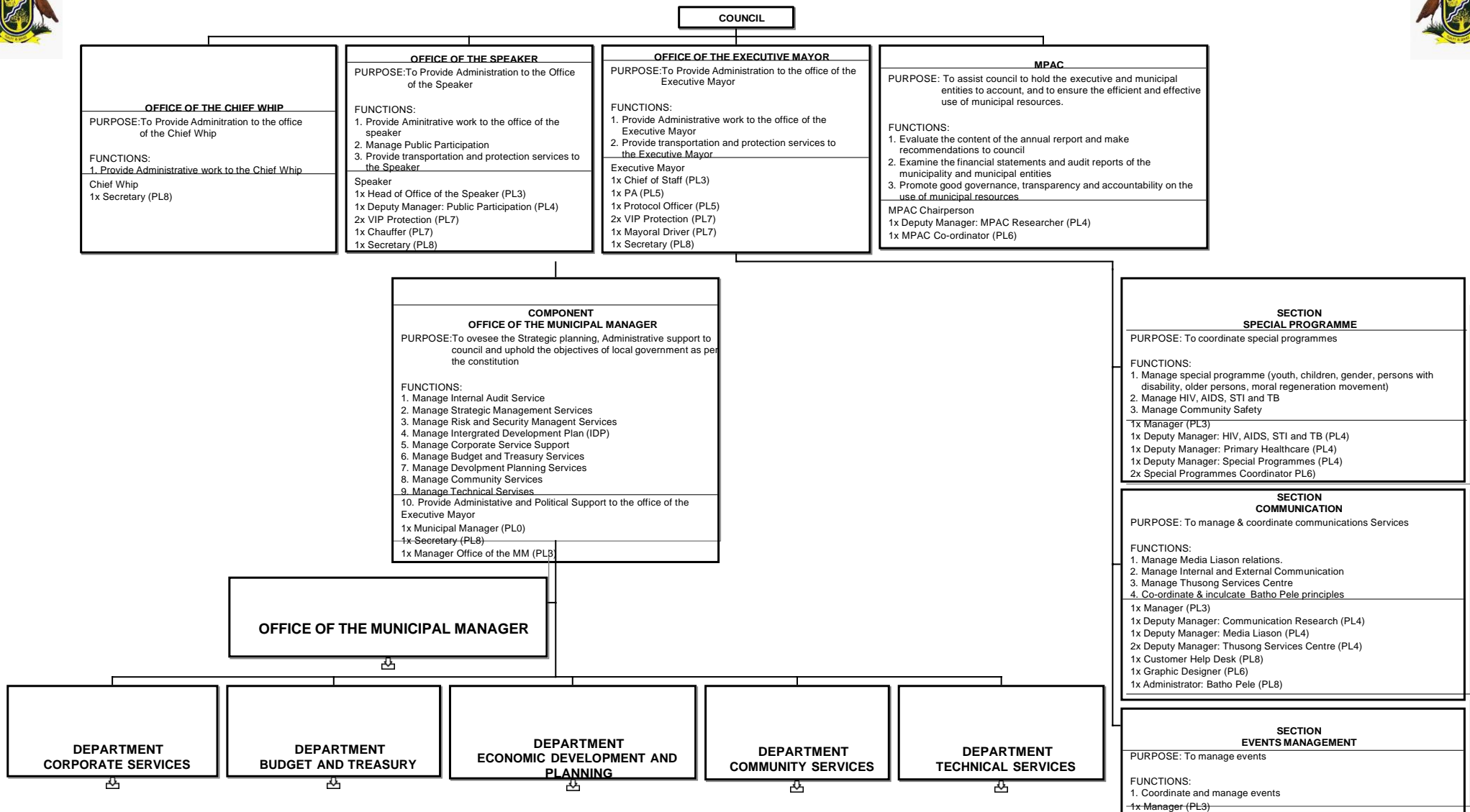
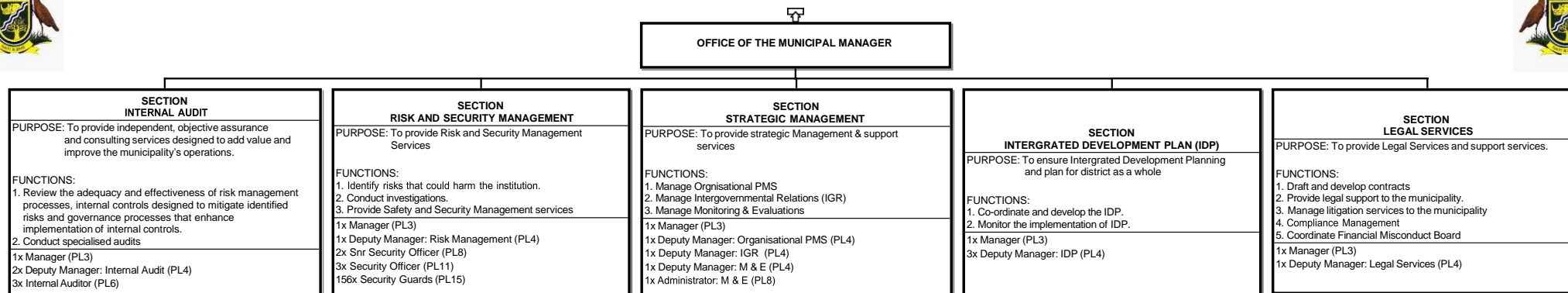
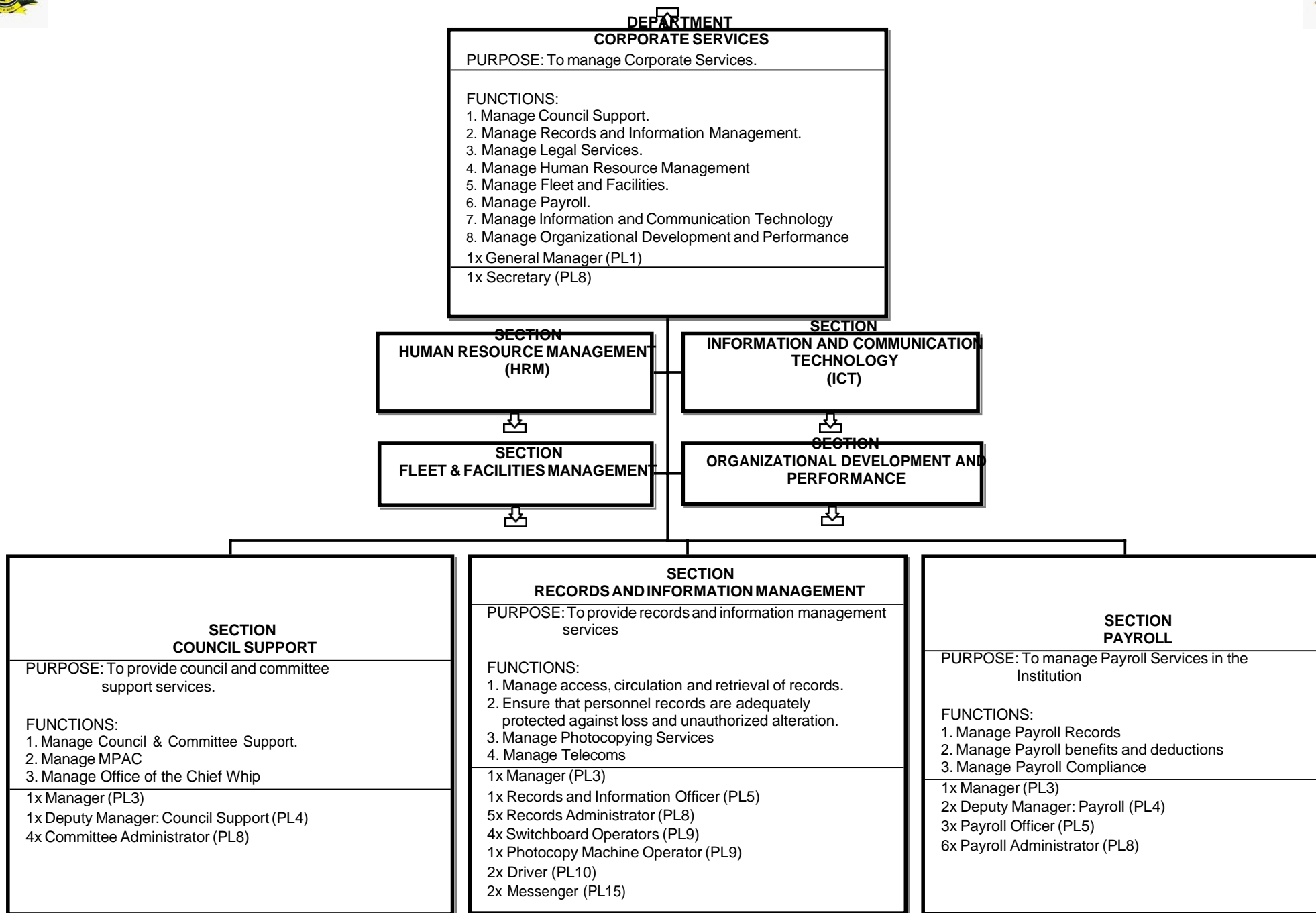


Vhembe District Municipality Approved Organisational Structure: 2023-2024



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**SECTION
HUMAN RESOURCE MANAGEMENT
(HRM)**

PURPOSE: To provide Human Resource Management (HRM) services

FUNCTIONS:
1. Manage Human Resource Administration.
2. Manage Occupational Health and Safety
3. Manage Recruitment Services
4. Manage Labour Relations
5. Manage Employee Wellness
1x Manager (PL3)

**SUB-SECTION
HUMAN RESOURCE ADMINISTRATION**

PURPOSE: To provide Human Resource Administration Services.

FUNCTIONS:
1. Provide Leave Administration services.
2. Provide employee benefits services
1x Deputy Manager: HRM (PL4)
1x HR Admin Officer (PL5)
3x Benefits Administrator (PL8)
3x Leave Administrator (PL8)

**SUB-SECTION
RECRUITMENT**

PURPOSE: To provide recruitment services in the municipality.

FUNCTIONS:
1. Provide recruitment & selection services.
1x Recruitment Officer (PL5)
3x Recruitment Administrators (PL8)

**SUB-SECTION
LABOUR RELATIONS**

PURPOSE: To provide sound employee relations.

FUNCTIONS:
1. Administer Employee grievances
2. Attend to bargaining council & consultation programme
3. Initiate disciplinary hearings
4. Handling of misconduct.
1x Deputy Manager: Labour Relations (PL4)

**SUB-SECTION
EMPLOYEE WELLNESS**

PURPOSE: To provide Employee Wellness Services.

FUNCTIONS:
1. Implement Employee Wellness Programmes (EWP)
2. Implement HIV/AIDS Workplace Programme
3. Facilitate Employee Wellness Training / Workshops
4. Promote Health And Productivity (Physical Wellness)
5. Facilitate Workplace Sports
1x EWP Officer (PL5)

**SUB-SECTION
OCCUPATIONAL HEALTH AND SAFETY (OHS)**

PURPOSE: To provide OHS Services.

FUNCTIONS
1. Implement Occupational Health & Safety Act
2. Conduct Incident Investigations and Risk Assessment
3. Monitor Contractors Compliance to Occupational Health and Safety
1x OHS Officer (PL5)
2x Assistant OHS Officer (PL6)

THULAMELA AREA

PURPOSE: To provide Human Resource Administration Services.

FUNCTIONS:
1. Provide Leave Administration services.
2. Provide employee benefits services
10x Benefits Administrator (PL8)
13x Leave Administrator (PL8)

MAKHADO AREA

PURPOSE: To provide Human Resource Administration Services.

FUNCTIONS:
1. Provide Leave Administration services.
2. Provide employee benefits services
10x Benefits Administrator (PL8)
13x Leave Administrator (PL8)

COLLINS CHABANE AREA

PURPOSE: To provide Human Resource Administration Services.

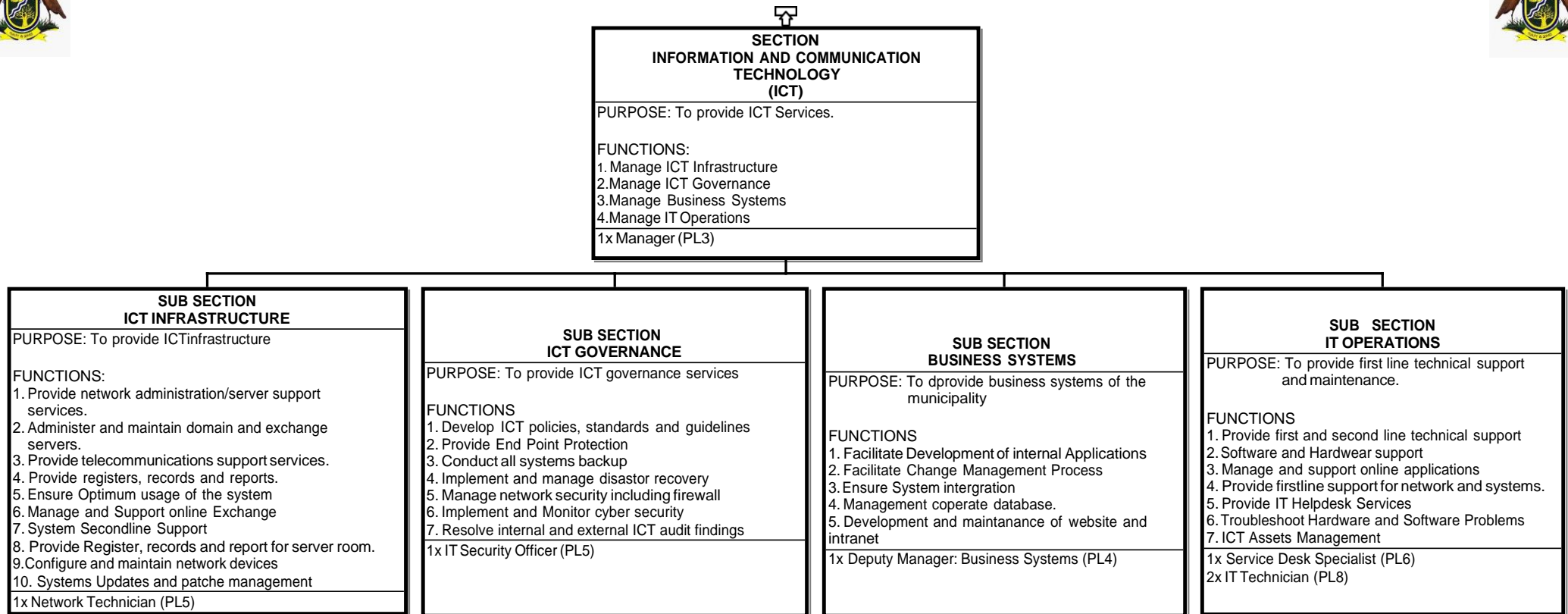
FUNCTIONS:
1. Provide Leave Administration services.
2. Provide employee benefits services
5x Benefits Administrator (PL8)
10x Leave Administrator (PL8)

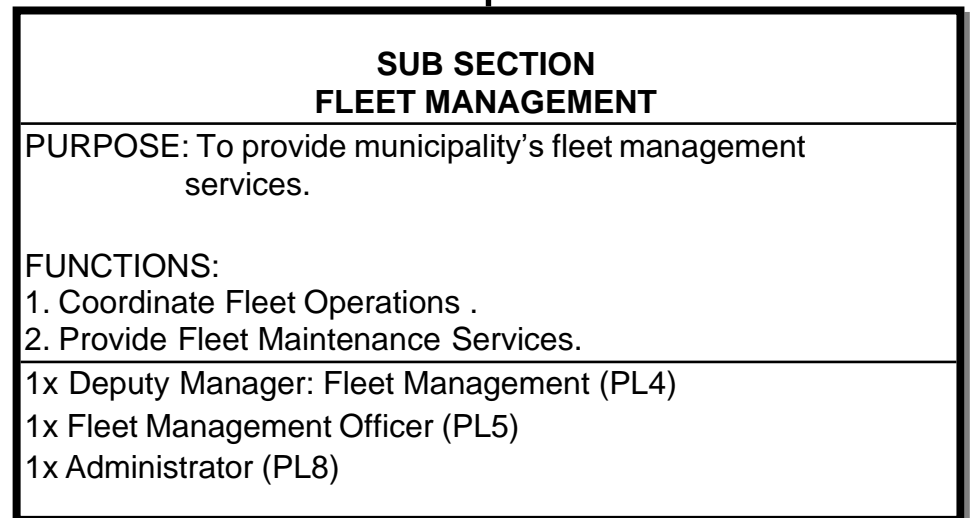
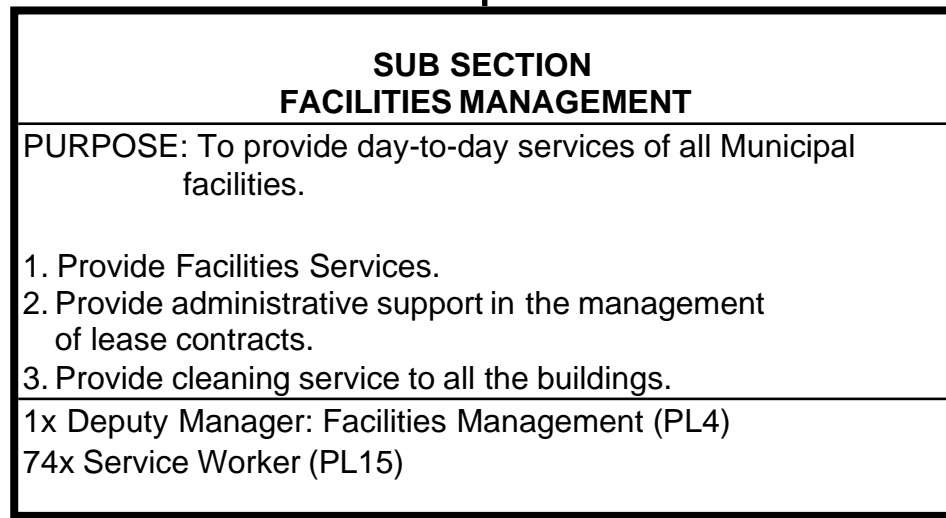
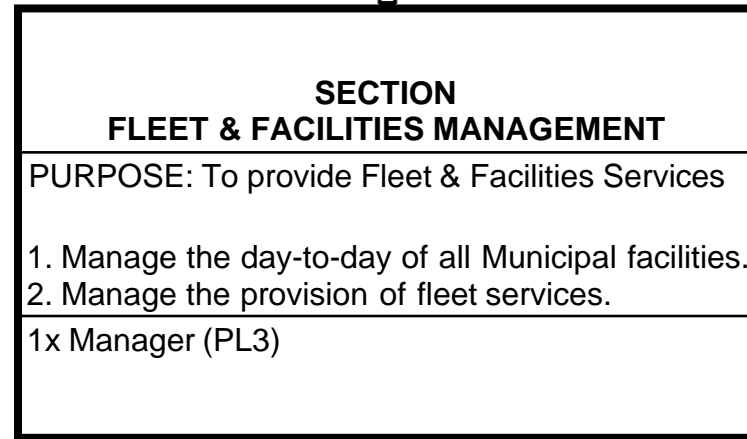
MUSINA AREA

PURPOSE: To provide Human Resource Administration Services.

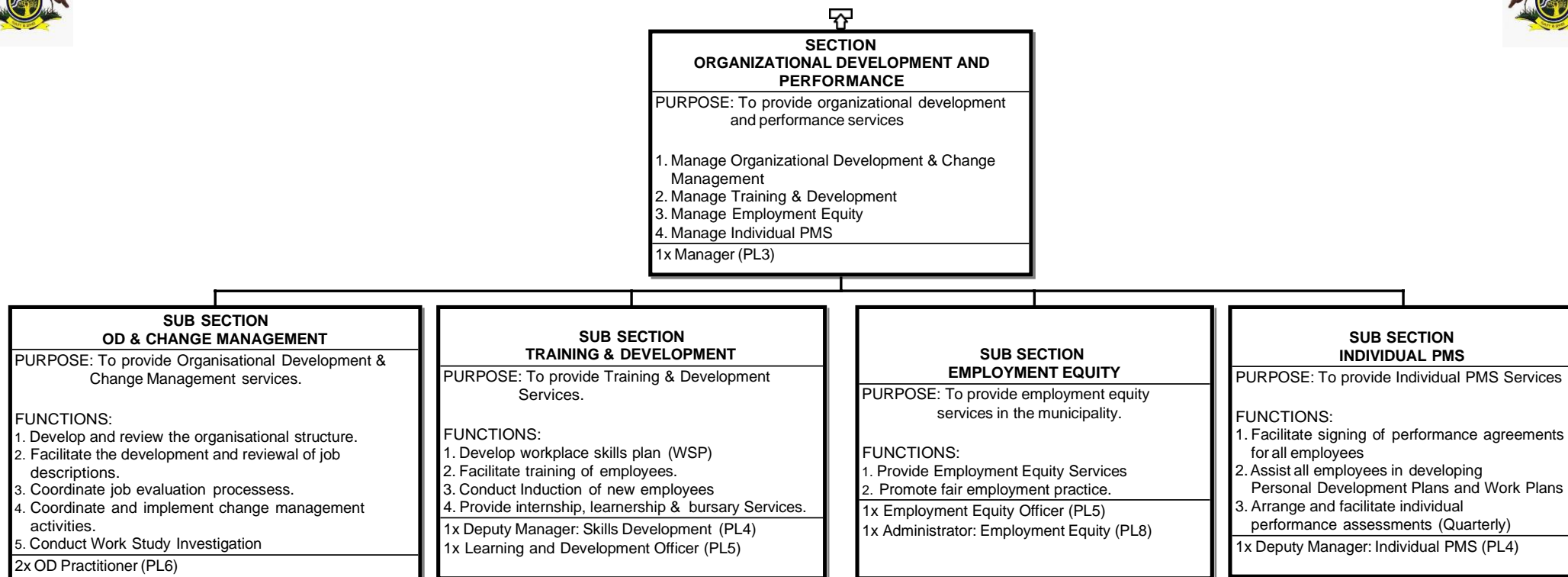
FUNCTIONS:
1. Provide Leave Administration services.
2. Provide employee benefits services
2x Benefits Administrator (PL8)
3x Leave Administrator (PL8)

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 DEPARTMENT BUDGET AND TREASURY
PURPOSE: To manage budget & treasury.
FUNCTIONS: 1. Manage Budget & Financial reporting 2. Manage Assets 3. Manage Revenue 4. Manage Expenditure 5. Manage Supply chain 6. Manage Customer Service and Credit Control
1x Chief Financial Officer (PL1) 1x Secretary (PL8)

SECTION BUDGET & FINANCIAL REPORTING
PURPOSE: To provide budget & financial reporting services.
FUNCTIONS: 1. Consolidate & compile budget. 2. Prepare financial reports. 3. Manage statutory reconciliation.
1x Manager (PL3) 3x Deputy Manager: Budget & Reporting (PL4)

SECTION ASSETS MANAGEMENT
PURPOSE: To manage and safeguard municipal assets
FUNCTIONS: 1. Compile GRAP compliant assets register. 2. Align assets register & financial statement. 3. Disposal of Assets
1x Manager (PL3) 2x Deputy Manager: Assests Management (PL4) 3x Administrator: Assets (PL8)

SECTION REVENUE
PURPOSE: To manage municipal revenue.
FUNCTIONS: 1. Ensure completeness & correctness of recorded revenue. 2. Manage billing. 3. Ensure cash control management.
1x Manager (PL3) 2x Deputy Manager: Revenue (PL4) 4x Accountant: Revenue (PL5) 10x Cashier (PL8) 7x Revenue Administrator (PL8) 1x Data Capturer (PL8) 1x Meter Reader Administrator (PL8) 1x Meter Reader Supervisor (PL10) 29x Water Meter Reader (PL14)

SECTION EXPENDITURE
PURPOSE: To manage expenditure and processing payments
FUNCTIONS: 1. Manage processing of payments. 2. Manage the compilation of expenditure and reconciliations. 3. Manage VAT returns submission and reconciliations 4. Manage processing of salaries and 3rd party payments 5. Manage short term and long term liabilities
1x Manager (PL3) 2x Deputy Manager: Expenditure (PL4) 1x Accountant: Expenditure (PL5) 7x Administrator: Expenditure (PL8)

SECTION SUPPLY CHAIN MANAGEMENT
PURPOSE: To manage the procurement of goods and services.
FUNCTIONS: 1. Manage Demand 2. Manage Acquisition. 3. Manage Logistics 4. Management of Contracts
1x Manager (PL3) 3x Deputy Manager: SCM (PL4) 4x Accountant:SCM (PL5) 29x Administrator: SCM (PL8)

SECTION CUSTOMER SERVICE & CREDIT CONTROL
PURPOSE: To provide customer services, credit control and debt collection
FUNCTIONS: 1. Manage credit control. 2. Manage customer service. 3. Manage debt collection 4. Manage indigent
1x Manager (PL3) 1x Deputy Manager: Customer Services & Credit Control (PL4) 6x Accountant: Customer Service & Credit Control (PL5) 4x Administrator: Customer Service & Credit Control (PL8)

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 DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING
PURPOSE: To render Economic Development and Planning services.
FUNCTIONS: 1. Manage LED services. 2. Manage Spatial Planning, Land use and Environmental management services. 3. Manage GIS & Survey Services. 4. Manage Public Transport Planning & Regulations Services. 5. Manage Tourism Management 6. Manage Agricultural Development
1x General Manager (PL1) 1x Secretary (PL8)

SECTION LOCAL ECONOMIC DEVELOPMENT (LED)
PURPOSE: To manage LED services
FUNCTIONS: 1. Manage LED Services 2. Manage Enterprise development
1x Manager (PL 3) 1x Deputy Manager: Enterprise Development (PL4) 1x Administrator (PL8)

SECTION SPATIAL PLANNING, LAND USE AND ENVIRONMENTAL MANAGEMENT
PURPOSE: To manage Spatial planning, Land use and Environmental services.
FUNCTIONS 1. Manage Land use. 2. Manage Spatial Planning. 3. Environmental management
1x Manager (PL3) 1x Deputy Manager: Land Use Management (PL4) 1x Deputy Manager: Environmental Management (PL4)

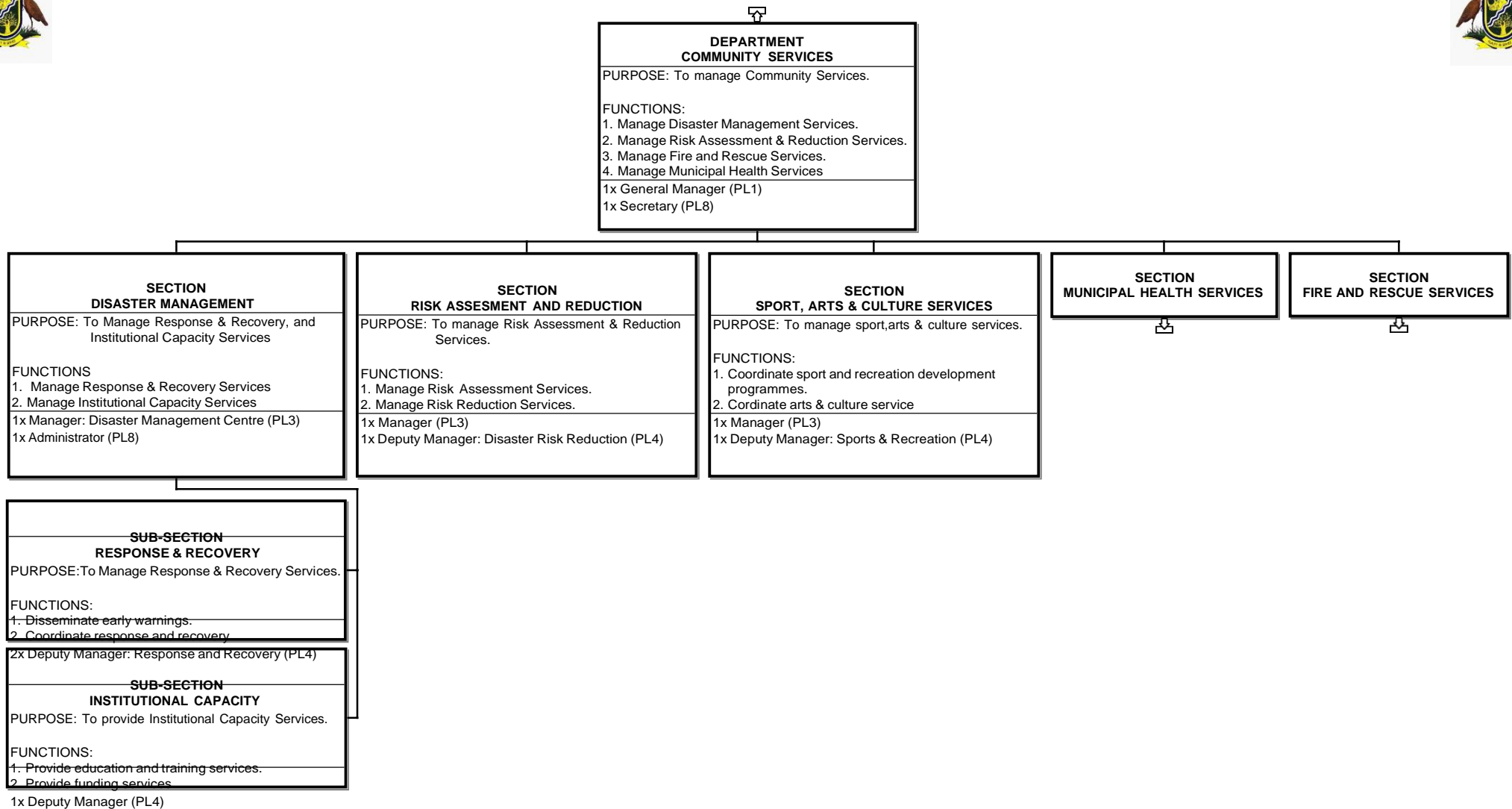
SECTION GIS & SURVEY SERVICES
PURPOSE: To render GIS and Survey Services.
FUNCTIONS: 1. Provide GIS and Survey Services.
1x Manager (PL3) 2x Deputy Manager: GIS & Survey (PL4)

SECTION PUBLIC TRANSPORT PLANNING & REGULATIONS
PURPOSE: To provide Public Transport services.
FUNCTIONS: 1. Manage Public Transport Planning. 2. Manage Bus Subsidy and Public Transport Regulations. 3. Manage Road Safety 4. Manage Rural Roads Asset Management System
1x Manager (PL3) 1x Deputy Manager: Public Transport Planning (PL4)

SECTION TOURISM MANAGEMENT
PURPOSE: To manage tourism development services.
FUNCTIONS: 1. Manage Tourism development 2. Manage Tourism Management 3. Manage Tourism Promotion 4. Manage Cultural Heritage Development
1x Manager (PL3) 1x Deputy Manager: Tourism Management (PL4) 2x Tourism Facilitator (PL5)

SECTION AGRICULTURAL DEVELOPMENT
PURPOSE: To ensure agricultural development.
FUNCTIONS: 1. Manage horticultural development. 2. Manage Land Reform development. 3. Manage Lending Depot Management. 4. Manage Fresh Produce Development 5. Manage Abattoirs
1x Manager (PL 3) 1x Deputy Manager: Agricultural Development (PL4) 1x Agricultural Development Facilitator (PL5) 1x Fresh Produce & Abottir Officer (PL5) 1x Lending Depot Administrator (PL8) 1x Lending Depot Admin Clerk (PL9) 10x Tractor Operator (PL14)

Vhembe District Municipality Approved Organisational Structure: 2023-2024

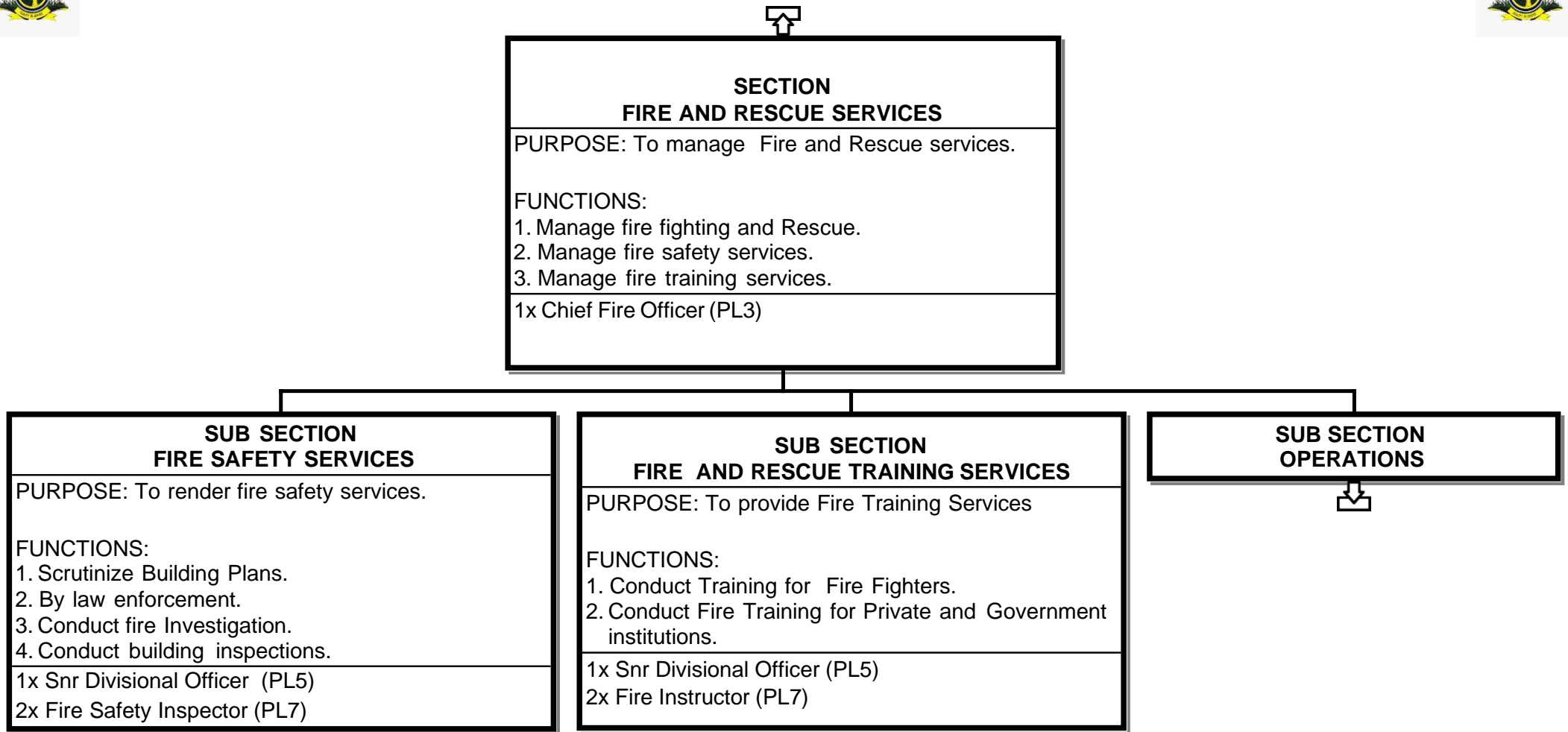


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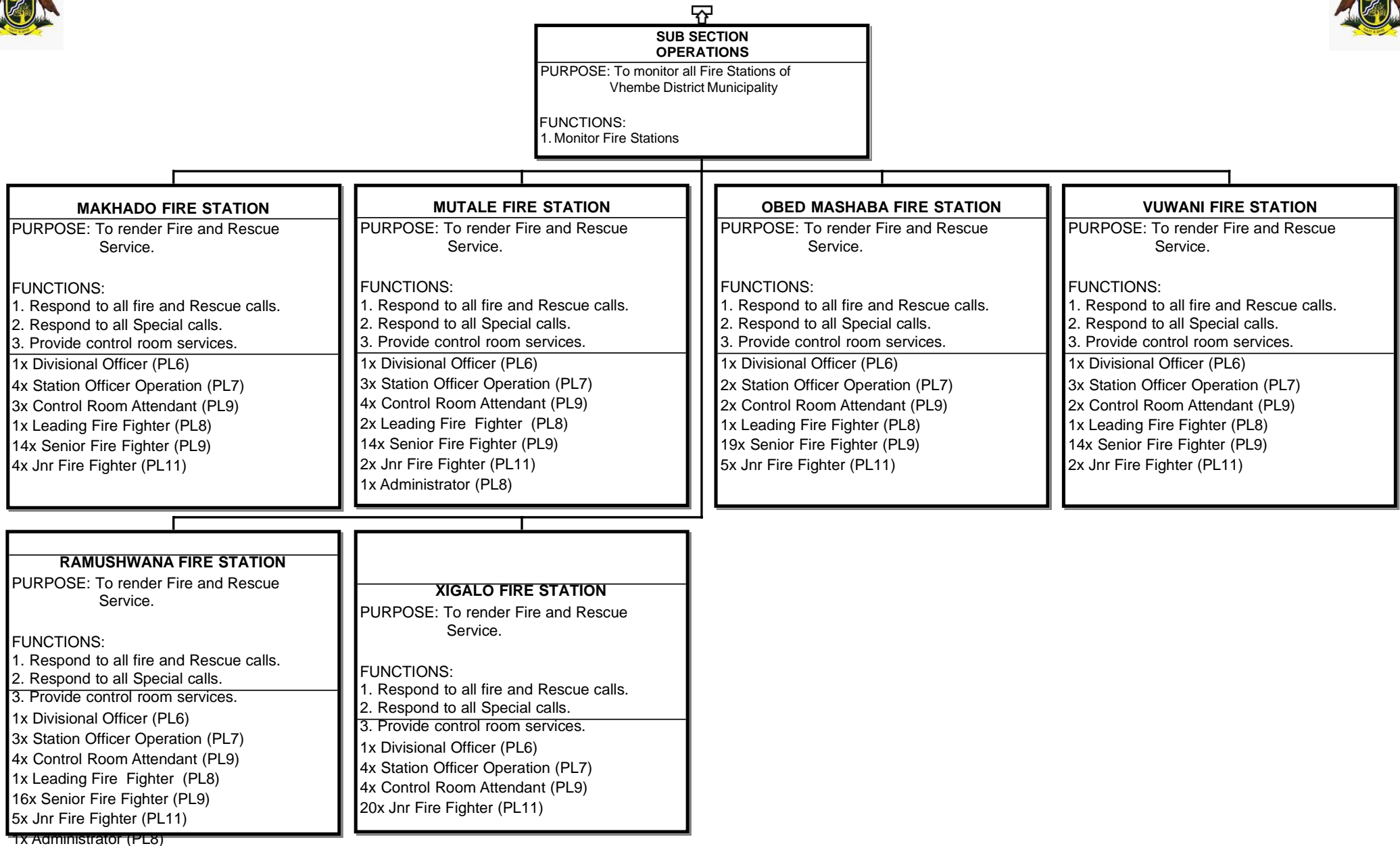


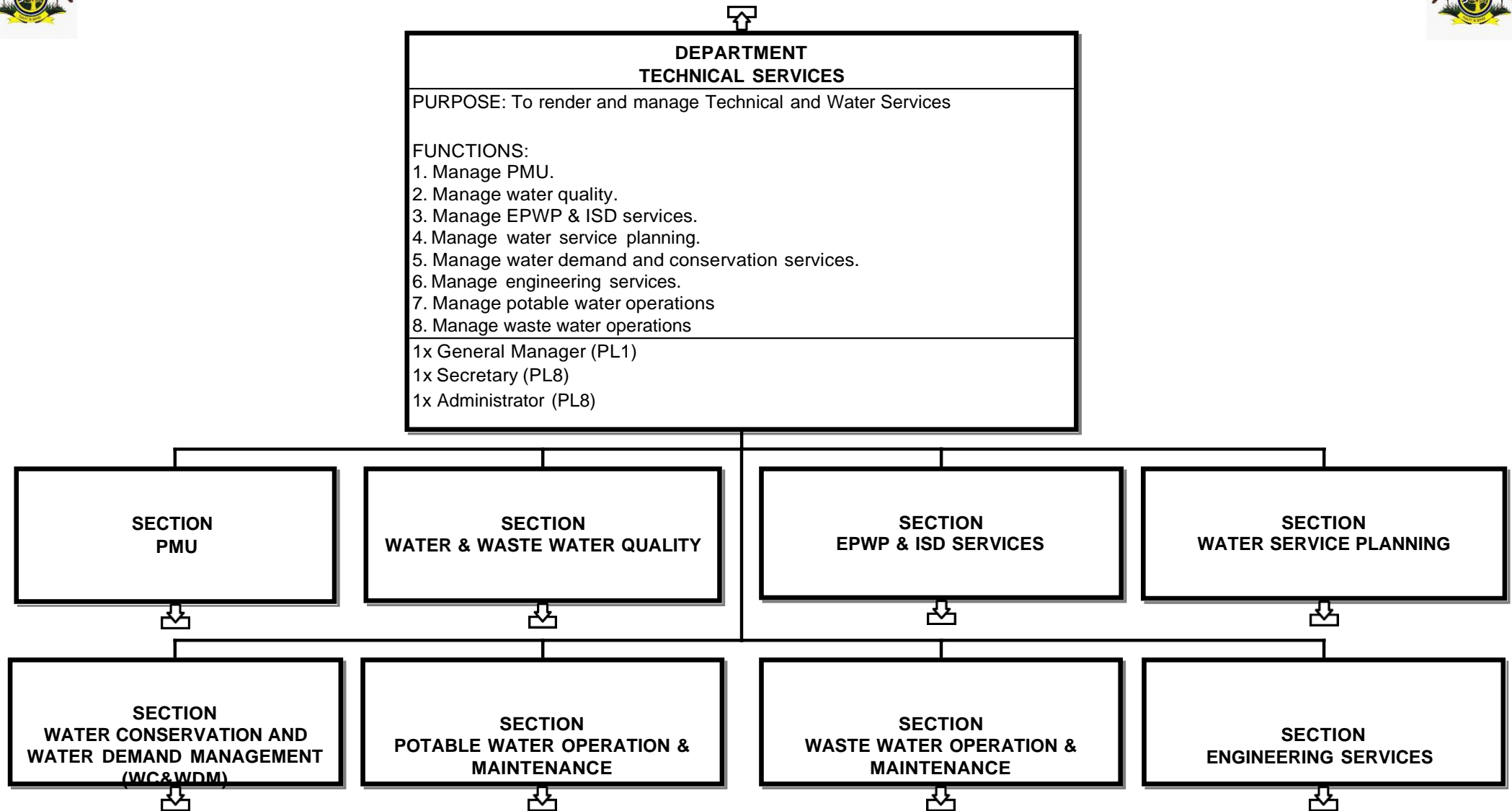
SECTION MUNICIPAL HEALTH SERVICES
PURPOSE: To manage Environmental Health and Air Quality Services.
FUNCTIONS: 1. Manage Environmental Health Services and Air Quality Services
1x Manager (PL3)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MUSINA AREA</td> </tr> <tr> <td>PURPOSE: To provide Environmental Health Services.</td> </tr> <tr> <td> FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste </td> </tr> <tr> <td> 1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 2x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7) </td> </tr> </table>	MUSINA AREA	PURPOSE: To provide Environmental Health Services.	FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste	1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 2x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">THULAMELA AREA</td> </tr> <tr> <td>PURPOSE: To provide Environmental Health Services.</td> </tr> <tr> <td> FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste </td> </tr> <tr> <td> 1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 4x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7) 1x EHP (PL8) </td> </tr> </table>	THULAMELA AREA	PURPOSE: To provide Environmental Health Services.	FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste	1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 4x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7) 1x EHP (PL8)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MAKHADO AREA</td> </tr> <tr> <td>PURPOSE: To provide Environmental Health Services.</td> </tr> <tr> <td> FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste </td> </tr> <tr> <td> 1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 3x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7) </td> </tr> </table>	MAKHADO AREA	PURPOSE: To provide Environmental Health Services.	FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste	1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 3x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">COLLINS CHABANE AREA</td> </tr> <tr> <td>PURPOSE: To provide Environmental Health Services.</td> </tr> <tr> <td> FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste </td> </tr> <tr> <td> 1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 2x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7) </td> </tr> </table>	COLLINS CHABANE AREA	PURPOSE: To provide Environmental Health Services.	FUNCTIONS: 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste	1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 2x EHS Sattellite Coordinators (PL6) 3x Snr EHP (PL7)
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Vhembe District Municipality Approved Organisational Structure: 2023-2024







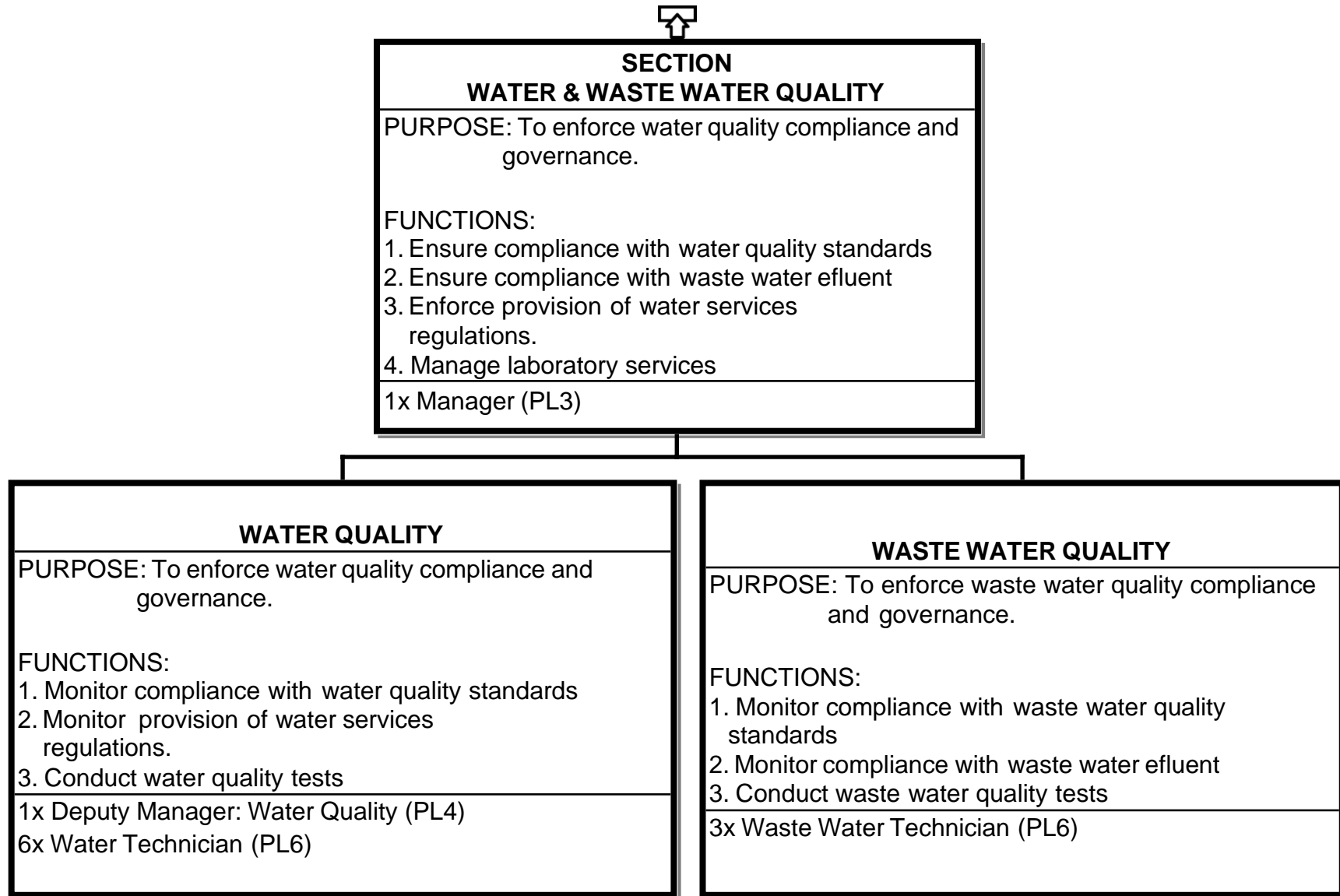
**SECTION
PMU**

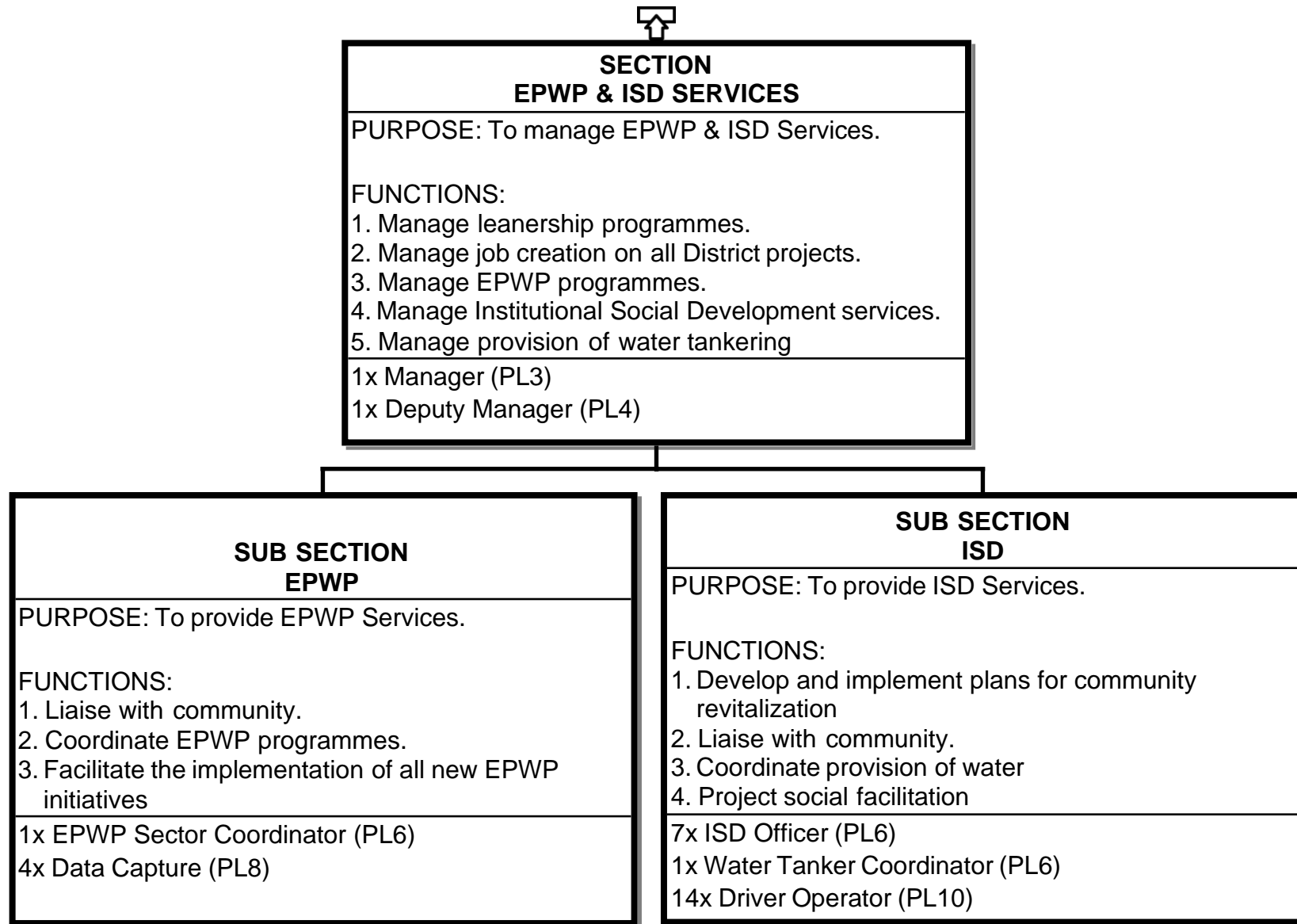
PURPOSE: To manage infrastructure projects.

FUNCTIONS:

1. Develop & review infrastructure development designs.
2. Manage projects funds.
3. Manage project contracts.
4. Ensure compliance of grant conditions.
5. Coordinante energy & housing matters.

- 1x Manager (PL3)
- 7x Deputy Manager: Project Management (PL4)
- 1x Deputy Manager: Project Accounts (PL4)
- 3x Civil Technician (PL5)
- 1x PMU Systems Officer (PL5)
- 3x OHS Officer (PL5)
- 2x Project Accounts Officer (PL6)
- 2x Data Capture (PL8)
- 2x Administrator (PL8)







**SECTION
WATER SERVICE PLANNING**

PURPOSE: To ensure the effective Planning of Water and Sanitation Projects.

FUNCTIONS:

1. Planning and Design Future Water Services Projects.
2. Develop Water Services Development Plan.
3. Develop Feasibility Studies, Technical Reports and Master Plans.
4. Monitor and Evaluate Water and Sanitation Projects.
5. Manage the Implementation of Special Projects
6. Monitor and Evaluate Drilled Boreholes.
7. Monitor the Demand and Supply of Water in the District.

1x Manager (PL3)

1x Deputy Manager: Water Planning (PL4)

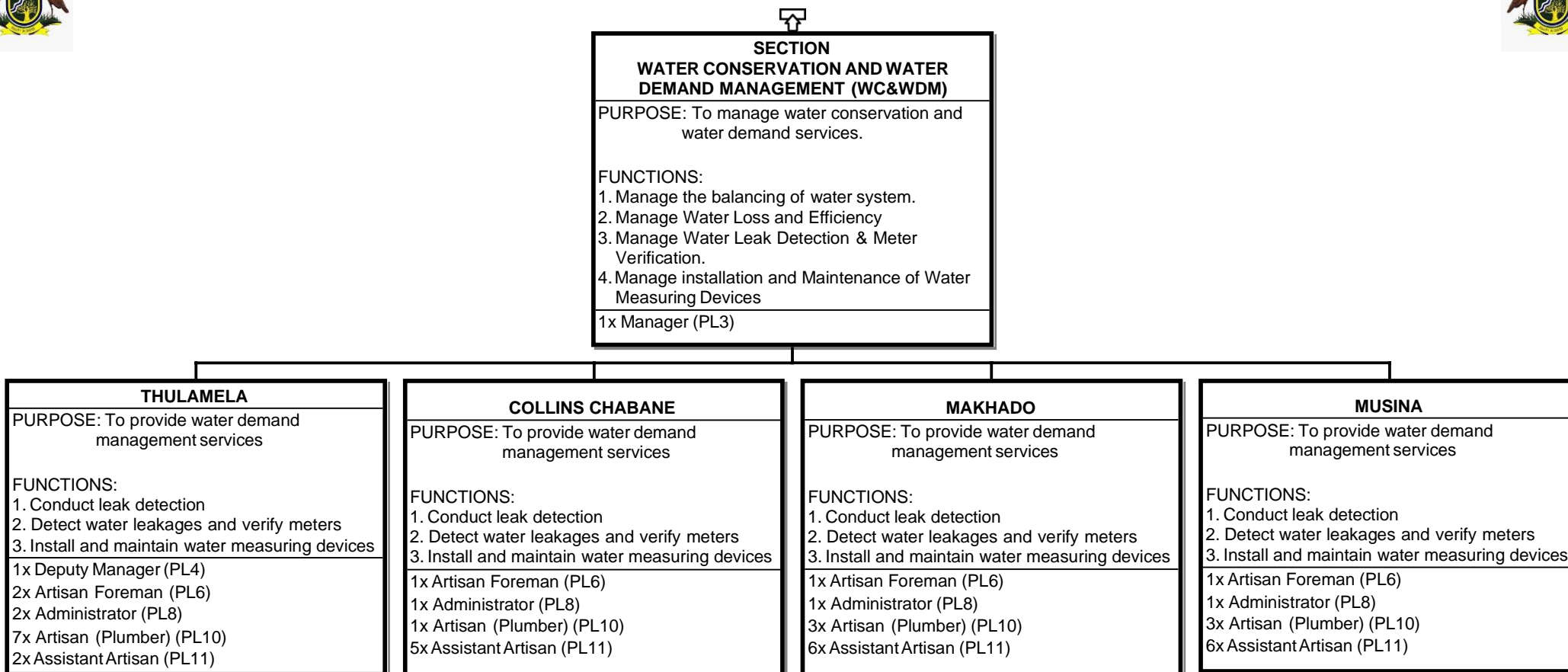
1x Deputy Manager: Sanitation Planning (PL4)

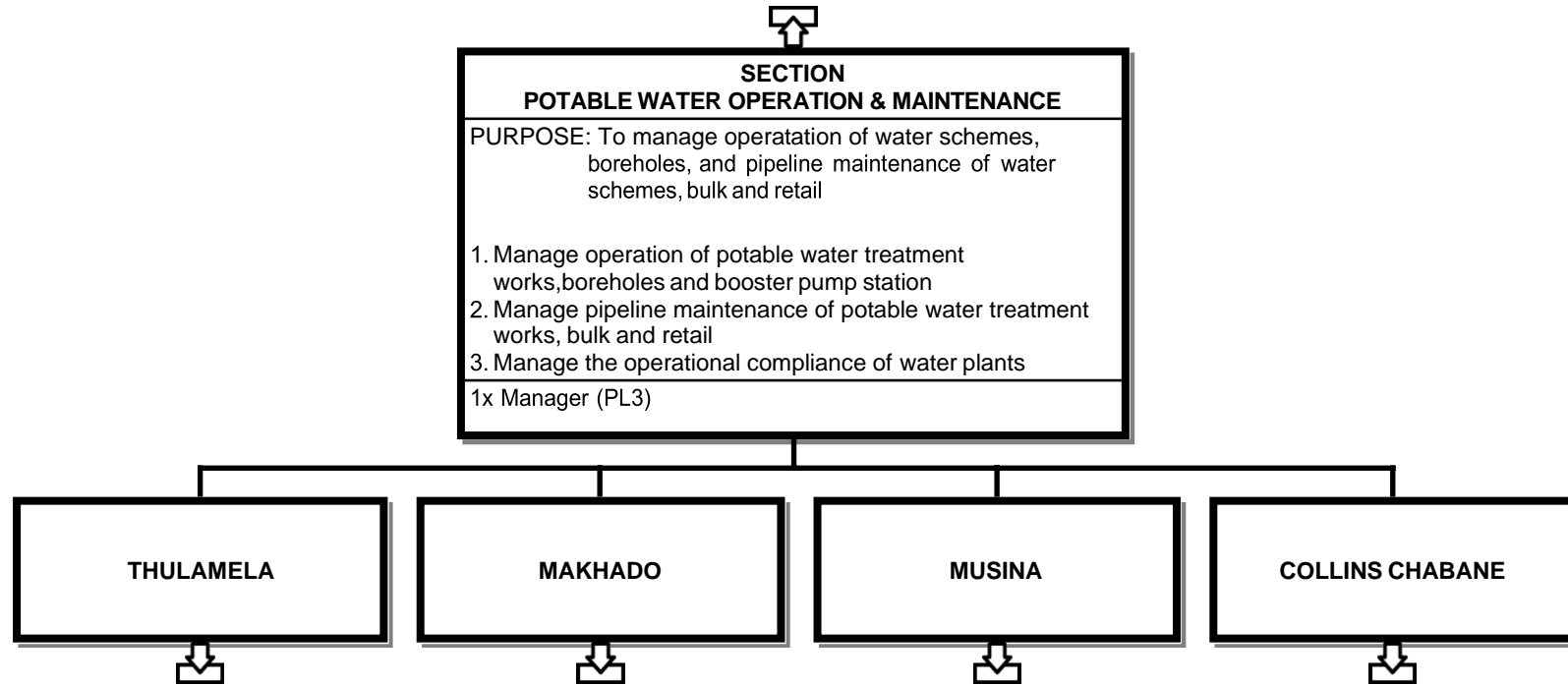
6x Water Planning Technicians (PL5)

2x Survey Technician (PL5)

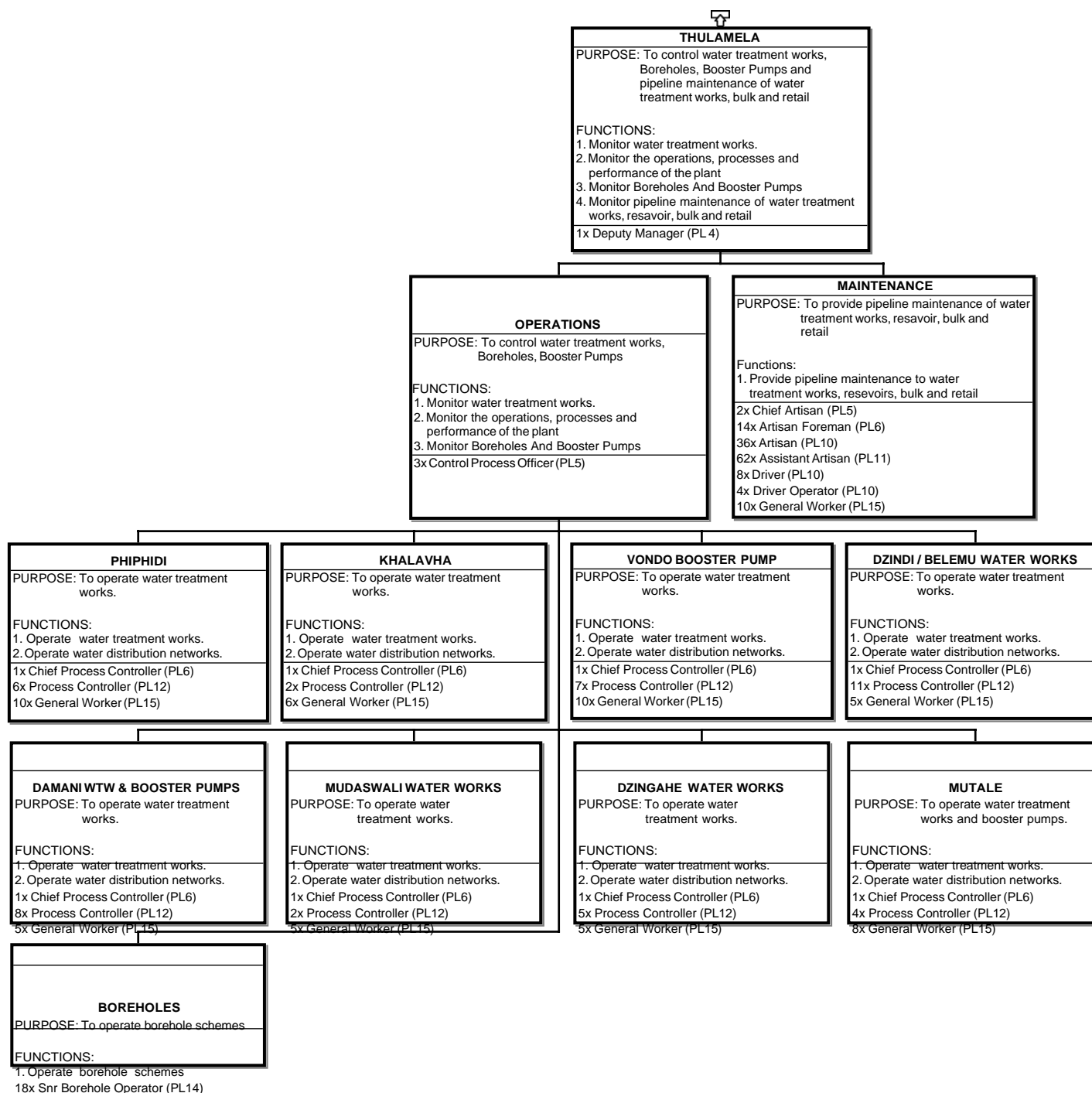
2x Survey Assistant (PL8)

2x Administrator (PL8)





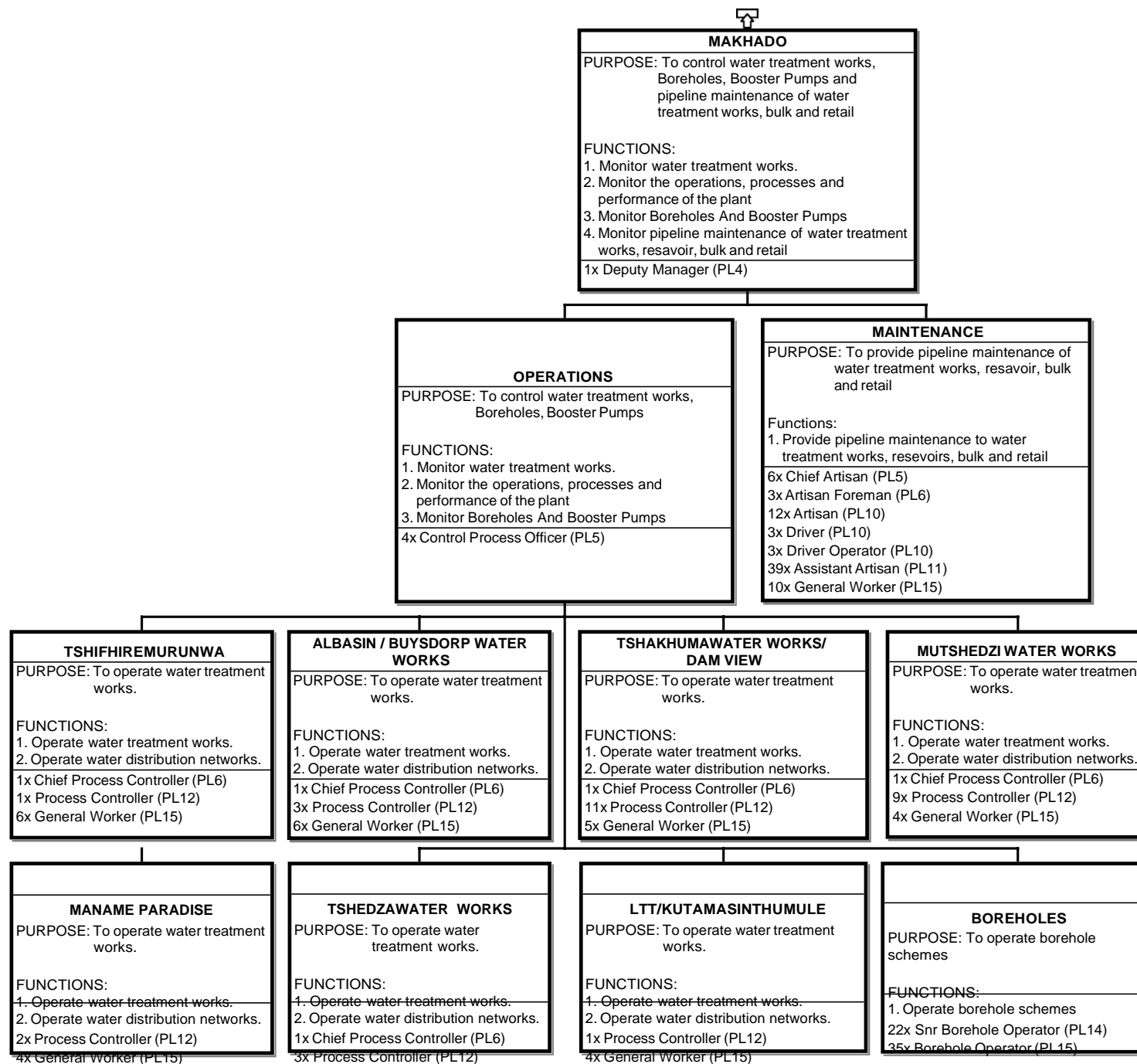
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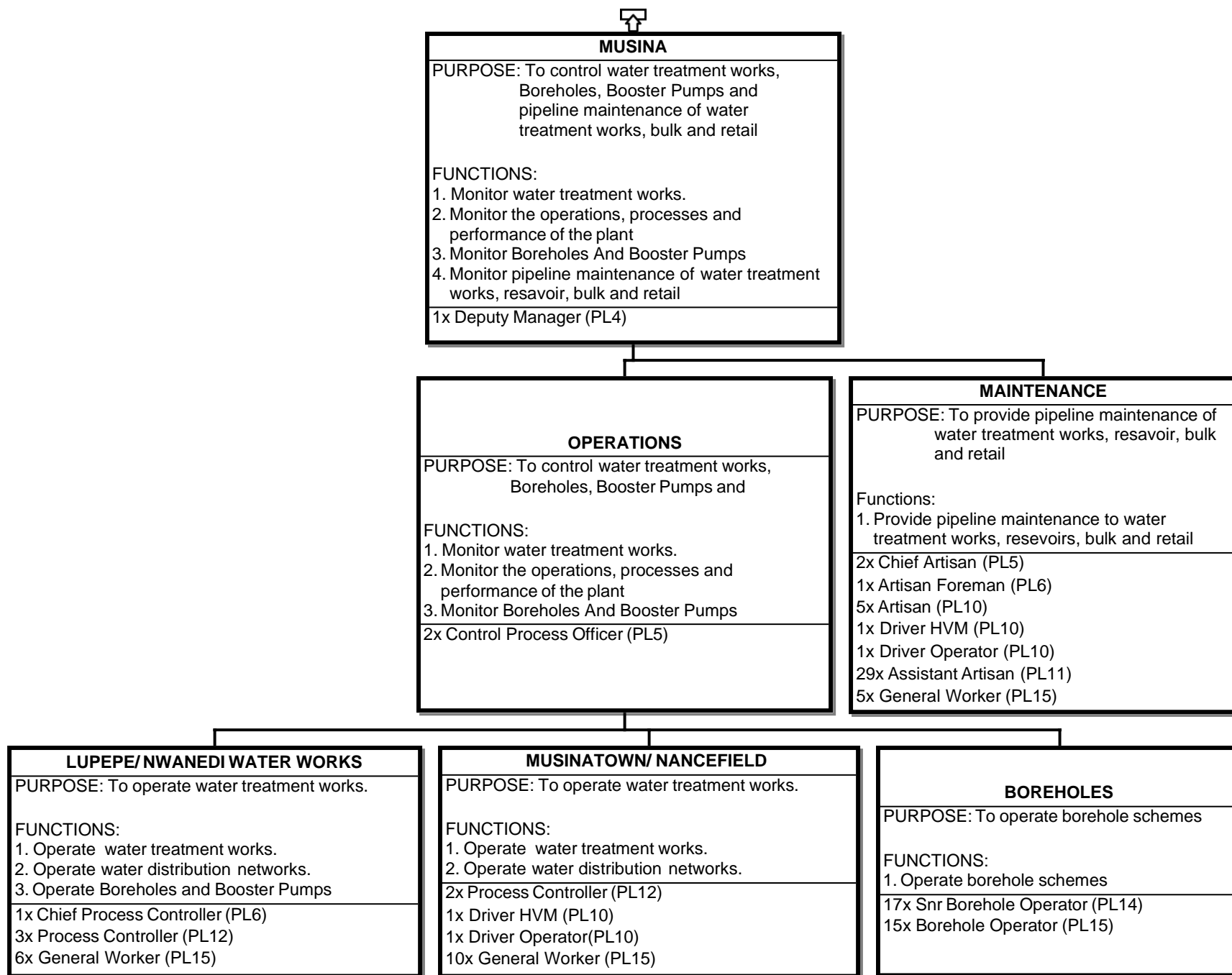


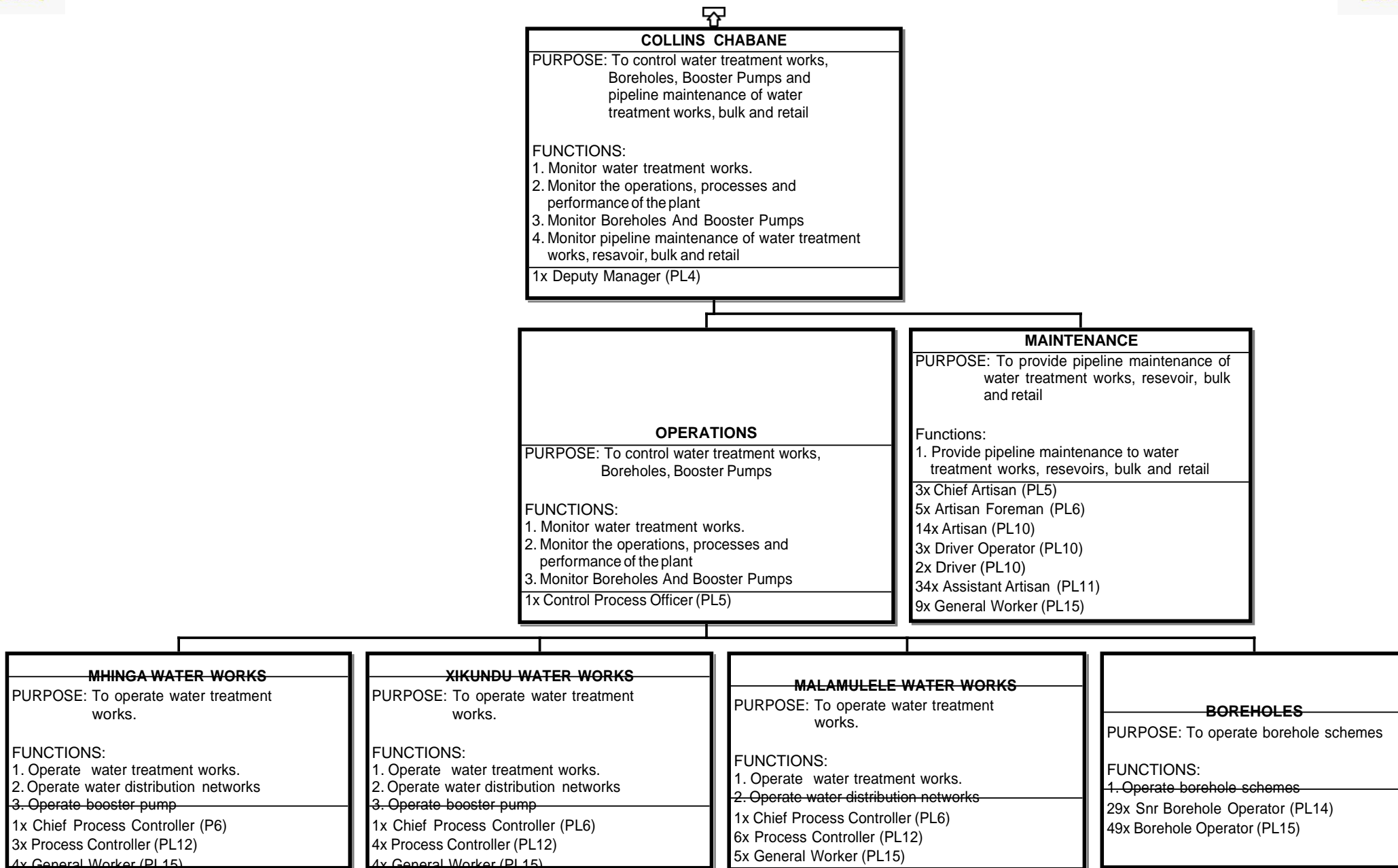
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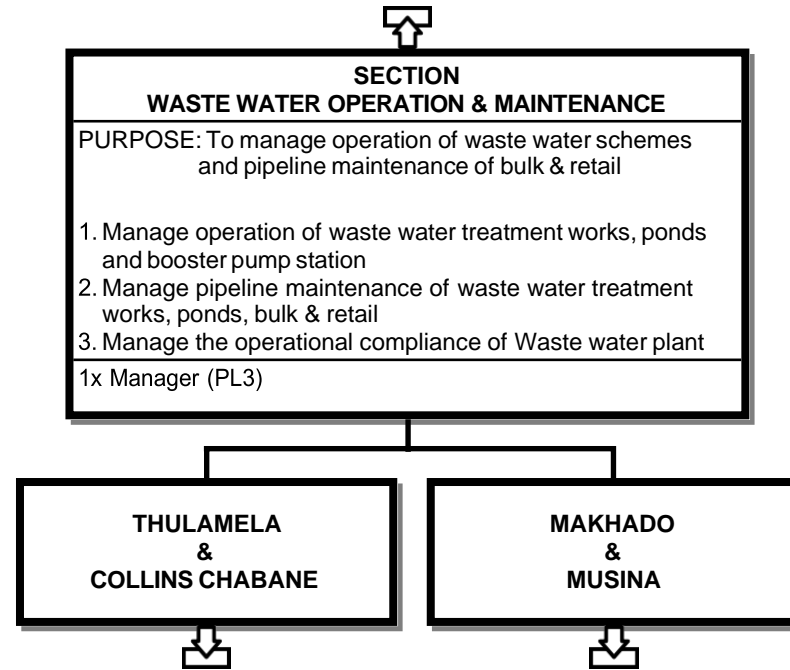
60x Borehole Operator (PL15)

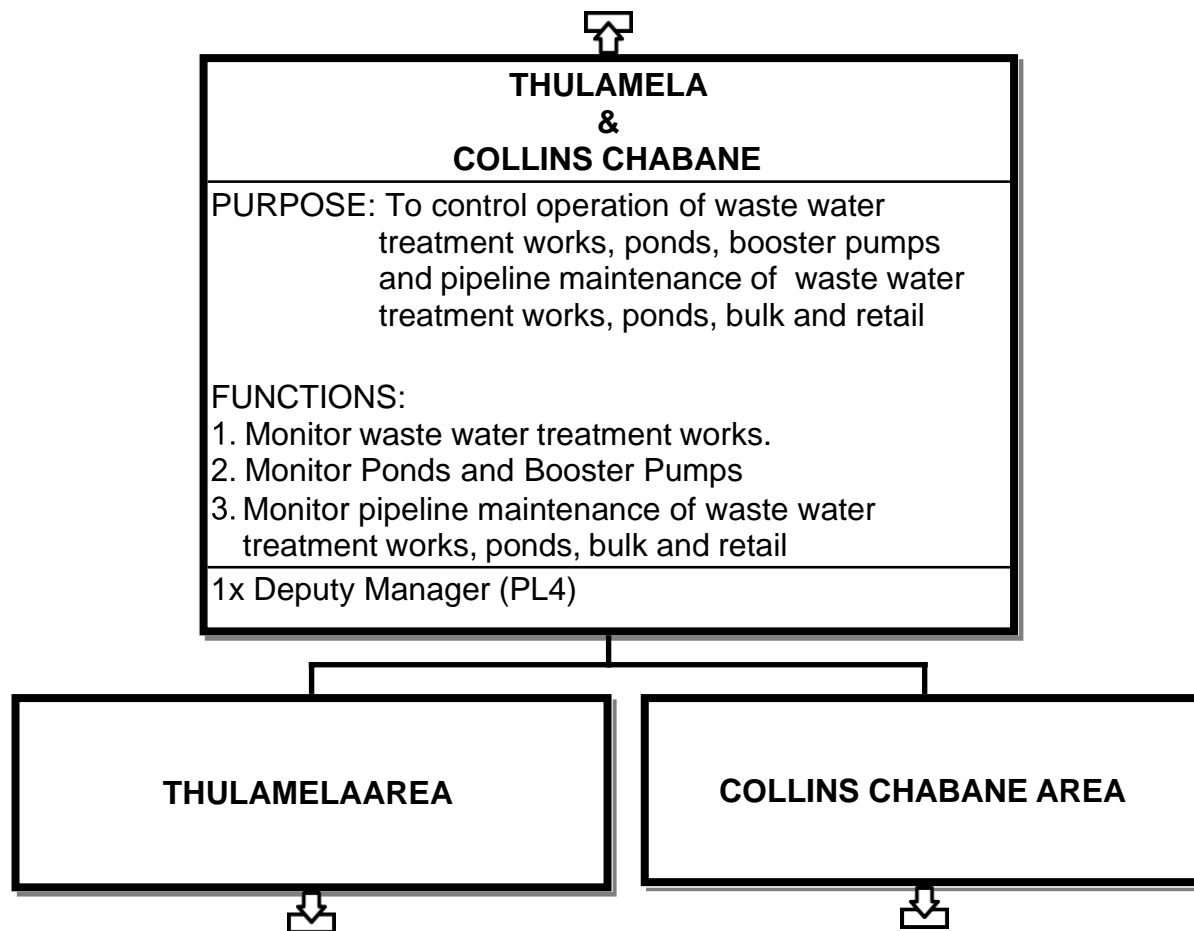
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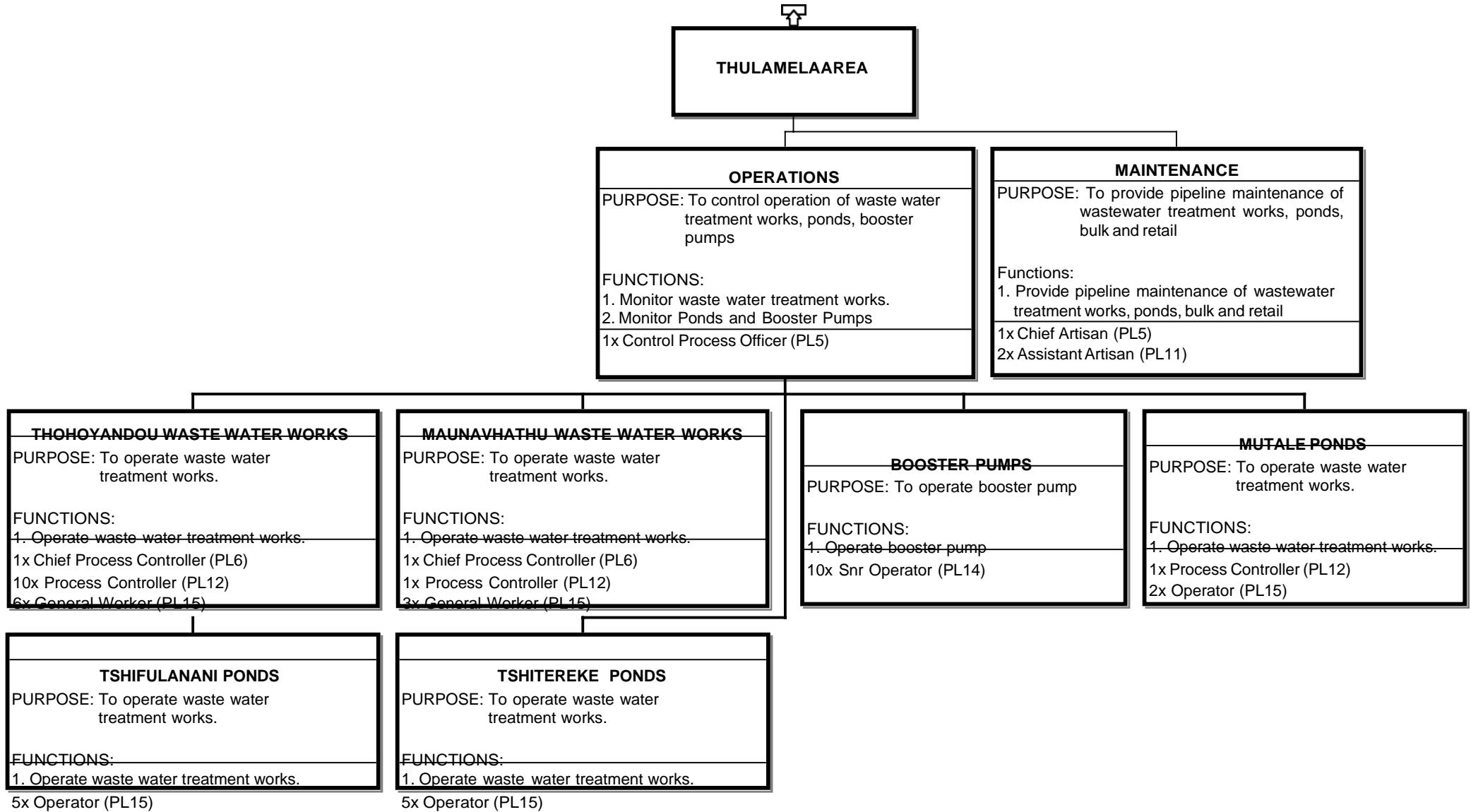


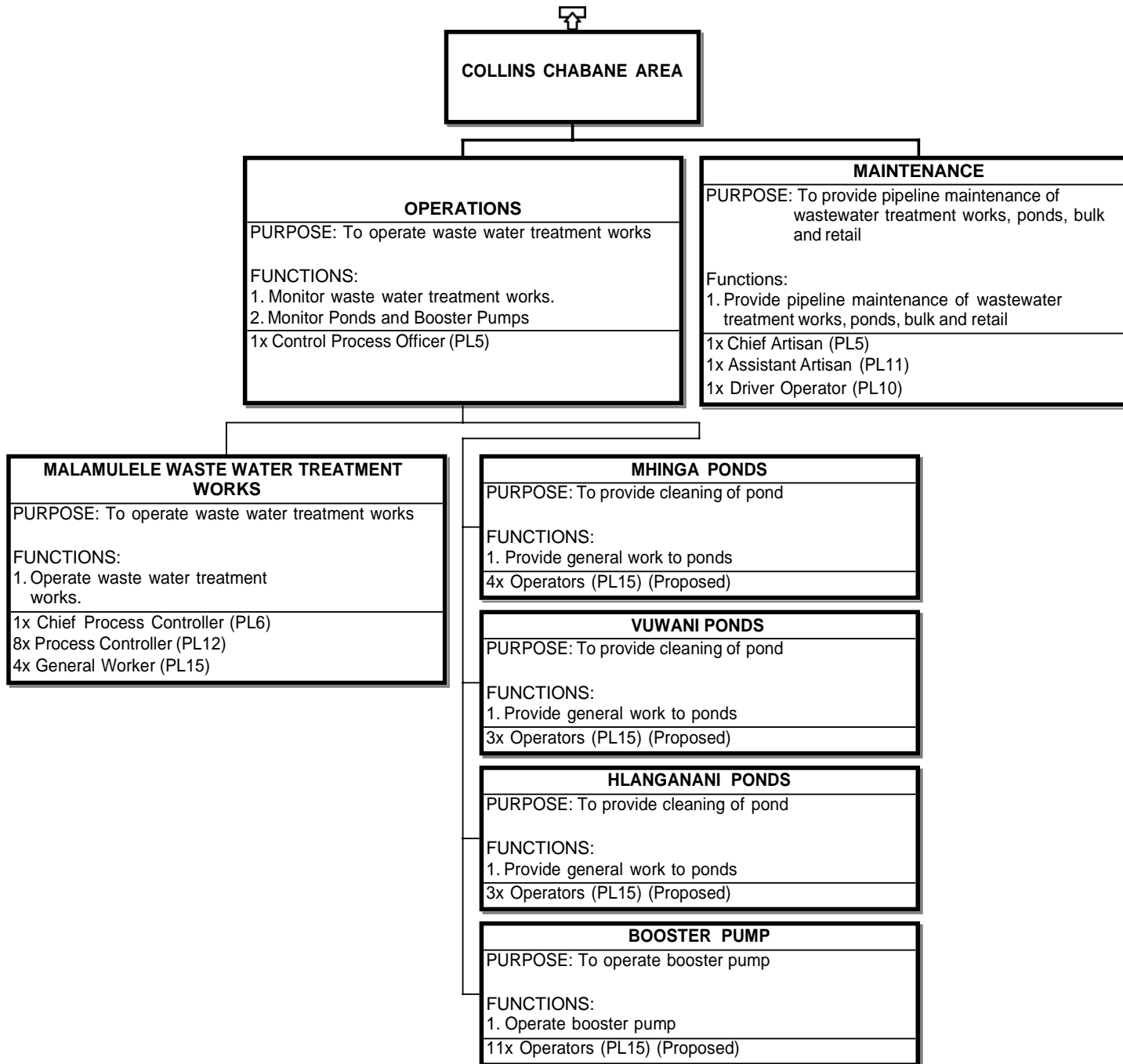


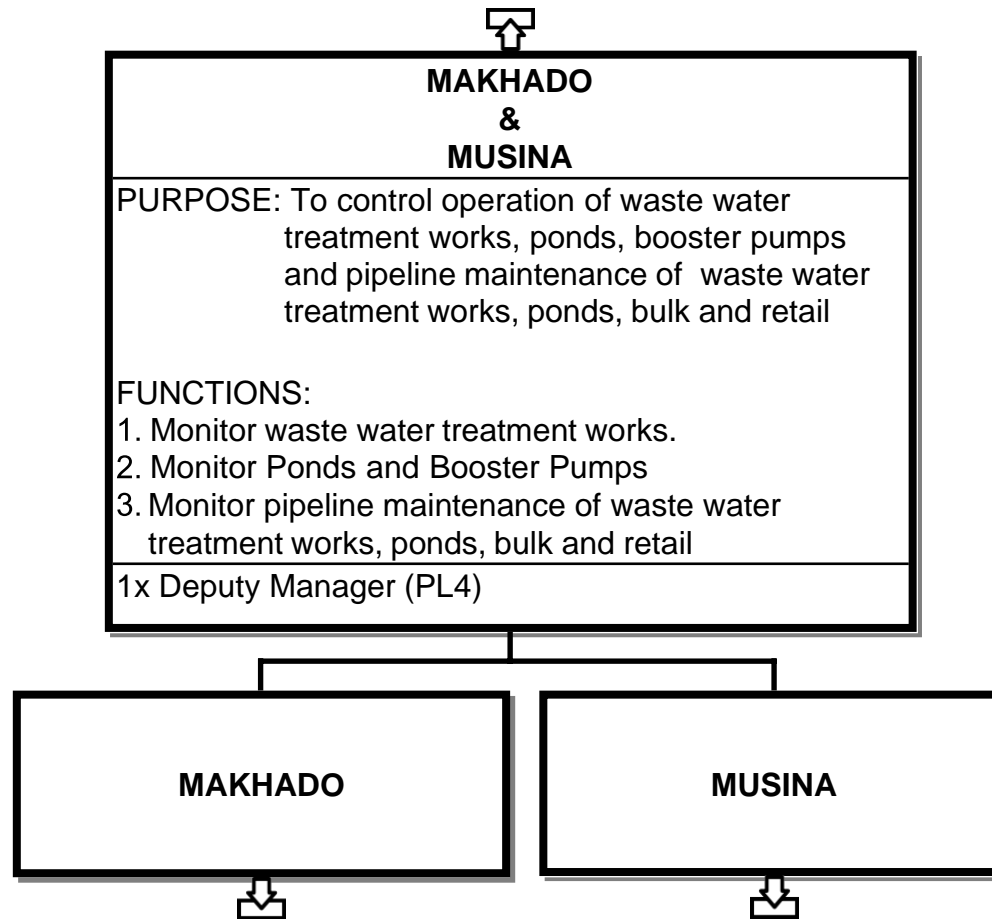


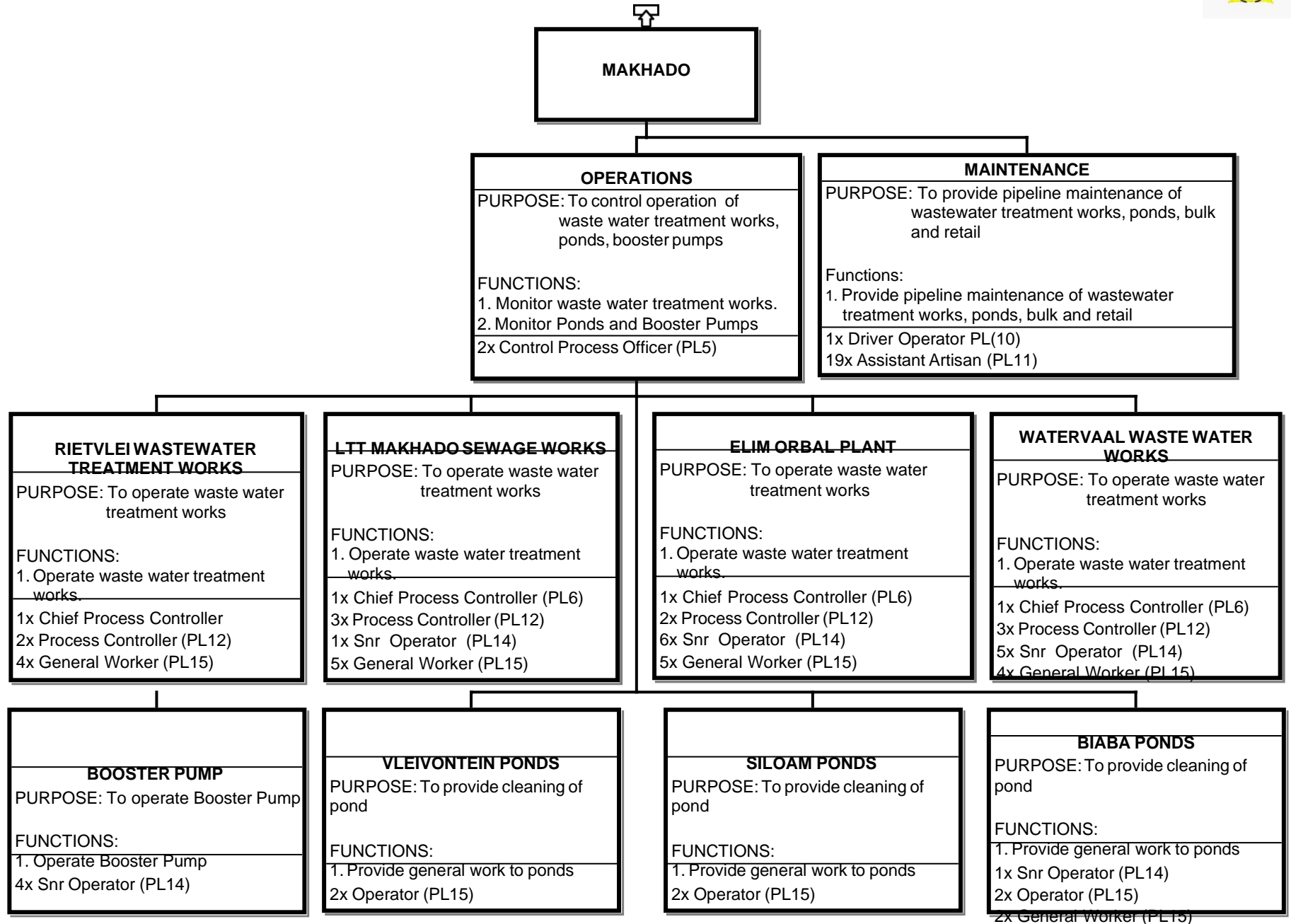


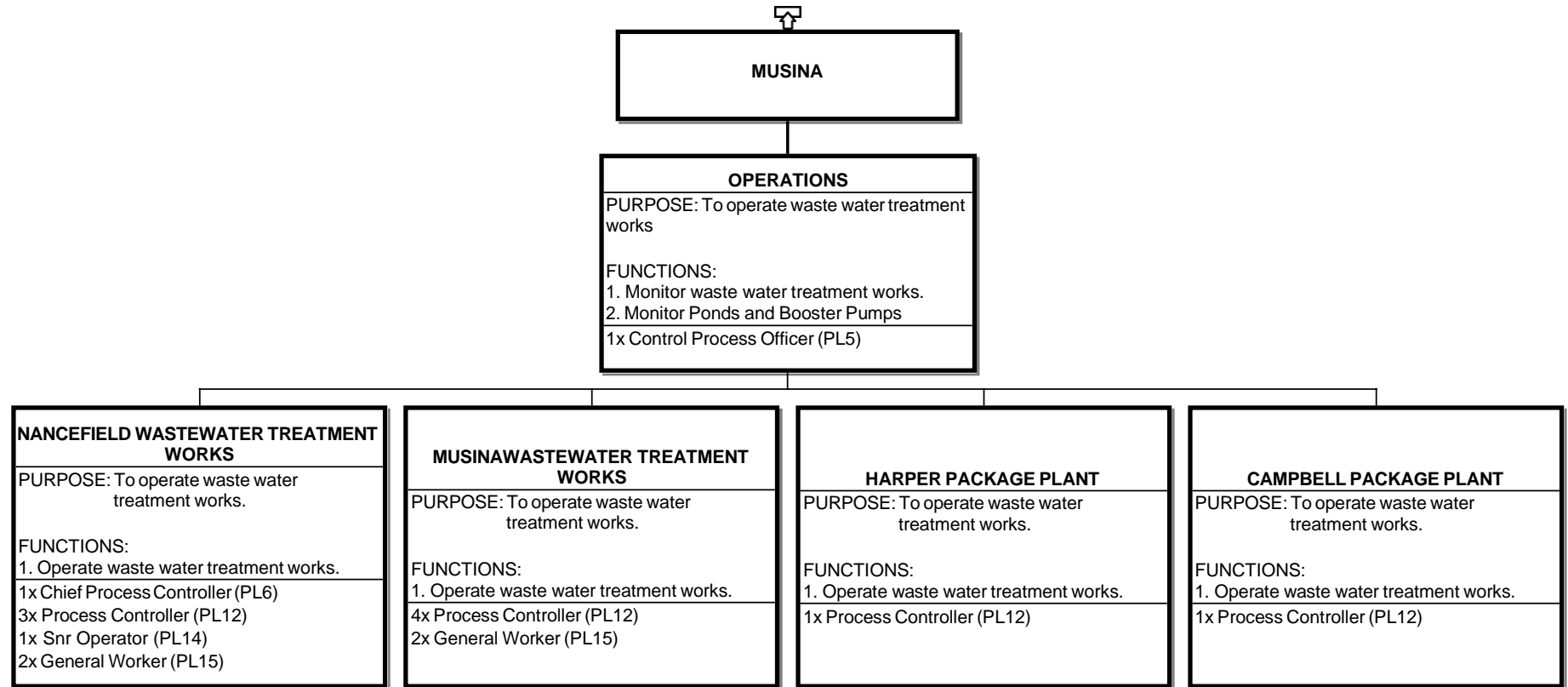


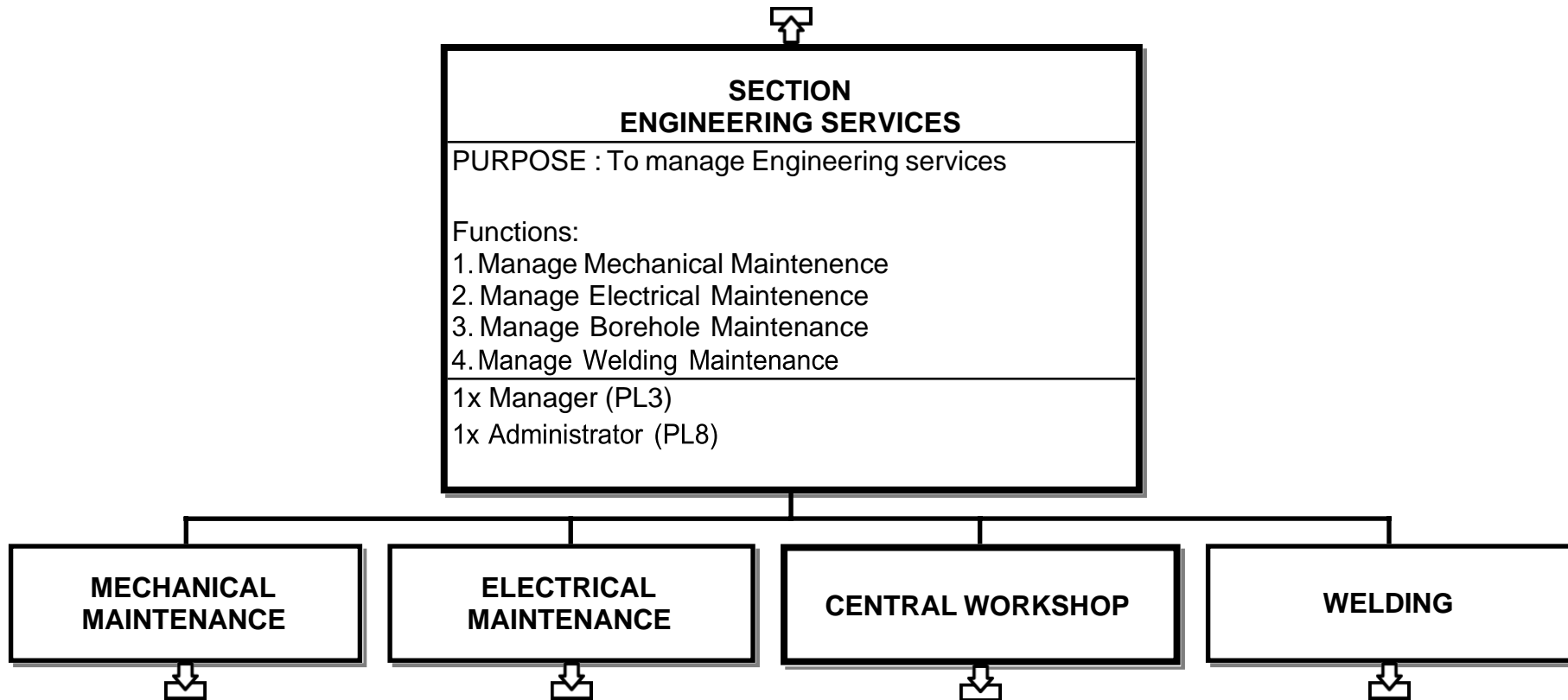






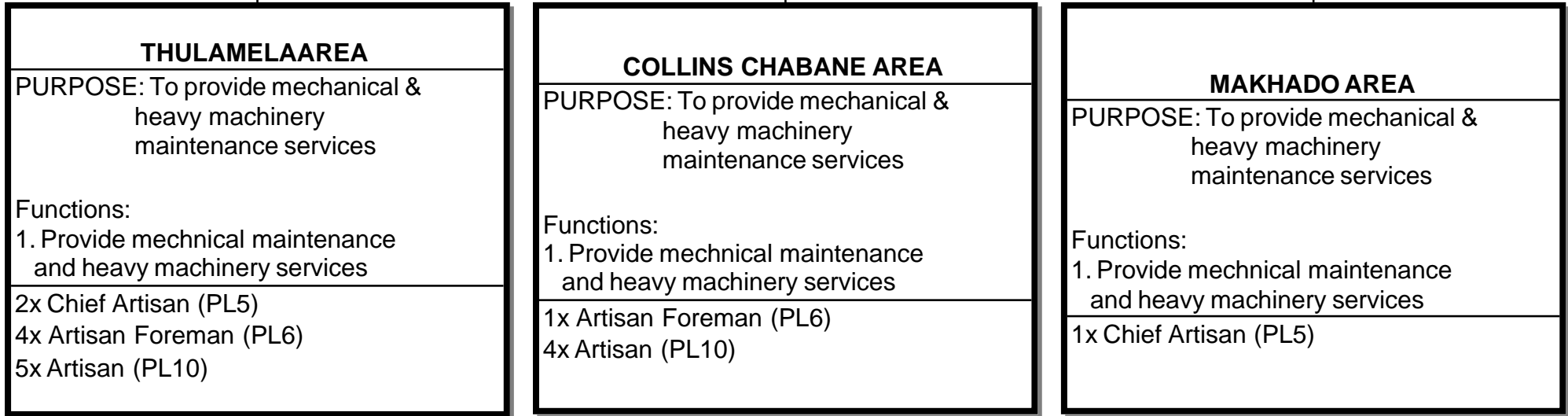


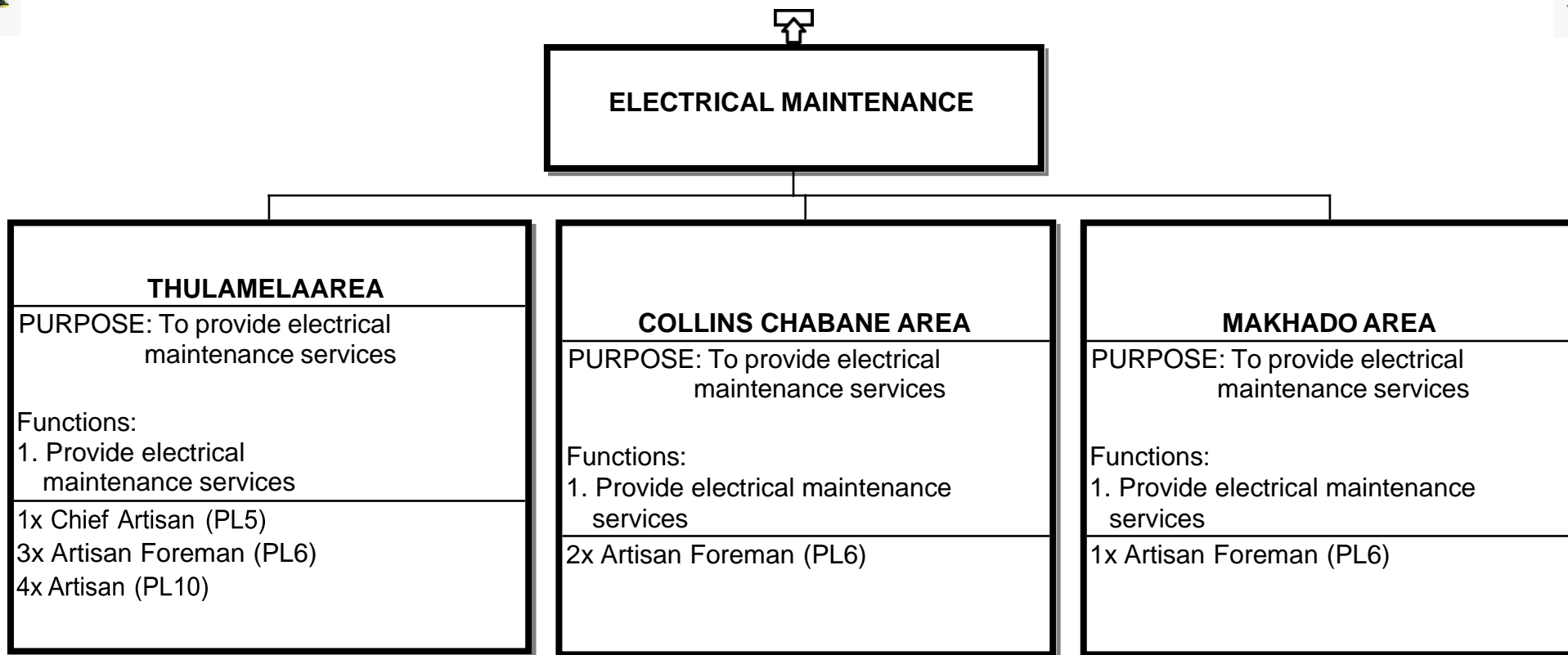






MECHANICAL MAINTENANCE







CENTRAL WORKSHOP

CARPENTRY SERVICES
PURPOSE: To provide carpentry maintenance services
1. Provide carpentry services
2x Artisan Foreman (PL6) 3x Artisan (PL10)

BOREHOLE MAINTENANCE
PURPOSE: To provide borehole maintenance services
Functions: 1. Provide Borehole maintenance services
2x Artisan Foreman (PL6) 3x Artisan (PL10) 4x Driver Operator (PL10) 4x Assistant Artisan: Borehole (PL11)

BUILDING SERVICES
PURPOSE: To provide building services
1. Provide building services
1x Artisan Foreman (PL6) 1x Artisan (PL10)

