



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

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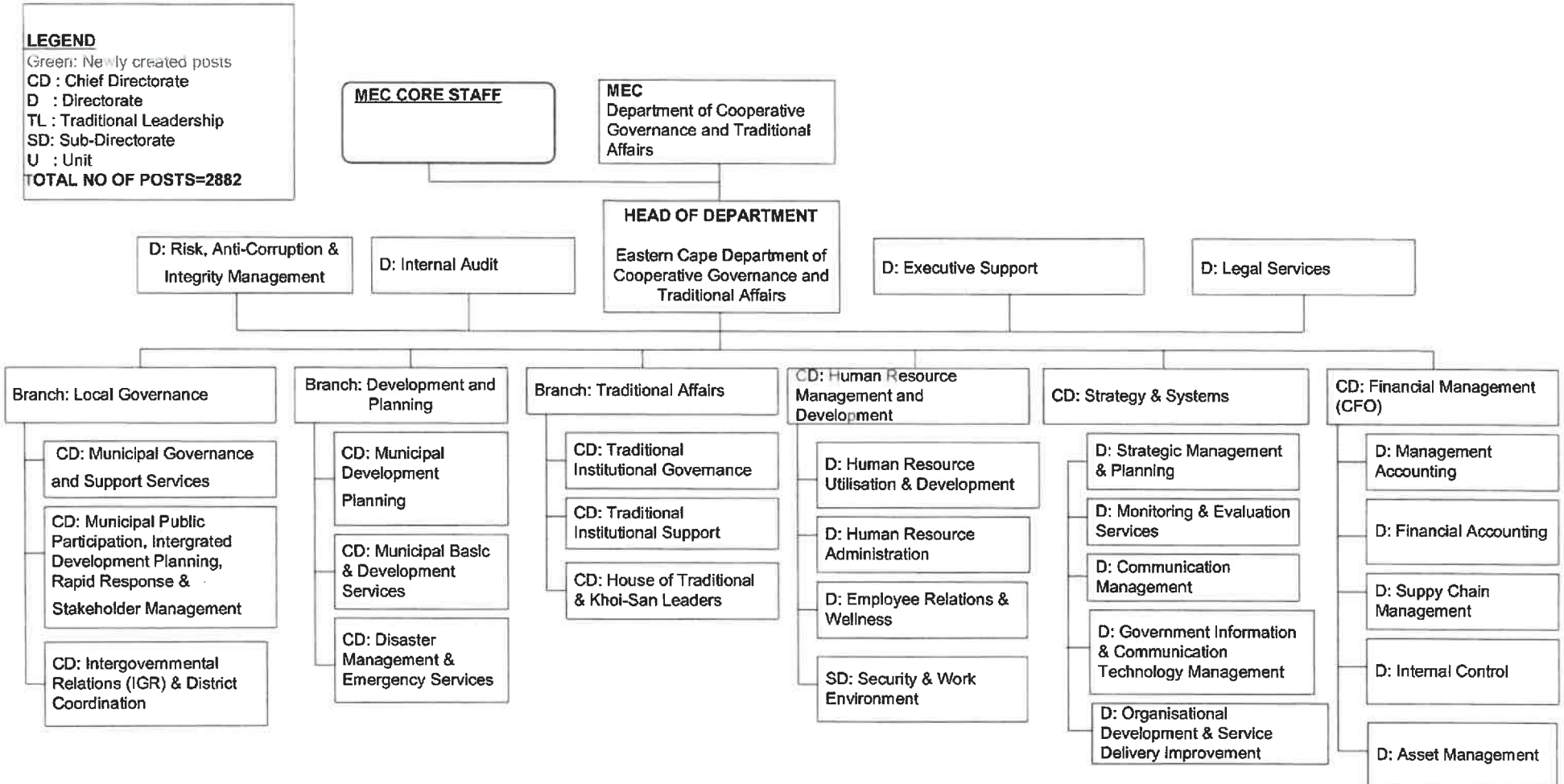
APPROVED ORGANISATIONAL STRUCTURE

2025

SERVING OUR COMMUNITIES BETTER

B&B
BACK TO BASICS
SERVING OUR COMMUNITIES BETTER

APPROVED ORGANISATIONAL STRUCTURE: 2025



HOD Signature

Date: 28 February 2025

Approved by MEC

Date: 28 February 2025

**RECOMMENDED ORGANISATION & ESTABLISHMENT:
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS: 2024**

MEC CORE STAFF
 1 Head of Office (SL13)
 1 Media Liaison Officer (SL12)
 1 Private and Appointment Secretary (SL12)
 1 Community Outreach and Legislature Support (SL11)
 1 Administrative Support and Coordination (SL11)
 1 Receptionist (SL5)
 1 Registry Clerk (SL 5)
 1 House hold Aide (SL3)
 1 Driver/Messenger (SL4)

OFFICE OF THE MEC: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

PURPOSE: TO PROMOTE STABILIZATION, CONSOLIDATION AND DEVELOPMENT OF SUSTAINABLE MUNICIPAL AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Oversee municipal governance and support services, district co- ordination and public participation
2. Oversee municipal planning, basic development and disaster management service
3. Ensure the transformation of the institutions of traditional leadership & democratic structures of governance
4. Manage and oversee the provision of departmental finances
5. Oversee the provisioning of corporate management services
6. Facilitate, coordinate and integrate strategy and systems services
7. Manage and oversee the provision of internal audit services
8. Manage the implementation of risk, anti-corruption and integrity management
9. Provide strategic and administrative support
10. Manage and oversee the provision of Legal Services

DIRECTORATE: EXECUTIVE SUPPORT

PURPOSE: TO PROVIDE EXECUTIVE SUPPORT SERVICES TO THE OFFICE OF HOD

FUNCTIONS:

1. Provide technical, administrative and secretariat support services.
2. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, G&A Cluster.
3. Maintain PSA and PFMA delegation register (*delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services*).
4. Render cluster liaison services
5. Render and coordinate departmental policies

1 Head of Department (SL16)
 1 Admin Officer (SL7)

1 Director (SL13)
 1 Deputy Director (SL11)
 1 Deputy Director (SL11) (Corporate Secretariat)
 1 Admin. Officer (SL7) (Corporate Secretariat)



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15 Posts

**DIRECTORATE:
LEGAL SERVICES**

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**DIRECTORATE:
INTERNAL AUDIT**

See page 3

**DIRECTORATE :
RISK, ANTI-
CORRUPTION &
INTEGRITY
MANAGEMENT**

See page 3


 Approved by MEC

Date: 28 February 2025

HEAD OF DEPARTMENT

PURPOSE: TO PROMOTE STABILIZATION, CONSOLIDATION AND DEVELOPMENT OF SUSTAINABLE MUNICIPAL AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Manage and oversee the provision of Legal Services
2. Manage and oversee the provision of internal audit services
3. Manage and oversee the provision of Risk, Anti-Corruption and Integrity management services

DIRECTORATE: LEGAL ADVISORY SERVICES

PURPOSE: TO PROVIDE LEGAL SERVICES

FUNCTIONS:

1. Provide sound legal advice and litigation support to the department.
2. Provide legal opinions.
3. Execute all administrative legal actions to ensure compliance.
4. Manage litigation matters.
5. Draft and amend legislation and legal instruments.
6. Monitor legal compliance with national, international and continental instruments.
7. Advice on the drafting and monitoring of the service level agreements.

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Snr Legal Admin. Officer
- 2 Legal Admin. Officer (Grade 1,2,3,4 and 5)

DIRECTORATE: INTERNAL AUDIT SERVICES

PURPOSE: TO PROVIDE INTERNAL AUDIT SERVICES

FUNCTIONS:

1. Conduct performance audits.
2. Conduct governance and compliance audits.
3. Conduct Information Technology and financial audits.
4. Facilitate and conduct forensic audit.
5. Provide technical and secretariat support services to the Audit Committee.

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Deputy Director (SL11)
- 2 Asst Director (SL9)
- 4 Internal Auditor (SL7)

DIRECTORATE: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT

PURPOSE: TO PROVIDE RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT SERVICES

FUNCTIONS:

1. Provide enterprise risk management services.
2. Coordinate the development and monitoring of implementation of Business Continuity plan.
3. Promote the implementation of code of conduct e.g. remunerative work & gift register.
4. Promotion of the financial disclosure system.
5. Develop and maintain internal anti-corruption systems.


- 1 Director (SL13)
- 1 Deputy Director SL11 (Risk Management)
- 2 Deputy Director SL11 (Anti-Corruption)
- 1 Asst Director SL9 (Risk Management)
- 3 Asst Director SL9 (Anti-Corruption)
- 3 Admin Officer (SL7)



HOD Signature

Date: 28 February 2025

25 posts



Approved by MEC

Date: 28 February 2025

BRANCH : LOCAL GOVERNANCE

PURPOSE: TO COORDINATE, PROMOTE, MONITOR, SUPPORT AND ENHANCE GOVERNANCE IN MUNICIPALITIES.

FUNCTIONS:

1. Promote good governance and sound municipal administration
2. Enhance governance through public participation, Integrated Development Planning, Rapid Response and Stakeholder Management
3. Oversee Municipal Operations Management, Employee Relations and Wellness and Human Resource Planning and Development
4. Manage and co-ordinate district operation services

SUPPORT TO BRANCH
Admin to Branch,
co-ordination & consolidation of
branch reports/budget/Ec 5.1's,
processing of documents to admin &
financial components, etc

1 Deputy Director (SL11)

1 Deputy Director General (SL15)
1 Admin Officer (SL7)

**CHIEF DIRECTORATE:
MUNICIPAL GOVERNANCE &
SUPPORT SERVICES**

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**CHIEF DIRECTORATE: PUBLIC
PARTICIPATION, INTEGRATED
DEVELOPMENT PLANNING, RAPID
RESPONSE AND STAKEHOLDER
MANAGEMENT**

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**CHIEF DIRECTORATE :
INTERGOVERNMENTAL RELATIONS
(IGR) & DISTRICT CO-ORDINATION**

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Approved by MEC

Date: 28 February 2025

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CHIEF DIRECTOR : MUNICIPAL GOVERNANCE & SUPPORT SERVICES

PURPOSE: TO PROMOTE GOOD GOVERNANCE AND SOUND MUNICIPAL ADMINISTRATION

FUNCTIONS:

- 1. Monitor and facilitate effective municipal administration and capacity building
- 2. The coordination of the evaluation and assessment of local government capacity
- 3. Monitor and facilitate municipal finances, supply chain management and valuation services
- 4. Provide information technology, system support and intergration services to Municipalities
- 5. Coordinate and provide capacity building initiatives

DIRECTORATE: MUNICIPAL CAPACITY DEVELOPMENT

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SUB-DIRECTORATE: MUNICIPAL INFORMATION TECHNOLOGY SERVICES

See Page 6

- 1 Chief Director (SL14)
- 1 Assistant Director (SL9)

DIRECTORATE : MUNICIPAL GOVERNANCE & ADMINISTRATION

PURPOSE: TO MONITOR AND FACILITATE THE PROVISIONING OF EFFECTIVE MUNICIPAL ADMINISTRATION

FUNCTIONS:

- 1. Manage and support Municipal Establishment processes.
- 2. Develop and support the implementation of municipal policy frameworks and legislation.
- 3. Support municipal corporate services
- 4. Support municipal administrative compliance
- 5. Manage Provincial Interventions Monitor and Support council oversight and accountability systems..
- 6. Support anti corruption initiatives.
- 7. Coordinate and manage investigations

- 1 Director (SL13)
- 2 Deputy Director (SL11)

DIRECTORATE: MUNICIPAL PERFORMANCE & ASSESSMENT

PURPOSE: TO IMPROVE PERFORMANCE AND REPORTING

FUNCTIONS.

- 1. Support and institutionalise municipal performance management system.
- 2. Conduct performance assessments and report thereon.
- 3. Support data integrity and information management
- 4. Conduct statutory compliance and reporting on municipal performance.
- 5. Monitor, support and promote compliance in municipal performance audit process
- 6. Coordinate and report of government programmes in relation to municipalities

- 1 Director (SL13)
- 1 Deputy Director (SL11)

DIRECTORATE: MUNICIPAL DEVELOPMENT FINANCE & SUPPLY CHAIN MANAGEMENT

PURPOSE: TO MONITOR AND SUPPORT MUNICIPALITIES TOWARDS ENHANCED FINANCIAL GOVERNANCE, MANAGEMENT AND SUSTAINABILITY.

FUNCTIONS:

- 1. Monitor and support revenue management in municipalities.
- 2. Monitor and support municipal audit processes.
- 3. Support financial governance structures.
- 4. Manage Provincial Discretionary Interventions.
- 5. Monitor report and provide advice on grants e.g. MSIG and provincial and other grants to municipalities.
- 6. Develop procurement plans and assist municipalities with Strategic sourcing and SMME development strategies
- 7. Assist municipalities with review of policies and procedure manuals aligned to the National Treasury Regulations on supply chain management
- 8. Assist municipalities with reduction and prevention of S38 expenditure

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Deputy Director (SL11)
- 1 Assistant Director (SL9)


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Date: 28 February 2025

11 posts


Approved by MEC

Date: 28 February 2025

CHIEF DIRECTOR : MUNICIPAL GOVERNANCE & SUPPORT SERVICES

DIRECTORATE : MUNICIPAL CAPACITY DEVELOPMENT

PURPOSE: DEVELOP POLICY FRAMEWORK TO PROMOTE, FACILITATE AND CO-ORDINATE OPERATIONS MANAGEMENT, EMPLOYEE RELATIONS AND WELLNESS AND HUMAN RESOURCE PLANNING AND DEVELOPMENT

FUNCTIONS:

1. Oversee and monitor implementation of operations management and Organisational Development
2. Oversee and monitor implementation of Employee Relations and Wellness
3. Oversee and monitor implementation of Human Resource Planning and Development

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Deputy Director (SL11)

SUB-DIRECTORATE : MUNICIPAL INFORMATION TECHNOLOGY SERVICES

PURPOSE: TO PROVIDE INFORMATION TECHNOLOGY, SYSTEMS SUPPORT AND INTEGRATION SERVICES TO MUNICIPALITIES

FUNCTIONS:

1. Render advisory and support services to municipalities
2. Facilitate system integration to municipalities
3. Co-ordinate back to basic matters

1 Deputy Director (SL11)

4 posts



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Date: 28 February 2025



Approved by MEC

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CHIEF DIRECTORATE : PUBLIC PARTICIPATION, INTEGRATED DEVELOPMENT PLANNING, RAPID RESPONSE AND STAKEHOLDER MANAGEMENT

PURPOSE: DEVELOP POLICY FRAMEWORK TO PROMOTE, FACILITATE AND CO-ORDINATE PUBLIC PARTICIPATION IGR, RAPID RESPONSE, STAKEHOLDER MANAGEMENT AND INTEGRATED DEVELOPMENT PLAN

FUNCTIONS:

- 1. Develop policy framework to promote, facilitate and co-ordinate Public Participation within Municipal areas
- 2. Develop policy framework to promote, facilitate and coordinate rapid response and Stakeholder Management and co-ordination of inter-governmental and district operations services within municipal areas
- 3. Develop policy framework to promote, facilitate, strengthen and monitor municipal IDP's

- 1 Chief Director (SL 14)
- 1 Assistant Director (SL9)

DIRECTORATE : MUNICIPAL PUBLIC PARTICIPATION

PURPOSE: TO ENHANCE GOVERNANCE THROUGH PUBLIC PARTICIPATION AND COMMUNITY DEVELOPMENT

FUNCTIONS:

- 1. Support participation and monitor the effectiveness of communities in municipal process.
- 2. Facilitate the establishment of and support functionality of ward committees.
- 3. Facilitate the access to government services through CDW programme.

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Assistant Director (SL9)

DIRECTORATE : RAPID RESPONSE & STAKEHOLDER MANAGEMENT

PURPOSE: TO DEVELOP A POLICY FRAMEWORK TO PROMOTE, FACILITATE AND COORDINATE RAPID RESPONSE AND STAKEHOLDER MANAGEMENT

FUNCTIONS:

- 1. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system
- 2. Support the establishment and minor effectiveness of Customer care mechanisms.
- 3. Develop policy framework to promote, facilitate and coordinate rapid response services within municipal area

- 1 Director (SL13)

DIRECTORATE: INTEGRATED DEVELOPMENT PLANNING (IDP) COORDINATION

PURPOSE: TO IMPROVE THE INTEGRATED DEVELOPMENT PLANNING

FUNCTIONS:

- 1. Support municipalities with the development of credible IDPs
- 2. Coordinate sectoral inputs into municipal IDPs
- 3. Facilitate alignment of municipal IDPs to National and Provincial priorities and plans
- 4. Coordinate and roll out capacity building programmes

- 1 Director (SL13)
- 2 Deputy Director (SL11)

HOD Signature

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9 posts

Approved by MEC

Date: 28 February 2025

BRANCH: DEVELOPMENT AND PLANNING

PURPOSE: TO PROMOTE INTEGRATED, SUSTAINABLE DEVELOPMENT AND PLANNING

FUNCTIONS:

1. Facilitate and co-ordinate integrated planning in Municipalities
2. Facilitate, co-ordinate and monitor integrated basic and development services
3. Facilitate and monitor disaster management and emergency services

SUPPORT TO BRANCH

Admin to Branch, co-ordination & consolidation of branch reports/budget/Ec 5.1's, processing of documents to admin & financial components, etc

1 Deputy Director (SL11)

1 Deputy Director General (SL15)
1 Admin Officer (SL7)

**CHIEF DIRECTORATE:
MUNICIPAL DEVELOPMENT
PLANNING**

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**CHIEF DIRECTORATE: MUNICIPAL
BASIC AND DEVELOPMENT
SERVICES**

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**CHIEF DIRECTORATE: DISATER
MANAGEMENT AND EMERGENCY
SERVICES**


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CHIEF DIRECTORATE: MUNICIPAL DEVELOPMENT AND PLANNING

PURPOSE: TO PROMOTE, FACILITATE AND COORDINATE INTEGRATED PLANNING IN MUNICIPALITIES

FUNCTIONS:

- 1. Support land use management through effective spatial planning mechanisms
- 2. Coordinate and facilitate Land Survey and cadastral information systems.
- 3. Enhance effective land use management
- 4. Monitor and evaluate provision of Municipal Support and Performance Management
- 5. Facilitate rendering of Valuation Services

1 Chief Director (SL14)
1 Assistant Director (SL9)

DIRECTORATE : SPATIAL PLANNING SERVICES

PURPOSE: TO SUPPORT LAND USE MANAGEMENT THROUGH EFFECTIVE SPATIAL PLANNING MECHANISMS

FUNCTIONS:

- 1. Develop and facilitate the successful implementation of the Provincial Spatial Development Framework
- 2. Support and monitor the development and implementation of municipal Spatial Development Frameworks.
- 3. Provide Geographic Information services.
- 4. Support municipal town and regional planning.
- 5. Coordinate spatial planning across all spheres of government

1 Director (SL13)
1 Chief GIS Professional (Grade B)
3 Chief Town & Reg. Planner (Grade B)

DIRECTORATE: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT

See page 10

DIRECTORATE: LAND USE MANAGEMENT AND ADMINISTRATION SERVICES

See page 11

9 posts

DIRECTORATE: VALUATION SERVICES

PURPOSE: TO PROMOTE, FACILITATE, & COORDINATE VALUATION SERVICES

FUNCTIONS

- 1. Facilitate, coordinate and monitor General and Supplementary Valuations
- 2. Promote, facilitate, coordinate and monitor Capital & Special Valuations
- 3. Facilitate and monitor implementation of property Rates Act

1 Director (SL13)
1 Admin Officer (SL7)



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

DIRECTORATE: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT

PURPOSE: TO FACILITATE AND COORDINATE LAND SURVEY AND CADASTRAL INFORMATION SYSTEMS.

FUNCTIONS:

1. Coordinate and monitor cadastral surveys
2. Facilitate, coordinate and monitor mapping services
3. Coordinate the development and implementation of land survey & cadastral information Management systems.


- 1 Director (SL13)
- 2 Chief Professional Surveyor (Grade A and B)



HOD Signature

Date: 28 February 2025

3 posts



Approved by MEC

Date: 28 February 2025

DIRECTORATE: LAND USE MANAGEMENT AND ADMINISTRATION SERVICES

PURPOSE: TO FACILITATE AND COORDINATE LAND USE MANAGEMENT AND ADMINISTRATION SERVICES.

FUNCTIONS:

1. Promote, facilitate, coordinate and monitor Land Use Management services
2. Promote, facilitate, coordinate and monitor land administration services

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Deputy Director (SL11)



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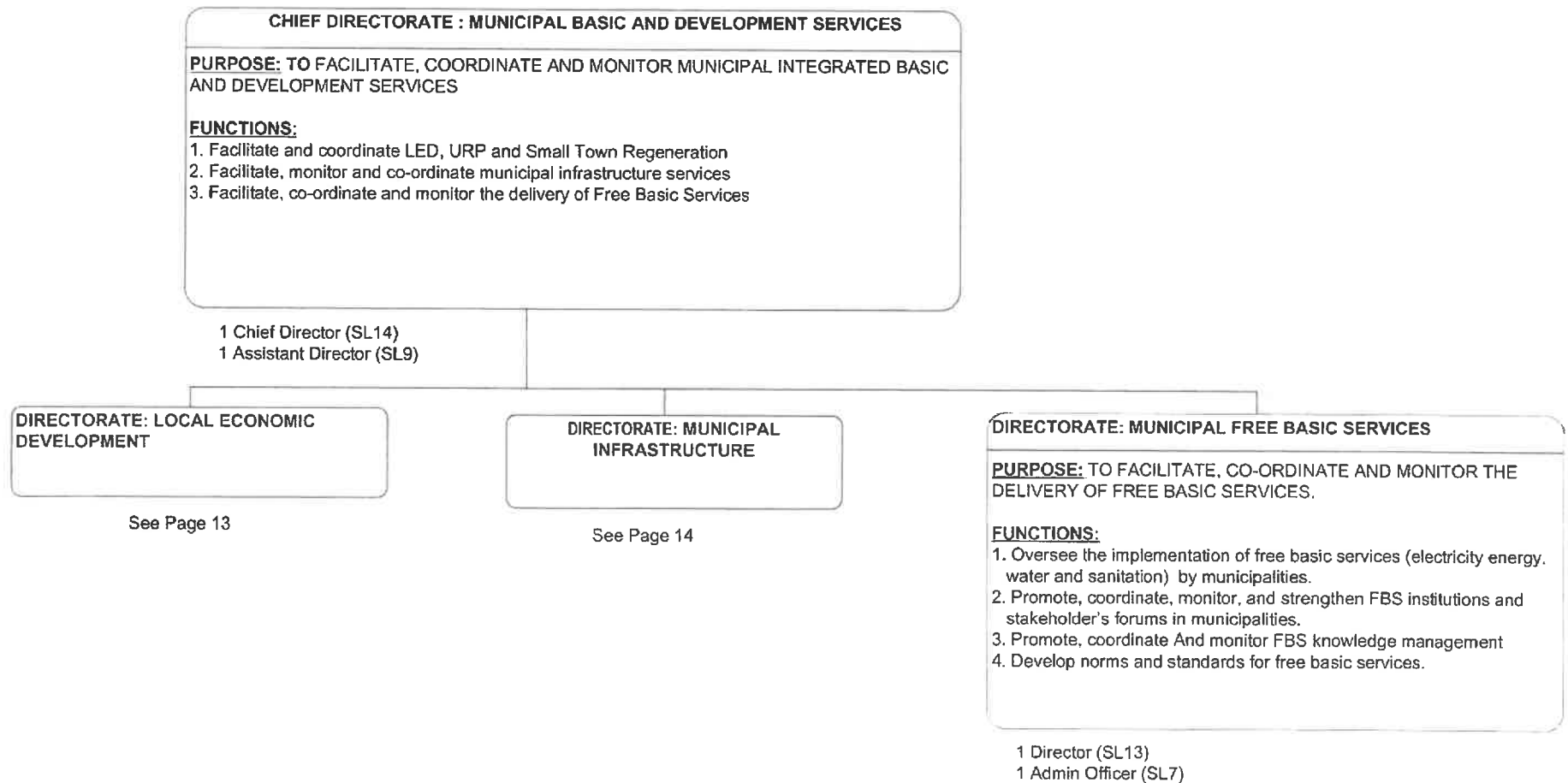
Date: 28 February 2025

3 posts



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Date: 28 February 2025




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Date: 28 February 2025

4 posts


Approved by MEC

Date: 28 February 2025

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

PURPOSE: TO SUPPORT AND IMPLEMENT PROGRAMMES THAT STRENGTHENS LOCAL ECONOMIC DEVELOPMENT (LED)

FUNCTIONS:

1. Develop and monitor the implementation of policy frameworks.
2. Support the development and monitor the implementation of LED strategies and plans
3. Support LED capacity enhancement processes and programmes
4. Support the packaging and implementation of LED interventions (urban, small town regeneration, corridor development projects, etc..).
5. Assist in the development of cooperatives.
6. Facilitate the establishment of LED partnership.
7. Coordinate and support interventions and flagship programmes including CWP.

- 1 Director (SL13)
- 1 Deputy Director (SL11)

2 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

DIRECTORATE: MUNICIPAL INFRASTRUCTURE

PURPOSE: TO FACILITATE AND MONITOR INFRASTRUCTURE DEVELOPMENT WITHIN MUNICIPALITIES TO ENSURE SUSTAINABLE MUNICIPAL SERVICES

FUNCTIONS:

1. Coordinate; support the development and implementation of comprehensive infrastructure plans.
2. Monitor and support MIG spending in municipalities
3. Ensure the registration of MIG Projects and progress on the Municipal Information System (MIS)
4. Support the development and implementation of operations and maintenance plans.
5. Facilitate the establishment of infrastructure related institutional and social facilitation units in municipalities
6. Manage infrastructure development of Traditional Leadership Institutions.

- 1 Director (SL 13)
- 1 Deputy Director (SL 11)
- 1 Assistant Director (SL9)
- 6 Chief Engineer Grade A
- 1 Control Work Inspector (SL9)
- 1 Data Capturer (SL5)



HOD Signature

Date: 28 February 2025

11 Posts



Approved by MEC

Date: 28 February 2025

CHIEF DIRECTORATE: DISASTER MANAGEMENT & EMERGENCY SERVICES

PURPOSE: TO MANAGE, COORDINATE AND SUPPORT DISASTER PREVENTION AND MITIGATION.

FUNCTIONS:

1. Develop and implement disaster risk reduction strategies and plans in the province
2. Prepare for and respond to disasters and co-ordinate disaster recovery.
3. Coordinate and support fire and rescue services in the province

1 Chief Director (SL 14)
1 Assistant Director (SL9)

DIRECTORATE: DISASTER REDUCTION AND CAPACITY ASSESSMENT

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DIRECTORATE: DISASTER OPERATIONS

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SUB- DIRECTORATE: FIRE BRIGADE SERVICES

PURPOSE: TO CO-ORDINATE THE PROVINCIAL FIRE BRIGADE FUNCTION AND CAPACITATE MUNICIPALITIES IN ACCORDANCE WITH APPLICABLE LEGISLATION

FUNCTIONS:

1. Set policies and monitor regulations for fire prevention, public safety, training and awareness against fires and other dangers in the province for municipal and designated fire services.
2. Ensure standardisation of fire operations, command and control of fire fighting operational personnel in the province and monitor the state of the fire service in the province.

1 Deputy Director (SL11)
1 Assistant Director (SL9)


HOD Signature

Date: 28 February 2025

4 posts



Approved by MEC

Date: 28 February 2025

DIRECTORATE: DISASTER REDUCTION AND CAPACITY ASSESSMENT

PURPOSE: TO FACILITATE AND MONITOR DISASTER MANAGEMENT AND EMERGENCY SERVICES.

FUNCTIONS:

1. Provide disaster risk and capacity assessment through risk reduction
2. Provide mitigation services

1 Director (SL13)

SUB-DIRECTORATE: DISASTER RISK REDUCTION AND CAPACITY ASSESSMENT

PURPOSE: TO ESTABLISH AND MAINTAIN INSTITUTIONAL DISASTER MANAGEMENT CAPACITY & IMPLEMENT EFFECTIVE RISK REDUCTION SERVICES

FUNCTIONS:

- 1.Reduction of disaster risk and capacity assessment through risk reduction measures :
 - develop and maintain a disaster risk profile and maintain an ICT programme.
 - Implement mechanisms for disaster early warnings.
 - Develop and maintain prevention and mitigation programme.
 - Develop, co-ordinate and maintain integrated education, training, awareness and research programmes.
2. Develop and implement risk reduction projects:
 - Render a project management services.
 - Integrate disaster management plans with development plans.
 - Integrate disaster management with spatial development plans.

1 Deputy Director (SL11)

1 Assistant Director (SL9)



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4 posts

UNIT: MITIGATION

PURPOSE: TO CO-ORDINATE THE PROVINCIAL FIRE BRIGADE FUNCTION AND CAPACITATE MUNICIPALITIES IN ACCORDANCE WITH APPLICABLE LEGISLATION

FUNCTIONS:

1. Develop and maintain prevention and mitigation programme
2. Develop, co-ordinate and maintain integrated education, training, awareness and research programmes
3. Develop risk reduction measures
4. Integrate disaster management with spatial development plans

1 Assistant Director (SL9)



Approved by MEC

Date: 28 February 2025

DIRECTORATE: DISASTER OPERATIONS

PURPOSE: TO FACILITATE AND MONITOR DISASTER MANAGEMENT AND EMERGENCY SERVICES.

FUNCTIONS:

1. Provide disaster risk and capacity assessment through risk reduction
2. Provide mitigation services

1 Director (SL13)

SUB-DIRECTORATE: PREPAREDNESS AND RESPONSE

PURPOSE: TO ESTABLISH AND MAINTAIN INSTITUTIONAL DISASTER MANAGEMENT CAPACITY & IMPLEMENT EFFECTIVE RISK REDUCTION SERVICES

FUNCTIONS:

1. Manage and monitor municipal disaster management centres
2. Develop and maintain the provincial preparedness and response plan
3. Prepare and respond to disasters
4. Evaluate disaster management contingency plans and execute disaster management exercises

1 Deputy Director (SL11)
1 Assistant Director (SL9)

SUB-DIRECTORATE: DISASTER RECOVERY

PURPOSE: TO CO-ORDINATE THE PROVINCIAL FIRE BRIGADE FUNCTION AND CAPACITATE MUNICIPALITIES IN ACCORDANCE WITH APPLICABLE LEGISLATION

FUNCTIONS:

1. Co-ordinate disaster recovery (relief, rehabilitation & reconstruction)
2. Co-ordinate relief efforts
3. Monitor and support disaster damage assessment programmes

1 Deputy Director (SL11)
1 Assistant Director (SL9)



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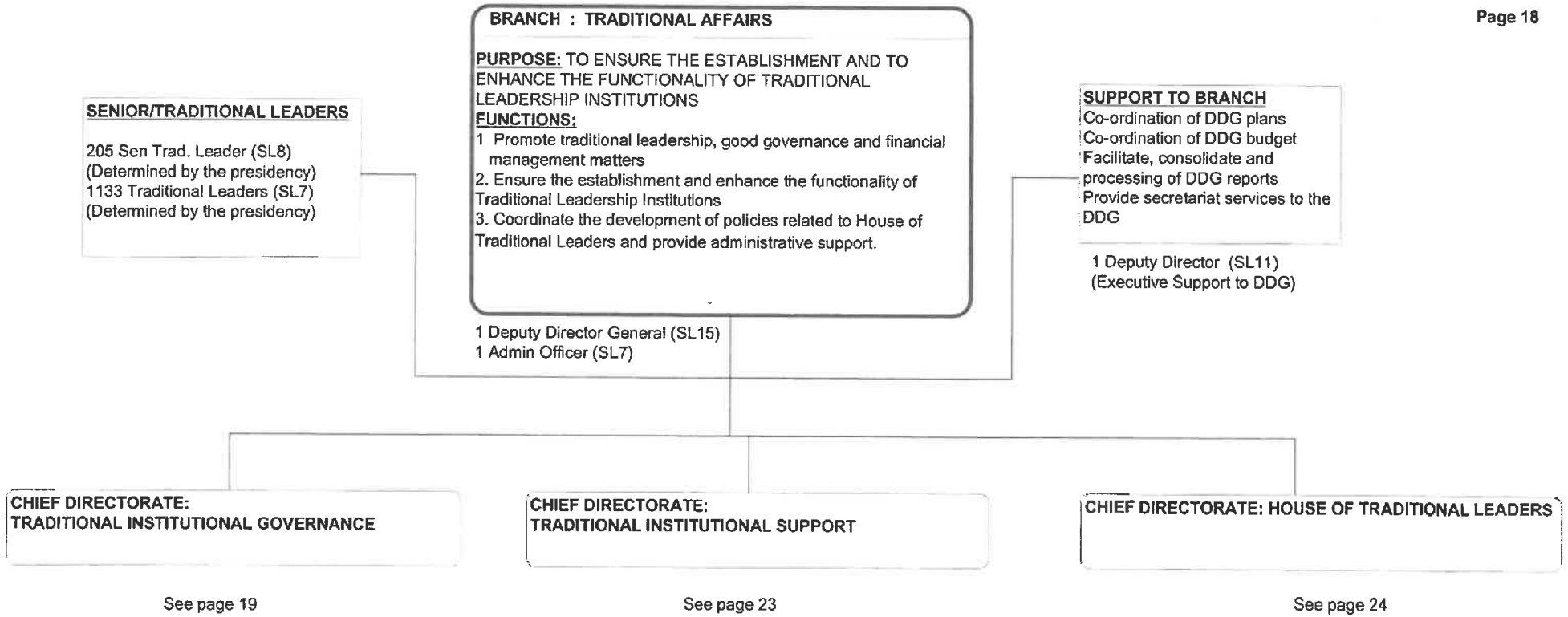
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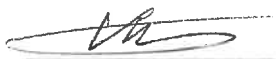
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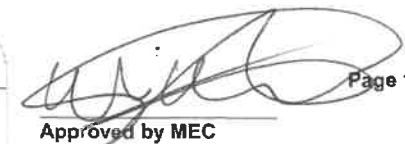
1341 posts


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DIRECTORATE: TRADITIONAL RESEARCH, POLICY AND LEGISLATION DEVELOPMENT

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CHIEF DIRECTORATE: TRADITIONAL INSTITUTIONAL GOVERNANCE

PURPOSE: TO PROMOTE TRADITIONAL LEADERSHIP RESEARCH, GOOD GOVERNANCE AND CLAIMS AND DISPUTES MATTERS OF TRADITIONAL LEADERSHIP INSTITUTIONS

FUNCTIONS:

1. Manage financial matters pertaining to institutions of traditional leadership.
2. Conduct Traditional Leadership research, legislation and policy development services.
3. Facilitate rural development initiatives

- 1 Chief Director (SL 14)
- 1 Assistant Director (SL9)

DIRECTORATE: TRADITIONAL RURAL DEVELOPMENT FACILITATION

See page 21

DIRECTORATE: TRADITIONAL FINANCIAL MANAGEMENT

PURPOSE: TO MANAGE & CO-ORDINATE FINANCIAL MATTERS PERTAINING TO INSTITUTIONS OF TRADITIONAL LEADERSHIP

FUNCTIONS:

1. Manage the financial control mechanisms and supporting financial systems of the traditional leadership institutions.
2. Provide an integrated financial administration service to Traditional Leadership institutions

- 1 Director (SL13)

SUB-DIRECTORATE: TRADITIONAL FINANCIAL CONTROL

PURPOSE: TO PROVIDE FINANCIAL CONTROL AND SUPPORT SYSTEMS OF TRADITIONAL COUNCILS (TC)

FUNCTIONS:

1. Develop and implement innovative and standardised control system of TC revenue collection, banking, recording and reporting
2. Ensure that the establishment and management of all TC trusts or funds is in terms of the PFMA
3. Provide advice and support to all TC's in the collection of all revenue due to them
4. Reconcile receipts, deposits and payments to bank statements
5. Ensure provision, safekeeping and distribution of face value forms to TC's
6. Provide support to TC's in the management of investments
7. Prepare financial statements

- 1 Dep Director (SL11)
- 1 State Accountant (SL7)

SUB-DIRECTORATE: TRADITIONAL INTEGRATED FINANCIAL ADMINISTRATION

PURPOSE: TO PROVIDE INTEGRATED FINANCIAL ADMINISTRATION SERVICES TO TRADITIONAL COUNCILS/HOUSES

FUNCTIONS:

1. Develop and implement an innovative and effective system of payments from TC accounts
2. Provide financial administrative support to TC's and Local Houses
3. Analyse and consolidate monthly, quarterly and annual financial reports for all TC's
4. Ensure implementation of effective mechanisms of vouching receipts and payments
5. Coordinate and implement traditional councils financial management and capacity building programmes
6. Manage the supply and distribution of face value forms
7. Monitor and evaluate financial performance of each TC
8. Coordinate response to internal and external audits

- 1 Deputy Director (SL11)
- 1 State Accountant (SL7)

DIRECTORATE: TRADITIONAL POLICY AND LEGISLATION DEVELOPMENT

PURPOSE: TO CONDUCT TRADITIONAL LEADERSHIP RESEARCH & POLICY DEVELOPMENT

FUNCTIONS:

1. Develop and implement Traditional Leadership policies and legislation
2. Conduct research on traditional affairs matters (genealogy, customs and culture , etc)

1 Director (SL13)

SUB-DIRECTORATE : TRADITIONAL POLICY DEVELOPMENT & MARKETING

PURPOSE: TO DEVELOP & MARKET POLICIES & LEGISLATION

FUNCTIONS:

1. Develop and review policies and legislation
2. Monitor implementation of existing policies and legislation relating to Traditional Leadership
3. Facilitate the formulation of Provincial Policies related to Traditional Leadership and Governance
4. Provide advice on traditional leadership policies and marketing.

1 Dep Director (SL11)
2 Asst Director (SL9)

SUB-DIRECTORATE : RESEARCH & ADVISORY SERVICES

PURPOSE: TO CONDUCT RESEARCH ON TRADITIONAL LEADERSHIP MATTERS

FUNCTIONS:

1. Conduct genealogical research
2. Conduct research on customs and customary law applicable to the recognition of traditional leaders.

1 Dep Director (SL11)
2 Asst Director (SL9)



HOD Signature

Date: 28 February 2025

7 posts



Approved by MEC

Date: 28 February 2025

DIRECTORATE : TRADITIONAL RURAL DEVELOPMENT FACILITATION

PURPOSE: TO FACILITATE RURAL DEVELOPMENT INITIATIVES

FUNCTIONS:

1. Promote and implement the policy directives related to rural development within traditional leadership institutions
2. Facilitate the participation of traditional leadership institutions and communities in developmental Initiatives.

1 Director (SL13)
1 Admin Officer (SL7)

SUB-DIRECTORATE: COMMUNITY DEVELOPMENT FACILITATION

PURPOSE: FACILITATE COMMUNITY DEVELOPMENT INITIATIVES

FUNCTIONS:

1. Support the promotion of Social Cohesion in Traditional Communities.
2. Facilitate the Development of Partnership between traditional leadership institutions and other development agencies
3. Facilitate participation of Traditional Leaders in the Municipal Council.
4. Facilitate Synergistic Partnership In terms of various legislations between traditional leadership institutions and municipalities
5. Support the developmental initiatives of spouses of traditional leaders
6. Assist Traditional Councils in identifying community development needs and compilation of IDPs
7. Monitor impact of rural development programmes

1 Deputy Director (SL11)
1 Assistant Director (SL9)

SUB-DIRECTORATE: TRADITIONAL AFFAIRS CO-OPERATIVE RELATIONS SERVICES

PURPOSE: TO PROMOTE CO-OPERATIVE RELATIONS IN THE DEVELOPMENT OF TRADITIONAL COMMUNITIES

FUNCTIONS:

1. Facilitate promotion of cooperative relations with government departments
2. Promote the involvement of donors in traditional communities development programmes
3. Facilitate the assignment of functions by other Departments to Traditional Institutions

1 Deputy Director (SL11)
1 Assistant Director (SL9)

6 posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

CHIEF DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT

PURPOSE: : TO PROVIDE SUPPORT TO TRADITIONAL LEADERSHIP INSTITUTIONS

FUNCTIONS:

1. Manage, co-ordinate and support the capacitation and training of Traditional and Khoi-San Leaders
2. Manage and co-ordinate the Local Houses of Traditional and Khoi-San Leaders
3. Manage and coordinate administration support of Traditional Leadership Institutions.
4. Manage Traditional Leadership relations and ethical governance management

1 Chief Director (SL14)
1 Assistant Director (SL9)

DIRECTORATE: TRADITIONAL RELATIONS AND ETHICAL GOVERNANCE MANAGEMENT

Page 23

SUB-DIRECTORATE: TRADITIONAL CAPACITY BUILDING

PURPOSE: TO MANAGE, CO-ORDINATE & SUPPORT THE CAPACITATION & TRAINING OF TRADITIONAL LEADERS

FUNCTIONS:

1. Identify , co-ordinate training needs and facilitate development of capacity building plan for traditional leaders.
2. Monitor and facilitate capacitation and training of Traditional leaders.
3. Administer bursaries and facilitate financial resources For Traditional Leaders.
4. Monitor the performance of traditional leadership institutions.
5. Administer and manage learnership programme for traditional leaders

1 Deputy Director (SL11)
1 Asst Director (SL9)

DIRECTORATE: LOCAL HOUSES OF TRADITIONAL AND KHOI-SAN LEADERS COORDINATION

PURPOSE: TO MANAGE AND COORDINATE THE LOCAL HOUSES OF TRADITIONAL & KHOI-SAN LEADERS

FUNCTIONS:

1. Manage and co-ordinate the activities of Local Houses
2. Provide advice and information on programs of Local Houses
3. Co-ordinate and monitor performance of Local Houses
4. Provide financial control and support to Local Houses

1 Director (SL13)
1 Deputy Director (SL11)
6 Chairperson (SL9)
6 Deputy Chairperson (SL7)

22 posts

DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT

PURPOSE: TO FACILITATE AND MANAGE PROVISION OF SUPPORT TO TRADITIONAL LEADERSHIP INSTITUTIONS

FUNCTIONS:

1. Manage the establishment and reconstitution of Traditional Leadership institutions.
2. Manage the Installation of Traditional Leaders.
3. Enhance Functionality of Houses and Traditional Councils.
4. Provide Tools of Trade and Operating Facilities.
5. Administer conditions of service and service benefits of Traditional Leaders.
6. Facilitate the Burial Support for Traditional Leaders.

1 Director (SL13)
1 Deputy Director (SL11)
1 Assistant Director (SL9)
1 Admin. Clerk (SL5)


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

DIRECTORATE: TRADITIONAL RELATIONS AND ETHICAL GOVERNANCE MANAGEMENT

PURPOSE: TO MANAGE TRADITIONAL LEADERSHIP CLAIMS AND DISPUTES

FUNCTIONS:

1. Facilitate the adherence of Traditional Leaders to ethical code of conduct.
2. Conduct investigation on Traditional Leadership breach of code of conduct and community conflicts.
3. Process unresolved claims and disputes from Premiers committees for the decision of the MEC.

1 Director (SL13)

1 Admin Officer (SL7)

2 posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

PROV. HOUSE OF TRADITIONAL AND KHOI-SAN LEADERS
 38 Members (Including
 1 Chairperson and 1 Deputy Chairperson)

CHIEF DIRECTORATE : HOUSE OF TRADITIONAL AND KHOI-SAN LEADERS

PURPOSE: TO COORDINATE THE DEVELOPMENT OF POLICIES RELATED TO HOUSE OF TRADITIONAL AND KHOI-SAN LEADERS AND PROVIDE ADMINISTRATIVE SUPPORT.

FUNCTIONS:
 1. Provide and manage secretariat and culture preservation services for the Provincial House
 2. Provide administrative support to the Provincial House

- 1 Chief Director (SL14)
- 1 Assistant Director (SL9)

CHAIRPERSON & DEP. CHAIRPERSON'S CORE STAFF

- 2 Asst Director (SL9) (Support to Chair & Dep)
- 2 Admin Officer (SL7) (PA to Chair & Dep)
- 2 Drivers (SL3)

DIRECTORATE : PROVINCIAL HOUSE SECRETARIAT SUPPORT

PURPOSE: TO PROVIDE SECRETARIAT SUPPORT SERVICES AND COORDINATE CULTURE AND INITIATION PROGRAMS FOR THE PROVINCIAL HOUSE

FUNCTIONS:
 1. Co-ordinate and facilitate initiation programme across the province
 2. Render communication and protocol services
 3. Conduct investigations on claims and disputes referred to the House in terms of legislation
 4. Conduct research on matters of tradition, culture and customs commissioned by the House
 5. Provide effective secretariat services for the Provincial House of Traditional Leaders

- 1 Director (SL13)
- 2 Dep Director (SL11)
- 2 Asst Director (SL9)
- 2 Communication officer (SL7)
- 3 Admin Off (SL7) (Committee coordinator)
- 1 Admin Off (SL7) Sergeant in Arms)
- 3 Committee clerks (SL5)
- 1 Stenographer (SL5)

DIRECTORATE: PROVINCIAL HOUSE ADMINISTRATION

PURPOSE: TO PROVIDE ADMINISTRATIVE SERVICES TO THE PROVINCIAL HOUSE

FUNCTIONS:
 1. Manage financial and supply chain management services for the House.
 2. Provide administrative support to the House.
 3. Provide library service to the House

- 1 Director (SL13)
- 1 Dep Director (SL11)
- 2 Asst Director (SL9)
- 2 State Accountant (SL7)
- 2 Librarian (SL7)
- 2 Admin Clerk (SL 5)
- 1 Receptionist/typist (SL5)
- 1 Registry clerk (SL5)
- 2 Messenger/ Driver (SL4)
- 14 General Assistant (SL2)
 (10 cleaners/food service aid,
 4 Labourer /Groundsman)

51 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

PURPOSE: TO RENDER HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

FUNCTIONS:

1. Render HR utilization and development programmes
2. Render human resources administration services
3. Render employee relations and wellness Services
4. Provide security and work environment services.

1 Chief Director (SL14)
1 Assistant Director (SL9)

DIRECTORATE: HUMAN RESOURCE UTILIZATION AND DEVELOPMENT

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DIRECTORATE: HUMAN RESOURCE ADMINISTRATION

See Page 27

DIRECTORATE: EMPLOYEE RELATIONS AND WELLNESS

See Page 28

SUB-DIRECTORATE: SECURITY & WORK ENVIRONMENT

See Page 29

2 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

DIRECTORATE : HUMAN RESOURCE UTILIZATION AND DEVELOPMENT

PURPOSE: TO PROVIDE HR UTILIZATION AND DEVELOPMENT PROGRAMMES

FUNCTIONS:

1. Provide and facilitate the provision of training and development programmes
2. Provide and coordinate the implementation of performance management system.
3. Provide human resource planning and information management services.

1 Director (SL13)

SUB- DIRECTORATE: HUMAN RESOURCE DEVELOPMENT

PURPOSE: TO MANAGE, CO-ORDINATE AND SUPPORT OF CAPACITATION AND TRAINING OF EMPLOYEES

FUNCTIONS:

1. Develop and facilitate the implementation of skills development strategy.
2. Provide and facilitate the provision of training and development programmes
3. Conduct an assessment of the implementation of training and performance management programmes and produce reports thereof.
4. Facilitate the implementation of career management programmes
5. Monitor and facilitate capacitation and training of employees

1 Deputy Director (SL11)
 2 Assistant Director (SL9)
 1 HRD Practitioner (SL7)
 1 Admin Clerk (SL5)

SUB- DIRECTORATE: PERFORMANCE MANAGEMENT DEVELOPMENT SERVICES

PURPOSE: TO MANAGE AND MONITOR THE IMPLEMENTATION OF PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM

FUNCTIONS:

1. Design and facilitate the implementation of incentive system
2. Assessment of competencies
3. Provide and coordinate the implementation of performance management system.

1 Deputy Director (SL11)
 1 Assistant Director (SL9)
 1 HR Practitioner (SL7)

SUB- DIRECTORATE: HUMAN RESOURCE PLANNING

PURPOSE: TO RENDER HUMAN RESOURCE PLANNING

FUNCTIONS:

1. Coordinate and monitor the development and implementation of human resource strategy and plan.
2. Coordinate and facilitate the development and implementation of employment equity plans.
3. Conduct an analysis of human resource information and produce reports to facilitate decision making, in collaboration with other human resource units.
4. Development and implementation of HR delegations function.
5. Facilitate the implementation of diversity management programmes

1 Deputy Director (SL11)
 1 Assistant Director (SL9)
 1 HR Practitioner (SL7)

12 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

**DIRECTORATE : HUMAN RESOURCE
ADMINISTRATION**

PURPOSE: TO PROVIDE HUMAN RESOURCE
ADMINISTRATION SERVICES.

FUNCTIONS:

- 1.Administer attraction, recruitment, selection, appointment and exit of employees.
- 2.Administer and implement employee compensation, general conditions of services, benefits and incentive system.and maintain personnel records.

- 1 Director (SL13)
- 1 Admin Officer (SL7)

**SUB- DIRECTORATE: RECRUITMENT AND
SELECTION**

PURPOSE: TO ADMINISTER PERSONNEL
PROVISIONING SERVICES

FUNCTIONS:

1. Administer attraction, recruitment, selection, appointment and exit of employees.
2. Maintain personnel records

- 1 Dep Director (SL11)
- 2 Assistant Director (SL9)
- 7 HR Practitioner (SL7)
- 8 HR Clerk (SL5)

SUB- DIRECTORATE : CONDITIONS OF SERVICES

PURPOSE: TO ADMINISTER CONDITIONS OF
SERVICES

FUNCTIONS:

- 1.Administer pensions
- 2.Administer service benefits
- 3.Administer termination of services
- 4.Administer leave of absence

- 1 Deputy Director SL11)
- 2 Assistant Director (SL9)
- 7 HR Practitioner (SL7)
- 4 HR Clerk (SL5)

34 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

DIRECTORATE: LABOUR RELATIONS AND EMPLOYEE HEALTH AND WELLNESS

PURPOSE: TO PROVIDE LABOUR RELATION SERVICES, EMPLOYEE HEALTH AND WELLNESS PROGRAMMES

FUNCTIONS:

1. Render labour relations services
2. Render employee health and wellness programmes

1 Director (SL13)

SUB- DIRECTORATE: LABOUR RELATIONS

PURPOSE: TO MANAGE LABOUR RELATIONS SERVICES

FUNCTIONS:

1. Facilitate the implementation of labour relations guidelines and processes.
2. Facilitate departmental collective bargaining and dispute resolution processes.
3. Facilitate the resolution of disciplinary cases, grievance and disputes processes.
4. Represent employer and monitor the implementation of litigation outcomes.

1 Deputy Director (SL11)
2 Assistant Director (SL9)
1 HR Practitioner (SL7)



HOD Signature

Date: 28 February 2025

SUB- DIRECTORATE: EMPLOYEE HEALTH AND WELLNESS

PURPOSE: TO MANAGE EMPLOYEE HEALTH AND WELLNESS PROGRAMMES

FUNCTIONS:

1. Facilitate the development and implementation of employee health and wellness policies and programmes.
2. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes.
3. Facilitate the implementation of HIV and Aids, TB and other communicable of diseases prevention, support and treatment care programmes.
4. Facilitate the implementation of health and productivity management programmes.

1 Deputy Director (SL11)
2 Assistant Director (SL9)
1 HR Practitioner (SL7)



Approved by MEC

Date: 28 February 2025

9 posts

SUB-DIRECTORATE: SECURITY & WORK ENVIRONMENT

PURPOSE: TO PROVIDE SECURITY, WORK ENVIRONMENT, KNOWLEDGE AND RECORDS MANAGEMENT SERVICES

FUNCTIONS:

1. Provide security management services.
2. Provide Work environment services.
3. Provide Knowledge and records management services

1 Deputy Director (PL11)

UNIT: SECURITY MANAGEMENT SERVICES

PURPOSE: TO PROVIDE SECURITY MANAGEMENT SERVICES

FUNCTIONS:

1. Provide security management services.
2. Monitor the adherence to implementation of whole spectrum of security function based on Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS) e.g. document, personal, computer, personnel security and other assets.
3. Administer and monitor the implementation of security operating measures e.g. access control, key control and etc.
4. Conduct investigations on security breaches.
5. Provide conducive working environment service in terms of Occupational Health and Safety Act.

1 Assistant Director (SL9)
1 Admin Officer (SL7)

UNIT: WORK ENVIRONMENT SERVICES

PURPOSE: TO PROVIDE WORK ENVIRONMENT SERVICES

FUNCTIONS:

1. Provide work environment management services (including employee health and safety responsibilities attached to the functions).
2. Provide Infrastructure maintenance services.
3. Provide telephone/cellphone services.
4. Provide cleaning services.

1 Assistant Director (SL9)
1 Admin. Officer (SL7)
3 Admin. Clerk (SL5)
28 Cleaner (SL3)
5 General Worker (SL2)

UNIT: KNOWLEDGE AND RECORDS MANAGEMENT SERVICES

PURPOSE: TO MANAGE KNOWLEDGE AND RECORDS MANAGEMENT SERVICES

FUNCTIONS:

1. Provide and maintain internal records management services.
2. Provide registry services.
3. Provide messenger services.
4. Provide reproduction services.
5. Facilitate and monitor knowledge management and data analysis

1 Assistant Director (SL9) (Knowledge Management)
1 Assistant Director (SL9) Records Management

TRAD LEADERS REGISTRY
1 Registry Clerk (SL5)

MAIN REGISTRY
1 Chief Registry Clerk (SL7)
3 Registry Clerk (SL5)
1 Messenger (SL2)
1 Machine Operator (SL2)

HR REGISTRY
1 Chief Registry Clerk (SL7)
3 Registry Clerk (SL5)
1 Messenger (SL2)

55 Posts


HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

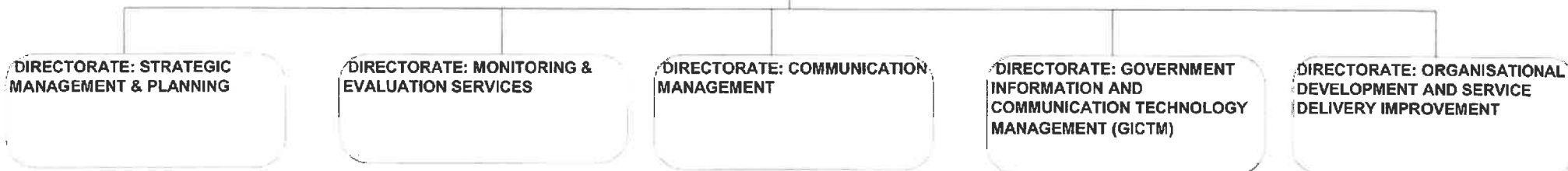
CHIEF DIRECTORATE : STRATEGY AND SYSTEMS

PURPOSE: TO FACILITATE, CO-ORDINATE AND INTEGRATE STRATEGIC MANAGEMENT SERVICES

FUNCTIONS

1. Co-ordination and integration of strategic planning
2. Provide monitoring and evaluation services
3. Provide communication management services
4. Manage and oversee the provision of information management (IM) and information technology (IT) services.
5. Provide organisational development and service delivery improvement services

1 Chief Director (SL14)
1 Assistant Director (SL9)



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2 posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

DIRECTORATE: STRATEGIC MANAGEMENT AND PLANNING

PURPOSE: TO PROVIDE STRATEGIC MANAGEMENT SERVICES

FUNCTIONS:

1. Facilitate and coordinate operational and strategic planning processes.
2. Coordinate and compile strategic and operational plans.
3. Conduct assessment on departmental priorities and key strategic issues
4. Facilitate and co-ordinate gender and diversity Management activities

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 3 Dep Director (SL11)
- 2 Assistant Director (SL9)
- 1 Admin. Officer (SL7)
- 1 Deputy Director SL11 (Gender & Diversity)
- 3 Assistant Director SL9 (Gender & Diversity)
- 1 Admin. Officer SL7 (Gender & Diversity)

13 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

DIRECTORATE: MONITORING AND EVALUATION SERVICES

PURPOSE: TO PROVIDE MONITORING AND EVALUATION SERVICES

FUNCTIONS:

1. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems.
2. Coordinate and compile institutional performance and strategic reports.

- 1 Director (SL13)
- 2 Dep Director (SL11)
- 2 Assistant Director (SL9)
- 2 Admin Officer (SL7)



HOD Signature

Date: 28 February 2025

7 posts



Approved by MEC

Date: 28 February 2025

DIRECTORATE: COMMUNICATION MANAGEMENT

PURPOSE: TO PROVIDE COMMUNICATION AND MEDIA LIAISON SERVICES.

FUNCTIONS:

1. Provide internal and external communication services.
2. Provide content management and media liaising
3. Ensure the functionality of Local government Communication System

- 1 Director (SL13)
- 1 Admin Officer (SL7)
- 1 Deputy Director (SL11)
- 3 Assistant Director (SL 9)
- 3 Communication officer (SL7)

9 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

**DIRECTORATE : GOVERNMENT INFORMATION AND COMMUNICATION
TECHNOLOGY MANAGEMENT (GICTM)**

PURPOSE: TO MANAGE AND OVERSEE THE PROVISION OF INFORMATION MANAGEMENT (IM) AND INFORMATION TECHNOLOGY (IT) SERVICES

FUNCTIONS:

1. Manage and facilitate the provision of information management and information technology governance services.
2. Manage and facilitate the provision operational applications services.
3. Manage and facilitate the provision of IT infrastructure and IT operations services.

1 Director (SL13)

UNIT: MANAGEMENT INFORMATION SYSTEMS (MIS)

PURPOSE: TO MANAGE AND SUPPORT THE DEVELOPMENT AND MAINTENANCE OF MANAGEMENT INFORMATION SYSTEMS

FUNCTIONS:

1. Render business analysis and process reengineering services on the development of Information Systems
2. Develop enterprise architecture operating model information plan of the department
3. Facilitate and manage the development of information systems and database applications such as document management systems, record management systems, enterprise project /performance management systems, electronic forms, etc
4. System support to Transversal Applications System Controllers.
5. Web content management for intranet and internet web sites.

1 Database administrator (SL9)
1 Analyst Developer (SL9)


HOD Signature

Date: 28 February 2025

**SUB- DIRECTORATE: IT INFRASTRUCTURE
SUPPORT**

PURPOSE: TO DEVELOP, IMPLEMENT, MAINTAIN AND SUPPORT DATA CENTRE AND COMMUNICATIONS INFRASTRUCTURE

FUNCTIONS:

1. Development of policies, systems and procedures for LAN and WAN
2. Plan, develop and manage all LAN, WAN and server environments
3. Server and data hosting.
4. Technical consultation and advice on network architectures, network technologies and network management systems;
5. Represent department on the provincial network committee to ensure integrated planning.
6. Provide internet, email and communications infrastructure

1 LAN Specialist (SL11)
1 Snr Network Administrator (SL 9)
1 LAN / Desktop Technician (SL7)

10 posts

SUB - DIRECTORATE: ICT OPERATIONS

PURPOSE: TO SUPPORT AND INTEGRATE IT & IS TO END USERS

FUNCTIONS:

1. Manage DGITO end-user support operations in terms of applicable ICT Service Delivery , Governance and Project Management
2. Quality assurance of all procured and in-house developed systems before being released into production / live environment
3. Render advisory service and support to all end users, at Head Office and remote operations.
4. Consult with other DGITO Sub-Directorates, plan, organise and facilitate systems training programmes for end-users.
5. Manage all technical administration and support services

1 Dep Director (SL11)
1 Assistant Director (SL 9)
2 LAN / Desktop Technician (SL7)



Approved by MEC

Date: 28 February 2025

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT

PURPOSE: TO PROVIDE ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT SERVICES

FUNCTIONS:

1. Provide organisational design services
2. Provide business efficiency enhancement services
3. Provide change management programmes, strategies and service delivery improvement plans

1 Director (SL13)

SUB - DIRECTORATE: ORGANISATIONAL DESIGN

PURPOSE: TO PROVIDE ORGANISATIONAL DESIGN SERVICES

FUNCTIONS:

1. Facilitate the development and review of the service delivery model.
2. Conduct organisational review and redesign processes
3. Conduct job evaluation (*grading of units and posts*).

Conduct workload analysis (*determine post provisioning norms*).

1 Deputy Director (SL11)
1 Assistant Director (SL9)

UNIT: BUSINESS PROCESS MANAGEMENT

PURPOSE: TO PROVIDE BUSINESS EFFICIENCY ENHANCEMENT SERVICES

FUNCTIONS:

1. Facilitate and conduct business process improvement initiatives
2. Conduct organisational functionality assessments of department's internal systems and processes.
3. Conduct an assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives.
4. Facilitate the implementation of productivity measurement framework

1 Assistant Director (SL9)

UNIT: CHANGE MANAGEMENT AND SERVICE DELIVERY INITIATIVES

PURPOSE: TO DEVELOP AND ADMINISTER THE IMPLEMENTATION OF CHANGE MANAGEMENT PROGRAMMES, STRATEGIES AND SERVICE DELIVERY IMPROVEMENT INITIATIVES

FUNCTIONS:

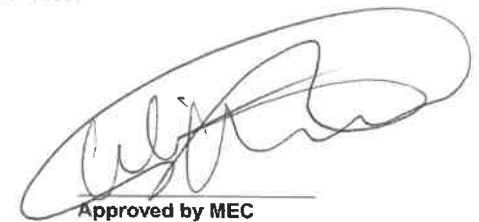
1. Design and implement change management initiatives.
2. Provide customer relations and frontline improvement services
3. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions

1 Assistant Director (SL9)

5 Posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

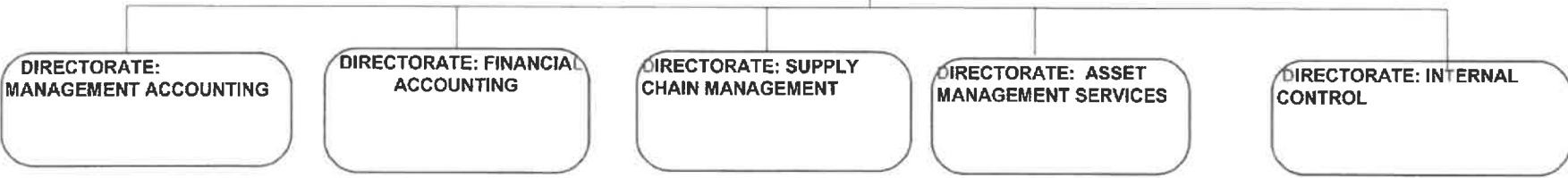
CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICE

PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF FINANCIAL MANAGEMENT SERVICES

FUNCTIONS

1. Manage and facilitate the provision of financial accounting services.
2. Manage and facilitate the provision of management accounting services
3. Manage and facilitate the provision of supply chain management
4. Manage and facilitate the provision of Asset Management Services
5. Manage and facilitate the provision of Internal Control

1 Chief Director (CFO) (SL14)
1 Assistant Director (SL9)



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HOD Signature

Date: 28 February 2025

2 posts



Approved by MEC

Date: 28 February 2025

DIRECTORATE: MANAGEMENT ACCOUNTING

PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF MANAGEMENT ACCOUNTING SERVICES.

FUNCTIONS:

- 1. Render financial (budget) planning
- 2. Render budget management and monitoring services.

1 Director (SL13)
1 Admin Officer (SL7)

SUB-DIRECTORATE : BUDGET PLANNING

PURPOSE: TO RENDER FINANCIAL/ BUDGET PLANNING SERVICES

FUNCTIONS:

- 1. Manage effective Budget Cycle milestones.
- 2. Develop and improve financial planning systems.
- 3. Coordinate and manage the budget preparation process for the MTEF and adjustment.
- 4. Coordinate the MTEC hearings.
- 5. Provide administrative support to the Budget Advisory Committee (BAC).

1 Dep Director (SL11)
2 Assistant Director (SL9)
1 Snr State Accountant (SL8)
2 State Accountant (SL7)

SUB-DIRECTORATE: BUDGET MANAGEMENT & MONITORING SERVICES

PURPOSE: TO RENDER BUDGET MANAGEMENT & MONITORING SERVICES

FUNCTIONS:


- 1. Maintain budget (in-year) during implementation through management of shiftings and virements.
- 2. Monitor expenditure of budget and ensure that spending is in line with priorities.
- 3. Assess cash flow trends, co-ordinate and compile reports.
- 4. Manage cash flow requirements (Cash) and needs to avoid overdraft.
- 5. Manage revenue payovers to Provincial Treasury.
- 6. Liaise with the Bank for managing bank signatories and limit increases of department.

1 Dep Director (SL11)
2 Assistant Director (SL9)
1 Snr State Accountant (SL8)
1 State Accountant (SL7)

13 posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

DIRECTORATE : FINANCIAL ACCOUNTING

PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF FINANCIAL ACCOUNTING SERVICES

FUNCTIONS:

1. Render REAL Management to all accounts
2. Render salary administration services
3. Ensure Financial management reporting

1 Director (SL13)
1 Admin Officer (SL7)

SUB-DIRECTORATE: REAL MANAGEMENT

PURPOSE: TO RENDER REAL MANAGEMENT SERVICES

FUNCTIONS:

1. Render real management
2. Render financial control

1 Dep Director (SL11)

SUB-DIRECTORATE: SALARY ADMINISTRATION

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SUB-DIRECTORATE: FINANCIAL REPORTING

PURPOSE: TO ENSURE FINANCIAL MANAGEMENT REPORTING

FUNCTIONS:

1. Prepare set of interim and annual financial statements
2. Attend to Auditor General queries and co-ordinate corrective measures from programmes.

1 Dep Director (SL11)
1 Assistant Director (SL9)
1 Snr State Accountant (SL8)

UNIT: GENERAL PAYMENTS

PURPOSE: TO RENDER GENERAL PAYMENT SERVICES

FUNCTIONS:

1. Manage payment cycle (30 days turnaround) and do creditors reconciliation and payment monitoring
2. Ascertain authenticity of document build-up for payment
3. Record and manage transfer payments
4. Manage revenue

1 Assistant Director (SL9)
3 Snr State Accountant (SL8)
6 State Accountant (SL7)

UNIT: FINANCIAL CONTROL

PURPOSE: TO RENDER FINANCIAL CONTROL SERVICES

FUNCTIONS:

1. Perform bookkeeping services and manage PMG account
2. Maintain and record treasury releases and conditional grants
3. Perform bank reconciliation statements
4. Determine correct revenue baseline and explore other potential revenue sources

1 Assistant Director (SL9)
2 Snr State Accountant (SL8)
1 State Accountant (SL7)


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: SALARY ADMINISTRATION

PURPOSE: TO RENDER SALARY ADMINISTRATION SERVICES

FUNCTIONS:

1. Manage rebates office services
2. Render salary control and management
3. Manage and clear all suspense accounts

1 Dep Director (SL11)

UNIT : REBATES OFFICE

PURPOSE: TO MANAGE REBATES OFFICE SERVICES

FUNCTIONS:

1. Perform tax administration
2. Ensure perfect salary interface
3. Implement salary deduction / salary inputs
4. Minimize ACB rejects

- 1 Assistant Director (SL9)
- 1 Snr State Accountant (SL8)
- 2 State Accountant (SL7)

UNIT : SALARY CONTROL AND MANAGEMENT

PURPOSE: TO RENDER SALARY CONTROL AND MANAGEMENT SERVICES

FUNCTIONS:

1. Manage salary records, other personnel inputs and garnishee orders
2. Maintain personnel pay progressions, leave gratuities and other promotional expenditures

- 1 Assistant Director (SL9)
- 3 Snr State Accountant (SL8)
- 3 State Accountant (SL7)

UNIT:SUSPENSE ACCOUNTS

PURPOSE: TO CLEAR ALL SUSPENSE ACCOUNTS

FUNCTIONS:


1. Keep track and clear all suspense accounts on the Trial Balance
2. Identify suspense account that require zero balance at the end of each month and close each month and year end
3. Keep track of all exception reports and follow them up on both Persal and BAS.
4. Recover Debt and allocation of monies received.
5. Debt take-on.

- 1 Assistant Director (SL9)
- 2 Snr State Accountant (SL8)
- 2 State Accountant (SL7)

17 posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: LOGISTIC MANAGEMENT

PURPOSE: TO MANAGE LOGISTICS

FUNCTIONS:

1. Requisition of goods and services
2. Place orders
3. Receive goods and distribute
4. Inventory management
5. Matching documents
6. Prepare payment documentation

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

PURPOSE: TO PROVIDE SUPPLY CHAIN SERVICES

FUNCTIONS:

1. Manage demand and acquisition Management services
2. Manage Risk and performance management
3. Manage departmental contracts.
4. Manage Logistics

- 1 Deputy Director (SL11)
- 1 Assistant Director (SL9)
- 1 SCM Officer (SL8)
- 3 SCM Clerk Sup (SL7)
- 1 SCM Clerk Prod (SL5)

- 1 Director (SL13)
- 1 Admin Officer (SL7)

SUB-DIRECTORATE: DEMAND AND ACQUISITION MANAGEMENT SERVICES

PURPOSE: TO MANAGE DEPARTMENTAL DEMAND AND ACQUISITION SERVICES

FUNCTIONS:

1. Needs analysis
2. Develop Annual procurement plan
3. Compilation of specifications and terms of reference
4. Strategic sourcing
5. Provide secretariat services
6. Compilation of bid documents
7. Receiving and opening of bids
8. Evaluation and adjudication of bids
9. Sourcing suppliers for quotations
10. Handling urgent and emergency cases

SUB-DIRECTORATE: RISK & PERFORMANCE MANAGEMENT

PURPOSE: TO MANAGE RISK & PERFORMANCE MANAGEMENT

FUNCTIONS:

1. Risk management of the Supply Chain Management
2. Review Supply Chain Management performance
3. Report on Supply Chain Management information
4. Optimum system utilization
5. Safeguard Supply Chain Management information

SUB-DIRECTORATE: CONTRACT MANAGEMENT

PURPOSE: TO MANAGE DEPARTMENTAL CONTRACTS

FUNCTIONS:

1. Contract administration
2. Supplier performance
3. Managing contracts

- 1 Deputy Director (SL11)

- 1 Deputy Director (SL11)
- 1 Assistant Director (SL9)
- 1 SCM Officer (SL8)

- 1 Deputy Director (SL11)
- 2 Assistant Director (SL9)

UNIT: DEMAND MANAGEMENT

- 1 Assistant Director (SL9)
- 1 SCM Officer (SL8)
- 4 SCM Clerk Sup (SL7)

UNIT: BID ADMINISTRATION

- 2 Assistant Director (SL9)
- 2 SCM Officer (SL8)
- 2 SCM Clerk Sup (SL7)

28 posts



 HOD Signature

Date: 28 February 2025


 Approved by MEC

Date: 28 February 2025

DIRECTORATE: ASSET MANAGEMENT SERVICES
PURPOSE: TO MANAGE DEPARTMENTAL ASSETS
FUNCTIONS:
1. Manage departmental fleet
2. Manage Disposal
2. Manage departmental fixed assets

1 Director (SL13)
1 Admin Officer (SL7)

SUB-DIRECTORATE: FLEET MANAGEMENT
PURPOSE: TO MANAGE DEPARTMENTAL FLEET
FUNCTIONS:
1. Manage Government Fleet Management System contract
2. Manage King's and Members of the House vehicle scheme
3. Manage white fleet vehicles
4. Manage reconciliation between tracker report and trip authority

1 Deputy Director (SL11)
1 Assistant Director (SL9)
2 SCM Officer (SL8)
3 Transport Officer (SL7)
2 Admin Clerk (SL5)
3 Driver (SL3)

UNIT: MANTAINANCE, LEASE MANAGEMENT & REPORTING
PURPOSE: TO MANAGE MANTAINANCE, LEASE MANAGEMENT, REPORTING & DISPOSAL
FUNCTIONS:
1. Asset maintenance plan and process
2. Maintenance of asset
3. Performance and management of leasing process
4. Reporting on assets
5. Optimal utilization of asset management systems
6. Preparation for disposal and disposal process
7. Control of disposal documentation

1 Assistant Director (SL9)
1 SCM Officer (SL8)
3 Gen Worker (SL2)

SUB-DIRECTORATE: FIXED ASSET REGISTER AND INSPECTIONS
PURPOSE: TO MANAGE DEPARTMENTAL FIXED ASSETS
FUNCTIONS:
1. Develop asset management plan
2. Performance and management of asset acquisition process
3. Internal and external transfers of assets
4. Physical verification of assets
5. Identification of assets for disposals
6. Facilitation and management of safeguarding of assets
7. Facilitate recording of loss, damage or mismanagement of assets
8. Maintenance of the asset register
9. Reconciliation of assets


1 Deputy Director (SL11)
1 Assistant Director (SL9)
2 SCM Officer (SL8)
3 SCM Clerk Sup (SL7)
3 SCM Clerk Prod (SL5)



HOD Signature

Date: 28 February 2025

29 posts



Approved by MEC

Date: 28 February 2025

DIRECTORATE: INTERNAL CONTROL

PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF INTERNAL CONTROL SERVICES.

FUNCTIONS:

1. Establish financial Governance Framework across the department.
2. Render Fraud and Loss Management
3. Establish systems control across the department

1 Director (SL13)

SUB-DIRECTORATE: GOVERNANCE

PURPOSE: TO DEVELOP INTERNAL CONTROL GOVERNANCE FRAMEWORK

FUNCTIONS:

1. Establish an integrated internal control systems
2. Develop and maintain the departmental delegation framework
3. Monitor, evaluate and report on the effectiveness and efficiency of the departmental financial governance framework

1 Deputy Director (SL11)
 1 Assistant Director (SL9)
 1 Snr State Accountant (SL8)

SUB-DIRECTORATE: ASSURANCE SERVICES, FRAUD & LOSSES MANAGEMENT

PURPOSE: TO PROVIDE FINANCIAL ASSURANCE, FRAUD AND LOSS MANAGEMENT SERVICES

FUNCTIONS:

1. Render pre-audit and assurance services in all transactions
2. Provide support to departmental financial oversight structures
3. Provide financial information retention service
4. Develop, maintain and implement system security mechanism
5. Develop, maintain and facilitate the implementation of departmental fraud prevention strategy and instruments
6. Provide financial loss recovery services

1 Deputy Director (SL11)
 1 Assistant Director (SL9)
 2 Snr State Accountant (SL8)

SUB-DIRECTORATE: SYSTEMS CONTROL (PERSAL, LOGIS & BAS)

PURPOSE: TO PROVIDE SYSTEM (PERSAL, LOGIS & BAS) CONTROL AND FINANCIAL COMPLIANCE SERVICES

FUNCTIONS:

1. Manage and monitor the performance of PERSAL, LOGIS & BAS
2. Assist the department in drawing exceptions reports ((PERSAL, LOGIS & BAS)
3. Manage and control proper capturing and authorization of entities on the system (PERSAL, LOGIS & BAS)
4. Monitor and control all sytem activities (PERSAL, LOGIS & BAS)
5. Extract and analyse (PERSAL, LOGIS & BAS) Management information
6. Manage the implementation of (PERSAL, LOGIS & BAS)
7. Manage periodic batch runs, stock take , etc. (PERSAL, LOGIS & BAS)

3 Deputy Director (SL11)
 3 Snr State Accountant (SL8)
 2 State Accountant (LOGIS) SL7



HOD Signature

Date: 28 February 2025

16 posts



Approved by MEC

Date: 28 February 2025

CHIEF DIRECTORATE: INTERGOVERNMENTAL RELATIONS (IGR) AND DISTRICT COORDINATION

PURPOSE: TO MANAGE, COORDINATE AND INTEGRATE DISTRICT OPERATIONS

FUNCTIONS:

1. Promote intergovernmental relations
2. Manage district office coordination and integration.

1 Chief Director (SL14)
1 Assistant Director (SL9)

DIRECTORATE: INTERGOVERNMENTAL RELATIONS (IGR)

PURPOSE: TO PROMOTE INTERGOVERNMENTAL RELATIONS

FUNCTIONS:

1. Monitor the implementation of the intergovernmental relations Policy
2. Monitor and advise on cluster policy priorities
3. Promote and facilitate stakeholder relations
4. Facilitate twinning arrangements of municipalities with other spheres of government
5. Support and monitor the functionality of IGR system.

1 Director (SL13)

DIRECTORATE: DISTRICT SUPPORT OFFICE/ CENTRE X6

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3 posts



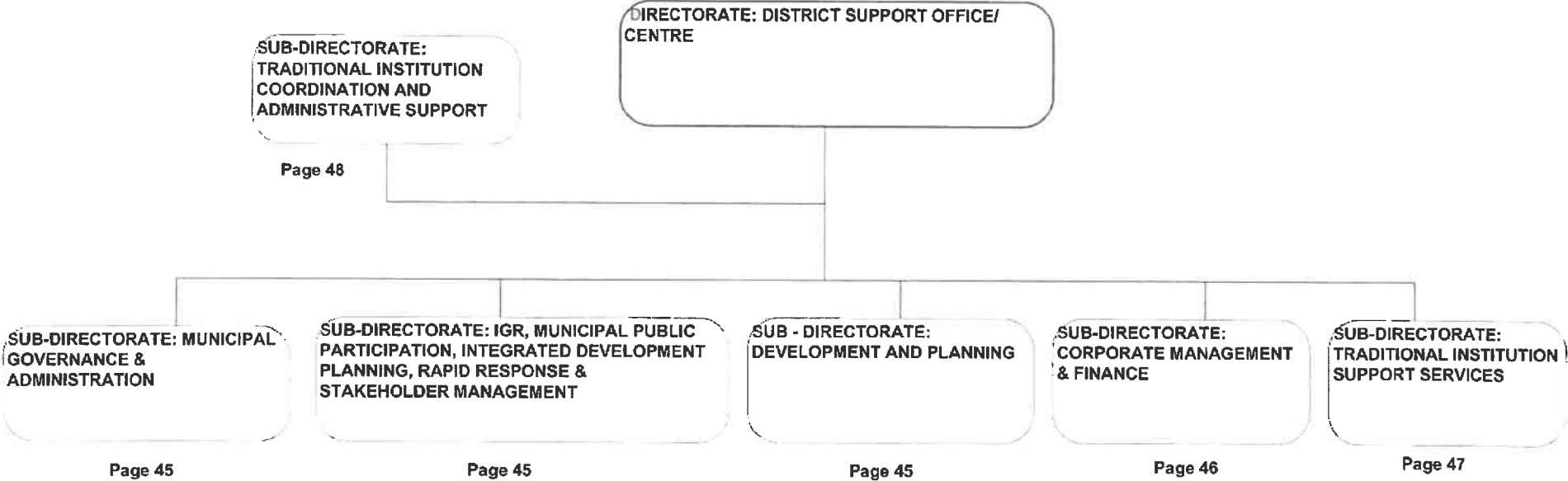
HOD Signature


Date: 28 February 2025



Approved by MEC

Date: 28 February 2025




HOD Signature
Date: 28 February 2025


Approved by MEC
Date: 28 February 2025




HOD Signature

Date: 28 February 2025

PURPOSE: TO COORDINATE DISTRICT SUPPORT SERVICES IN RESPECT OF MUNICIPALITIES AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide assistance and support to local authorities
2. Provide support and co-ordinate IGR, Public Participation, IDP, Rapid Response and stakeholder management
3. Provide support and capacity building programmes to traditional leaders.
4. Provide support on municipal planning, basic development Valuation, spatial planning services and land survey and cadastral information management
5. Provide corporate management and support to district office
6. Support and coordinate traditional institutional matters.



Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

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1 Director (SL13)
1 Admin Officer (SL7)

SUB-DIRECTORATE: CORPORATE MANAGEMENT AND FINANCE

Page 46

SUB-DIRECTORATE: MUNICIPAL GOVERNANCE & ADMINISTRATION

PURPOSE:

TO ASSESS LOCAL AUTHORITIES COMPLIANCE TO POLICY FRAMEWORKS AND TO CONDUCT SUPPORT INTERVENTIONS.

FUNCTIONS:

1. Assess the capacity of municipalities to Comply with their mandates.
2. Provide assistance in the implementation Of the policy frameworks to Municipalities to comply.
3. Coordinate and facilitate training and capacity development in consultation with SALGA and SETA.
4. Assist municipalities to ensure organisational structure is aligned to IDP.
5. Facilitate the establishment and management of the development of Municipal RMS.

1 Deputy Director (SL11)
1 Assistant Director (SL9) (Good Governance, Leg & Compliance)
1 Assistant Director (SL9) (HRM/HRD)
1 Assistant Director (SL9) (Munic Audit & PMS)
1 Assistant Director (SL9) (Finance Assistance)

SUB-DIRECTORATE: IGR, MUNICIPAL PUBLIC PARTICIPATION, INTEGRATED DEVELOPMENT PLANNING, RAPID RESPONSE & STAKEHOLDER MANAGEMENT

PURPOSE: TO PROVIDE SUPPORT ON INTER GOVERNMENTAL RELATIONS MATTERS AND PROMOTE AND FACILITATE EFFECTIVE COMMUNITY PARTICIPATION IN MUNICIPALITIES

FUNCTIONS:

1. Promote and facilitate stakeholder relations of Municipalities with other spheres of government. and provide technical support on IGR structures and international relations.
2. Develop customer surveys and facilitate implementation thereof
3. Institutionalise regular reporting and feedback mechanisms from Municipalities
4. Facilitate and monitor the CDW Programme.
5. Facilitate community access to government services.
6. Facilitate community participation in IDP processes.
7. Facilitate and ensure public participation programs are incorporated in the activities of the municipalities.
8. Facilitate and monitor elections and by-elections In municipalities.
9. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system

1 Deputy Director SL11 (IGR)
1 Deputy Director SL11 (RR & MPP)
1 Assistant Director SL9 (RR & MPP)
1 Assistant Director SL9 (IDP)
134 CDWs (SL6)

SUB - DIRECTORATE: DEVELOPMENT AND PLANNING

PURPOSE: TO COORDINATE MUNICIPAL PLANNING, BASIC DEVELOPMENT, VALUATION, SPATIAL PLANNING SERVICES AND LAND SURVEY AND CADASTRAL INFORMATION SYSTEM

FUNCTIONS:

1. Facilitate support to municipalities to implement municipal development and planning policy Framework.
2. Monitor the implementation of the Property Rates Act.
3. Facilitate support to municipalities to manage The implementation of spatial planning policy Framework
4. Facilitation support and implementation of LED policy framework.
5. Facilitate, support the implementation of Integrated urban development and small town regeneration policy Framework
6. Monitor & evaluate capital infrastructure projects
7. Coordinate Valuation services
8. Coordinate spatial planning across all spheres of Government
9. Coordinate Land Survey and cadastral information systems.

1 Deputy Director (SL11)
1 Assistant Director (SL9)
1 Assistant Director SL9 (LED)

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

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Land Survey and Cadastral Information Management

1 Prof Surveyor (Grade A, B and C)
2 Control Survey Technician (Grade A and B)

Spatial Planning Services

1 Town & Regional Planner (Grade A, B and C)
1 GISc Professional (Production) Grade A, B and C

Free Basic Services

1 Assistant Director (SL9)

Valuation Services

1 Chief Valuer SL12)

Municipal Infrastructure

1 Engineer Prod Grade (A, B and C)
1 Control Engineer Technician (Grade A)

O R TAMBO DISTRICT SUPPORT CENTRE/OFFICE

DIRECTORATE: DISTRICT
SUPPORT OFFICE/CENTRE

**SUB-DIRECTORATE: TRADITIONAL INSTITUTION
SUPPORT SERVICES**

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT,
ADMINISTRATIVE AND INFRASTRUCTURE SUPPORT TO
TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Assist traditional authorities with compliance to policy frameworks and to conduct support interventions
2. Facilitate community development initiatives Within traditional communities
3. Support and coordinate traditional institutional matters and administration of Local Houses

**SUB-DIRECTORATE: CORPORATE MANAGEMENT &
FINANCE**

PURPOSE: TO RENDER FINANCIAL ADMINISTRATIVE AND
HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

1. Render financial administrative services
2. Render human resource management services

- 1 Deputy Director (SL11)
- 1 Registry Clerk (SL5)
- 1 Messenger/driver (SL4)
- 2 Cleaner (SL3)

5 posts

**SUB-DIRECTORATE : TRADITIONAL INSTITUTION
COORDINATION AND ADMINISTRATIVE SUPPORT**

PURPOSE: TO SUPPORT AND COORDINATE
TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT AND ADMINISTRATIVE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide support to traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities
3. Provide administrative support to Local Houses

1 Deputy Director (SL11)

UNIT: TRADITIONAL GOVERNANCE AND RURAL DEVELOPMENT FACILITATION

PURPOSE: TO SUPPORT TRADITIONAL AUTHORITIES WITH COMPLIANCE ON POLICY FRAMEWORKS AND FACILITATE COMMUNITY DEVELOPMENT INITIATIVES

FUNCTIONS:

1. Assist traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities

1 Assistant Director (SL9)

UNIT: LOCAL HOUSE OF TRADITIONAL LEADERS

PURPOSE: TO PROVIDE ADMINISTRATIVE SUPPORT TO LOCAL HOUSE

FUNCTIONS:

1. Execute decisions of the House
2. Record keeping of the House
3. Issue invitations, keep and distribute minutes
4. Provide logistical, transport and auxiliary support services to the House
5. Manage financial affairs of the House

1 Assistant Director (SL9)
1 Admin Officer (SL7)
1 Cleaner (SL3)


HOD Signature

Date: 28 February 2025

5 posts


Approved by MEC

Date: 28 February 2025


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE : TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

1 Dep Director (SL11)

UNIT: TRADITIONAL COUNCILS ADMINISTRATIVE & SUPPORT SERVICES

PURPOSE: TO ADMINISTER, SUPPORT AND CO-ORDINATE VARIOUS ACTIVITIES RELATING TO TRADITIONAL COMMUNITIES

FUNCTIONS:

1. Administer affairs of the traditional communities in accordance with customs and tradition.
2. Facilitate involvement of the traditional communities in the development of the integrated development plan of a municipality in whose area that community resides.
3. Participate in the development of policy and legislation at local level.
4. Promote ideals of cooperative governance, sustainable development and service delivery.
5. Promote indigenous knowledge systems for sustainable development and disaster management.

UNIT: KING/PRINCIPAL TRADITIONAL COUNCILS

PURPOSE: TO SUPPORT AND CO-ORDINATE ALL FUNCTIONS OF KING/PRINCIPAL TRADITIONAL COUNCILS

FUNCTIONS:

1. Administer affairs of the King/Principal Traditional Council in accordance with customs and tradition.
2. Assist, support and guide traditional leaders and traditional councils in performance of their functions.
3. Assist the King/Principal Traditional Leaders in performing customary functions in relation to the recognition of Traditional Leaders.
4. Mediate in disputes and promote unity between traditional communities within their jurisdiction.

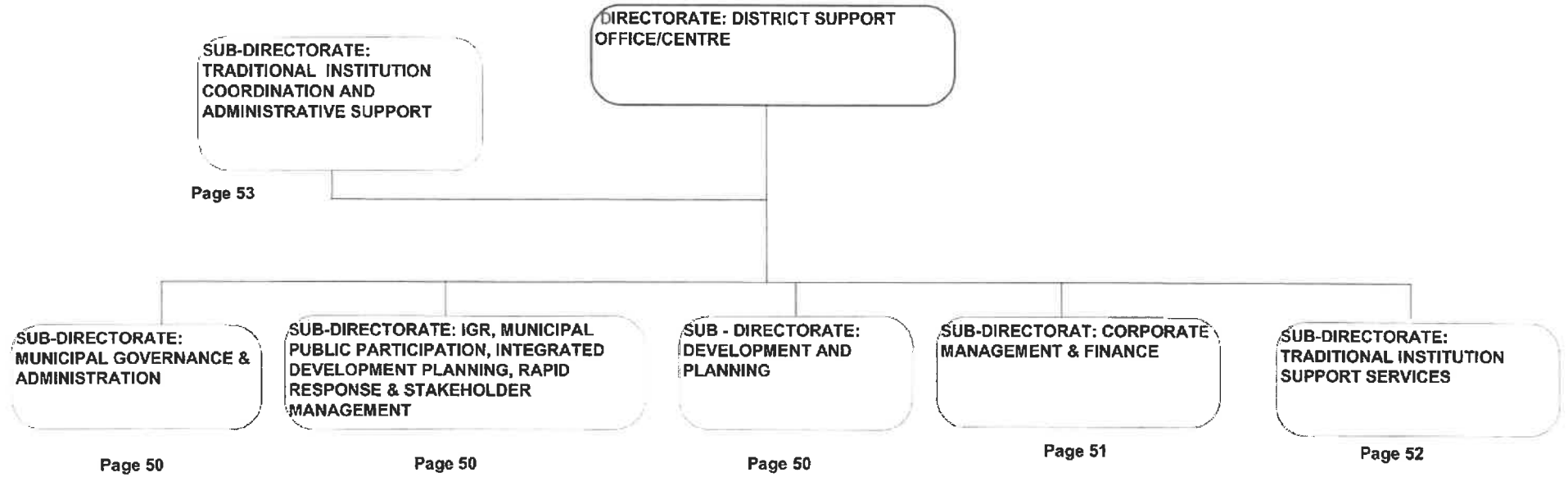
4 King (SL15)

AMAMPONDOMISE

- 1 Office Administrator (SL09)
- 1 Admin Clerk /Receptionist (SL5)
- 1 Admin Officer (SL7)
- 1 Messenger/driver (SL4)
- 1 General Assistant (SL2)

- | | | |
|---|--|---|
| <p>Dalindyebo Sub District Office/Unit (31)</p> <ul style="list-style-type: none"> 1 Asst Manager (SL9) 1 Admin Officer (SL7) 1 Admin Clerk (SL5) 1 Messenger/driver (SL4) <p>Trad Councils</p> <ul style="list-style-type: none"> 28 Admin Clerk (SL5) <p>(Other posts will be provided when there is an indication of availability of funding)</p> | <p>Gaukeni Sub District Office/Unit (31)</p> <ul style="list-style-type: none"> 1 Asst Manager (SL9) 1 Admin Officer (SL7) 1 Admin Clerk (SL5) 1 Messenger/driver (SL4) <p>Trad Councils</p> <ul style="list-style-type: none"> 27 Admin Clerk (SL5) <p>(Other posts will be provided when there is an indication of availability of funding)</p> | <p>Nyandeni Sub District Office/Unit (20)</p> <ul style="list-style-type: none"> 1 Asst Manager (SL9) 1 Admin Officer (SL7) 1 Admin Clerk (SL5) 1 Messenger/driver (SL4) <p>Trad Councils</p> <ul style="list-style-type: none"> 14 Admin Clerk (SL5) <p>(Other posts will be provided When there is an indication of availability of funding)</p> |
|---|--|---|

- | | | |
|---|--|--|
| <p>QAUKENI</p> <ul style="list-style-type: none"> 1 Office Administrator (SL9) 1 Admin Clerk /Receptionist (SL5) 1 Admin Officer (SL7) 1 Messenger/driver (SL4) 1 General Assistant (SL2) | <p>DALINDYEBO</p> <ul style="list-style-type: none"> 1 Office Administrator (SL9) 1 Admin Clerk /Receptionist (SL5) 1 Admin Officer (SL7) 1 Messenger/driver (SL4) 1 General Assistant (SL2) | <p>NYANDENI</p> <ul style="list-style-type: none"> 1 Office Administrator (SL9) 1 Admin Clerk /Receptionist (SL5) 1 Admin Officer (SL7) 1 Messenger/driver (SL4) 1 General Assistant (SL2) |
|---|--|--|




HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

ALFRED NZO DISTRICT SUPPORT CENTRE/OFFICE

HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

PURPOSE: TO COORDINATE DISTRICT SUPPORT SERVICES IN RESPECT OF MUNICIPALITIES AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide assistance and support to local authorities
2. Provide support and co-ordinate IGR, public participation, IDP, Rapid Response and stakeholder management
3. Provide support and capacity building programmes to traditional leaders.
4. Provide support on municipal planning, basic development, Valuation, spatial planning services and land survey and cadastral information management
5. Provide corporate management and support to district office
6. Support and coordinate traditional institutional matters.

- 1 Director (SL13)
- 1 Admin Officer (SL7)

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

Page 53

SUB-DIRECTORATE: CORPORATE MANAGEMENT AND FINANCE

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SUB-DIRECTORATE: MUNICIPAL GOVERNANCE & ADMINISTRATION

PURPOSE: TO ASSESS LOCAL AUTHORITIES COMPLIANCE TO POLICY FRAMEWORKS AND TO CONDUCT SUPPORT INTERVENTIONS.

FUNCTIONS:

1. Assess the capacity of municipalities to Comply with their mandates.
2. Provide assistance in the implementation of the policy frameworks to Municipalities to comply.
3. Coordinate and facilitate training and capacity development in consultation with SALGA and SETA.
4. Assist municipalities to ensure Organisational structure is aligned to IDP.
5. Facilitate the establishment and management of the development of Municipal PMS.

- 1 Deputy Director (SL11)
- 1 Assistant Director (SL9) (Good Governance, Leg & Compliance)
- 1 Assistant Director (SL9) (HRM/HRD)
- 1 Assistant Director (SL9) (Munic Audit & PMS)
- 1 Assistant Director (SL9) (Finance assistance)

SUB-DIRECTORATE: IGR, MUNICIPAL PUBLIC PARTICIPATION, INTEGRATED DEVELOPMENT PLANNING, RAPID RESPONSE & STAKEHOLDER MANAGEMENT

PURPOSE: TO PROVIDE SUPPORT ON INTER GOVERNMENTAL RELATIONS MATTERS AND PROMOTE AND FACILITATE EFFECTIVE COMMUNITY PARTICIPATION IN MUNICIPALITIES

FUNCTIONS:

1. Promote and facilitate stakeholder relations of Municipalities with other spheres of government. and provide technical support on IGR structures and international relations.
2. Develop customer surveys and facilitate implementation thereof
3. Institutionalise regular reporting and feedback mechanisms From Municipalities
4. Facilitate and monitor the CDW Programme.
5. Facilitate community access to government services.
6. Facilitate community participation in IDP processes.
7. Facilitate and ensure public participation programs are incorporated in the activities of the municipalities.
8. Facilitate and monitor elections and by-elections in municipalities.
9. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system

- 1 Deputy Director SL11 (IGR)
- 1 Assistant Director SL9 (RR & MPP)
- 1 Assistant Director SL9 (IDP)
- 73 CDWs (SL6)

SUB-DIRECTORATE: DEVELOPMENT AND PLANNING

PURPOSE: TO COORDINATE MUNICIPAL PLANNING, BASIC DEVELOPMENT, VALUATION, SPATIAL PLANNING SERVICES AND LAND SURVEY AND CADASTRAL INFORMATION SYSTEMS

FUNCTIONS:

1. Facilitate support to municipalities to implement municipal development and planning policy Framework.
2. Monitor implementation of the Property Rates Act.
3. Facilitate support to municipalities to manage implementation of spatial planning policy Framework
4. Facilitate support and implementation of LED policy framework.
5. Facilitate, support the implementation of Integrated urban development and small town regeneration policy Framework
6. Monitor & evaluate capital infrastructure projects
7. Coordinate Valuation services
8. Coordinate spatial planning across all spheres of Government
9. Coordinate Land Survey and cadastral information systems.

- 1 Deputy Director (SL11)
- 1 Assistant Director (SL9) (Land use Mnt & Admin)
- 1 Asst Director (SL9) (LED/UD/(Small Town reg)

SUBDIRECTORATE: TL INSTITUTION SUPPORT SERVICES

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Land Survey and Cadastral Information Management

- 1 Prof Surveyor (Grade A, B and C)

Spatial Planning Services

- 1 Town & Reg. Planner (Grade A, B and C)
- 1 GISc Professional (Production) Grade A, B and C

Free Basic Services

- 1 Assistant Director (SL9)

Municipal Infrastructure

- 1 Control Engineer Technician (Grade A)

Valuation Services

- 2 Valuer (SL9)

ALFRED NZO DISTRICT SUPPORT CENTRE/OFFICE

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT, ADMINISTRATIVE AND INFRASTRUCTURE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Assist traditional authorities with compliance to policy frameworks and to conduct support interventions
2. Facilitate community development initiatives within traditional communities
3. Support and coordinate traditional institutional matters and administration of Local Houses

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SUB-DIRECTORATE: CORPORATE MANAGEMENT & FINANCE

PURPOSE: TO RENDER FINANCIAL ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

1. Render financial administrative services
2. Render Human Resource Management services

- 1 Deputy Director (SL11)
- 1 Registry Clerk (SL5)
- 1 Messenger/driver (SL4)
- 2 Cleaner (SL3)

5 posts

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

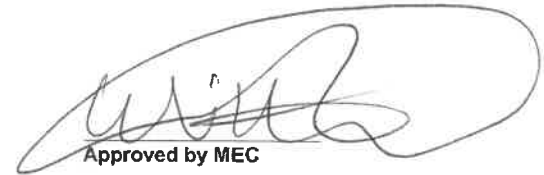
1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

See page 53



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT AND ADMINISTRATIVE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide support to traditional authorities with compliance on Policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities
3. Provide administrative support to Local Houses

1 Deputy Director (SL11)

UNIT: TRADITIONAL GOVERNANCE AND RURAL DEVELOPMENT FACILITATION

PURPOSE: TO SUPPORT TRADITIONAL AUTHORITIES WITH COMPLIANCE ON POLICY FRAMEWORKS AND FACILITATE COMMUNITY DEVELOPMENT INITIATIVES

FUNCTIONS:

1. Assist traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities

1 Assistant Director (SL9)

UNIT: LOCAL HOUSE OF TRADITIONAL LEADERS

PURPOSE: TO PROVIDE ADMINISTRATIVE SUPPORT TO LOCAL HOUSE

FUNCTIONS:

1. Execute decisions of the House
2. Record keeping of the House
3. Issue invitations, keep and distribute minutes
4. Provide logistical, transport and auxiliary support services to the House
5. Manage financial affairs of the House

- 1 Assistant Director (SL9)
- 1 Admin Officer (SL7)
- 1 Cleaner (SL3)

5 posts



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE : TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS:

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Conduct inspectorate services on the performance of Traditional Leadership institutions.

1 Dep Director (SL11)

UNIT : TRADITIONAL COUNCILS ADMINISTRATIVE & SUPPORT SERVICES

PURPOSE: TO ADMINISTER, SUPPORT AND CO-ORDINATE VARIOUS ACTIVITIES RELATING TO TRADITIONAL COMMUNITIES

FUNCTIONS:

1. Administer the affairs of the traditional communities in accordance with customs and tradition.
2. Facilitate the involvement of the traditional communities in the development of the integrated development plan of a municipality in whose area that community resides.
3. Participate in the development of policy and legislation at local level.
4. Promote the ideals of cooperative governance, sustainable development and service delivery
5. Promote indigenous knowledge systems for sustainable development and disaster management.

Maluti Sub District Office/Unit (15)

- 1 Asst Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- 1 Messenger/Driver (SL4)

Trad Councils

10 Admin Clerk (SL5)
(Other posts will be provided
When there is an indication of
availability of funding)

Emboland Sub District Office/Unit (25)

- 1 Asst Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- 1 Messenger/driver (SL4)

Trad Councils

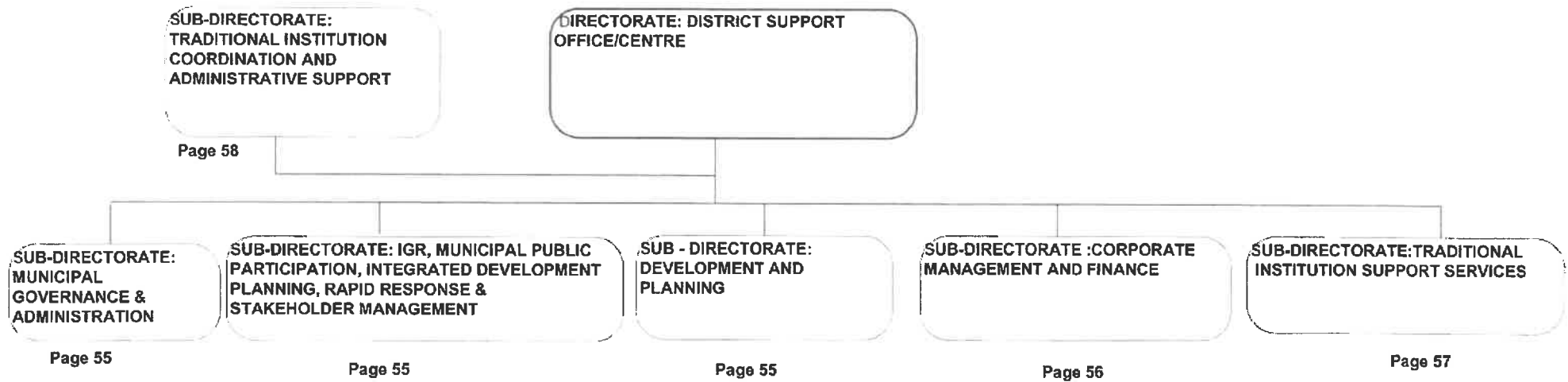
20 Admin Clerk (SL5)
(Other posts will be provided
When there is an indication of
availability of funding)


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025




HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025



HOD Signature

Date: 28 February 2025

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

PURPOSE: TO COORDINATE DISTRICT SUPPORT SERVICES IN RESPECT OF MUNICIPALITIES AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide assistance and support to local authorities
2. Provide support and co-ordinate IGR, public participation, IDP, Rapid Response and stakeholder management
3. Provide support and capacity building programmes to traditional leaders.
4. Provide support on municipal planning, basic development, Valuation, spatial planning services and land survey and cadastral information management
5. Provide corporate management and support to district office
6. Support and coordinate traditional institutional matters.

1 Director (SL13)
1 Admin Officer (SL7)



Approved by MEC

Date: 28 February 2025

**SUB-DIRECTORATE:
TRADITIONAL INSTITUTION
COORDINATION AND
ADMINISTRATIVE SUPPORT**

Page 58

**SUB-DIRECTORATE: CORPORATE
MANAGEMENT AND FINANCE**

Page 56

**SUB-DIRECTORATE: MUNICIPAL GOVERNANCE
& ADMINISTRATION**

PURPOSE: TO ASSESS LOCAL AUTHORITIES COMPLIANCE TO POLICY FRAMEWORKS AND TO CONDUCT SUPPORT INTERVENTIONS.

FUNCTIONS:

1. Assess the capacity of municipalities to comply with their mandates.
2. Provide assistance in the implementation of the policy frameworks to Municipalities to comply.
3. Coordinate and facilitate training and capacity development in consultation with SALGA and SETA.
4. Assist municipalities to ensure organisational structure is aligned to IDP.
5. Facilitate the establishment and management of the development of Municipal PMS.

1 Deputy Director (SL11)
1 Assistant Director (SL9) (Good Governance, Leg & Compliance)
1 Asst Director (SL9) (HRM/HRD)
1 Asst Director (SL9) (Munic Audit & PMS)
1 Asst Director (SL9) (Finance assistance)

**SUB-DIRECTORATE: IGR, MUNICIPAL PUBLIC
PARTICIPATION, INTEGRATED DEVELOPMENT
PLANNING, RAPID RESPONSE & STAKEHOLDER
MANAGEMENT**

PURPOSE: TO PROVIDE SUPPORT ON INTER GOVERNMENTAL RELATIONS MATTERS AND PROMOTE AND FACILITATE EFFECTIVE COMMUNITY PARTICIPATION IN MUNICIPALITIES

FUNCTIONS:

1. Promote and facilitate stakeholder relations of Municipalities with other spheres of government and provide technical support on IGR structures and international relations.
2. Develop customer surveys and facilitate implementation thereof
3. Institutionalise regular reporting and feedback mechanisms from Municipalities
4. Facilitate and monitor the CDW Programme.
5. Facilitate community access to government services.
6. Facilitate community participation in IDP processes.
7. Facilitate and ensure public participation programs are incorporated in the activities of the municipalities.
8. Facilitate and monitor elections and by-elections in municipalities.
9. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system

1 Deputy Director SL11 (IGR)
1 Asst Director SL9 (RR & MPP)
1 Asst Director SL9 (IDP)
44 CDWs (SL6)

SUB - DIRECTORATE: DEVELOPMENT AND PLANNING

PURPOSE: TO COORDINATE MUNICIPAL PLANNING, BASIC DEVELOPMENT, VALUATION, SPATIAL PLANNING SERVICES AND LAND SURVEY AND CADASTRAL INFORMATION SYSTEMS

FUNCTIONS:

1. Facilitate support to municipalities to implement municipal development and planning policy Framework.
2. Monitor the implementation of the Property Rates Act.
3. Facilitate support to municipalities to manage The implementation of spatial planning policy Framework
4. Facilitate support and implementation of LED policy framework.
5. Facilitate, support the implementation of Integrated urban development and small town regeneration policy Framework
6. Monitor & evaluate capital infrastructure projects
7. Coordinate Valuation services
8. Coordinate spatial planning across all spheres of Government
9. Coordinate Land Survey and cadastral information systems.

1 Deputy Director (SL11)
1 Assistant Director (SL9)
(Land use Mnt & Admin)
1 Assistant Director (SL9)
(LED/UD/(Small Town reg)

Municipal Infrastructure

1 Control Engineer Technician
(Grade A)

Valuation Services

1 Deputy Valuer (SL11)

Free Basic Services

1 Assistant Director (SL9)

**SUB-DIRECTORATE:
TRADITIONAL
INSTITUTION
SUPPORT SERVICES**

Page 57

**Land Survey and Cadastral
Information Management**

1 Prof Surveyor (Grade A, B and C)

Spatial Planning Services

1 Town & Reg. Planner (Grade A, B and C)
1 GISc Professional (Production)
Grade A, B and C

JOE GQABI DISTRICT SUPPORT CENTRE/OFFICE

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

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SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT, ADMINISTRATIVE AND INFRASTRUCTURE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Assist traditional authorities with compliance to policy frameworks and to conduct support interventions
2. Facilitate community development initiatives within traditional communities
3. Support and coordinate traditional institutional matters and administration of Local Houses

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SUB-DIRECTORATE :CORPORATE MANAGEMENT & FINANCE

PURPOSE:TO RENDER FINANCIAL ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

1. Render financial administrative services
2. Render Human Resource Management services

- 1 Deputy Director (SL11)
- 1 Registry Clerk (SL5)
- 1 Messenger/driver (SL4)
- 2 Cleaner (SL3)

5 posts

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

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HOD Signature

Date: 28 February 2025



Approved by MEG

Date: 28 February 2025

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT AND ADMINISTRATIVE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide support to traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within Traditional communities
3. Provide administrative support to Local Houses

1 Deputy Director (SL11)

UNIT: TRADITIONAL GOVERNANCE AND RURAL DEVELOPMENT FACILITATION

PURPOSE: TO SUPPORT TRADITIONAL AUTHORITIES WITH COMPLIANCE ON POLICY FRAMEWORKS AND FACILITATE COMMUNITY DEVELOPMENT INITIATIVES

FUNCTIONS:

1. Assist traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities

1 Assistant Director (SL9)

UNIT: LOCAL HOUSE OF TRADITIONAL LEADERS

PURPOSE: TO PROVIDE ADMINISTRATIVE SUPPORT TO LOCAL HOUSE

FUNCTIONS:

1. Execute decisions of the House
2. Record keeping of the House
3. Issue invitations, keep and distribute minutes
4. Provide logistical, transport and auxiliary support services to the House
5. Manage financial affairs of the House

1 Assistant Director (SL9)
1 Admin Officer (SL7)
1 Cleaner (SL3)


HOD Signature

Date: 28 February 2025

5 posts


Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE : TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Conduct inspectorate services on the performance of Traditional Leadership institutions.

1 Dep Director (SL11)

UNIT: TRADITIONAL COUNCILS ADMINISTRATIVE & SUPPORT SERVICES

PURPOSE: TO ADMINISTER, SUPPORT AND CO-ORDINATE VARIOUS ACTIVITIES RELATING TO TRADITIONAL COMMUNITIES

FUNCTIONS:

1. Administer the affairs of the traditional communities in accordance with customs and tradition.
2. Facilitate the involvement of the traditional communities in the development of the integrated development plan of a municipality in whose area that community resides.
3. Participate in the development of policy and legislation at local level.
4. Promote the ideals of cooperative governance, sustainable development and service delivery
5. Promote indigenous knowledge systems for sustainable development and disaster management.

Sterkspruit Sub District Office/Unit (6)

- 1 Assistant Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- 1 Messenger/driver (SL4)

Trad Councils

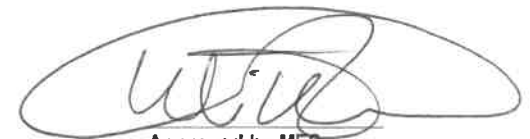
- 6 Admin Clerk (SL5)

11 posts



HOD Signature

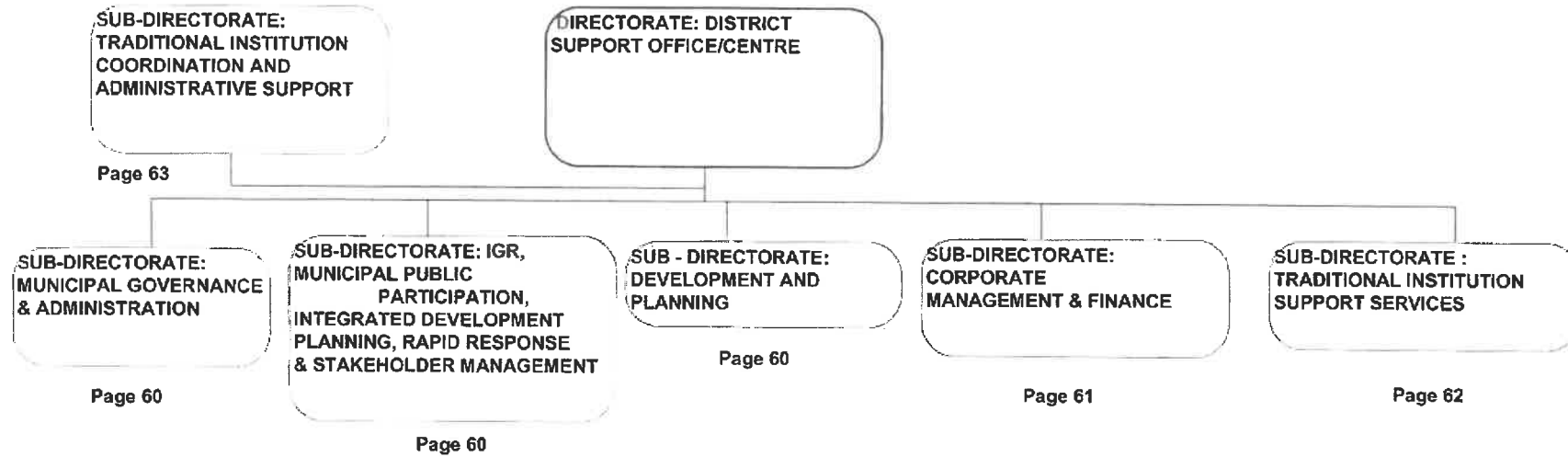
Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

CHRIS HANI DISTRICT SUPPORT CENTRE/OFFICE




HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

**CHRIS HANI DISTRICT SUPPORT CENTRE/
OFFICE**

HOD Signature

Date: 28 February 2025

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

PURPOSE: TO COORDINATE DISTRICT SUPPORT SERVICES IN RESPECT OF MUNICIPALITIES AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide assistance and support to local authorities
 2. Provide support and co-ordinate IGR, public participation, IDP, Rapid Response and stakeholder management
 3. Provide support and capacity building programmes to traditional leaders.
 4. Provide support on municipal planning, basic development and Valuation, spatial planning services and land survey and cadastral information management
 5. Provide corporate management and support to district office
- Support and coordinate traditional institutional matters.

1 Director (SL13)
1 Admin Officer (SL7)

Approved by MEC

Date: 28 February 2025

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**SUB-DIRECTORATE:
TRADITIONAL INSTITUTION
COORDINATION AND
ADMINISTRATIVE SUPPORT**

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**SUB-DIRECTORATE: CORPORATE
MANAGEMENT AND SUPPORT
SERVICES**

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**SUB-DIRECTORATE: MUNICIPAL
GOVERNANCE & ADMINISTRATION**

PURPOSE: TO ASSESS LOCAL AUTHORITIES COMPLIANCE TO POLICY FRAMEWORKS AND TO CONDUCT SUPPORT INTERVENTIONS.

FUNCTIONS:

1. Assess the capacity of municipalities to comply with their mandates.
2. Provide assistance in the implementation of the policy frameworks to Municipalities to comply.
3. Coordinate and facilitate training and capacity development in consultation with SALGA and SETA.
4. Assist municipalities to ensure organisational structure is aligned to IDP.
5. Facilitate the establishment and management of the development of Municipal PMS.

1 Deputy Director (SL11)
1 Assistant Director (SL9) (Good Governance, Leg & Compliance)
1 Assistant Director (SL9) HRM/HRD)
1 Assistant Director (SL9) (Munic Audit & PMS)
1 Assistant Director (SL9) (Finance assistance)

**SUB-DIRECTORATE: IGR, MUNICIPAL PUBLIC
PARTICIPATION, INTEGRATED DEVELOPMENT
PLANNING, RAPID RESPONSE & STAKEHOLDER
MANAGEMENT**

PURPOSE: TO PROVIDE SUPPORT ON INTER GOVERNMENTAL RELATIONS MATTERS AND PROMOTE AND FACILITATE EFFECTIVE COMMUNITY PARTICIPATION IN MUNICIPALITIES

FUNCTIONS:

1. Promote and facilitate stakeholder relations Of Municipalities with other spheres of government and provide technical support on IGR structures and international relations.
2. Develop customer surveys and facilitate implementation thereof
3. Institutionalise regular reporting and feedback mechanisms from Municipalities
4. Facilitate and monitor the CDW Programme.
5. Facilitate community access to government services.
6. Facilitate community participation in IDP processes.
7. Facilitate and ensure public participation programs are incorporated in the activities of the municipalities.
8. Facilitate and monitor elections and by-elections In municipalities.
9. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system

1 Deputy Director SL11 (IGR)
1 Deputy Director SL11 (RR & MPP)
1 Assistant Director SL9 (RR & MPP)
1 Assistant Director SL9 (IDP)
96 CDWs (SL6)

SUB - DIRECTORATE: DEVELOPMENT AND PLANNING

PURPOSE: TO COORDINATE MUNICIPAL PLANNING, BASIC DEVELOPMENT, VALUATION, SPATIAL PLANNING SERVICES AND LAND SURVEY AND CADASTRAL INFORMATION SYSTEMS

FUNCTIONS:

1. Facilitate support to municipalities to implement municipal development and planning policy Framework.
2. Monitor the implementation of the Property Rates Act.
3. Facilitate support to municipalities to manage The implementation of spatial planning policy Framework
4. Facilitate support and implementation of LED policy framework.
5. Facilitate support and the implementation of Integrated urban development and small town regeneration policy Framework
6. Monitor & evaluate capital infrastructure projects
7. Coordinate Valuation services
8. Coordinate spatial planning across all spheres of Government
9. Coordinate Land Survey and cadastral information systems.

1 Deputy Director (SL11)
1 Asst Director (SL9) (Land use Mnt & Admin)
1 Asst Director (SL9) (LED/UD/(Small Town reg))

Municipal Infrastructure
1 Engineer Prod Grade A,B and C)
1 Control Engineer Technician (Grade A)

Valuation Services
1 Chief Valuer (SL12)

Free Basic Services
1 Assistant Director SL9)

**SUB-DIRECTORATE:
TRADITIONAL
INSTITUTION
SUPPORT SERVICES**

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Land Survey and Cadastral Information Management
1 Prof Surveyor (Grade A, B and C)
1 Control Survey Technician (Grade A and B)

Spatial Planning Services
1 Town & Reg. Planner (Grade A, B and C)
1 GISc Professional (Production) Grade A, B and C

CHRIS HANI DISTRICT SUPPORT CENTRE/OFFICE

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT, ADMINISTRATIVE AND INFRASTRUCTURE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Assist traditional authorities with compliance to policy frameworks and to conduct support interventions
2. Facilitate community development initiatives within traditional communities
3. Support and coordinate traditional institutional matters and administration of Local Houses

See page 62

SUB-DIRECTORATE: CORPORATE MANAGEMENT & FINANCE

PURPOSE: TO RENDER FINANCIAL ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

1. Render financial administrative services
2. Render Human Resource Management services

- 1 Deputy Director (SL11)
- 1 Registry Clerk (SL5)
- 1 Messenger/driver (SL4)
- 2 Cleaner (SL3)

5 posts

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS


1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

See page 63



HOD Signature

Date: 28 February 2025



Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT AND ADMINISTRATIVE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide support to traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities
3. Provide administrative support to Local Houses

1 Deputy Director (PL11)

UNIT: TRADITIONAL GOVERNANCE AND RURAL DEVELOPMENT FACILITATION

PURPOSE: TO SUPPORT TRADITIONAL AUTHORITIES WITH COMPLIANCE ON POLICY FRAMEWORKS AND FACILITATE COMMUNITY DEVELOPMENT INITIATIVES

FUNCTIONS:

1. Assist traditional authorities with compliance on policy frameworks and conduct support interventions
2. Facilitate community development initiatives within traditional communities

1 Assistant Director (SL9)

UNIT: LOCAL HOUSE OF TRADITIONAL LEADERS

PURPOSE: TO PROVIDE ADMINISTRATIVE SUPPORT TO LOCAL HOUSE

FUNCTIONS:

1. Execute decisions of the House
2. Record keeping of the House
3. Issue invitations, keep and distribute minutes
4. Provide logistical, transport and auxiliary support services to the House
5. Manage financial affairs of the House

- 1 Assistant Director (SL9)
- 1 Admin Officer (SL7)
- 1 Cleaner (SL3)

5 posts


HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

1 Deputy Director (SL11)

UNIT: TRADITIONAL COUNCILS ADMINISTRATIVE & SUPPORT SERVICES

PURPOSE: TO ADMINISTER, SUPPORT AND CO-ORDINATE VARIOUS ACTIVITIES RELATING TO TRADITIONAL COMMUNITIES

FUNCTIONS:

1. Administer the affairs of the traditional communities in accordance with customs and tradition.
2. Facilitate the involvement of the traditional communities in the development of the integrated development plan of a municipality in whose area that community resides.
3. Participate in the development of policy and legislation at local level.
4. Promote the ideals of cooperative governance, sustainable development and service delivery
5. Promote indigenous knowledge systems for sustainable development and disaster management.

Western Tembuland Sub District Office/Unit (22)

- 1 Asst Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- 1 Messenger/driver (SL4)

Trad Councils

21 Admin Clerk (SL5)
(Other posts will be provided
When there is an indication of
availability of funding)



HOD Signature

Date: 28 February 2025

UNIT: KING/PRINCIPAL TRADITIONAL COUNCILS

PURPOSE: TO SUPPORT AND CO-ORDINATE ALL FUNCTIONS OF KING/PRINCIPAL TRADITIONAL COUNCILS

FUNCTIONS:

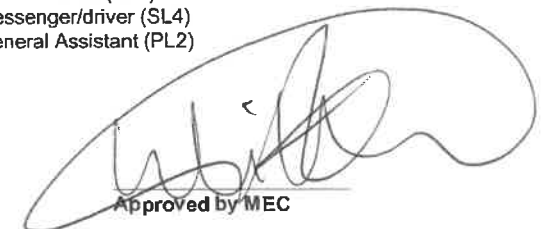
1. Administer the affairs of the King/Principal Traditional Council in accordance with customs and tradition.
2. Assist, support and guide traditional leaders and traditional councils in performance of their functions.
3. Assist the King/Principal Traditional Leaders in performing customary functions in relation to the recognition of Traditional Leaders .
4. Mediate in disputes and promoting unity between traditional communities within their jurisdiction.

1 King (SL15)

QAMATA

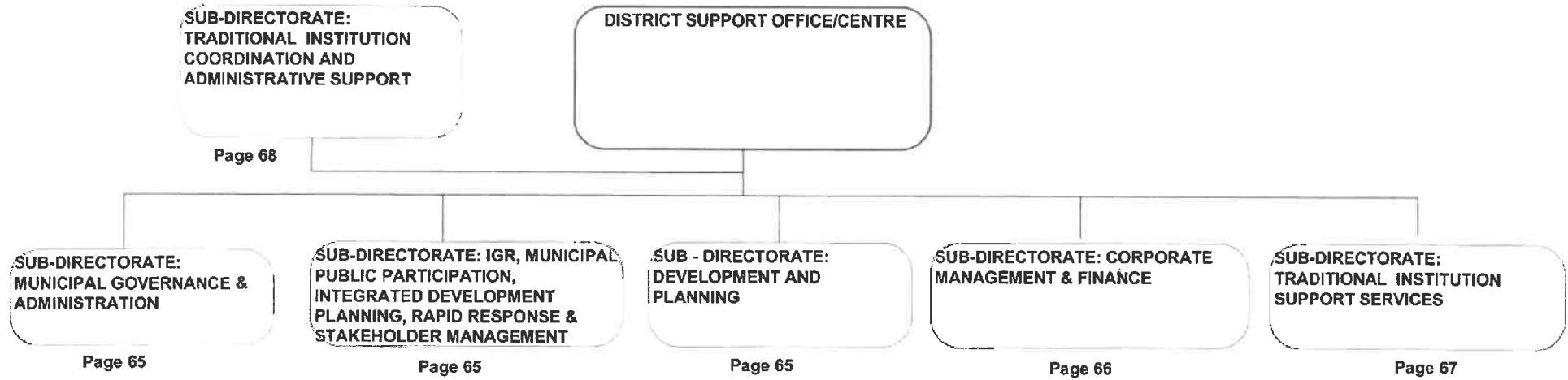
- 1 Office Administrator (SL9)
- 1 Admin Clerk /Receptionist (SL5)
- 1 Admin Officer (SL7)
- 1 Messenger/driver (SL4)
- 1 General Assistant (PL2)

32 posts



Approved by MEC

Date: 28 February 2025




HOD Signature
Date: 28 February 2025


Approved by MEC
Date: 28 February 2025

**AMATHOLE & BCM DISTRICT
SUPPORT CENTRE/OFFICE**

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

PURPOSE: TO COORDINATE DISTRICT SUPPORT SERVICES IN RESPECT OF MUNICIPALITIES AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide assistance and support to local authorities
2. Provide support and co-ordinate IGR, public participation IDP, Rapid Response and stakeholder management
3. Provide support and capacity building programmes to traditional leaders.
4. Provide support on municipal planning, basic development and Valuations, spatial planning services and cadastral information management
5. Provide corporate management and support to district office
6. Support and coordinate traditional institutional matters.

**SUB-DIRECTORATE:
TRADITIONAL INSTITUTION
COORDINATION AND
ADMINISTRATIVE SUPPORT**

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- 1 Director (SL13)
- 1 Admin Officer (SL7)

**SUB-DIRECTORATE: CORPORATE
MANAGEMENT AND SUPPORT
SERVICES**

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**SUB-DIRECTORATE: MUNICIPAL GOVERNANCE
& ADMINISTRATION**

PURPOSE: TO ASSESS LOCAL AUTHORITIES COMPLIANCE TO POLICY FRAMEWORKS AND TO CONDUCT SUPPORT INTERVENTIONS.

FUNCTIONS:

1. Asses the capacity of municipalities to comply with their mandates.
2. Provide assistance in the implementation of the policy frameworks to Municipalities to comply.
3. Coordinate and facilitate training and capacity development in consultation with SALGA and SETA.
4. Assist municipalities to ensure organisational structure is aligned to IDP.
5. Facilitate the establishment and management of the development of Municipal PMS.

- 1 Dep Director (SL11)
- 1 Assistant Director (SL9) (Good Governance Legislative & Compliance)
- 1 Assistant Director (SL9) (HRM/HRD)
- 1 Assistant Director (SL9) (Munic Audit & PMS)
- 1 Assistant Director (SL9) (Finance assistance)

HOD Signature

Date: 28 February 2025

**SUB-DIRECTORATE: IGR, MUNICIPAL PUBLIC
PARTICIPATION, INTEGRATED DEVELOPMENT
PLANNING, RAPID RESPONSE & STAKEHOLDER
MANAGEMENT**

PURPOSE: TO PROVIDE SUPPORT ON INTER GOVERNMENTAL RELATIONS MATTERS AND PROMOTE AND FACILITATE EFFECTIVE COMMUNITY PARTICIPATION IN MUNICIPALITIES

FUNCTIONS:

1. Promote and facilitate stakeholder relations of Municipalities with other spheres of government. and provide technical support on IGR structures and international relations.
2. Develop customer surveys and facilitate implementation thereof
3. Institutionalise regular reporting and feedback mechanisms from Municipalities
4. Facilitate and monitor the CDW Programme.
5. Facilitate community access to government services.
6. Facilitate community participation in IDP processes.
7. Facilitate and ensure public participation programs are incorporated in the activities of the municipalities.
8. Facilitate and monitor elections and by-elections in municipalities.
9. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system

- 1 Deputy Director SL11 (IGR)
- 1 Deputy Director SL11 (RR & MPP)
- 1 Assistant Director SL9 (RR & MPP)
- 1 Assistant Director SL9 (IDP)
- 142 CDWs (SL6)

164 posts

SUB - DIRECTORATE: DEVELOPMENT AND PLANNING

PURPOSE: TO COORDINATE MUNICIPAL PLANNING, BASIC DEVELOPMENT, VALUATION, SPATIAL PLANNING SERVICES AND LAND SURVEY AND CADASTRAL INFORMATION SYSTEMS

FUNCTIONS:

1. Facilitate support to municipalities to implement municipal development and planning policy Framework.
2. Monitor the implementation of the Property Rates Act.
3. Facilitate support to municipalities to manage The implementation of spatial planning policy Framework
4. Facilitate support and implementation of LED policy framework.
5. Facilitate and support the implementation of Integrated urban development and small town regeneration policy Framework
6. Monitor & evaluate capital infrastructure projects
7. Coordinate Valuation services
8. Coordinate spatial planning across all spheres of Government
9. Coordinate Land Survey and cadastral information systems.

- 1 Deputy Director (SL11)
- 1 Assistant Director (SL9) (Land use Mnt & Admin)
- 1 Assistant Director (SL9) (LED/UD/(Small Town reg))

Municipal Infrastructure

- 1 Engineer Prod Grade A,B and C)
- 1 Control Engineer Technician (Grade A)

Valuation Services

- 1 Chief Valuer (SL12))

Free Basic Services

- 1 Assistant Director SL9)

**SUB-DIRECTORATE:
TRADITIONAL
INSTITUTION
SUPPORT SERVICES**

Page 66

**Land Survey and Cadastral
Information Management**

- 1 Proff Surveyor (Grade A, B and C)
- 1 Control Survey Technician (Grade A and B)

Spatial Planning Services

- 1 Town & Reg. Planner (Grade A, B and C)
- 1 GISc Professional (Production) Grade A, B and C

Approved by MEC

Date: 28 February 2025

DIRECTORATE: DISTRICT SUPPORT OFFICE/CENTRE

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT, ADMINISTRATIVE AND INFRASTRUCTURE SUPPORT TO TRADITIONAL INSTITUTIONS

FUNCTIONS:

- 1. Assist traditional authorities with compliance to policy frameworks and to conduct support interventions
- 2. Facilitate community development initiatives within traditional communities
- 3. Support and coordinate traditional institutional matters and administration of Local Houses

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SUB-DIRECTORATE :CORPORATE MANAGEMENT & FINANCE

PURPOSE:TO RENDER FINANCIAL ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

- 1. Render financial administrative services
- 2. Render Human Resource Management services

- 1 Deputy Director (SL11)
- 1 Registry Clerk (SL5)
- 1 Messenger/driver (SL4)
- 2 Cleaner (SL3)

5 posts

SUB-DIRECTORATE: TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

- 1. Administer, support and co-ordinate various activities relating to Traditional Councils.
- 2. Support and co-ordinate all functions of King/Principal Traditional Councils.
- 3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

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HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

AMATHOLE & BCM DISTRICT SUPPORT CENTRE/OFFICE

SUB-DIRECTORATE: TRADITIONAL INSTITUTION SUPPORT SERVICES

PURPOSE: TO PROVIDE INSTITUTIONAL DEVELOPMENT, ADMINISTRATIVE AND INFRASTRUCTURE SUPPORT TO TRADITIONAL INSTITUTIONS

- FUNCTIONS:**
1. Assist traditional authorities with compliance to policy frameworks and to conduct support interventions
 2. Facilitate community development initiatives within traditional communities
 3. Provide administrative support to Local Houses

1 Deputy Director (SL11)

UNIT: TRADITIONAL GOVERNANCE AND RURAL DEVELOPMENT FACILITATION

PURPOSE: TO SUPPORT TRADITIONAL AUTHORITIES WITH COMPLIANCE ON POLICY FRAMEWORKS AND FACILITATE COMMUNITY DEVELOPMENT INITIATIVES

- FUNCTIONS:**
1. Assist traditional authorities with compliance on policy frameworks and conduct support interventions
 2. Facilitate community development initiatives within traditional communities

1 Assistant Director (SL10)

UNIT: LOCAL HOUSE OF TRADITIONAL LEADERS

PURPOSE: TO PROVIDE ADMINISTRATIVE SUPPORT TO LOCAL HOUSE

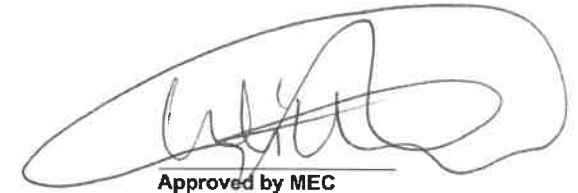
- FUNCTIONS:**
1. Execute decisions of the House
 2. Record keeping of the House
 3. Issue invitations, keep and distribute minutes
 4. Provide logistical, transport and auxiliary support services to the House
 5. Manage financial affairs of the House

1 Assistant Director (SL9)
1 Admin Officer (SL7)
1 Cleaner (SL3)


HOD Signature

Date: 28 February 2025

5 posts


Approved by MEC

Date: 28 February 2025

SUB-DIRECTORATE : TRADITIONAL INSTITUTION COORDINATION AND ADMINISTRATIVE SUPPORT

PURPOSE: TO SUPPORT AND COORDINATE TRADITIONAL INSTITUTIONAL MATTERS

FUNCTIONS

1. Administer, support and co-ordinate various activities relating to Traditional Councils.
2. Support and co-ordinate all functions of King/Principal Traditional Councils.
3. Conduct inspectorate services on the performance of Traditional Leadership institutions.

1 Deputy Director (SL11)

UNIT:TRADITIONAL COUNCILS ADMINISTRATIVE & SUPPORT SERVICES

PURPOSE: TO ADMINISTER, SUPPORT AND CO-ORDINATE VARIOUS ACTIVITIES RELATING TO TRADITIONAL COMMUNITIES

FUNCTIONS:

1. Administer the affairs of the traditional communities in accordance with customs and tradition.
2. Facilitate the involvement of the traditional communities in the development of the integrated development plan of a municipality in whose area that community resides.
3. Participate in the development of policy and legislation at local level.
4. Promote the ideals of cooperative governance, sustainable development and service delivery
5. Promote indigenous knowledge systems for sustainable development and disaster management.

UNIT: KING/PRINCIPAL TRADITIONAL COUNCILS

PURPOSE: TO SUPPORT AND CO-ORDINATE ALL FUNCTIONS OF KING/PRINCIPAL TRADITIONAL COUNCILS

FUNCTIONS:

1. Administer the affairs of the King/Principal Traditional Council in accordance with customs and tradition.
2. Assist, support and guide traditional leaders and traditional councils in performance of their functions.
3. Assist the King/Principal Traditional Leaders in performing customary functions in relation to the recognition of Traditional Leaders .
4. Mediate in disputes and promoting unity between traditional communities within their jurisdiction.

2 King (SL15)

Rharhabe Sub District Office/Unit (41)

- 1 Asst Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- 1 Messenger/driver (SL4)
- Trad Councils**
- 38 Admin Clerk (SL5)
- (Other posts will be provided When there is an indication of availability of funding)

Fingoland Sub District Office/Unit (9)

- 1 Asst Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- 1 Messenger/driver (SL4)
- Trad Councils**
- 9 Admin Clerk (SL5)

Gcaleka Sub District

- 1 Asst Manager (SL9)
- 1 Admin Officer (SL7)
- 1 Admin Clerk (SL5)
- Trad Councils**
- 30 Admin Clerk (SL5)
- (Other posts will be provided When there is an indication of availability of funding)

101 posts

RHARHABE

- 1 Office Administrator (SL9)
- 1 Admin Clerk /Receptionist (SL5)
- 1 Admin Officer (SL7)
- 1 Messenger/driver (SL4)
- 1 General Assistant (SL2)

GCALEKA

- 1 Office Administrator (SL9)
- 1 Admin Clerk /Receptionist (SL5)
- 1 Admin Officer (SL7)
- 1 Messenger/driver (SL4)
- 1 General Assistant (SL2)


HOD Signature

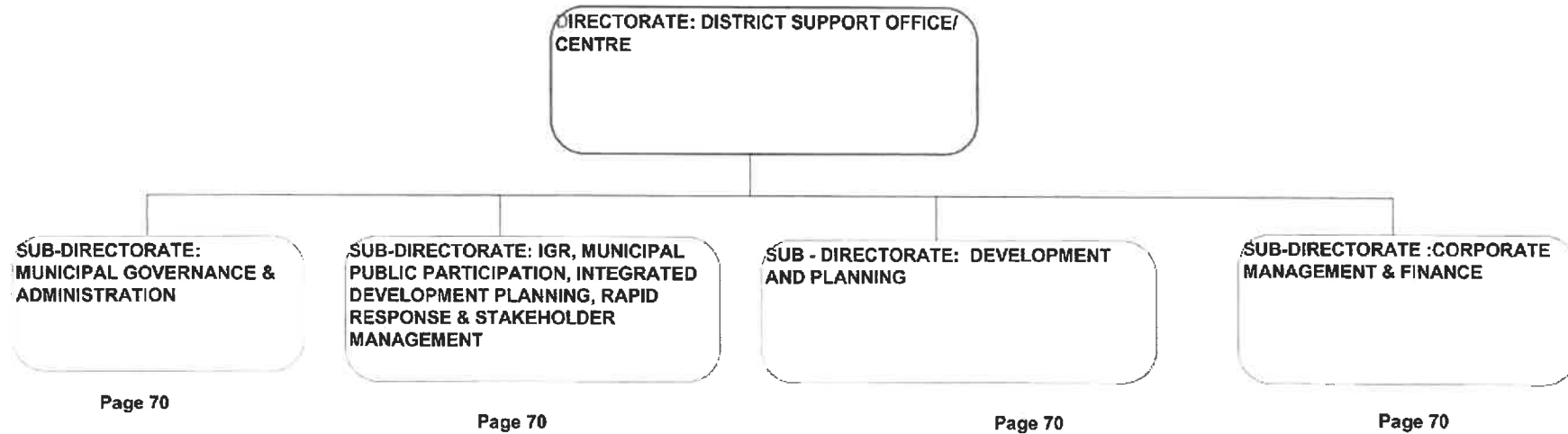
Date: 28 February 2025



Approved by MEC


Date: 28 February 2025

SARAH BAARTMAN DISTRICT SUPPORT CENTRE/OFFICE




HOD Signature

Date: 28 February 2025


Approved by MEC

Date: 28 February 2025

DISTRICT SUPPORT OFFICE/CENTRE

PURPOSE: TO COORDINATE DISTRICT SUPPORT SERVICES IN RESPECT OF MUNICIPALITIES AND TRADITIONAL INSTITUTIONS

FUNCTIONS:

1. Provide assistance and support to local authorities
2. Provide support and co-ordinate IGR, public participation, IDP, Rapid Response and stakeholder management
3. Provide support on municipal planning, basic development and Valuation, spatial planning services and land survey and cadastral information management
4. Provide corporate management and support to district office

1 Director (SL13)
1 Admin Officer (SL7)

SUB-DIRECTORATE: MUNICIPAL GOVERNANCE & ADMINISTRATION

PURPOSE: TO ASSESS LOCAL AUTHORITIES COMPLIANCE TO POLICY FRAMEWORKS AND TO CONDUCT SUPPORT INTERVENTIONS.

FUNCTIONS:

1. Assess the capacity of municipalities to comply with their mandates.
2. Provide assistance in the implementation of The policy frameworks to municipalities to comply.
3. Coordinate and facilitate training and capacity development in consultation with SALGA and SETA.
4. Assist municipalities to ensure organisational structure is aligned to IDP.
5. Facilitate the establishment and management Of the development of Municipal PMS.

1 Dep Director (SL11)
1 Assistant Director (SL9) (Good Governance, Leg & compliance)
1 Assistant Director (SL9) (HRM/HRD)
1 Assistant Director (SL9) (Munic Audit & PMS)
1 Assistant Director (SL9) (Finance assistance)

SUB-DIRECTORATE: IGR, MUNICIPAL PUBLIC PARTICIPATION, INTEGRATED DEVELOPMENT PLANNING, RAPID RESPONSE & STAKEHOLDER MANAGEMENT

PURPOSE: TO PROVIDE SUPPORT ON INTER GOVERNMENTAL RELATIONS MATTERS AND PROMOTE AND FACILITATE EFFECTIVE COMMUNITY PARTICIPATION IN MUNICIPALITIES

FUNCTIONS:

1. Promote and facilitate stakeholder relations Of Municipalities with other spheres of government. and provide technical support on IGR structures and international relations.
2. Develop customer surveys and facilitate implementation thereof
3. Institutionalise regular reporting and feedback Mechanisms from Municipalities
4. Facilitate and monitor the CDW Programme.
5. Facilitate community access to government services.
6. Facilitate community participation in IDP processes.
7. Facilitate and ensure public participation programs are incorporated in the activities of the municipalities.
8. Facilitate and monitor elections and by-elections in municipalities.
9. Institutionalize regular reporting and feedback mechanisms from Municipalities to maintain early warning system

1 Deputy Director SL11 (IGR)
1 Assistant Director SL9 (RR & MPP)
1 Assistant Director SL9 (IDP)
87 CDWs (SL6)

SUB - DIRECTORATE: DEVELOPMENT AND PLANNING

PURPOSE: TO COORDINATE MUNICIPAL PLANNING, BASIC DEVELOPMENT, VALUATION AND SPATIAL PLANNING SERVICES AND LAND SURVEY AND CADASTRAL INFORMATION SYSTEMS

FUNCTIONS:

1. Facilitate support to municipalities to implement municipal development and planning policy Framework.
2. Monitor the implementation of the Property Rates Act.
3. Facilitate support to municipalities to manage The implementation of spatial planning policy Framework
4. Facilitate support and implementation of LED policy framework.
5. Facilitate and support the implementation of Integrated urban development and small Town regeneration policy Framework
6. Monitor & evaluate capital infrastructure projects
7. Coordinate Valuation services
8. Coordinate spatial planning across all spheres of Government
9. Coordinate Land Survey and cadastral information systems.

1 Deputy Director (SL11)
1 Assistant Director (SL9) (Land use Mnt & Admin)
1 Assistant Director (SL9) (LED/UD/(Small Town reg)

Valuation Services
1 Deputy Valuer (SL11)
Free Basic Services
1 Assistant Director (SL9)

SUB-DIRECTORATE: CORPORATE MANAGEMENT & FINANCE

PURPOSE: TO RENDER FINANCIAL ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

1. Render financial administrative services
2. Render Human Resource Management services

1 Deputy Director (SL11)
1 Registry Clerk (SL5)
1 Messenger/driver (SL4)
2 Cleaner (SL3)

Land Survey and Cadastral Information Management
1 Proff Surveyor (Grade A, B and C)

Spatial Planning Services
1 Town & Reg. Planner (Grade A, B and C)
1 GISc Professional (Production) Grade A, B and C
Municipal Infrastructure
1 Engineer Prod Grade (A, B and C)



HOD Signature

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111 posts



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