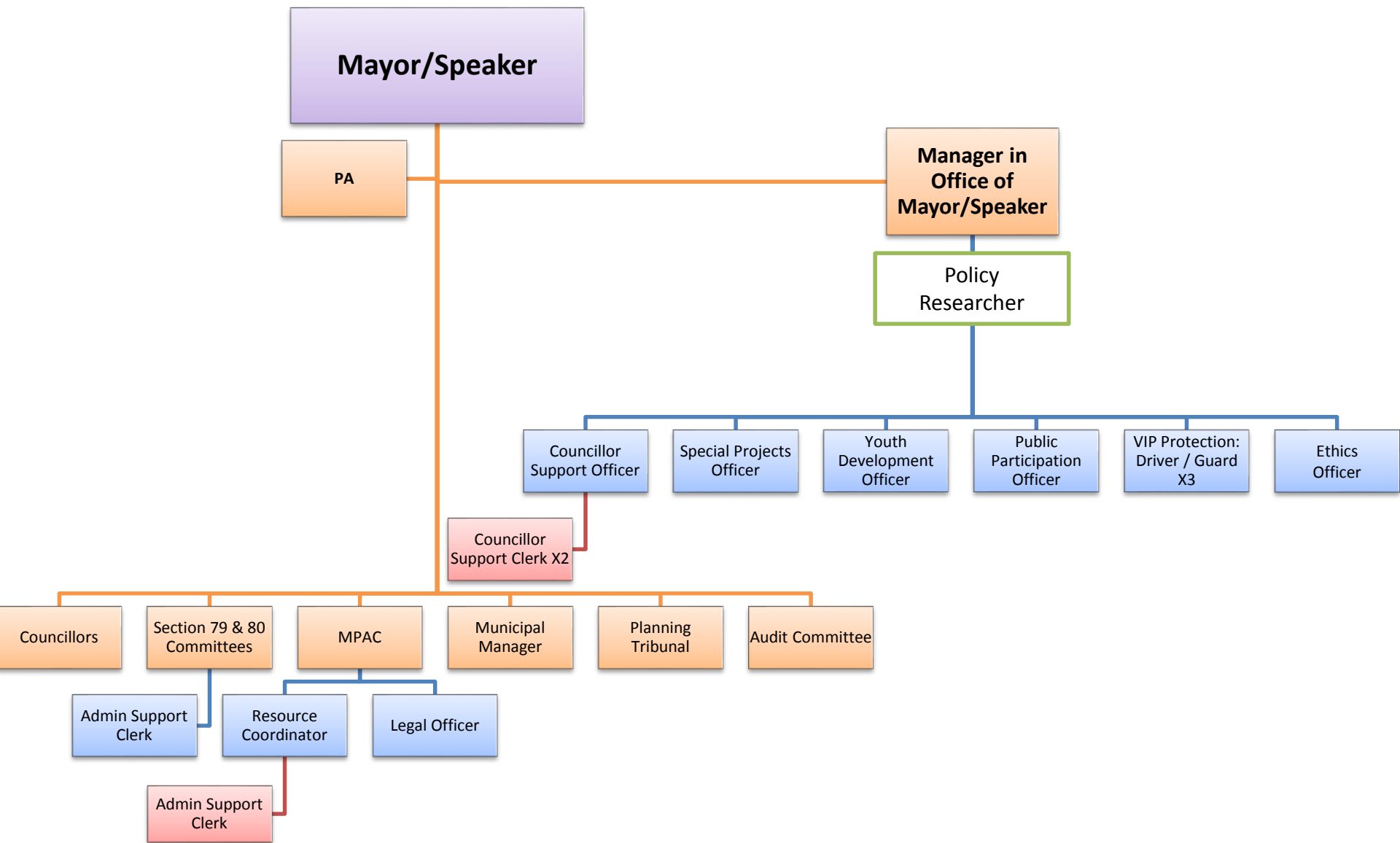


Staff Establishment (Organogram) 2015-2016

Key Functions & Competencies: Office of the Mayor/Speaker

- Political Leadership
- Accountability & Oversight
- Good Governance
- Councillor Support
- Public Participation & Community Involvement
- Promotion & Mainstreaming of Special Projects
- Anti-Corruption

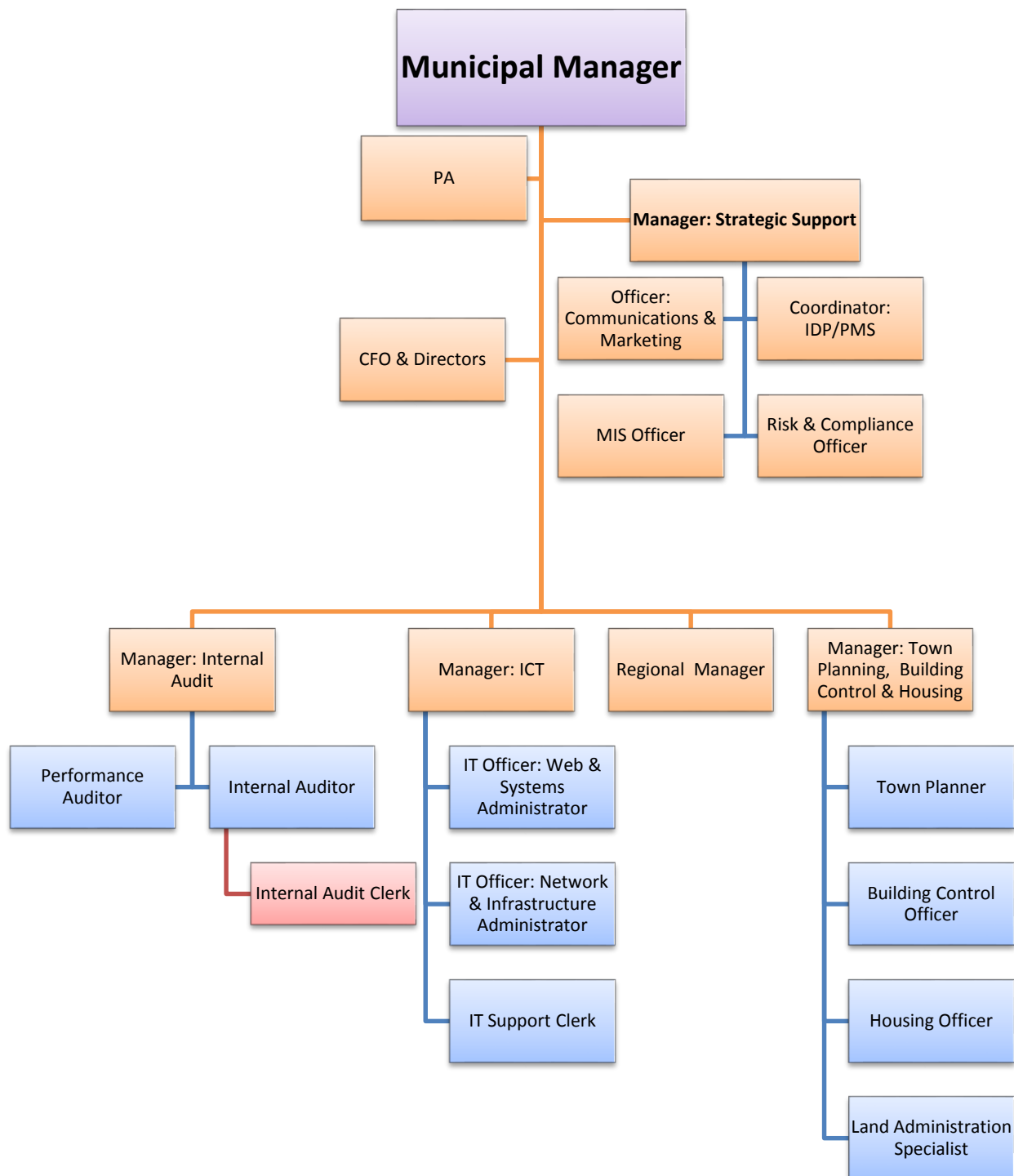


Office of the Mayor/Speaker

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Mayor	ClIr O.D. Medupe	Female
Personal Assistant	K. Dichaba	Female
Manager in Office of Mayor/Speaker	P. Kgosiore	Male
Policy Researcher	Vacant	
Councillor Support Officer	N. Sedumedi	Male
Councillor Support Clerk X2	Vacant	
Special Projects Officer	Vacant	
Youth Development Officer	Vacant	
Public Participation Officer	J Chirwa	Male
VIP Protection (Driver / Guard X3)	N. Ntsimbi (Driver)	Male
	Vacant X2	
Ethics Officer	Vacant	
MPAC Resource Coordinator	P. Lekabe	Female
Admin Support Clerk X2	Vacant	

Key Functions & Competencies: Office of the Municipal Manager

- Governance & Compliance
- Policy and Advisory Services
- Strategic Direction, Institutional Administration & Leadership
- Internal Audit & Risk Management
- Institutional Performance Management & Accountability
- Information Security
- Communications & Marketing
- Integrated Development Planning
- Building Control
- Housing Administration
- Land Administration
- ICT



Office of the Municipal Manager (1)

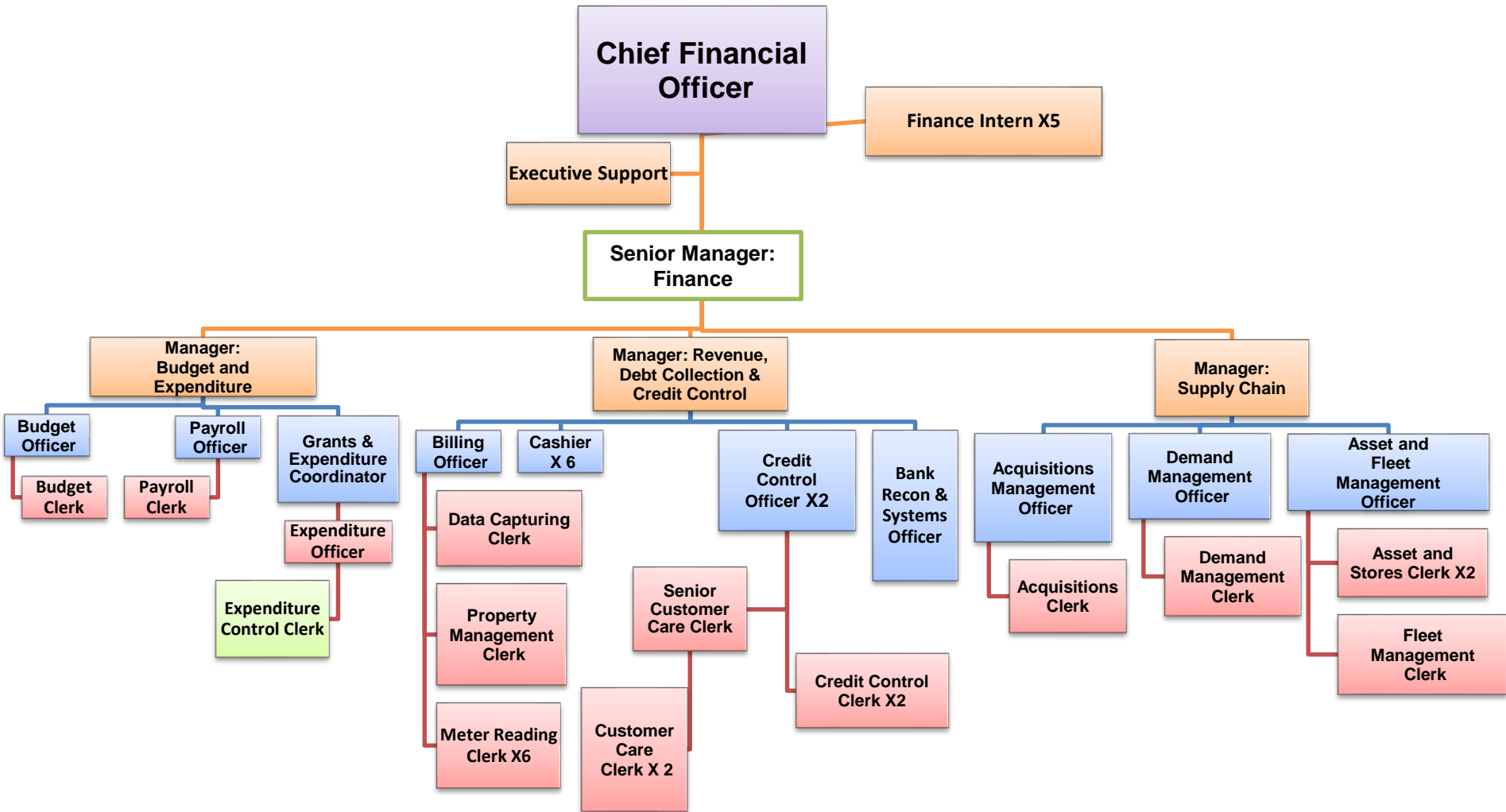
<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Municipal Manager	N.V. Motsatsi-Kalil	Female
Personal Assistant	N. Du Bruyn	Female
Manager: Strategic Support	Vacant	
Risk & Compliance Officer	Vacant	
Communications & Marketing Officer	O.S. Magakgala	Female
IDP/PMS Coordinator	L. Motlhampe	Male
MIS Officer	I. Mekgwe	Male
Regional Manager	K. Manentza	Male
Manager: ICT	Vacant	
IT Officer: Web & Systems Administrator	Vacant	
IT Officer: Network & Infrastructure Administrator	F. Lekoma	Male
IT Support Clerk	Vacant	

Office of the Municipal Manager (2)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Manager: Internal Audit	Vacant	
Performance Auditor	Vacant	
Internal Auditor	M. Tsabangwe	Male
Internal Audit Clerk	Vacant	
Manager: Town Planning, Building Control & Housing	Vacant	
Building Control Officer	L. Mosadi	Male
Town Planner	R. Mavhungu	Male
Housing Officer	Vacant	
Land Administration Specialist	Vacant	

Key Functions & Competencies: CFO - Financial Viability

- Budgeting
- Grants & Financial Reporting
- Bank Reconciliations & Systems
- Expenditure
- Credit Control
- Payments
- Payroll
- Financial Records & Archiving Management
- Supply Chain Management
- Revenue Management
- Billing & Collections
- Meter Reading & Data Capturing
- Property Management
- Debt Collection
- Customer Care
- Acquisitions
- Demand Management
- Asset & Fleet Management
- Stores Management



Budget & Treasury Office (1)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Chief Financial Officer	T.B. Mothogoane	Male
Executive Support	K. Abel	Female
Senior Manager: Finance	Vacant	
Manager: Budget & Expenditure	S. Ngwenya	Male
Budget Officer	T. Masibi	Male
Budget Clerk	Vacant	
Expenditure Officer	T. Matsabe	Female
Payroll Officer	L. Mullett	Female
Payroll Clerk	Vacant	
Grants & Expenditure Coordinator	Y. Bulbulia	Male
Bank Reconciliation & Systems Officer	M. Mafokoane	Female
Expenditure Control Clerk	Vacant	

Budget & Treasury Office (2)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Manager: Revenue, Debt Collection & Credit Control	M. Khunou	Male
Billing Officer	M. Du Toit	Female
Property Management Clerk	Vacant	
Data Capturing Clerk	L. Moloi	Female
Meter Reading Clerk X6	C. Makgale	Male
	B. Dikgore	Male
	S. Stemele	Female
	J. Mapote	Male
	Vacant X2	
Cashier X6	M. Morakile	Female
	C. Mogale	Female
	E. Sewageng	Female
	M. Moepi	Female
	Vacant X2	

Budget & Treasury Office (3)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Credit Control Officer X2	P. Moalusi	Female
	J. Ikutlweng	Female
Senior Customer Care Clerk	Vacant	
Customer Care Clerk X2	R. Leteane	Female
	G. Manicus	Male
Credit Control Clerk X2	Vacant	
	Vacant	
Finance Intern X5	N. Duma	Female
	K. Masilela	Male
	O. Kotsedi	Male
	T. Mabaso	Male
	T. Nteu	Male

Budget & Treasury Office (4)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Manager: Supply Chain	S. Ntshangase	Female
Acquisitions Management Officer	C. Tsele	Female
Acquisitions Management Clerk	Vacant	
Demand Management Officer	Y. Zaukane	Female
Demand Management Clerk	Vacant	
Asset & Fleet Management Officer	N. Dibelane	Female
Asset & Stores Clerk X2	I.J. Mokgorong	Male
	Vacant	
Fleet Management Clerk	Vacant	

Key Functions & Competencies: Infrastructure & Technical Services

- Project & Programme Management and Implementation
- Water Treatment & Purification
- Waste Water Treatment
- Plant Operation
- Water & Sewer Networks
- Process Control
- Development and Town Planning (Spatial Planning)
- Transport Planning
- Construction & Maintenance of Municipal Road Networks
- Operation & Maintenance of Infrastructure
- Public Works i.e. Storm Water Drainage
- Electricity & Electrical Services
- Mechanical Services
- Public Infrastructure

Director: Technical Services

Executive Support

PMU: Coordinator

Unit Manager: Water & Sanitation

Unit Manager: Roads & Transport; Storm Water & Public Works

Unit Manager: Electrical & Mechanical Services

Supervisor x 2

Supervisor x 2

Technician: Metering & Testing

EPWP Monitoring

Civil Technician X2

Admin Assistant

Social Facilitator

Senior Mechanical

Snr. Electrician: Distribution & Maintenance

Mechanic x 2

Artisan: Electrical X2

Assistant X 4

Assistant Mechanic x 2

General Worker X20

Operator: Yellow Fleet X3

Assistant: Yellow Fleet X3

Team Leader: Sewer Network X2

General Worker X20

Team Leader: Roads & Storm Water X 3

General Worker X20

Team Leader: Water Network X 2

Assistant Plumber X2

General Worker X20

Team Leader: Plant X2

Operator/Process Controller: WTP & WWTP X 12

Assistant X3

General Workers x 10

Infrastructure & Technical Services (1)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Director: Infrastructure & Technical Services	S.H. Nxumalo	Male
Executive Support	Vacant	
PMU Coordinator	T Mekgoe	Female
PMU: Technician – Water & Sanitation	O. Madisa	Male
PMU: Technician – Roads, Storm Water & Public Works	W. Maluleke	Male
Civil Technician X2	Vacant	
Social Facilitator	Vacant	
EPWP Monitoring Clerk	Vacant	
Manager: Water & Sanitation	L. Malesa	Male
Manager: Mechanical & Electrical Services	Vacant	
Manager: Roads, Storm Water & Public Works	Vacant	
Supervisor X2	L. Maphunye	Male
	W. Swanepoel	Male
Note: Staff Verification & Validation Process underway (Data Cleansing for staff especially General Workers at Technical Services vs. Community Services deployments & placements)		

Infrastructure & Technical Services (2)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Team Leader X9	P. Maimane	Male
	J Makgale	Male
	E. Dipale	Male
	D. Modise	Male
	Vacant X5	
Operator X3: Yellow Fleet	S. Shokoane	Male
	L. Boikanyo	Male
	Vacant X1	
Artisan: Electrical	T. Mabitsa	Male
	P. Van Niekerk	Male

Key Functions & Competencies: Corporate Services

- Records Management
- Registry & Archives
- Frontline & Reception Services
- Corporate Support
- Admin Systems & Procedures
- Facilities Management
- Human Resources
- Labour Relations
- Employee Wellness
- Local Economic Development
- Legal Services (Advice & Opinion)
- Secretariat Services
- Council & Committees Support
- Contract Management
- Policy & By-Laws
- Capacity Building & Skills Development
- Occupational Health & Safety
- Employment Equity

Director: Corporate Services

Corporate Support

Senior Manager: Corporate Services

Manager: Human Resources

Manager: Corporate & Admin

Manager: LED

Manager: Legal Services

Human Resources Officer

Labour Relations Officer

Coordinator: Committees & Records

Facilities & Amenities Officer

LED Officer

HR Intern

Records Intern X2

Cleaner X16

LED Intern

Skills Development Facilitator

EAP & OHS Officer

Committees Clerk

Gardener X8

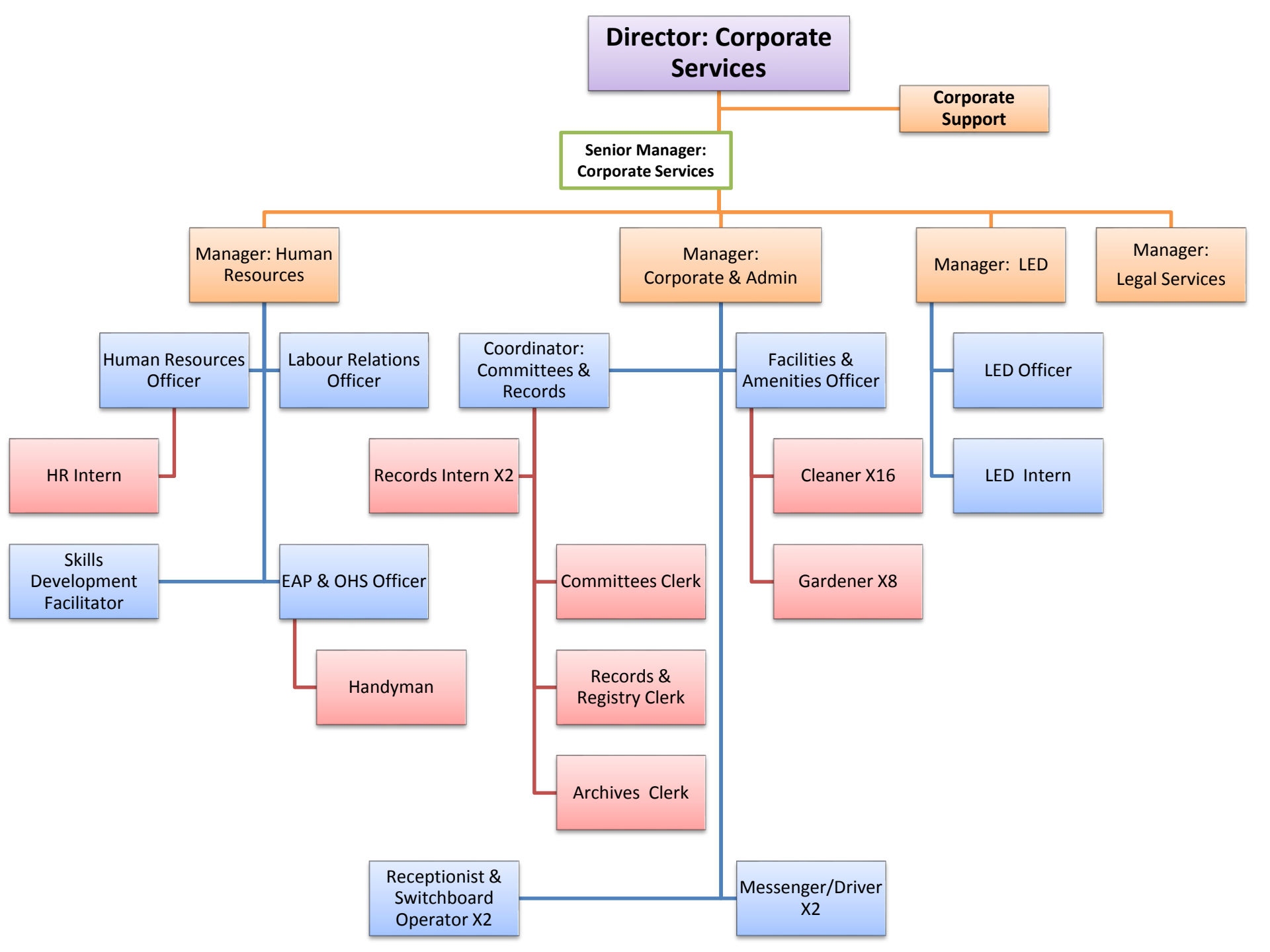
Handyman

Records & Registry Clerk

Archives Clerk

Receptionist & Switchboard Operator X2

Messenger/Driver X2



Corporate Services (1)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Director: Corporate Services	V. Mtshengu	Male
Corporate Support	Vacant	
Senior Manager: Corporate Services	Vacant	
Manager: HR	Vacant	
HR Officer	J. Maotwane	Male
HR Intern	Vacant	
LR Officer	Vacant	
Skills Development Facilitator	L. Manicus	Female
EAP & OHS Officer	N. Mosoane	Female
Handyman	B. Otto	Male
Manager: Corporate & Admin	J. Van Staden	Female
Coordinator: Committees & Records	K. Moema	Female
Committees Clerk	Vacant	
Records & Registry Clerk	M. Mphuthi	Female
Archives Clerk	Vacant	
Records Intern X2	Vacant	

Corporate Services (2)

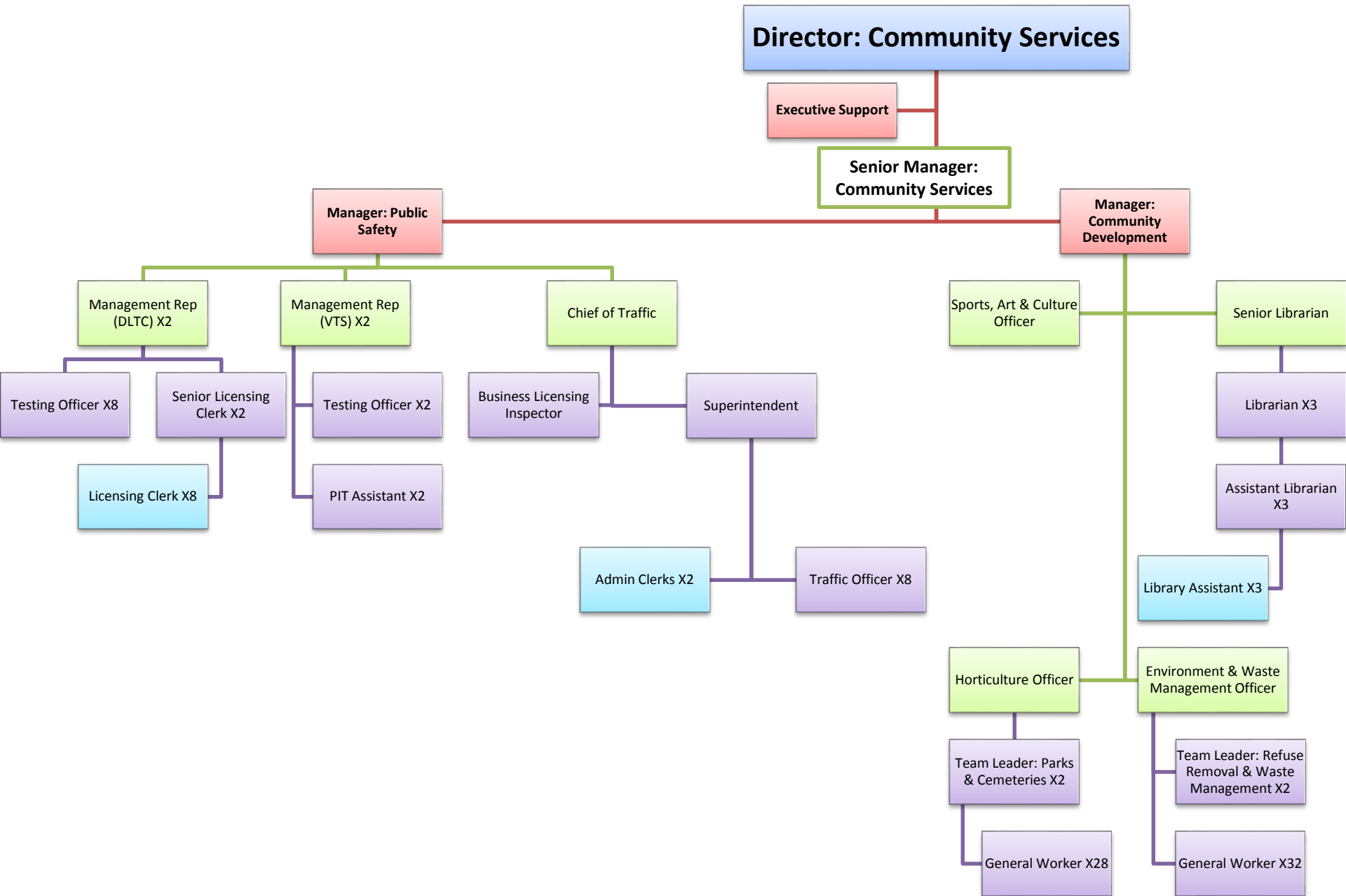
<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Receptionist & Switchboard Operator X2	H. Mokaila	Female
	S. Shuma	Female
Messenger/Driver X2	R. Seake	Male
	F. Bendile	Male
Public Amenities Officer	S. Lesomo	Male
Cleaners X16	C. Monyatsi	Female
	M. Matsoso	Female
	M. Mokotedi	Female
	S. Magono	Female
	E. Mogale	Female
	M.D. Mochwaedi	Female
	Z. Morei	Female
	M. Mophete	Female
	E. Ditibane	Female

Corporate Services (3)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Cleaners X16	Y. Tsele	Female
	M. Mogapi	Female
	R. Pupunyane	Female
	E. Moatlanegi	Female
	M. Lekabe	Female
	Vacancy X2	
Gardeners X10	T. Nyimbiri	Male
	M. Letsholo	Male
	J. Mosimane	Male
	Vacancy X7 (4 Oxidation Ponds)	
Manager: Legal Services	Vacant	
Manager: LED	Vacant	
LED Officer	G. Sefanyetso	Male
LED Intern	Vacant	

Key Functions & Competencies: Community Services

- Traffic Law Enforcement
- Drivers & Learners Licensing
- Vehicle Registration
- Vehicle Testing
- Business Licensing
- Enforcement of By-Laws & Policies
- Public Safety
- Library Services
- Parks, Recreation & Cemeteries
- Community Health Service
- Refuse Removal & Waste Management
- Disaster Management
- Public Transport



Community Services (1)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Director: Community Services	Vacant	
Senior Manager: Community Services	Vacant	
Executive Support	Vacant	
Manager: Public Safety	Vacant	
Management Rep X2 (DLTC)	D. Motshabi	Male
	S. Mnqosile	Male
Management Rep X2 (VTS)	Vacant	NB: 3 month Training needed then combine functions or recruitment
Senior Licensing Clerk X2	E. Stroh	Female
	C. Dibetsoe	Female
Testing Officer X10	D. Chelechele	Male
	P. R. Ramadikela	Male
	B. Molefe	Female
	H. Morwe	Male
	<u>Vacant X6</u>	4 assuming duty on 01 April 2015

Community Services (2)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Licensing Clerk X8	E. Galetuke	Female
	A. Manicus	Male
	M. Langa	Male
	S. Pule	Female
	Vacancy X4	
<u>Filing Clerks</u>	F. Mokiti	Male (no tasks)
	J. Seolwane	Male
Chief of Traffic	G. Jordaan	Male
Traffic Officer X8	A. Mangope	Female
	E. Mafisa	Male
	G. Smit	Male
	K. Sello	Male
	M. Mokwena	Male
	Vacant X3	

Community Services (3)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
PIT Assistant X2	Vacant	
Business Licensing Inspector	Vacant	
Superintendent	Vacant	
Admin Clerk X2	Vacant	
Manager: Community Development	Vacant	
Sports, Arts & Culture Officer	Vacant	
Senior Librarian	A. Khauoe	Male
Librarian X3	P. Mhulatsi	Female
	Vacant X2	
Assistant Librarian X3	E. Tshetlhane	Female
	P. Ndlovu	Male
	A. Moni	Female
Library Assistant X3	Vacant X3	2 learners seconded by Province presently

Community Services (4)

<u>Position</u>	<u>Occupation</u>	<u>EE (Gender, Disability etc.)</u>
Horticulture Officer	Vacant	
Environment & Waste Management Officer	Vacant	
Team Leader X4	D. Motlhampe	Female
	M. Maemela	Female
	M. Moatshe	Male
	Vacant X1	
Note: Staff Verification & Validation Process underway (Data Cleansing for staff especially General Workers at Technical Services vs. Community Services deployments & placements)		

END