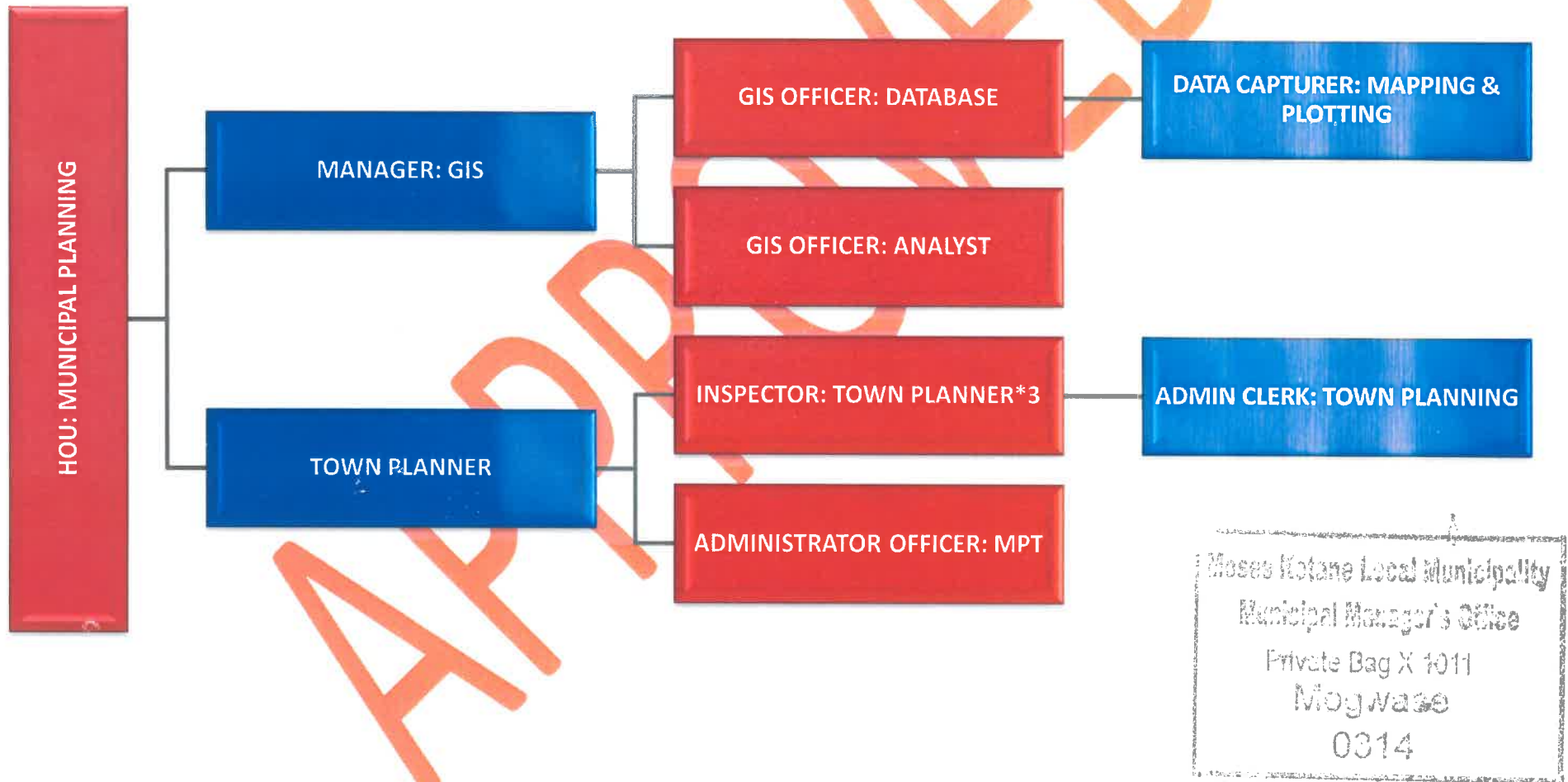
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## PLANNING AND DEVELOPMENT



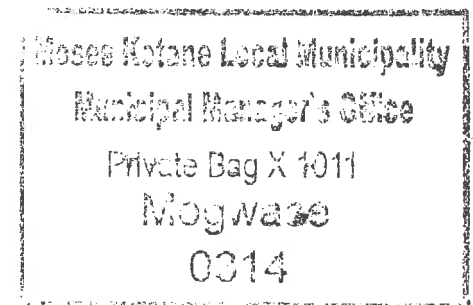
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## MUNICIPAL PLANNING



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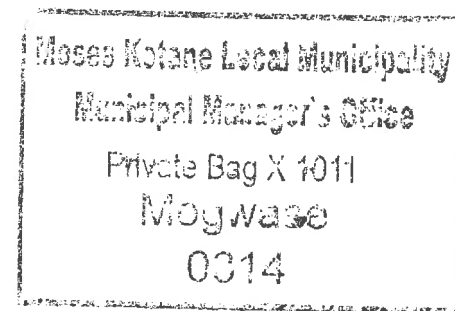
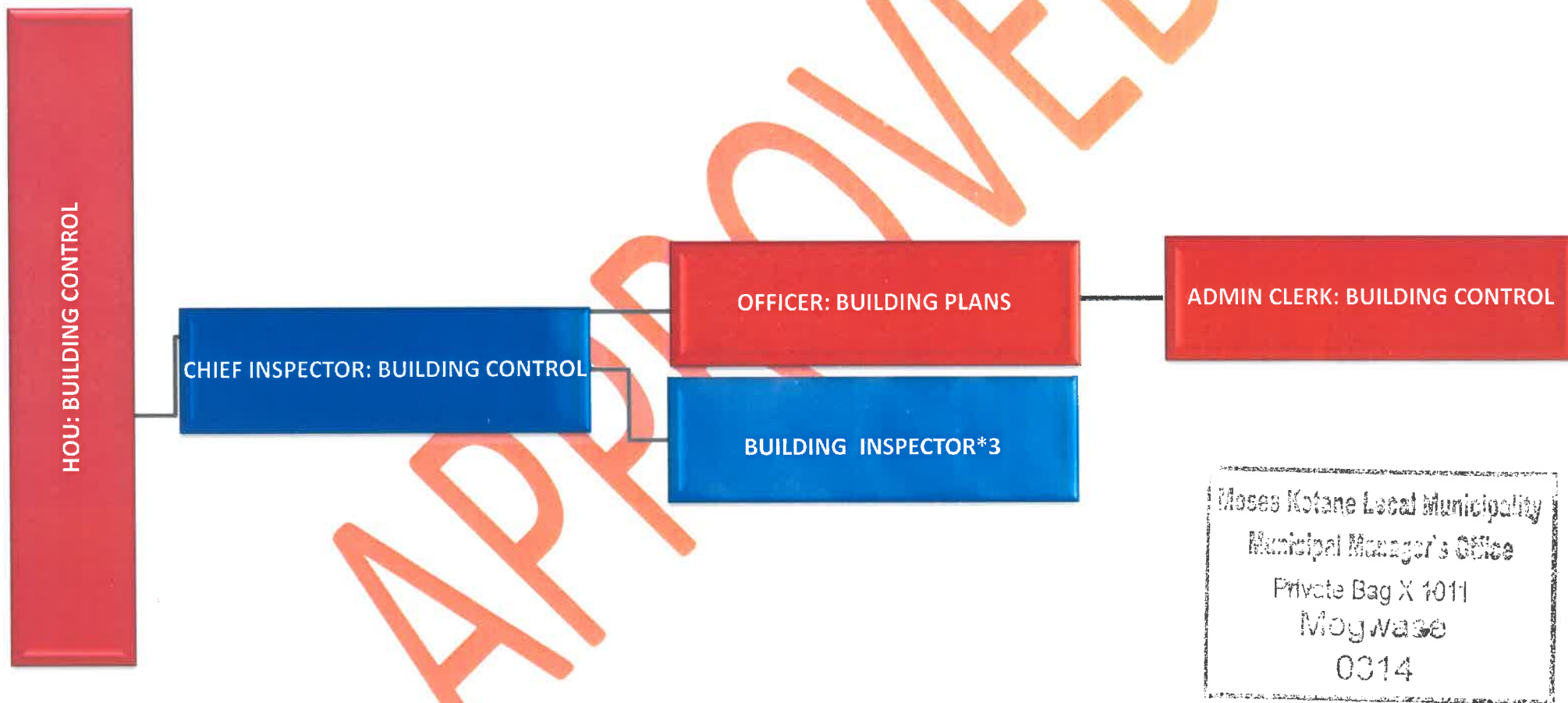
## HUMAN SETTLEMENT



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BUILDING CONTROL



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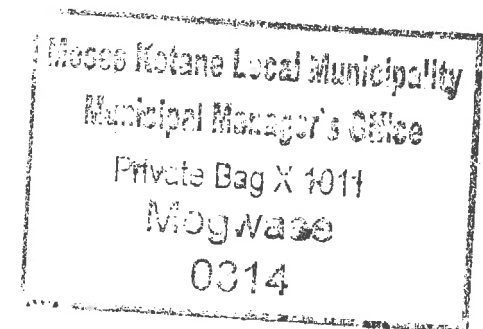
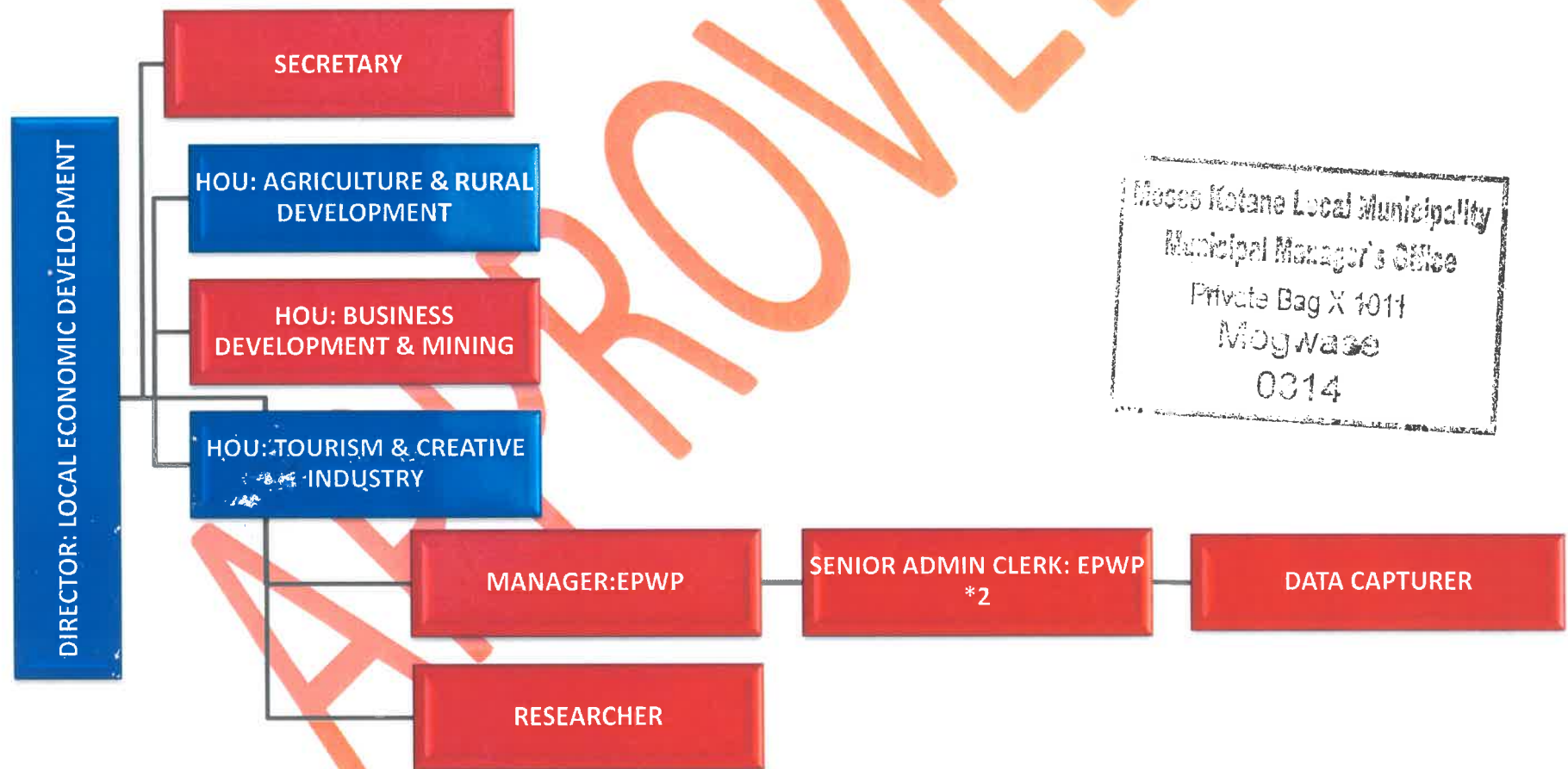
## DEPARTMENT OF LOCAL ECONOMIC DEVELOPMENT

- To create and enabling environment for social development and economic growth
- To build up the economic capacity of a local area to improve its economic future and to improve the quality of life of all
- To ensure that there is rural economy
- To implement the marketing investment pal with respect to agro processing, tourism, agriculture, creative industry and mining strategy

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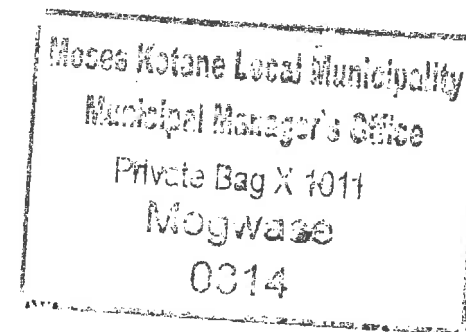
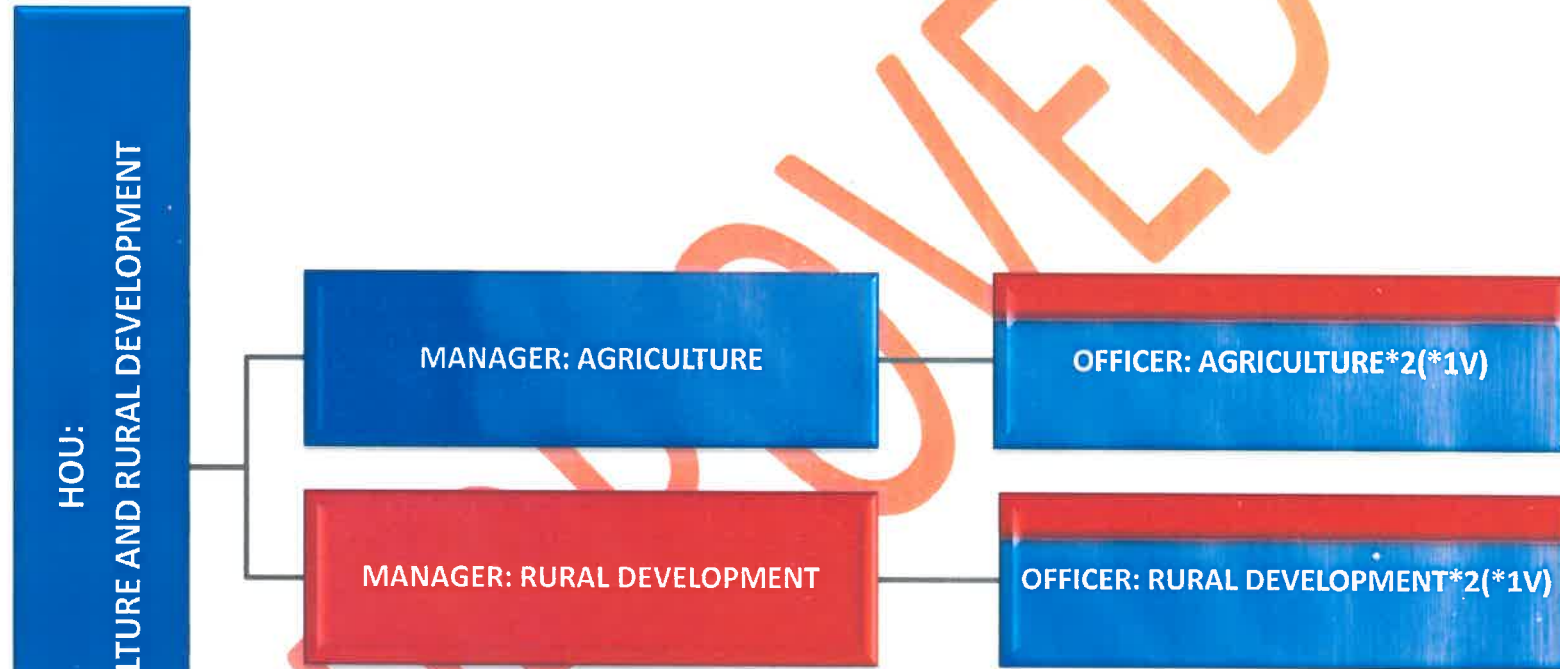
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LOCAL ECONOMIC DEVELOPMENT



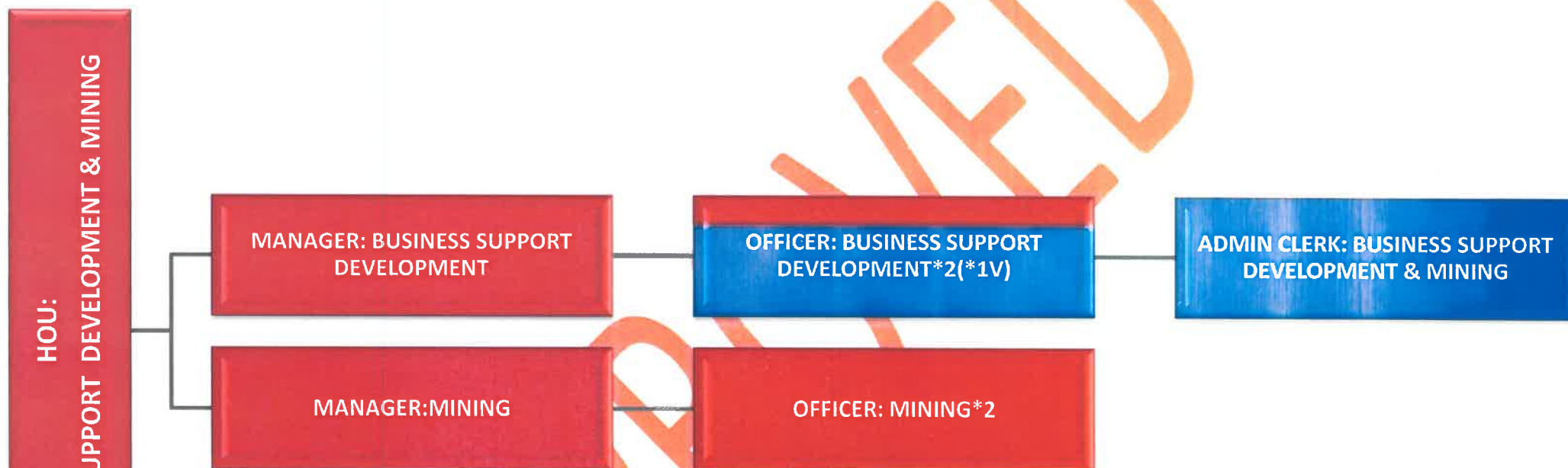
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## AGRICULTURE AND RURAL DEVELOPMENT



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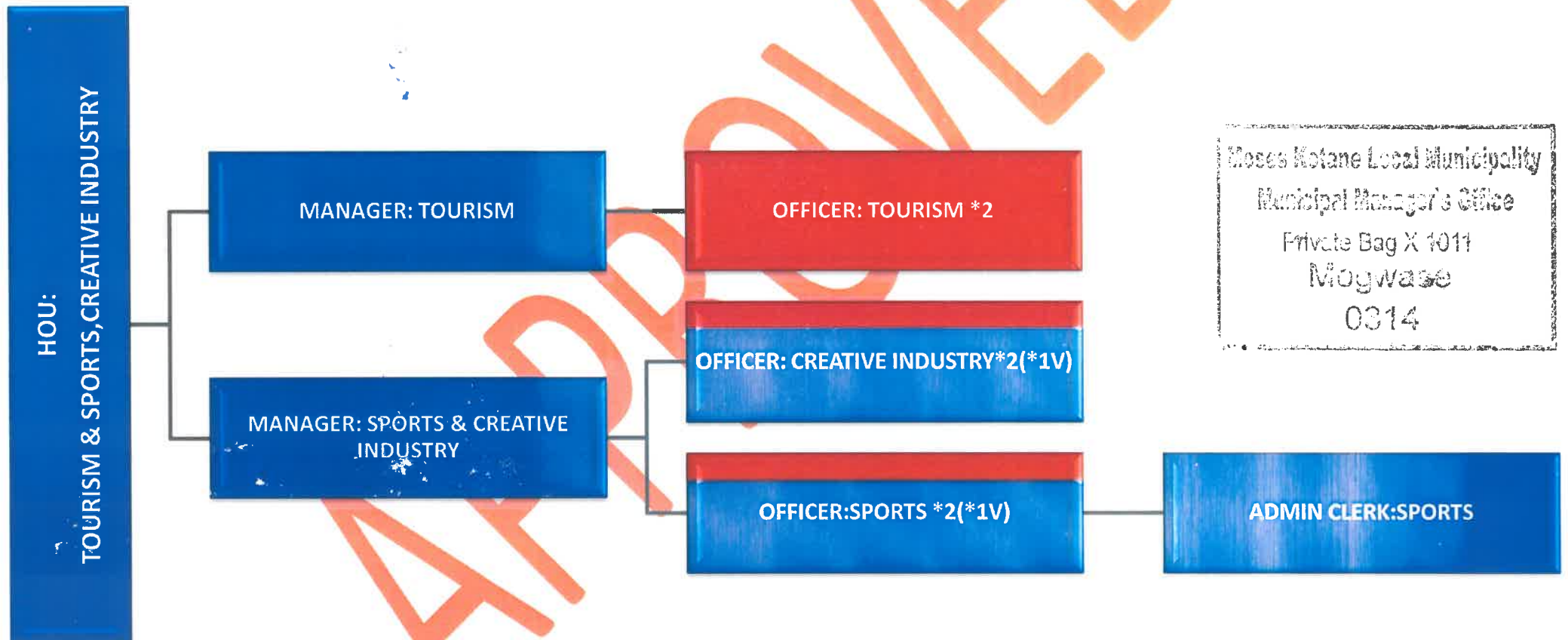
## BUSINESS SUPPORT DEVELOPMENT & MINING



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TOURISM & CREATIVE INDUSTRY



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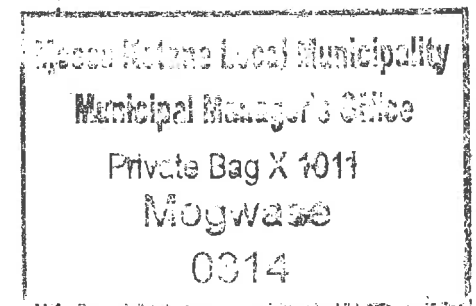
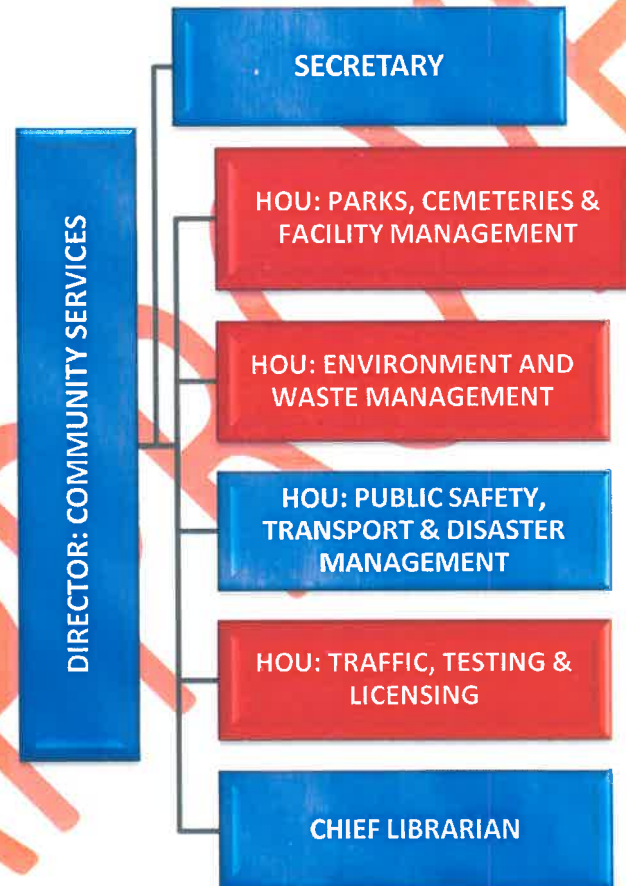
## DEPARTMENT OF COMMUNITY SERVICES

### OBJECTIVES

- To ensure an attractive, safe and healthy environment in the municipality with clean, well-kept natural open spaces, parks and a well-managed and maintained environment
- To ensure provision and maintenance of sports and recreational facilities
- To ensure management and coordination of disaster issues
- To promote safety and security within the municipality
- To ensure coordination and implementation of programs to enhance community development
- To promote social cohesion

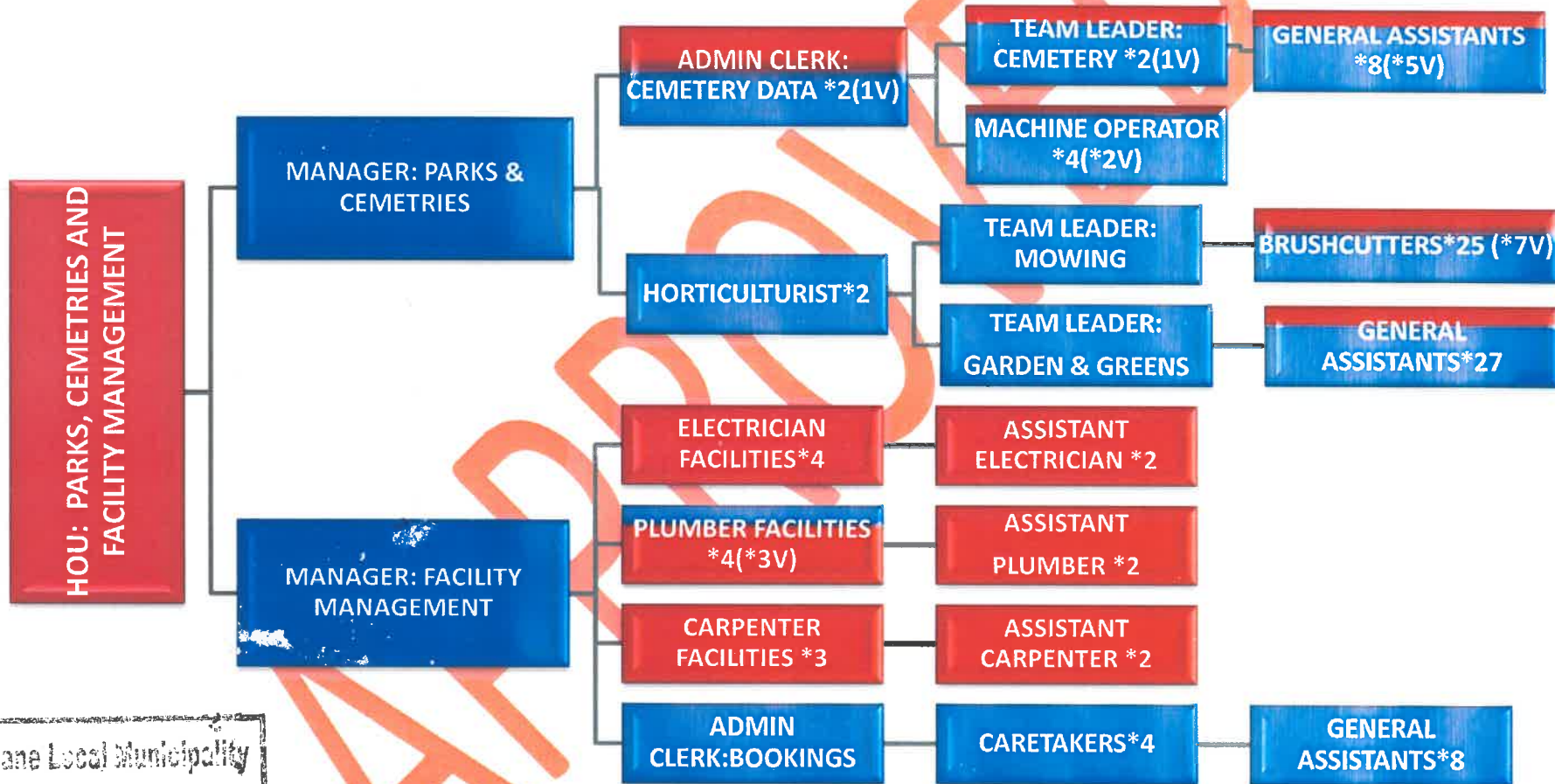


COMMUNITY SERVICES DEPARTMENT



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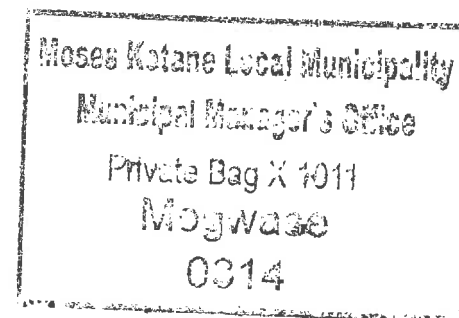
PARKS, CEMETRIES & FACILITY MANAGEMENT



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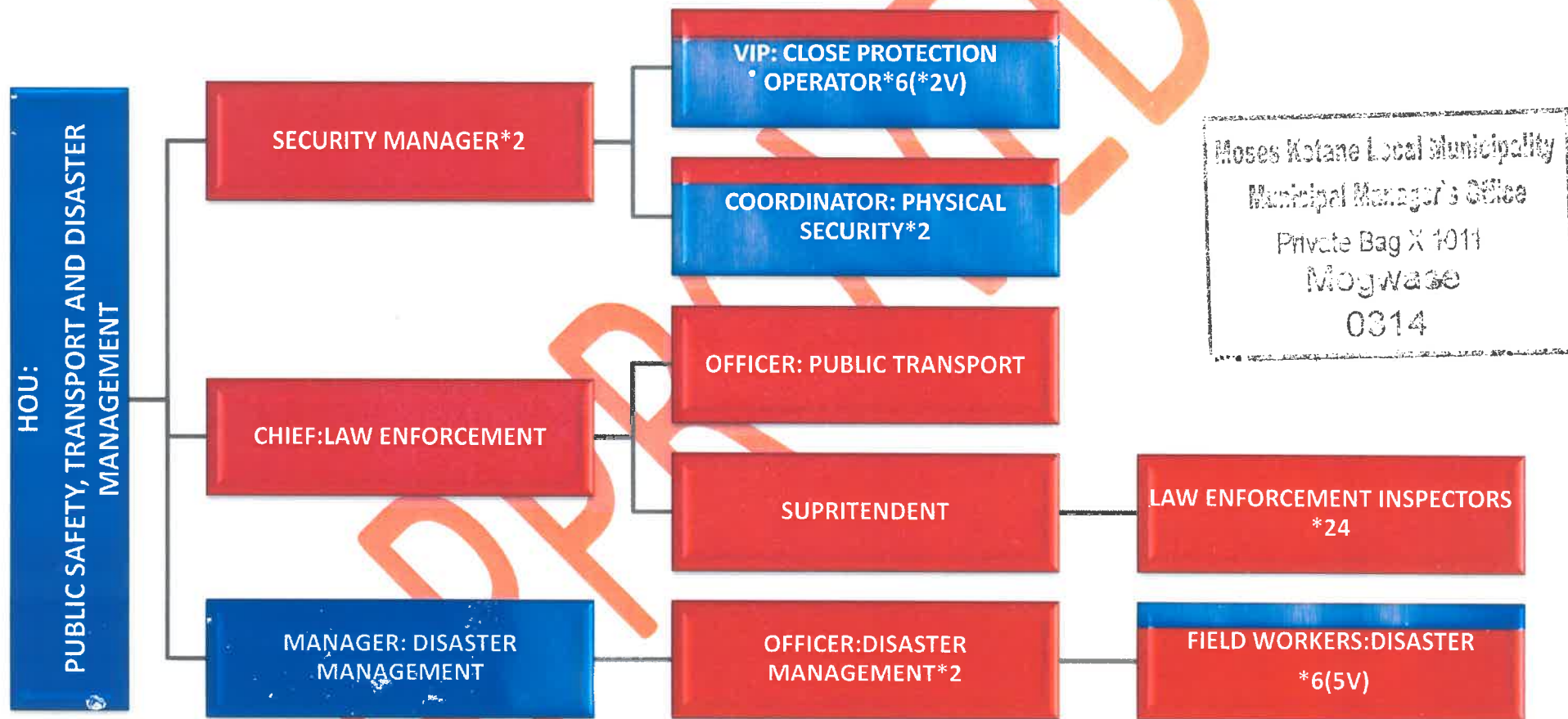
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## ENVIRONMENT AND WASTE MANAGEMENT



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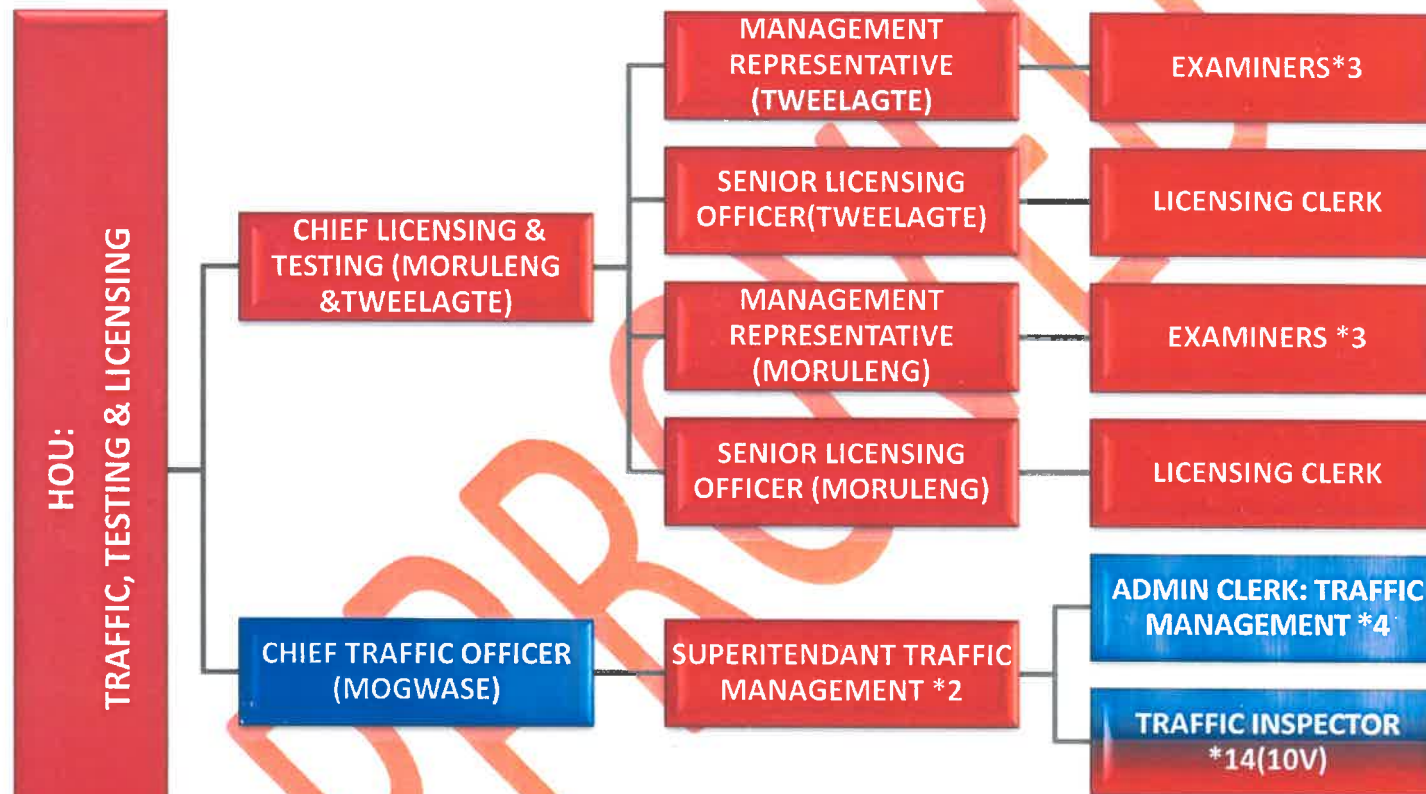
PUBLIC SAFETY, TRANSPORT AND DISASTER MANAGEMENT



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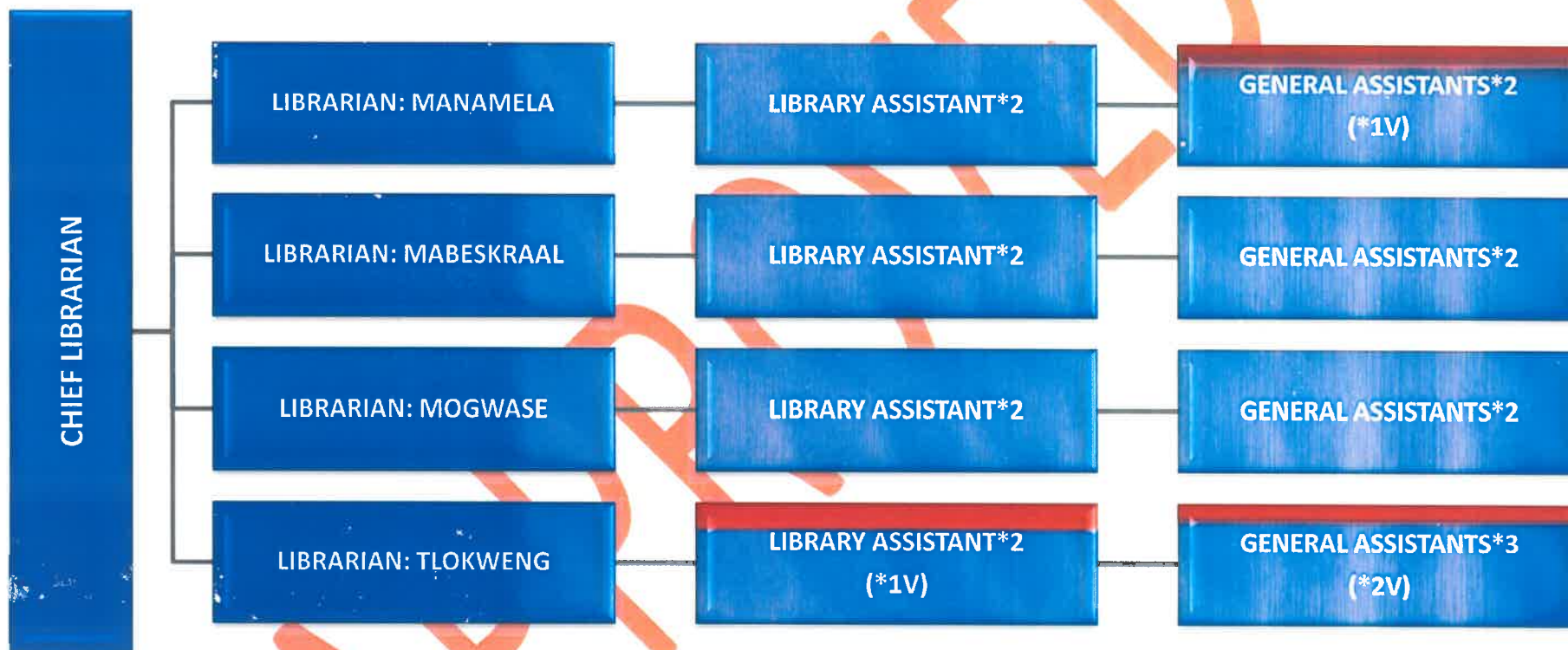
# TRAFFIC, TESTING AND LICENSING



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# LIBRARY



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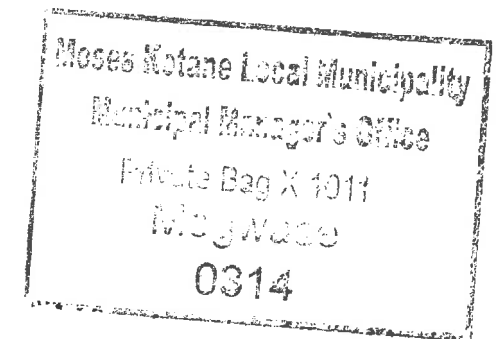
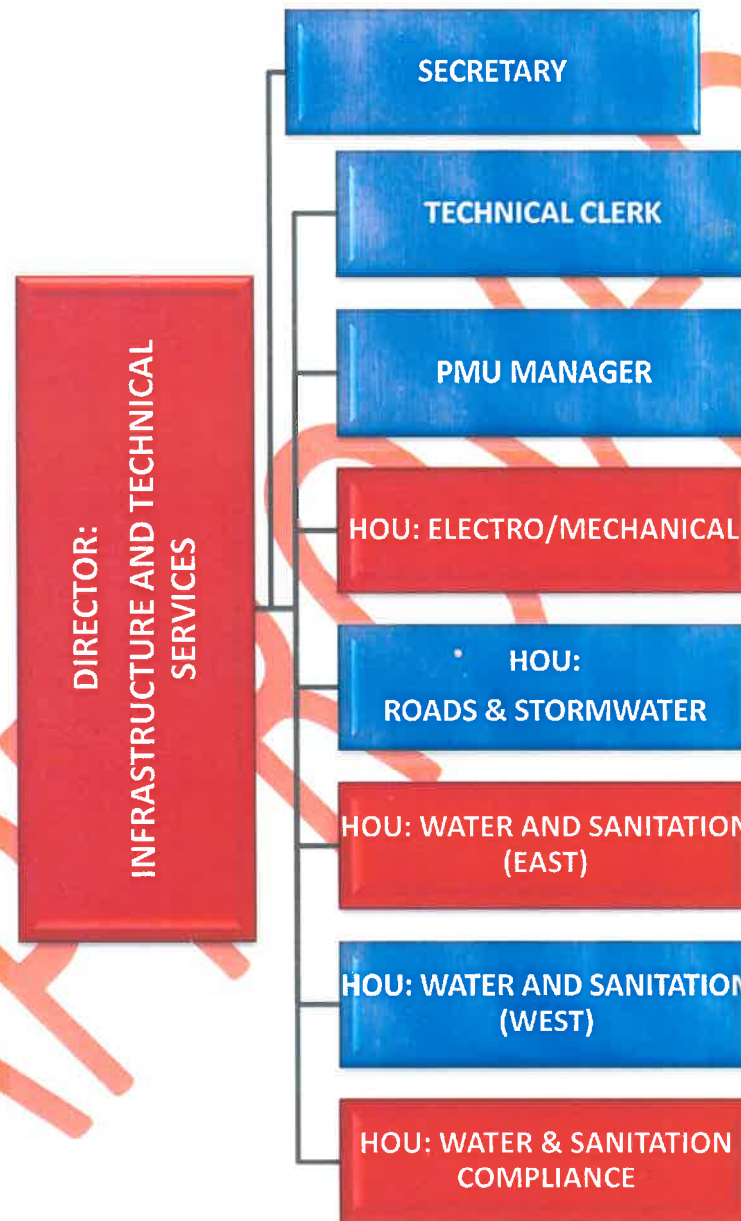


## DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES

### OBJECTIVES

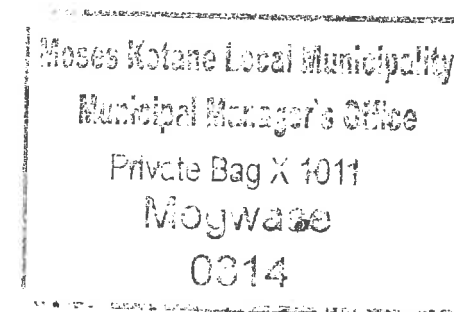
- To develop infrastructure to enable and ensure service provision that meets the priority of communities
- To ensure the implementation and maintenance of water, sanitation, roads and storm water and electrical services
- To enhance economic growth and development within the municipality through infrastructure project implementation.

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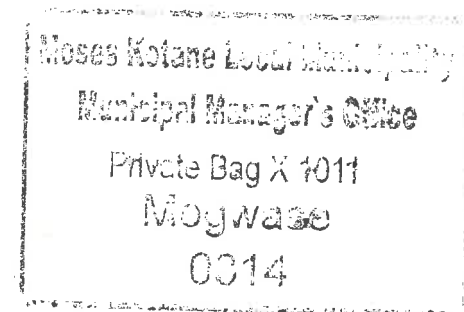
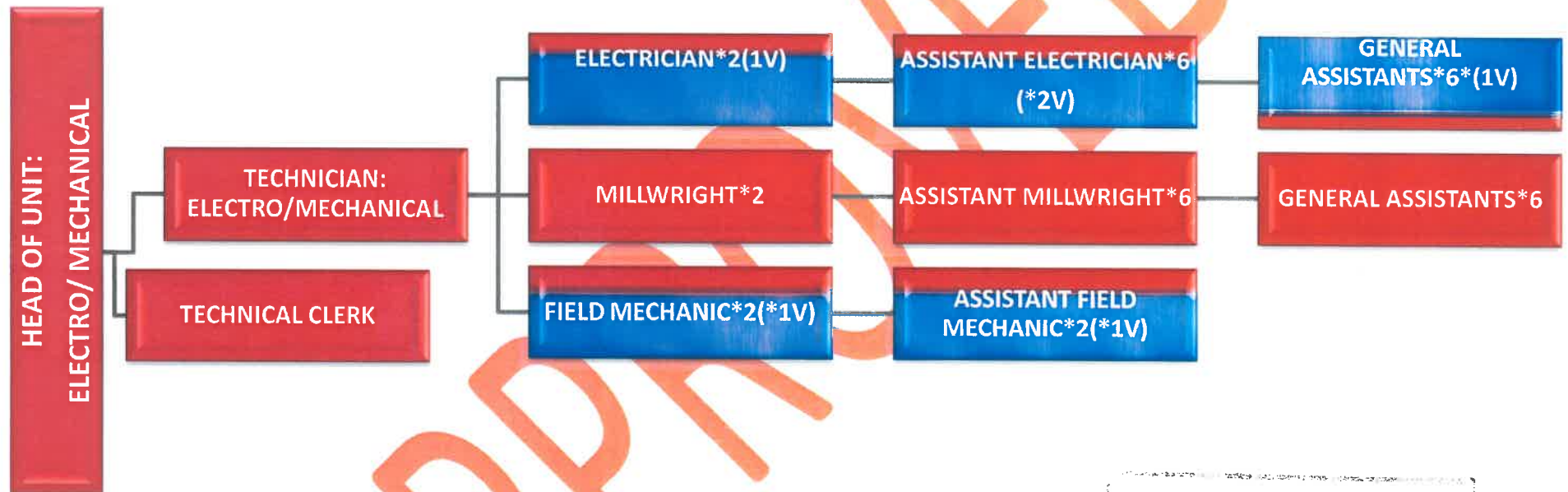
## PROJECT MANAGEMENT UNIT



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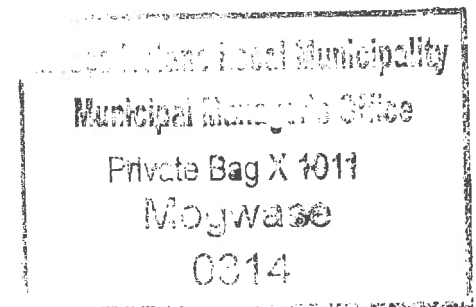
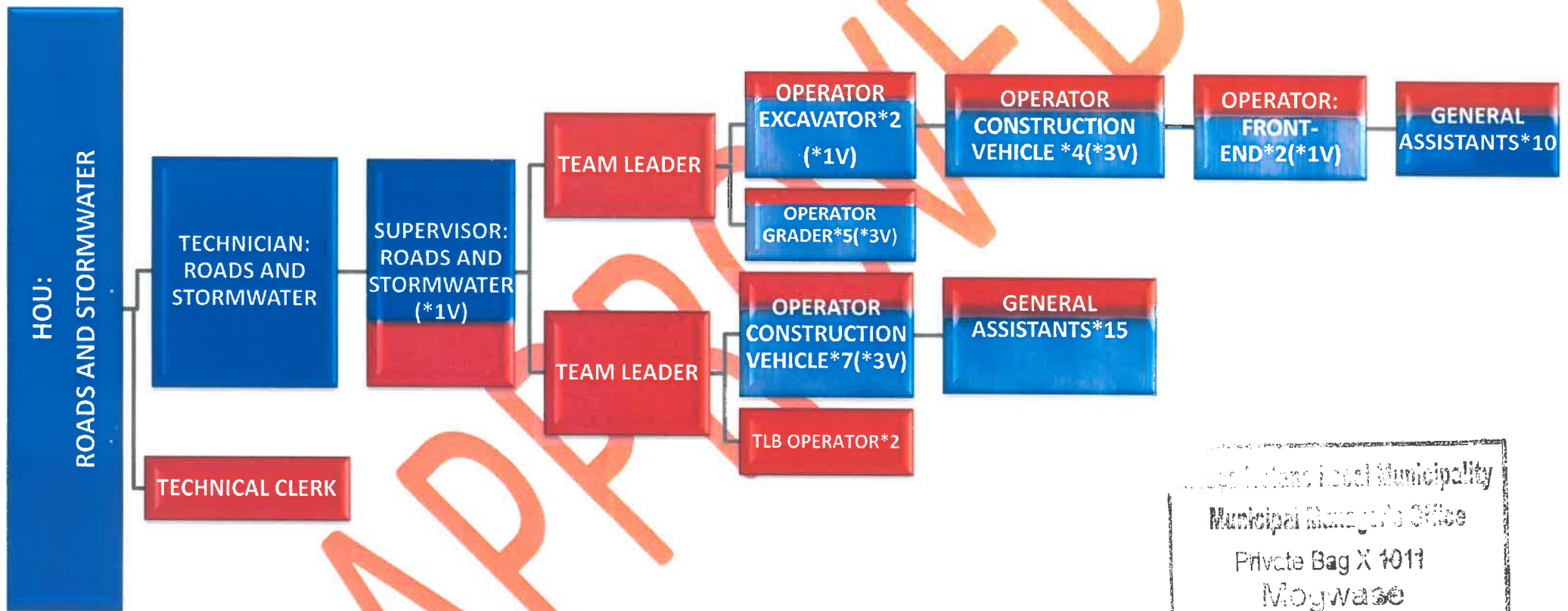


ELECTRO/MECHANICAL



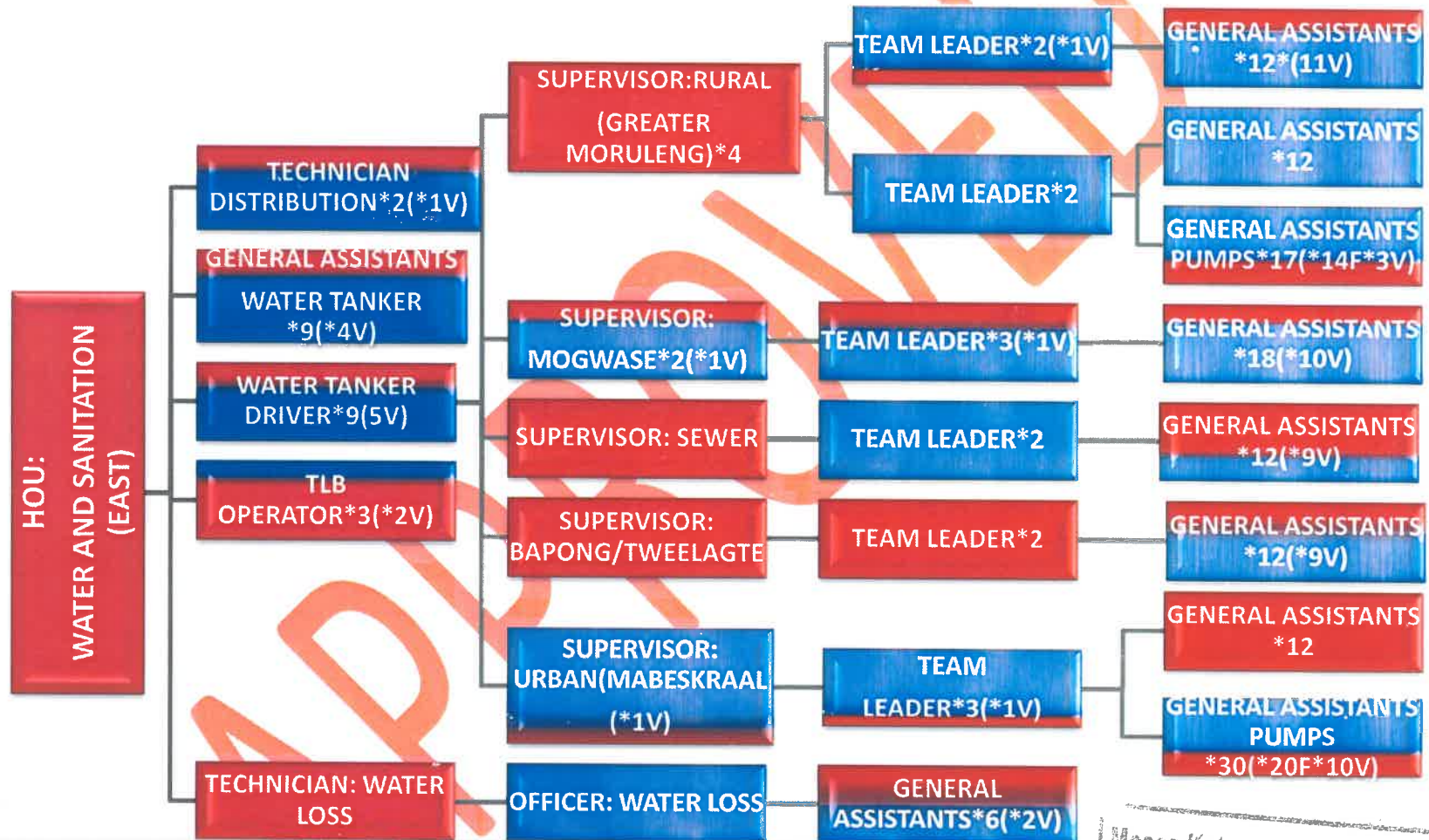
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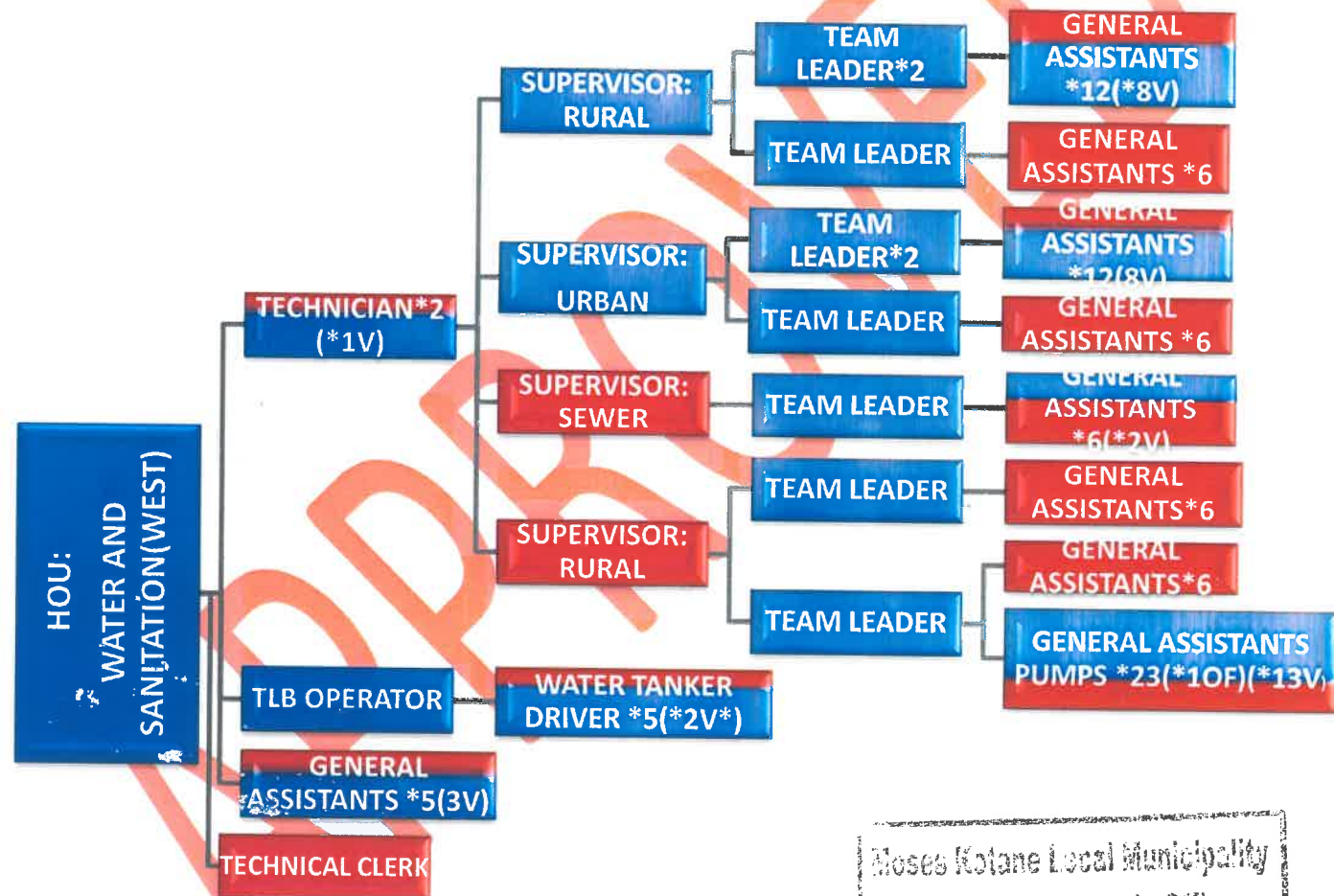
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# WATER AND SANITATION (EAST)



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# WATER AND SANITATION (WEST)

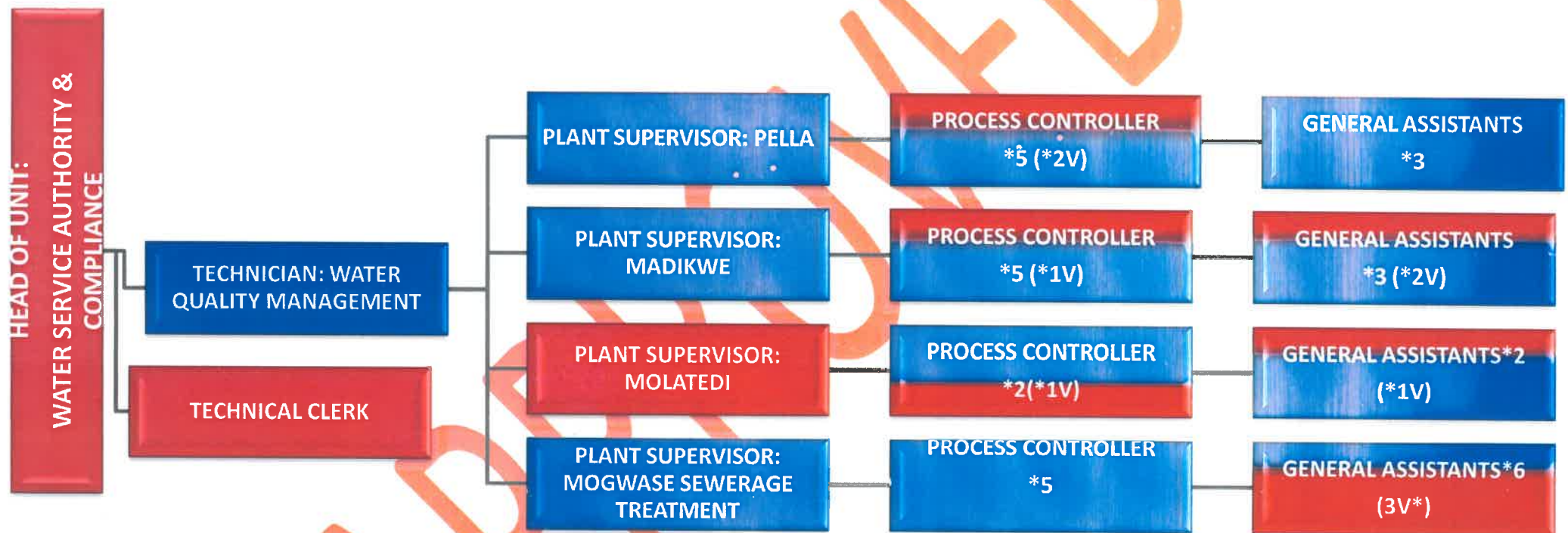


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# WATER SERVICE AUTHORITY & COMPLIANCE – STRUCTURE



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