

**SWELLENDAM LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
18 MARCH 2024**

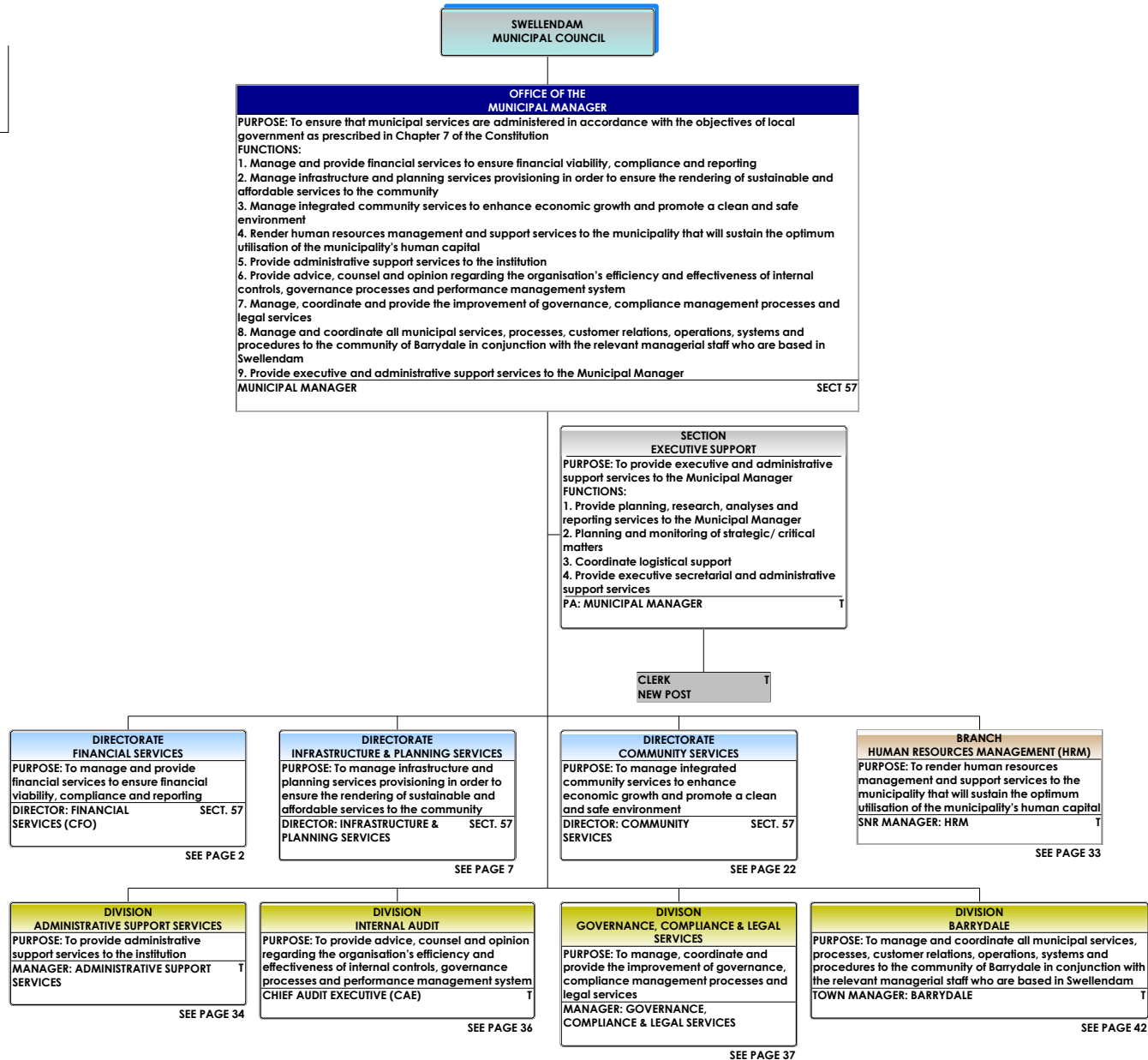


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DIRECTORATE FINANCIAL SERVICES
PURPOSE: To manage and provide financial services to ensure financial viability, compliance and reporting FUNCTIONS: 1. Manage budget, reporting and expenditure procedures to ensure legislative compliance and sound financial management practices 2. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance 3. Manage supply chain management services to ensure proper systems, procedures and control for demand, acquisition, logistics, disposal management, as well as contract monitoring and performance 4. Render management and line function executive support services to the directorate and divisions DIRECTOR: FINANCIAL SERVICES (CFO)
SECT. 57

SECTION EXECUTIVE SUPPORT
PURPOSE: To render management and line function executive support services to the directorate and divisions FUNCTIONS: 1. Provide executive support services 2. Provide logistic/ secretarial support services 3. Provide planning, research, analyses and reporting services to the Director SECRETARY
T

DIVISION FINANCIAL MANAGEMENT & EXPENDITURE
PURPOSE: To manage budget, reporting and expenditure procedures to ensure legislative compliance and sound financial management practices MANAGER: FINANCIAL MANAGEMENT & EXPENDITURE
T

SEE PAGE 3

DIVISION REVENUE
PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance MANAGER: REVENUE
T

SEE PAGE 4

DIVISION SUPPLY CHAIN MANAGEMENT (SCM)
PURPOSE: To manage supply chain management services to ensure proper systems, procedures and control for demand, acquisition, logistics, disposal management, as well as contract monitoring and performance MANAGER: SUPPLY CHAIN MANAGEMENT (SCM)
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SEE PAGE 5

DIVISION INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
PURPOSE: To provide effective and efficient information and communication technology services MANAGER: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
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DIVISION	
FINANCIAL MANAGEMENT & EXPENDITURE	
PURPOSE: To manage budget, reporting and expenditure procedures to ensure legislative compliance and sound financial management practices	
FUNCTIONS:	
1. Administer asset management, insurance portfolio and fleet administration	
2. Control budgeting processes, financial statement processes (AFS) and compliance	
3. Record, authorise, execute and report creditors, ad-hoc payment transactions and electronic funds transfer payments on financial system	
4. Record, authorise, execute and report payroll transactions	
5. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments	
MANAGER: FINANCIAL MANAGEMENT & EXPENDITURE	
	T

SECTION
ASSET, INSURANCE & FLEET MANAGEMENT
PURPOSE: To administer asset management, insurance portfolio and fleet administration
FUNCTIONS:
1. Develop and administer assets management system, policies, procedures and assets registers
2. Develop and maintain strategic and annual asset management plans and mechanisms to effectively safeguard assets
3. Administer insurance portfolio, claims, liaison with insurance company and transactional records and register
4. Administer loans, borrowing, update leases and loan registers
5. Provide administrative support services (insurance, assessment of fleet statistics and needs, monitoring fleet administration processes and controls, reporting)
6. Develop, implement and maintain fleet management program & system and fleet replacement plan
7. Coordinate in-service training and internship programmes in terms of prescribed requirements
CHIEF CLERK
T

CLERK

SECTION
BUDGET, AFS & COMPLIANCE
PURPOSE: To control budgeting processes, financial statement processes (AFS) and compliance
FUNCTIONS:
1. Implement accounting policies, systems and procedures to ensure sound financial practices
2. Responsible for legislated return forms in terms of the budgetary function
3. Implement effective budget control management
4. Administer costing structure
5. Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures
6. Perform SDBIP monitoring, capturing information, adjustment budgets, performance assessments and management advice
7. Render statistical financial administration and statutory financial reporting in terms of applicable legislation
8. Provide monthly, quarterly, mid-year and yearly reports in accordance with relevant legislation and execute and maintain Standard Chart of Accounts (mSCOA)
9. Coordinate in-service training and internship programmes in terms of prescribed requirements
ACCOUNTANT
T

INTERN X 5

SECTION
CREDITORS
PURPOSE: To record, authorise, execute and report creditors, ad-hoc payment transactions and electronic funds transfer payments on financial system
FUNCTIONS:
1. Accurate timeous payment of council's creditors according to the approved budget and in compliance with relevant legislation
2. Administer creditors, balance creditors votes, monthly closures, capture creditors, invoicing, pay creditors, creditors and expenditure accounts
3. Implement and maintain expenditure processes and procedures, including ad-hoc payments, subsistence and travel claims, value-added tax, electronic funds transfer, & processing of invoices
4. Handle month end and year end procedures, control integration of creditors with ledger, capture budgets, reconciliations, balance records, bank statements
5. Administer retention register
6. Implement financial control procedures, answer audit queries, financial/ statistical reports, computerised systems requirements and maintenance
ACCOUNTANT
T

CONTROLLER

PRINCIPAL CLERK

PRINCIPAL CLERK

PRINCIPAL CLERK

CLERK

NEW POST

SECTION
PAYROLL
PURPOSE: To record, authorise, execute and report payroll transactions
FUNCTIONS:
1. Compile and administer salary budget
2. Handle staff queries, housing subsidies, deductions, group insurance, insurance policies, medical aid funds and pension funds
3. Administer third party payments
4. Calculate and capture salary information and wage payments and execute general payroll administration
5. Capture and update details of employees on the payroll system, prepare and effect payment of salaries, balance control accounts for salaries, reconciliation
6. Generate employees' tax certificates for all the employees of the Municipality in accordance with South African Revenue Service prescripts
7. Check Automated Clearing Bureau for the processing of magnetic electronic transfers (e.g. long service awards, leave accrual payments)
8. Provide input on the remuneration of councillors and section 57 appointments and the total expenditure
SNR ACCOUNTANT
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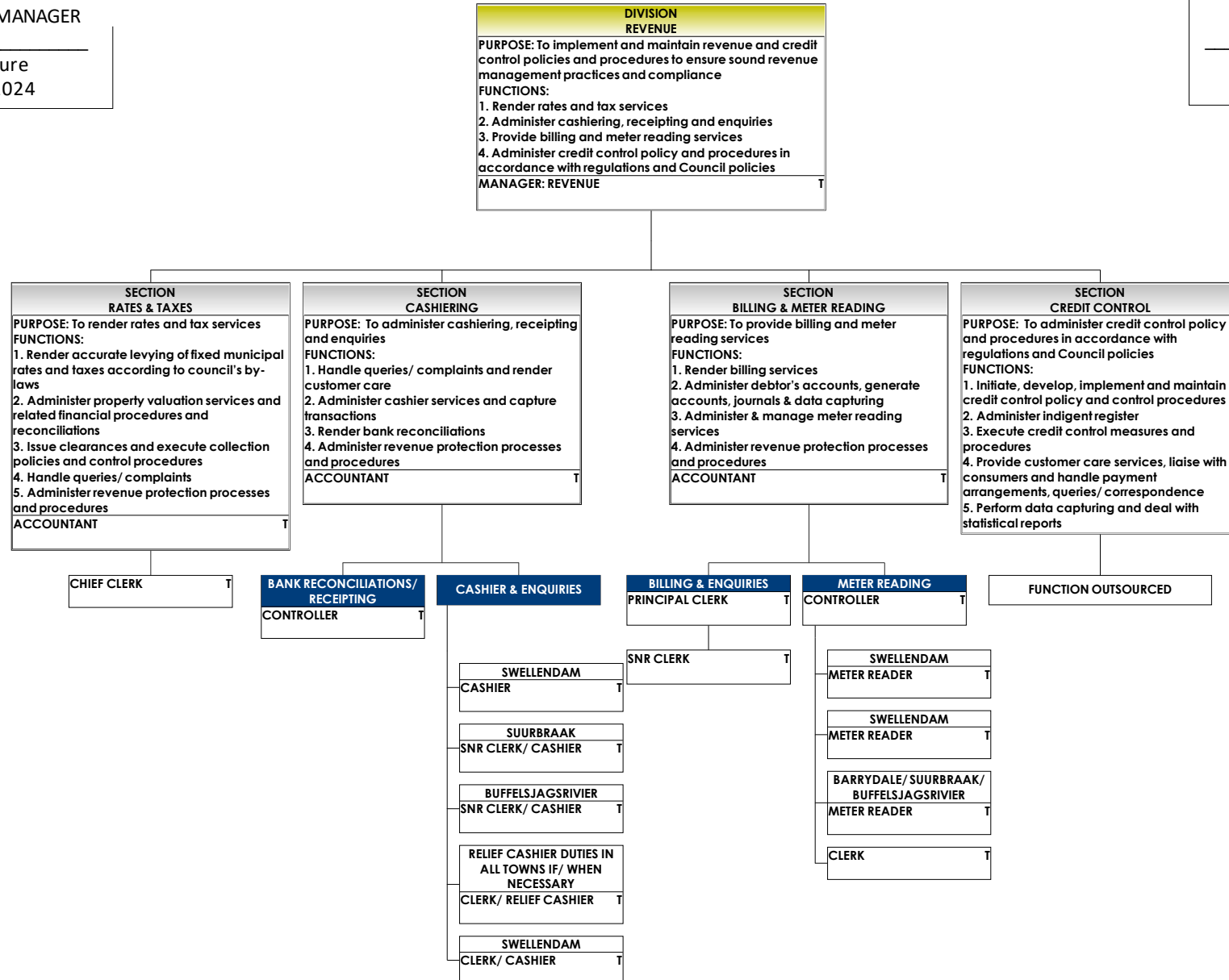


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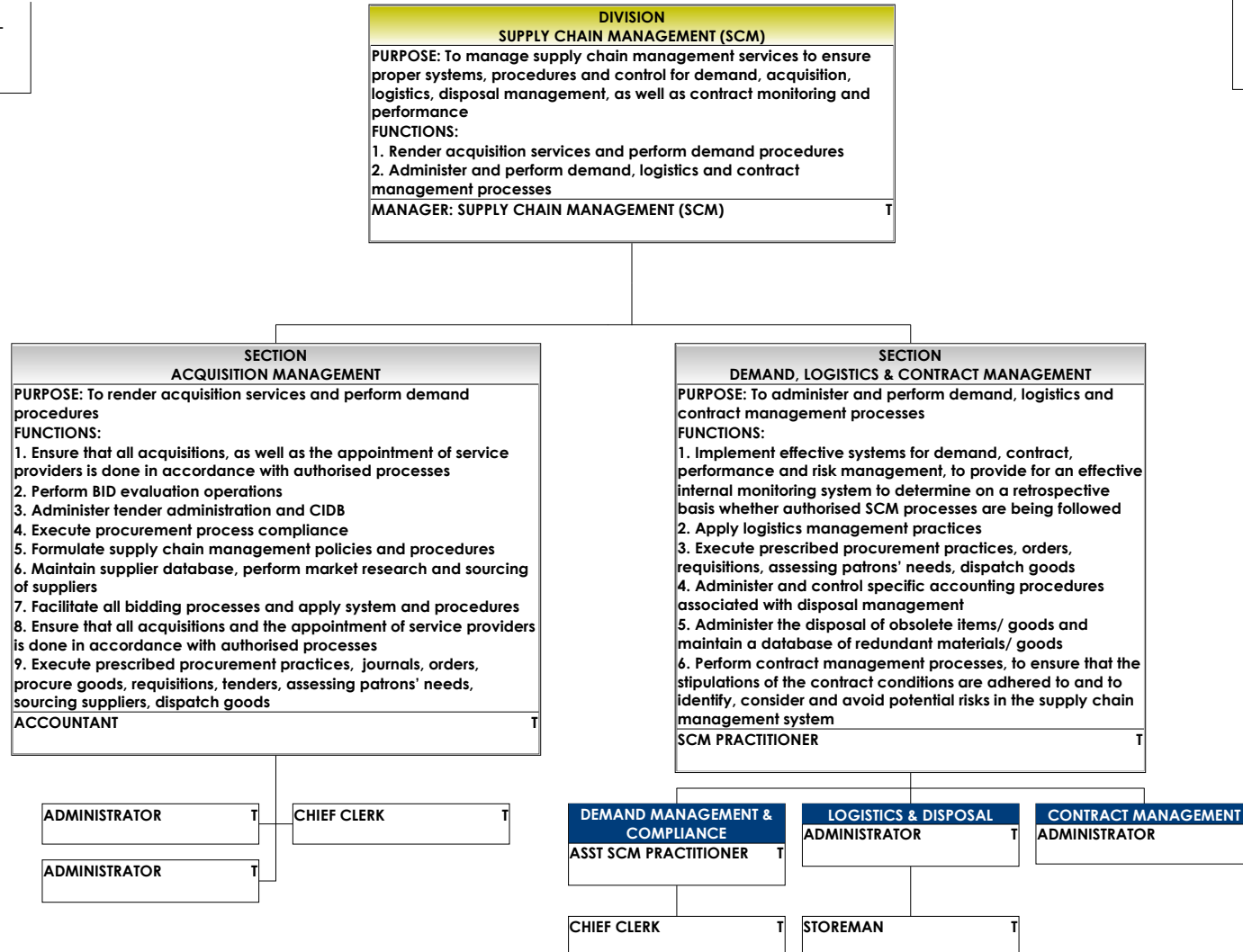


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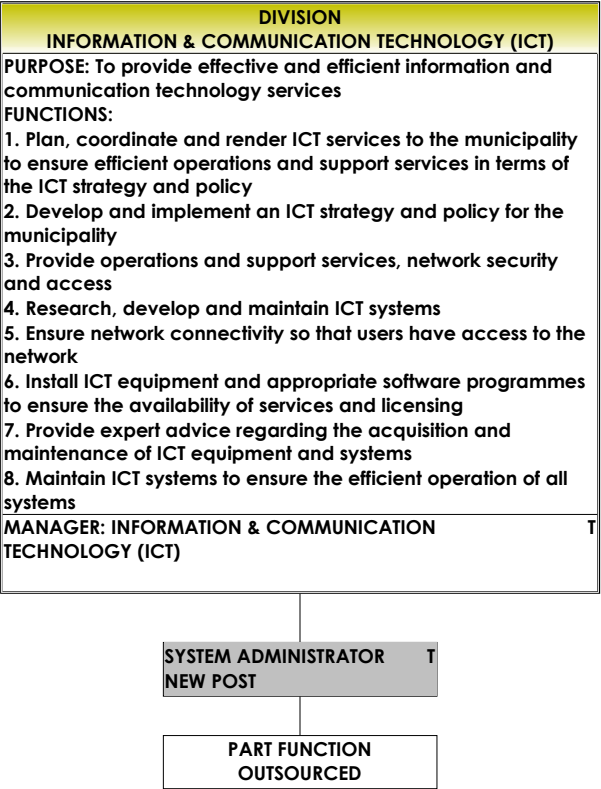


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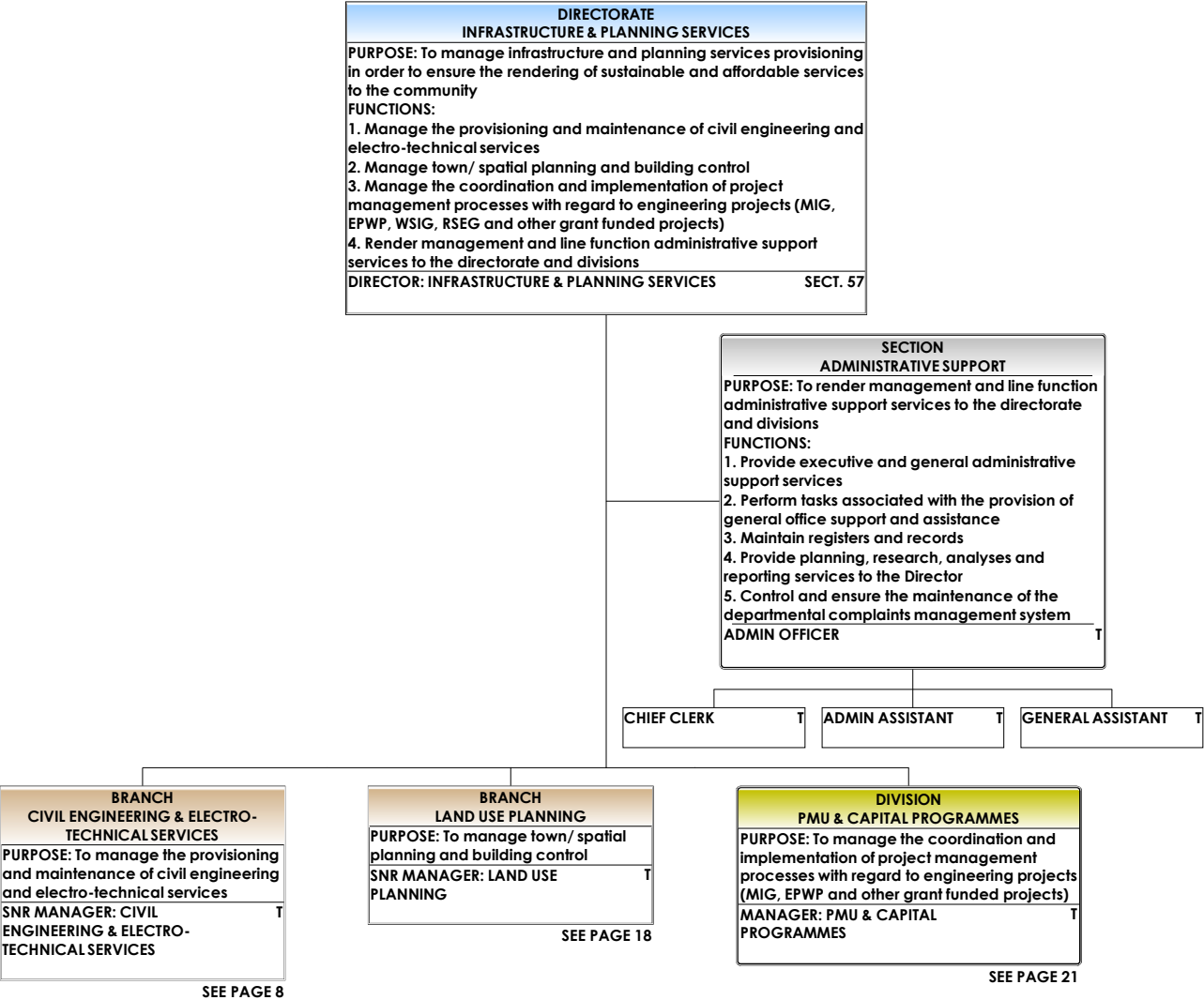


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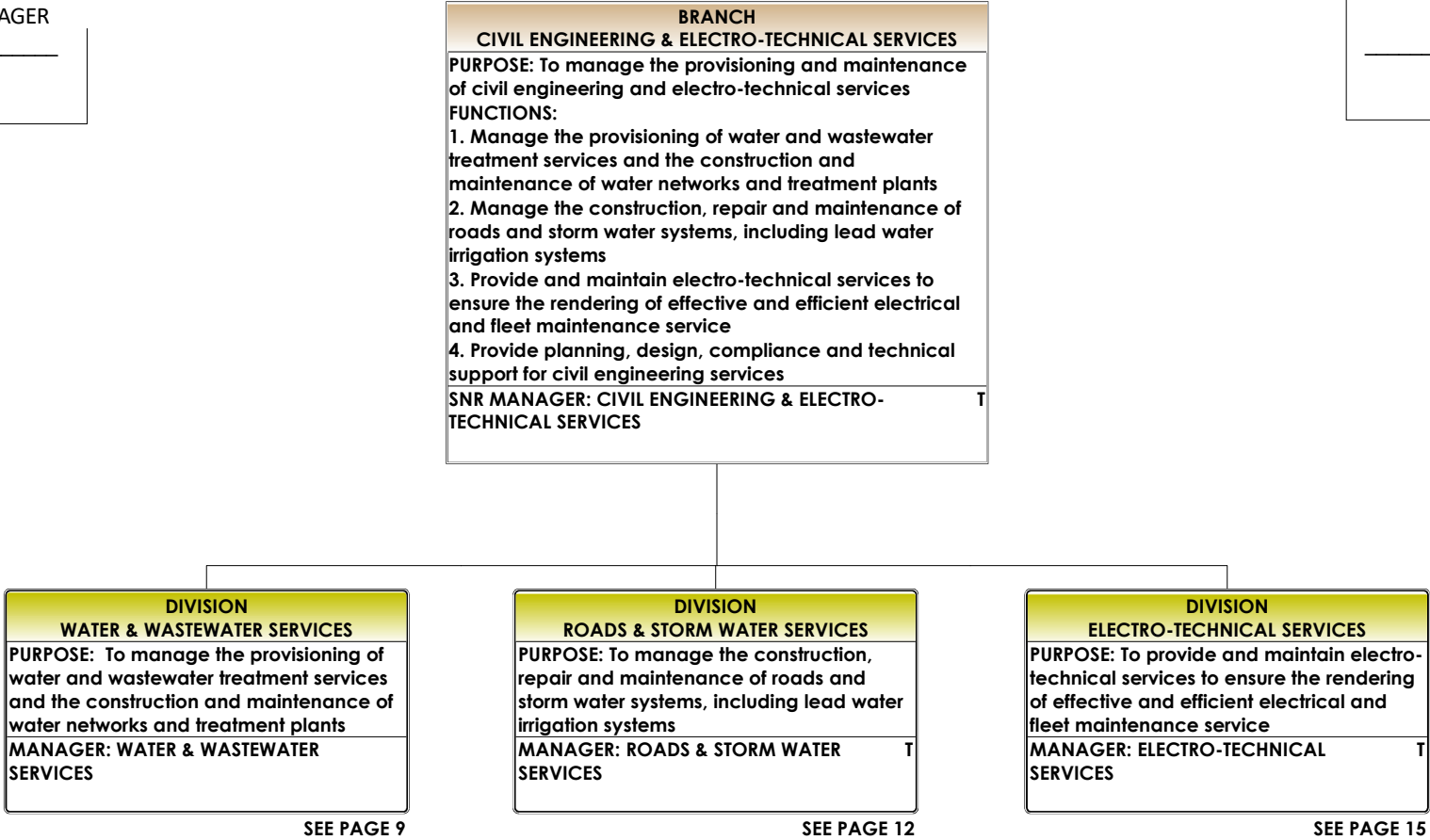


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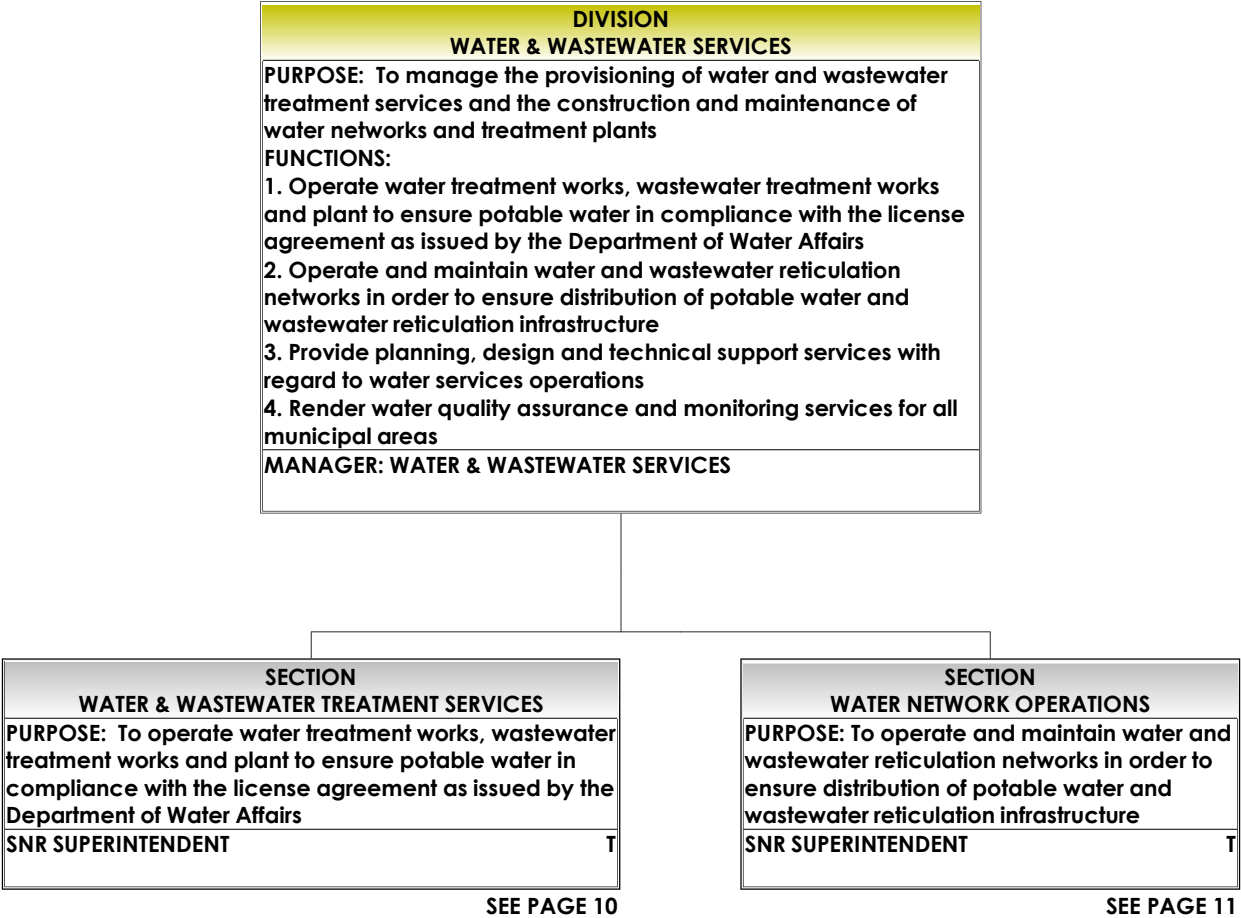


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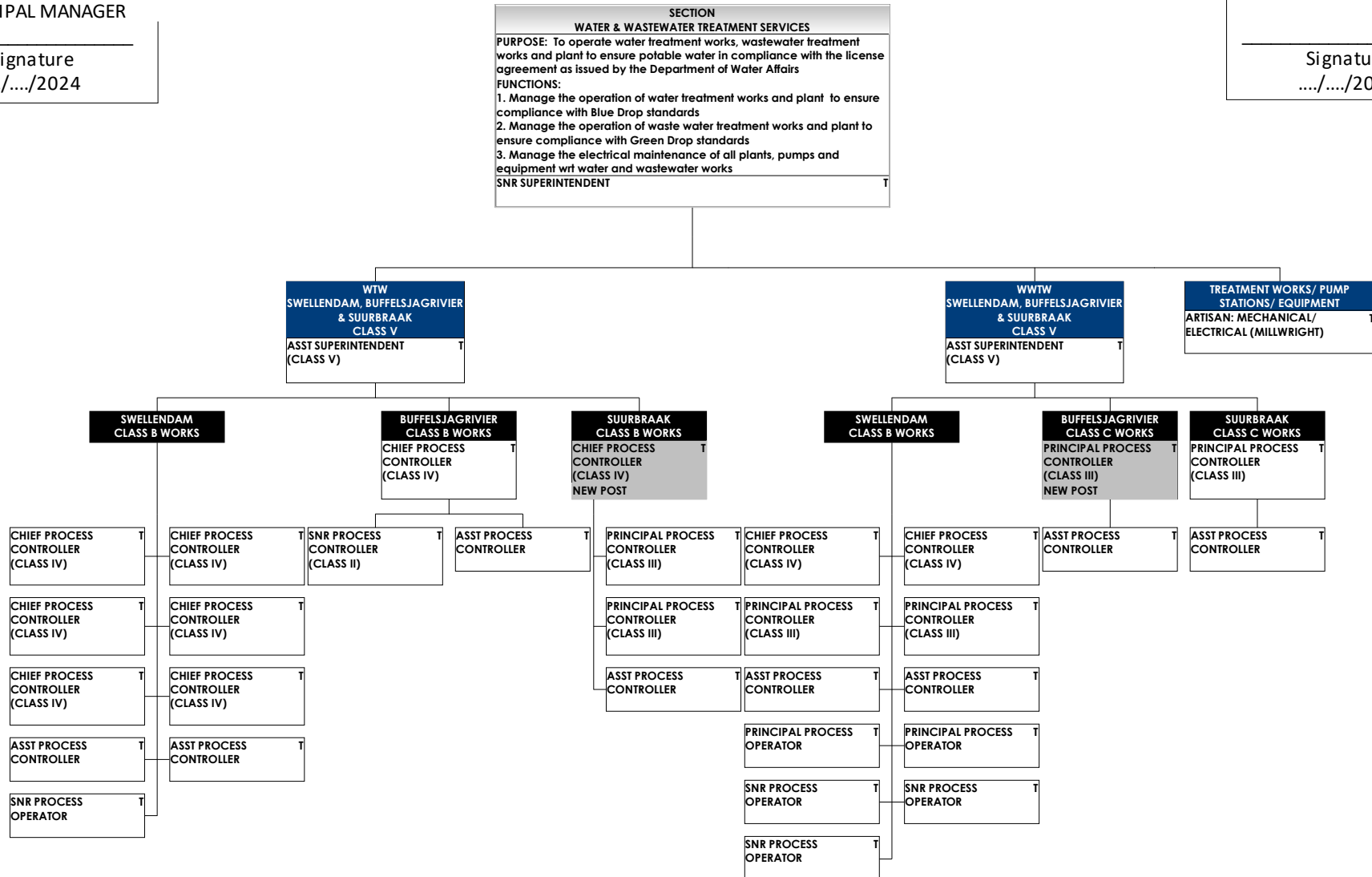


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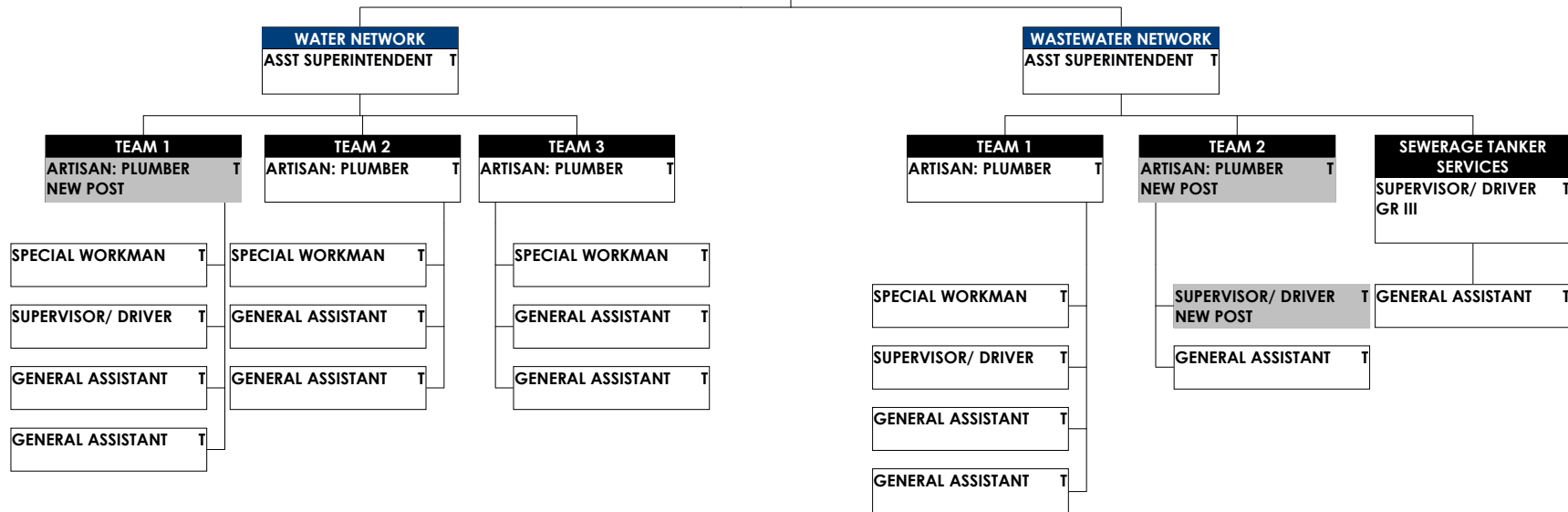
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SECTION WATER NETWORK OPERATIONS
PURPOSE: To operate and maintain water and wastewater reticulation networks in order to ensure distribution of potable water and wastewater reticulation infrastructure FUNCTIONS: 1. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers: i) Maintain the water distribution networks and pipelines ii) Manage the construction, maintenance of reservoirs and pump station maintenance iii) Manage, install and maintain the operation of bulk water network iv) Render meter management 2. Manage the operations and construction of wastewater reticulation infrastructure to ensure a clean and healthy environment to the community in compliance with regulatory prescripts i) Provide maintenance services for the wastewater networks ii) Maintain ablation and render sewerage tanker services in outlying areas 3. Provide high pressure sewer cleaning services SNR SUPERINTENDENT



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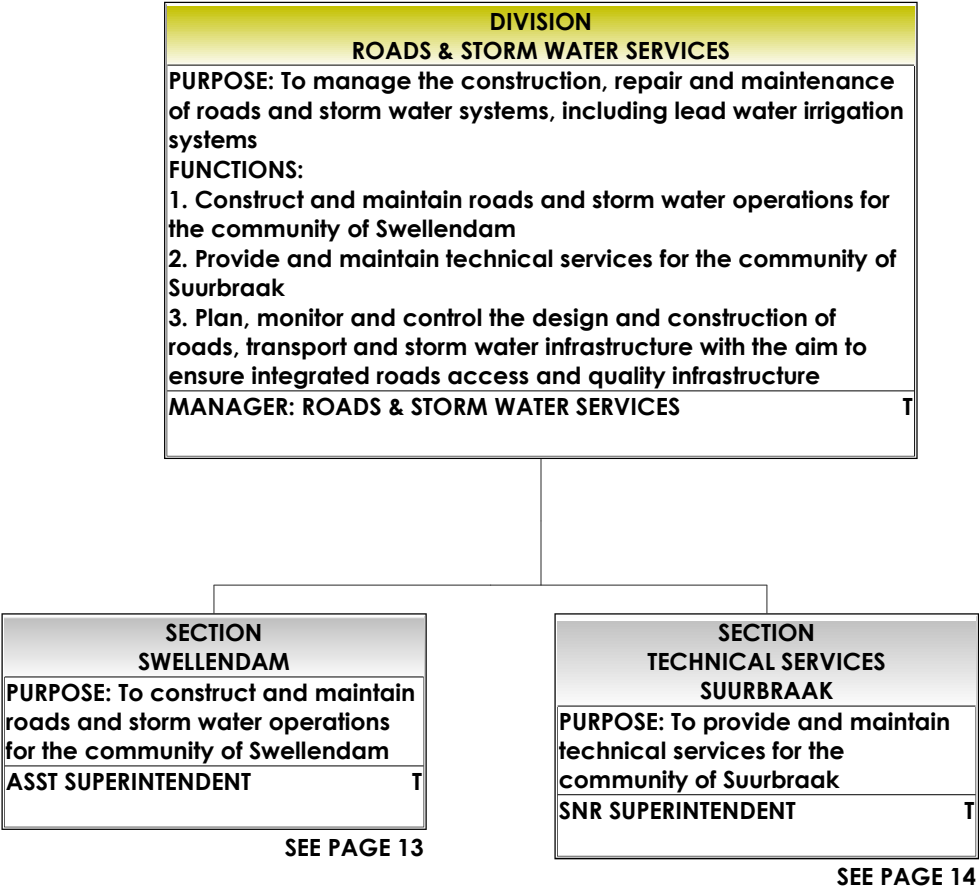


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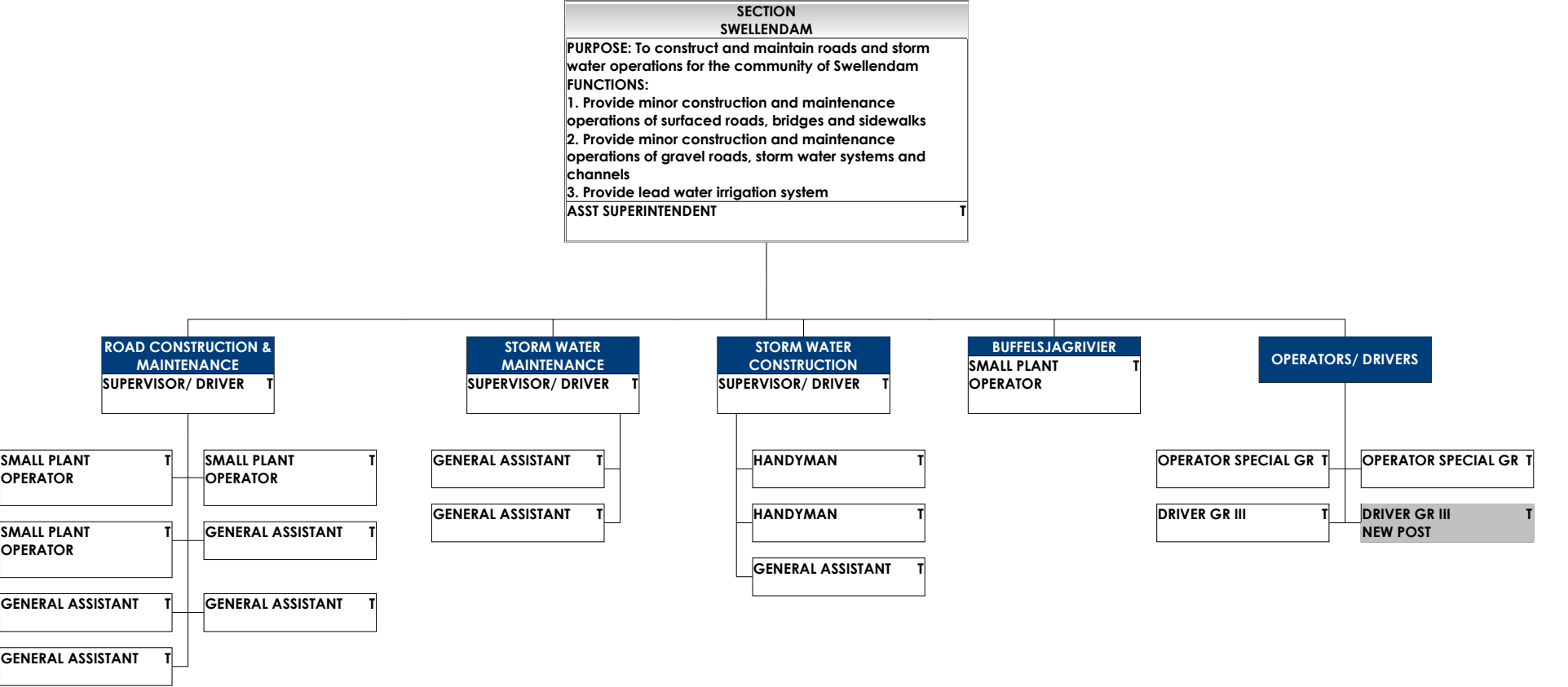


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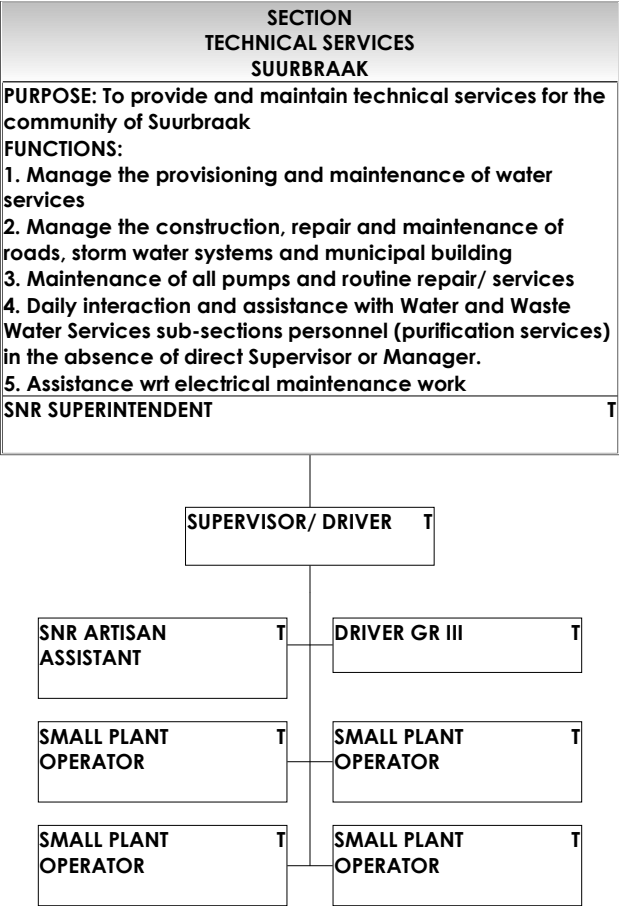


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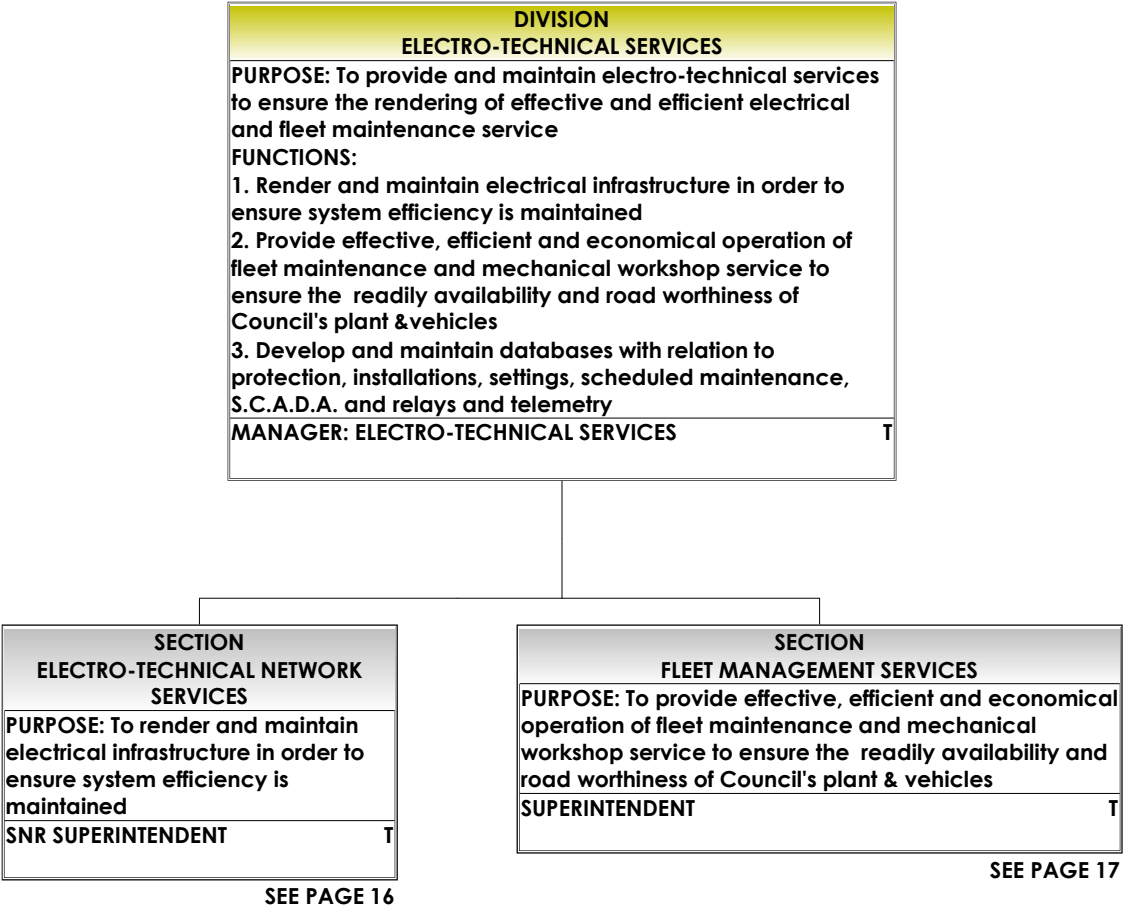


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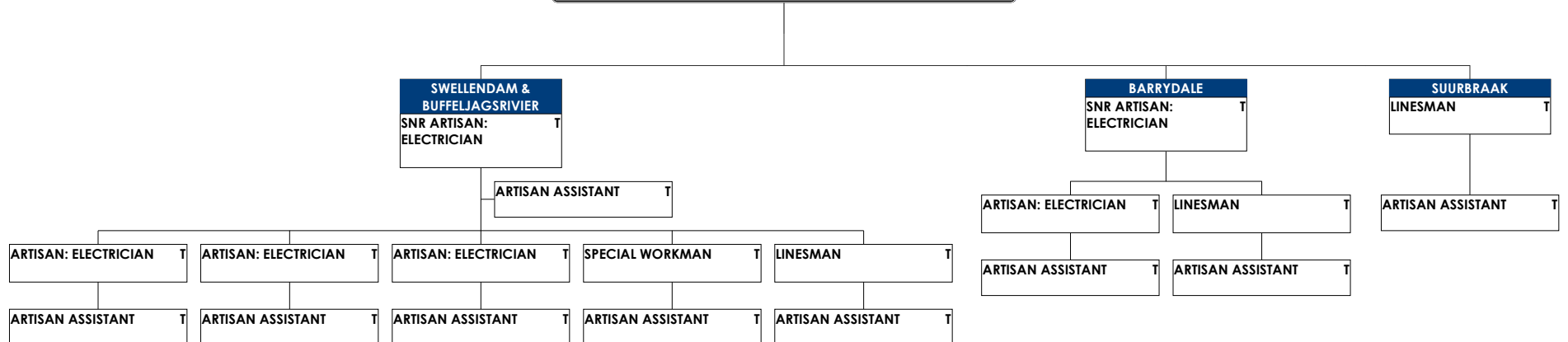
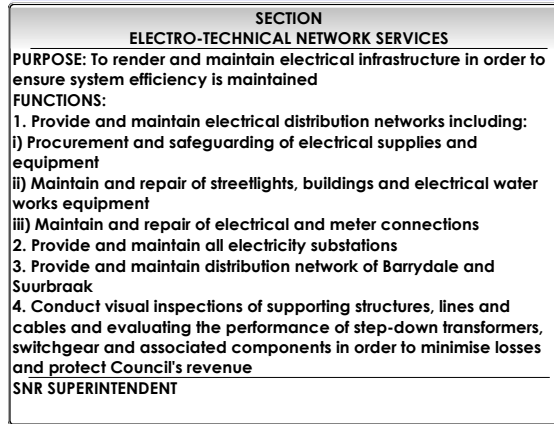


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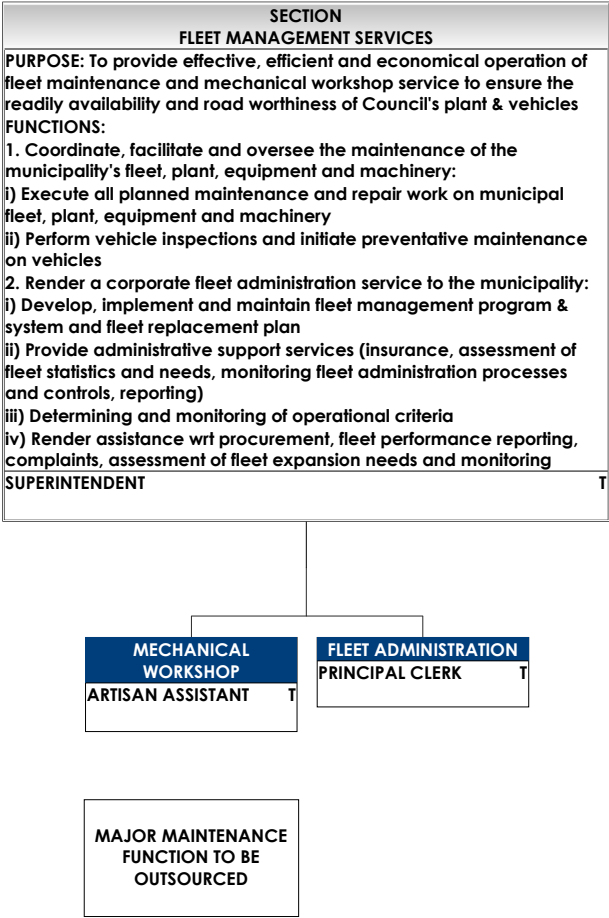


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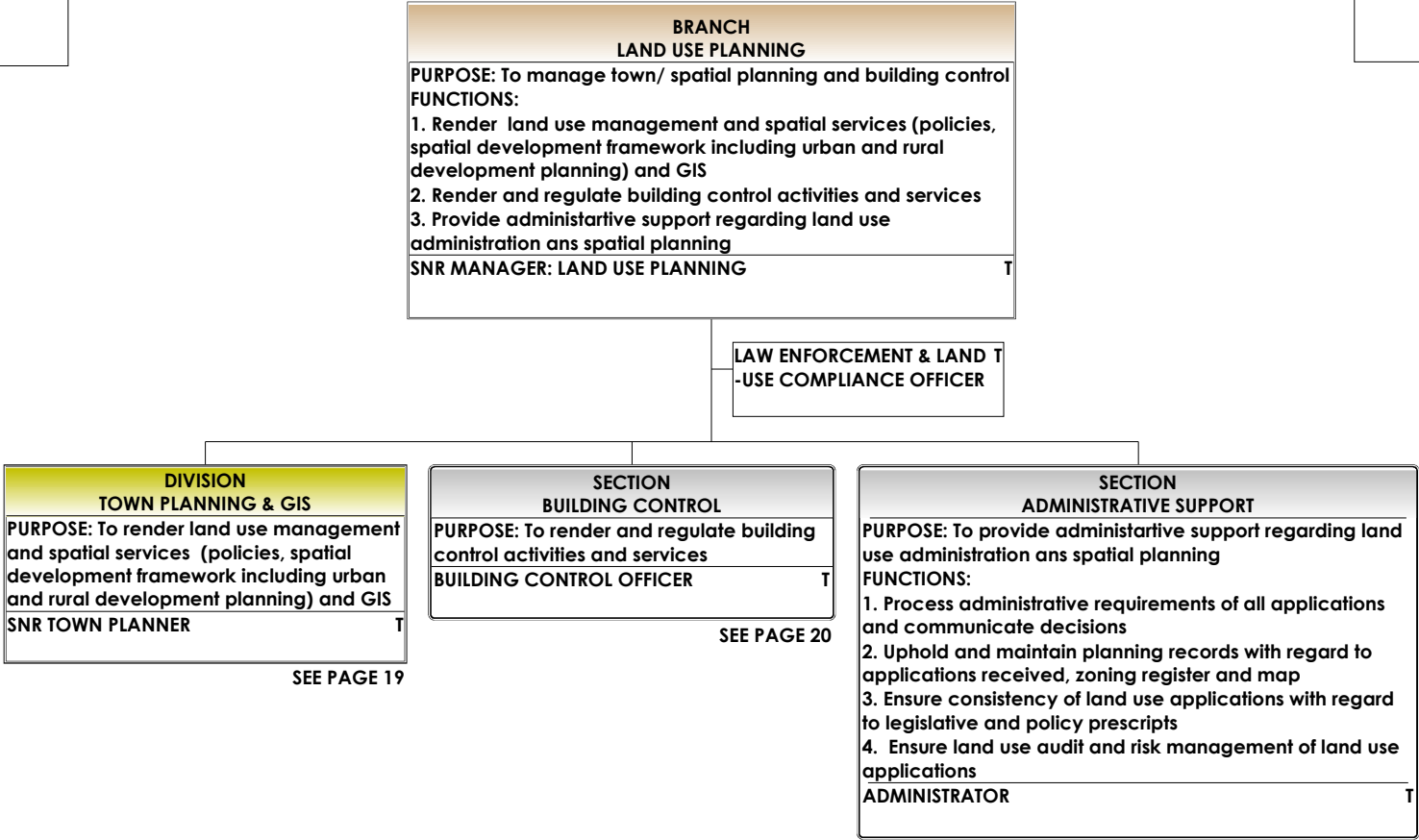


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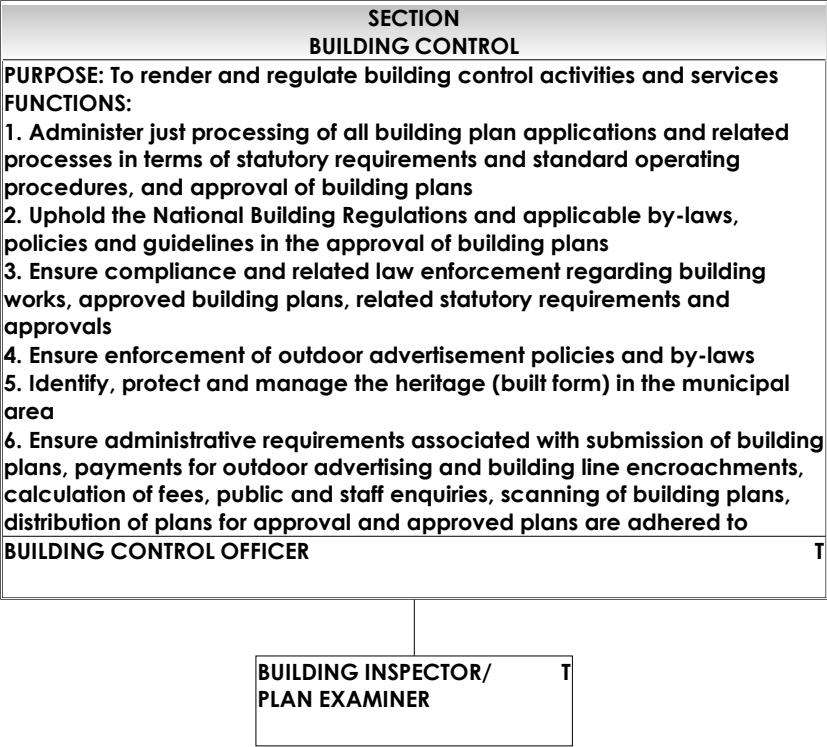


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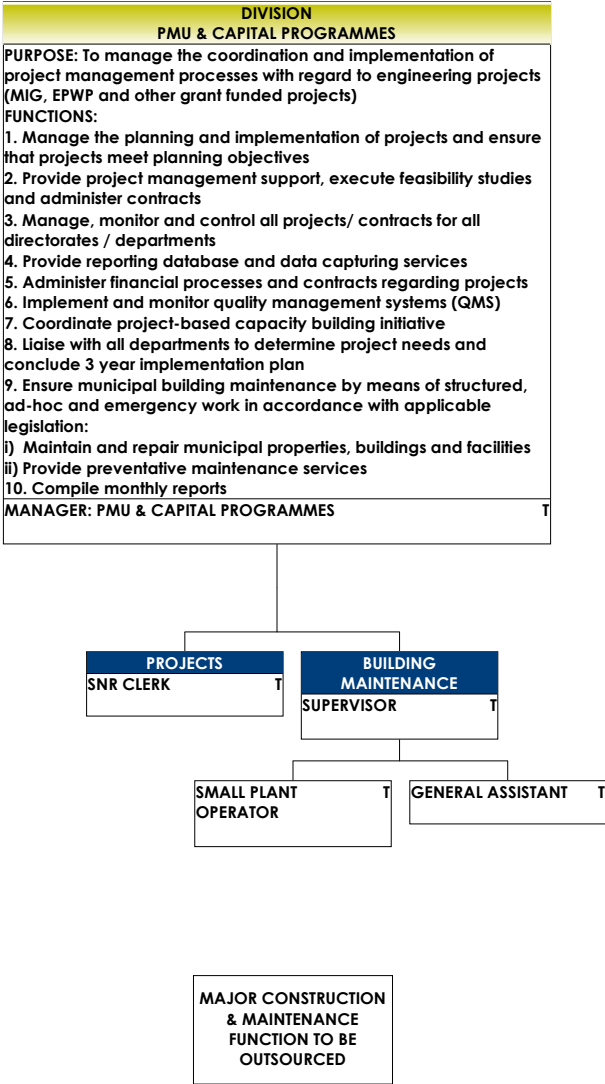


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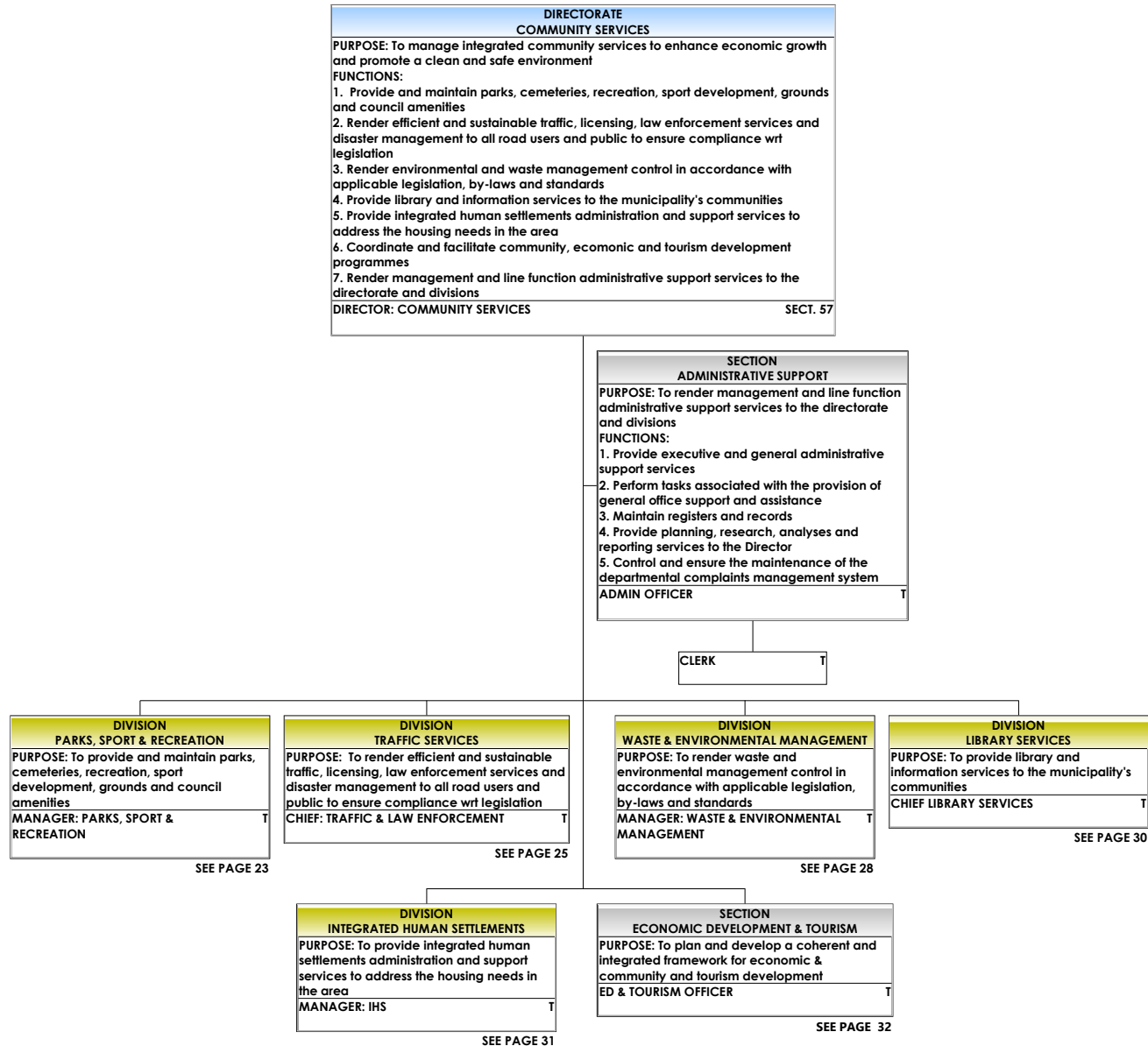


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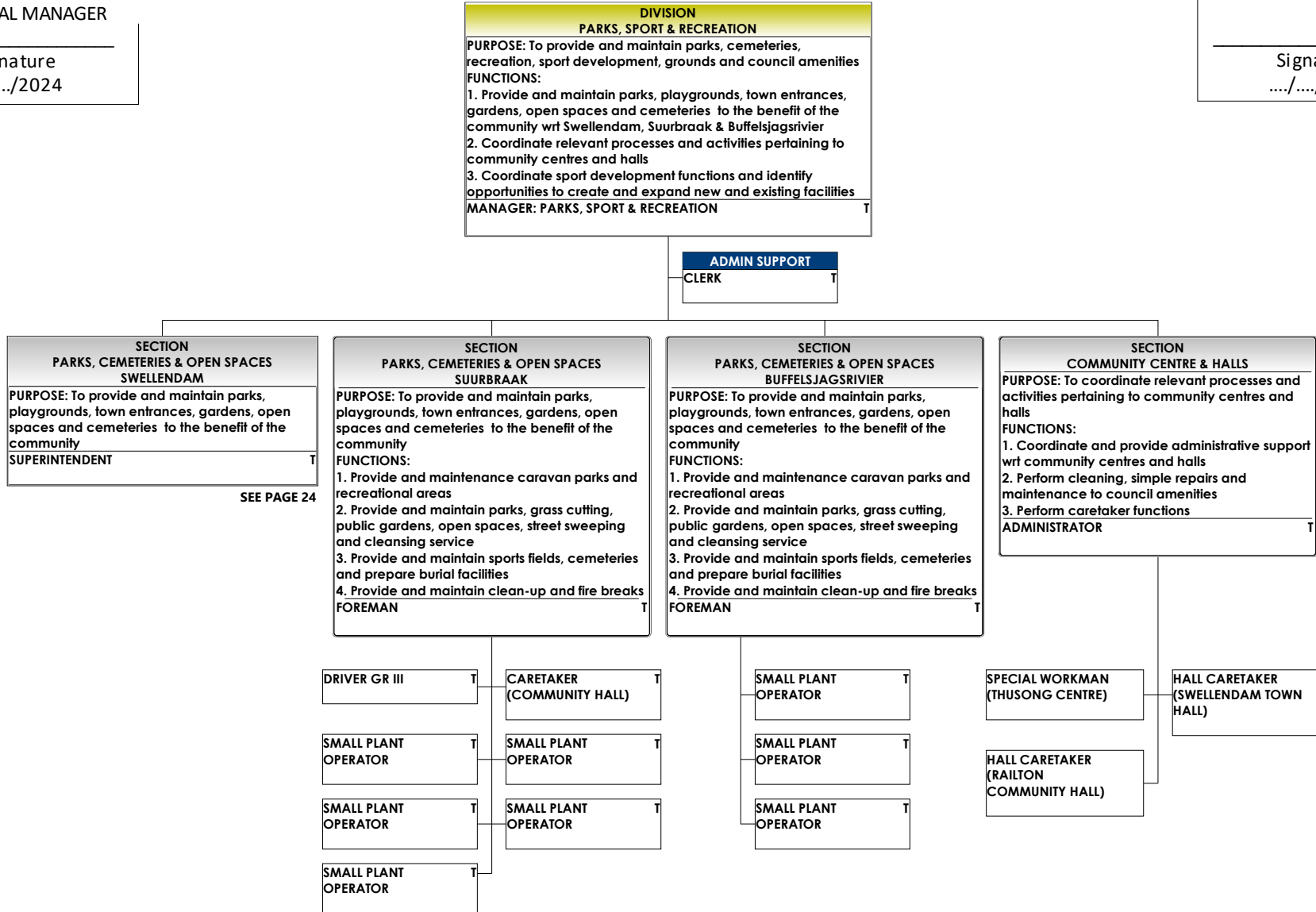


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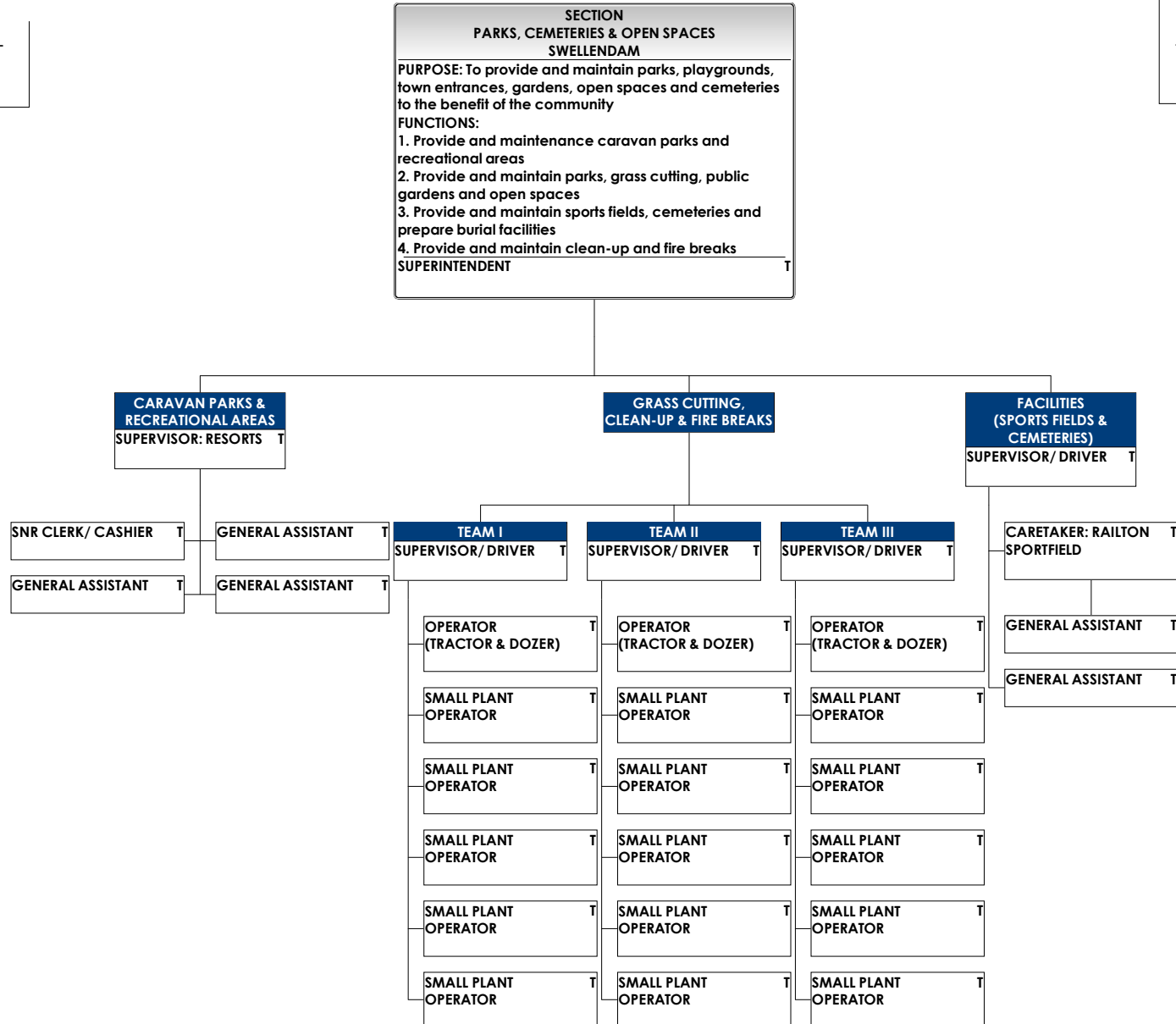


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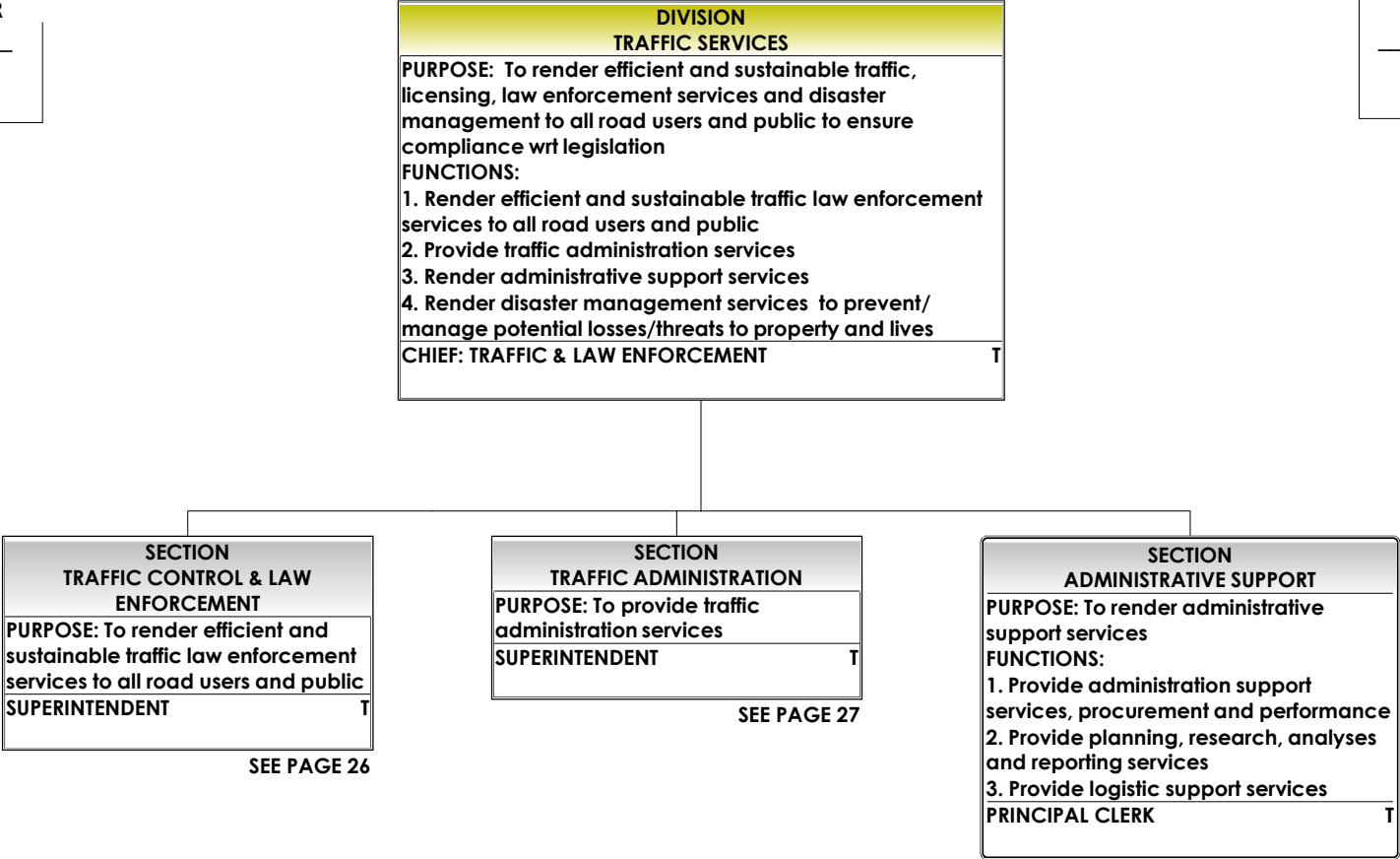


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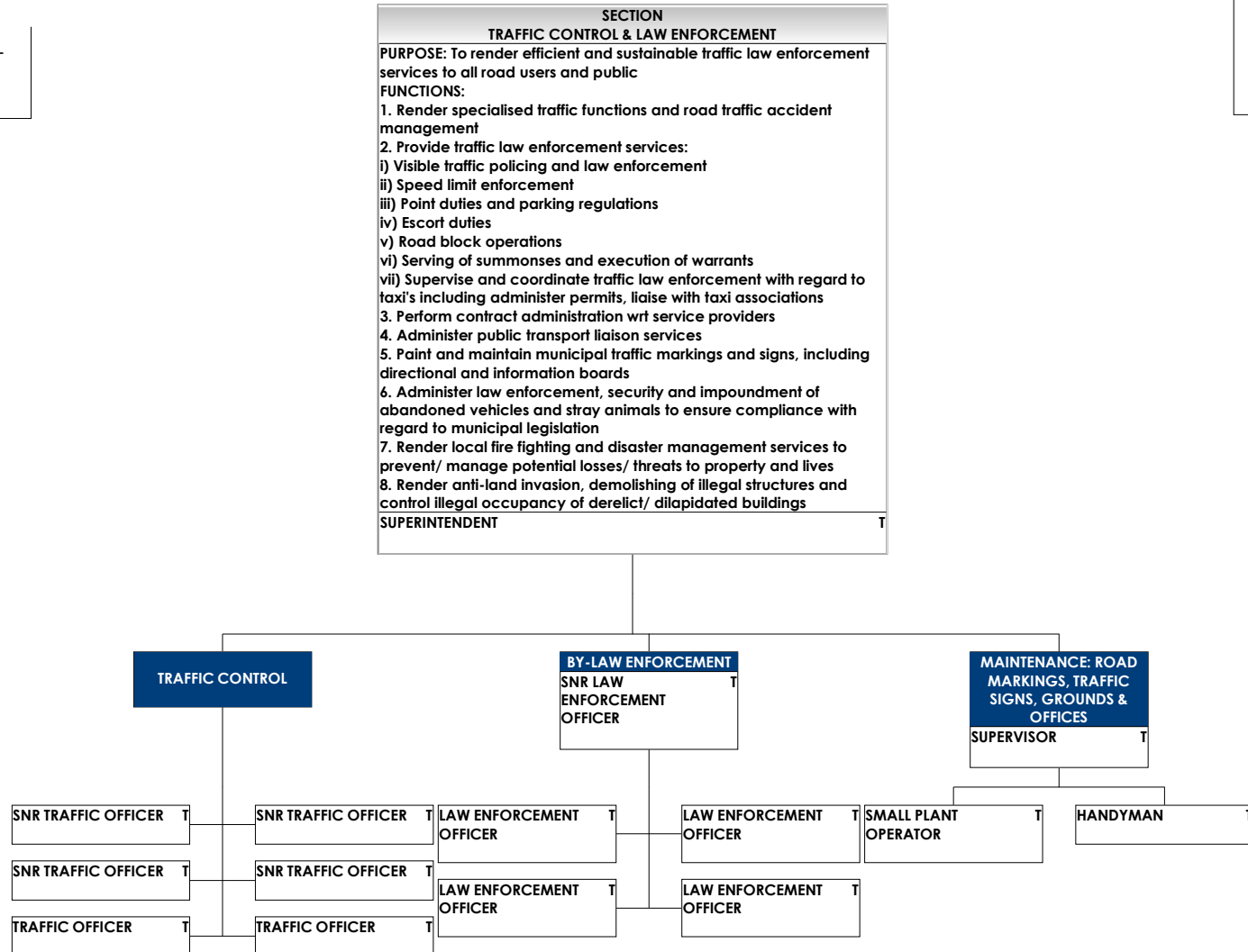


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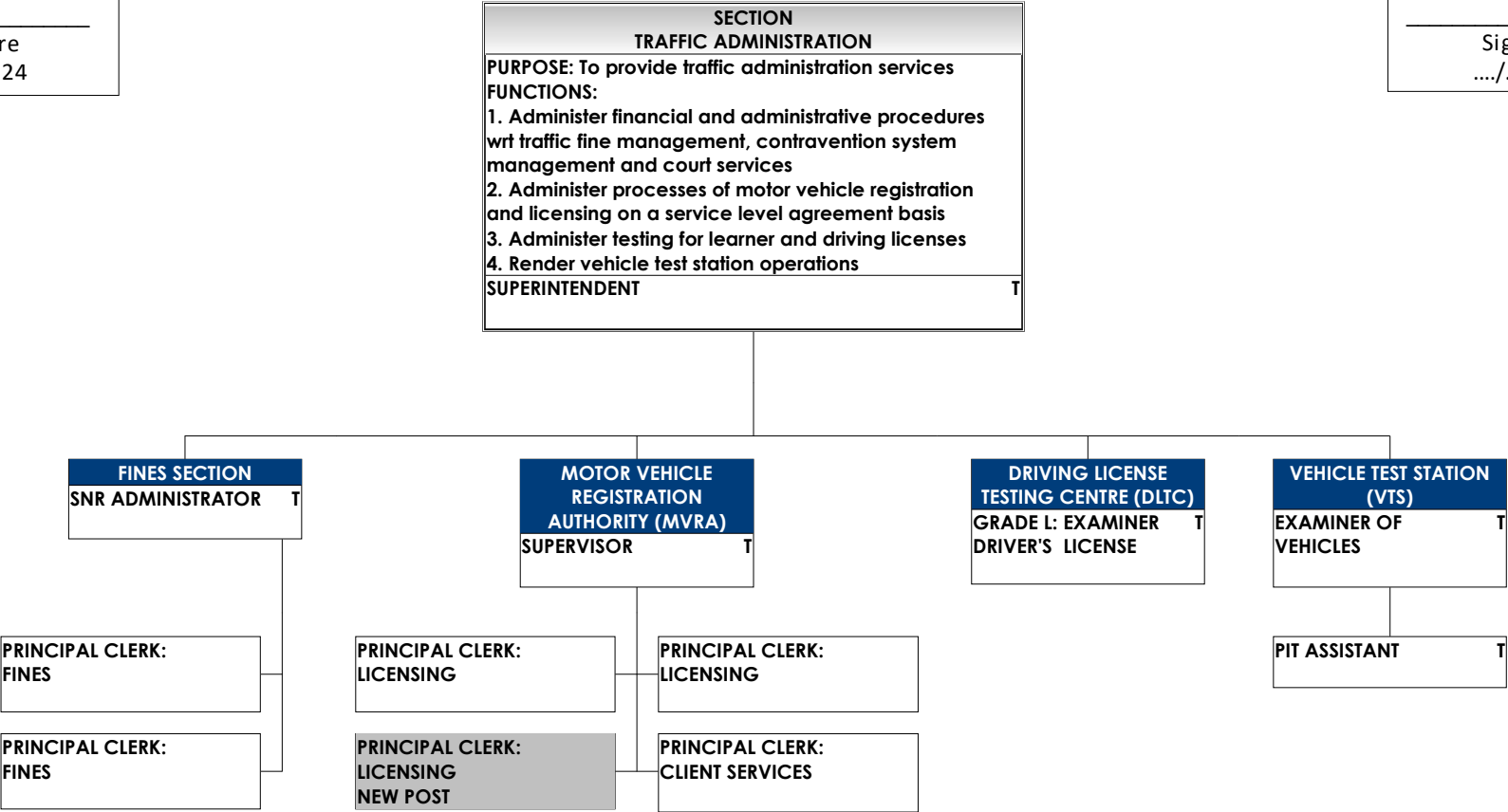


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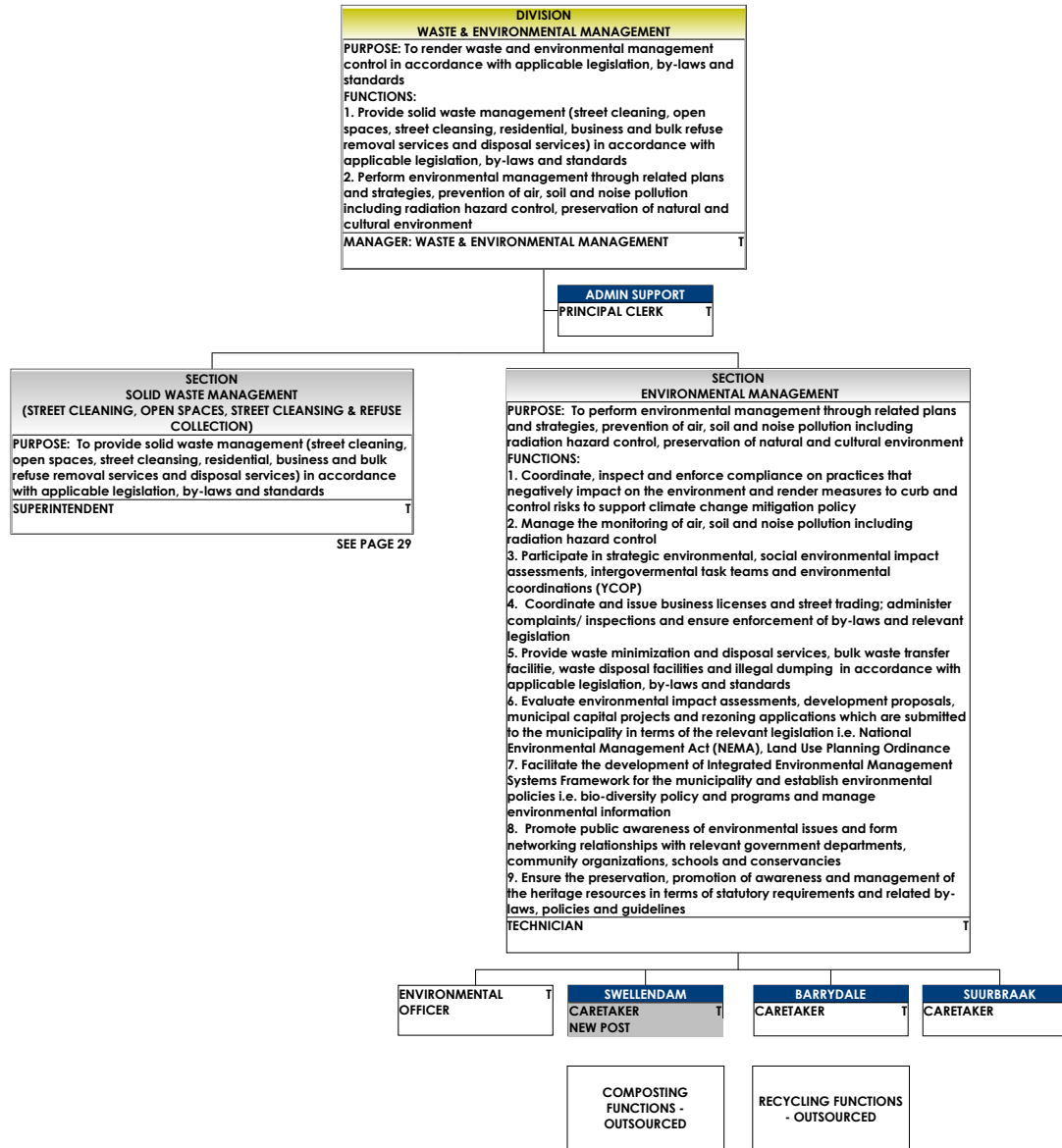


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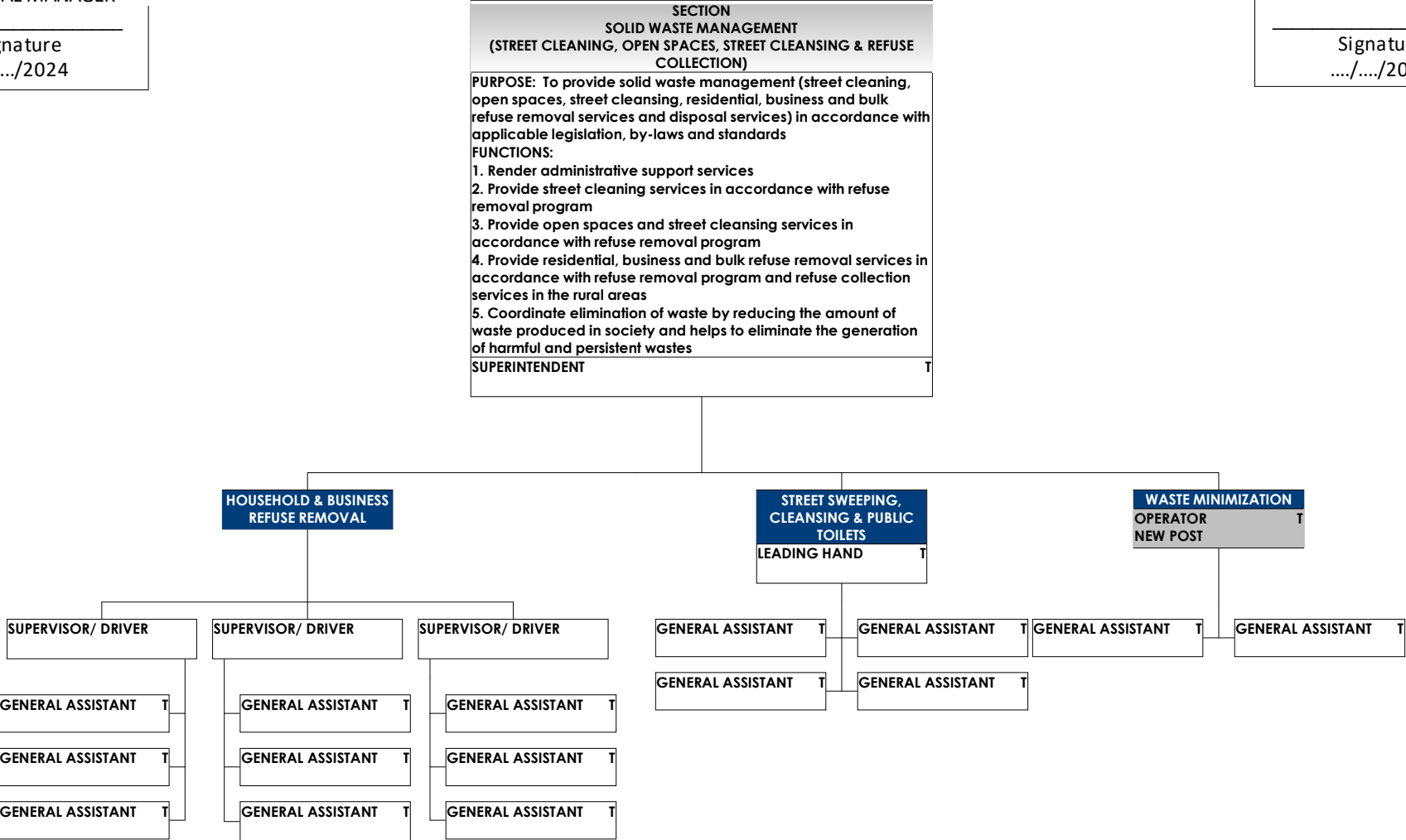


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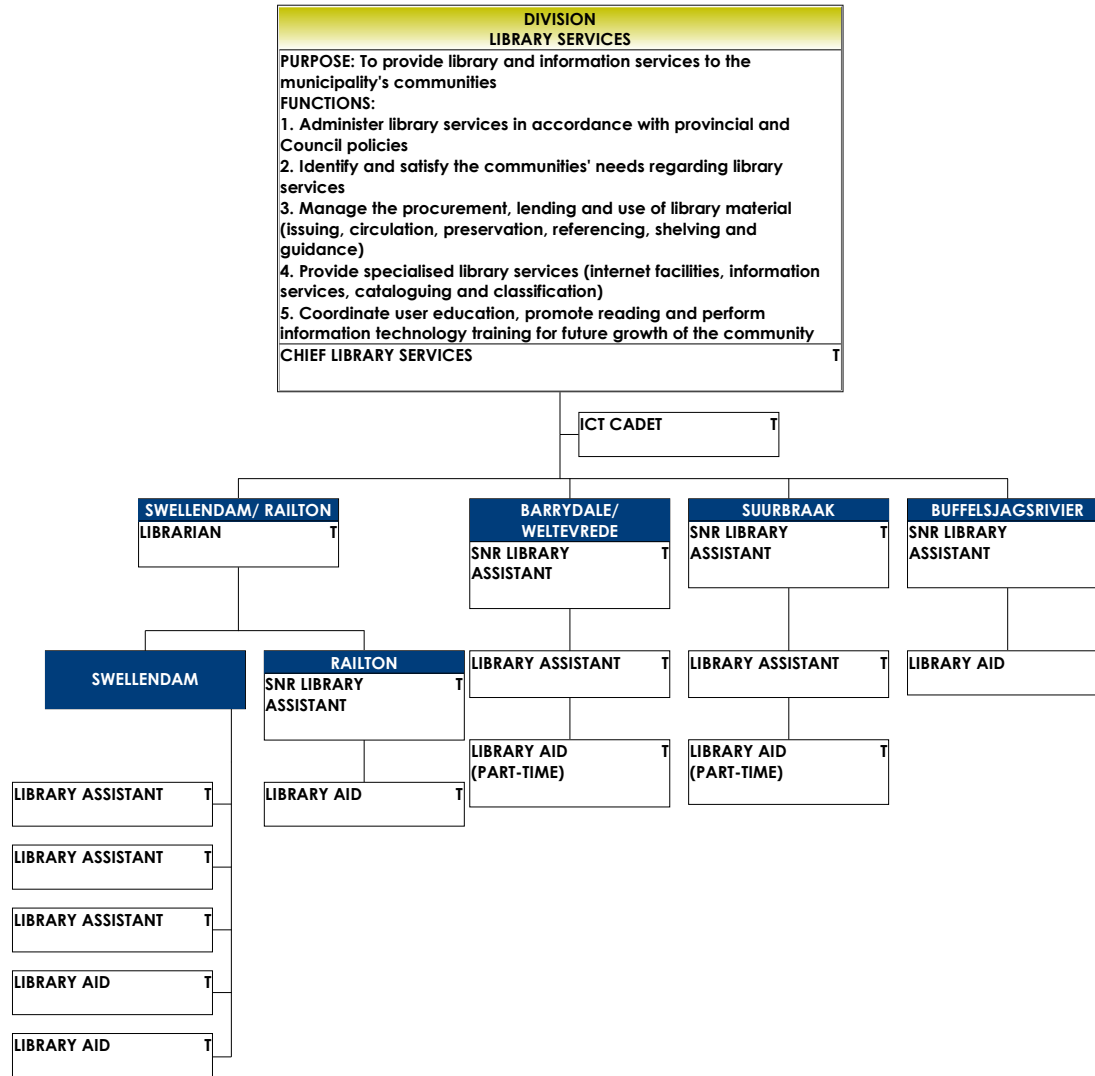


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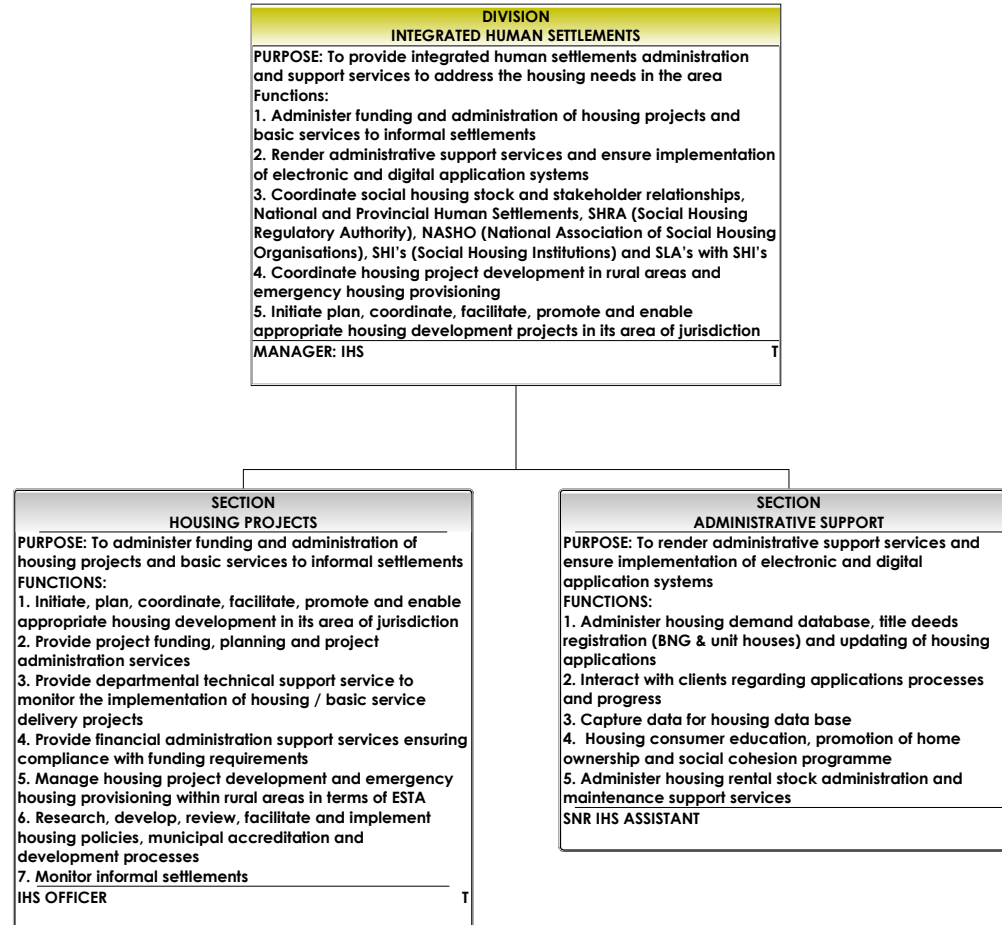


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SECTION ECONOMIC DEVELOPMENT & TOURISM	
PURPOSE: To plan and develop a coherent and integrated framework for economic & community and tourism development	
FUNCTIONS:	
1. Facilitate development projects with strategic economic and social benefits for the greater Swellendam community, implement integrated ED framework, ensure funding requirements and sources to optimise the impact of catalytic investments	
2. Manage the implementation of investment promotion and aftercare programmes and promote Swellendam as a viable investment destination through the implementation of integrated marketing and communication programmes	
3. Derive maximum value of the municipality's immovable and properties asset portfolio for maximum return on investment	
4. Coordinate the economic development to ensure the functionality is capable of supporting Council's objectives through recognition of immediate priorities and longer term interventions, leases and renting	
5. Coordinate departmental ED activities:	
i) Agricultural support and rural development	
ii) Informal trading, economic hubs, project implementation, policy development and markets	
iii) Business development, project implementation and policy development	
6. Facilitate sustainable community based projects and capacity building programs linked to the IDP/EPWP, vulnerable groups and special/ outreach programmes	
7. Coordinate and perform processes regarding events	
8. Promote and support local tourism organisations	
9. Facilitate tourism development and investment initiatives within the region	
10. Coordinate and perform processes regarding events	
ED & TOURISM OFFICER	T

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BRANCH

HUMAN RESOURCES MANAGEMENT (HRM)

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital

FUNCTIONS:
1. Develop and implement HRM administrative services to ensure efficient HR management processes
2. Render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy
3. Ensure that training and development is coordinated and implemented in line with organizational strategies and legislation and administer Employee Performance Appraisal System (EPAS)

SNR MANAGER: HRM

T

SECTION

HR ADMINISTRATION, STAFF PROVISIONING & EMPLOYMENT EQUITY

PURPOSE: To develop and implement HRM administrative services to ensure efficient HR management processes

FUNCTIONS:
1. Provide staff provisioning services: recruitment and selection, policies, systems, procedures, job descriptions and staff establishment
2. Render human resources administration services
3. Administer conditions of service/ benefits, memberships, leave and terminations and remuneration
4. Administer and maintain HR database and records
5. Administer staff establishment, job descriptions and remuneration procedures
6. Investigating, implementing and reporting on all processes regarding employment equity
7. Responsible for reporting on all compliance issues within the section
8. Monitor and coordinate functions wrt Expanded Public Works Programme (EPWP)/ contracts/ EPIP/ interns and ensure quality control

SNR HR OFFICER

T

ASSISTANT HR OFFICER

T

SNR CLERK

T

EPWP PROJECTS ADMINISTRATOR

T

SECTION

LABOUR RELATIONS MANAGEMENT, OCCUPATIONAL H&S, EMPLOYEE WELLNESS

PURPOSE: To render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy

FUNCTIONS:
1. Managing the labour relations function and provide a general administrative and advisory service to management and trade unions
2. Develop, implement and maintain sound labour relation policies and procedures, grievance procedures and disciplinary hearing processes
3. Implementation of employee wellness programmes
4. Establish and maintain a safe and healthy working environment
5. Ethical management
6. Anti-corruption & fraud prevention/management

SNR HR PRACTITIONER

T

ADMINISTRATOR

T

SECTION

SKILLS DEVELOPMENT & PERFORMANCE MANAGEMENT

PURPOSE: To ensure that training and development is coordinated and implemented in line with organizational strategies and legislation and administer Employee Performance Appraisal System (EPAS)

FUNCTIONS:
1. Develop, implement and maintain skills development policies and procedures
2. Perform SDF's functions
3. Coordinate training and development
4. Appraisal System (EPAS) and ensure remuneration and development, implementation and maintenance of Organisational Efficiency Improvement (OEI) services, norms and standards, services strategies, workforce planning and policies
5. Provide support wrt EEP

SDF/EPAS OFFICER

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ASSISTANT SDF & EPAS

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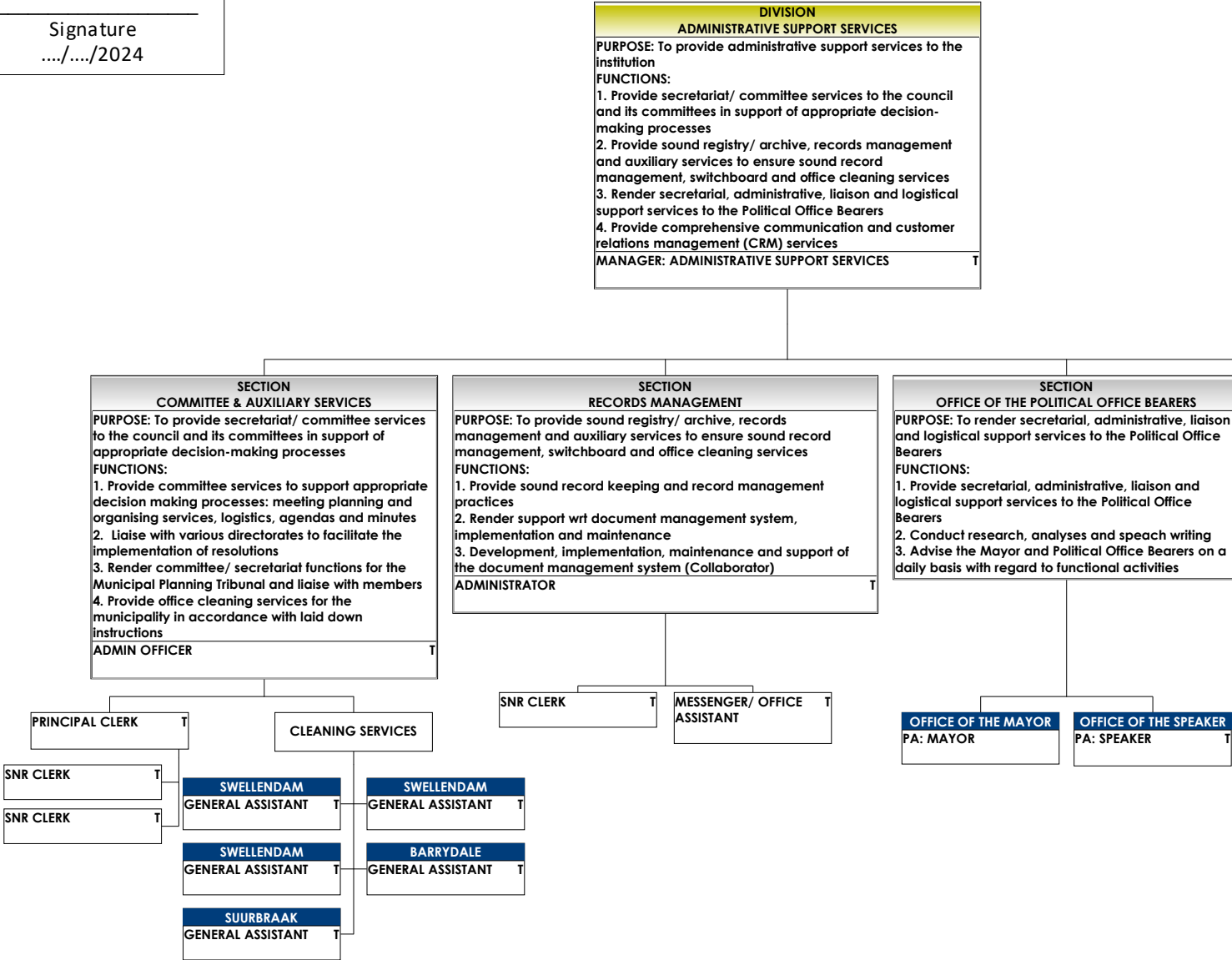


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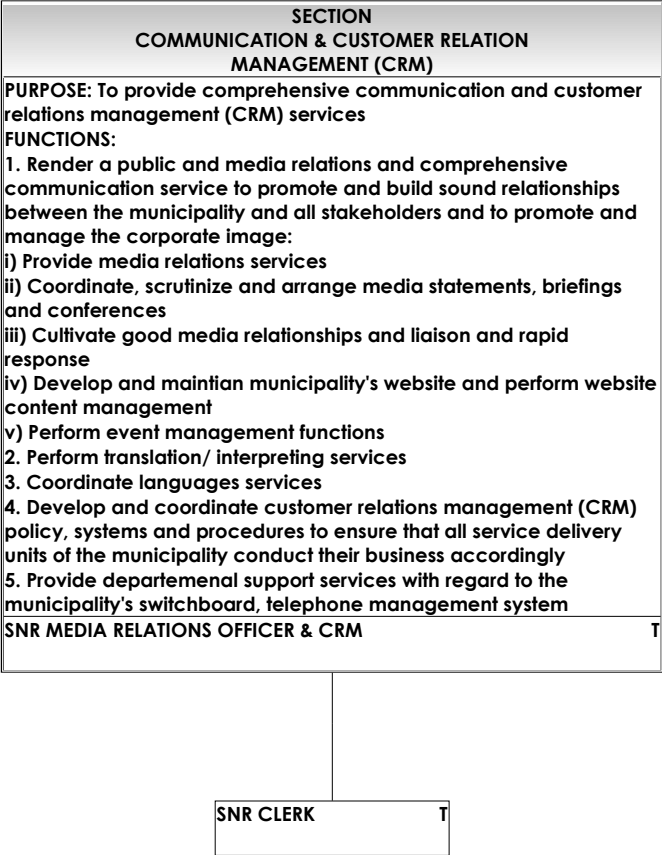


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SWELLENDAM LOCAL MUNICIPALITY
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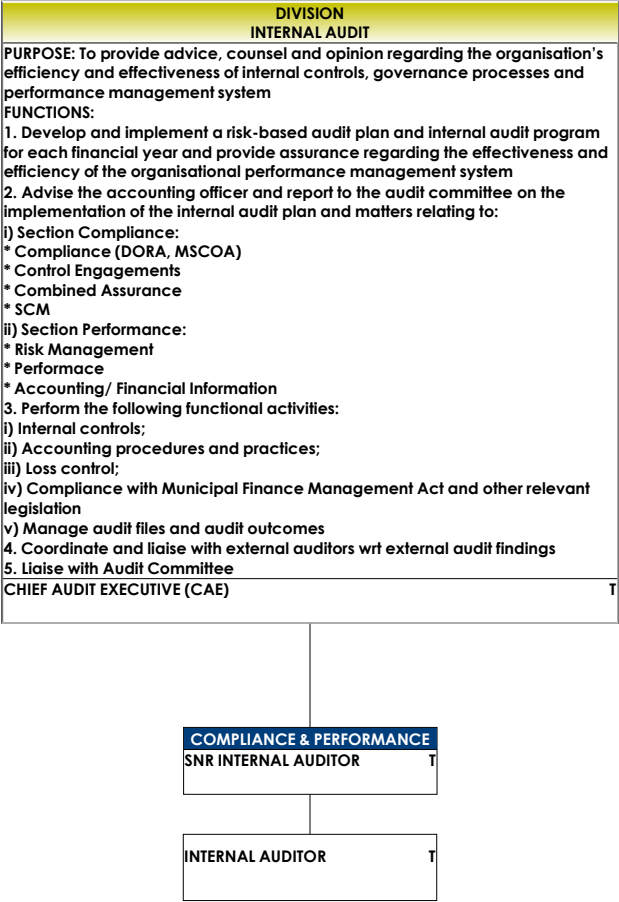


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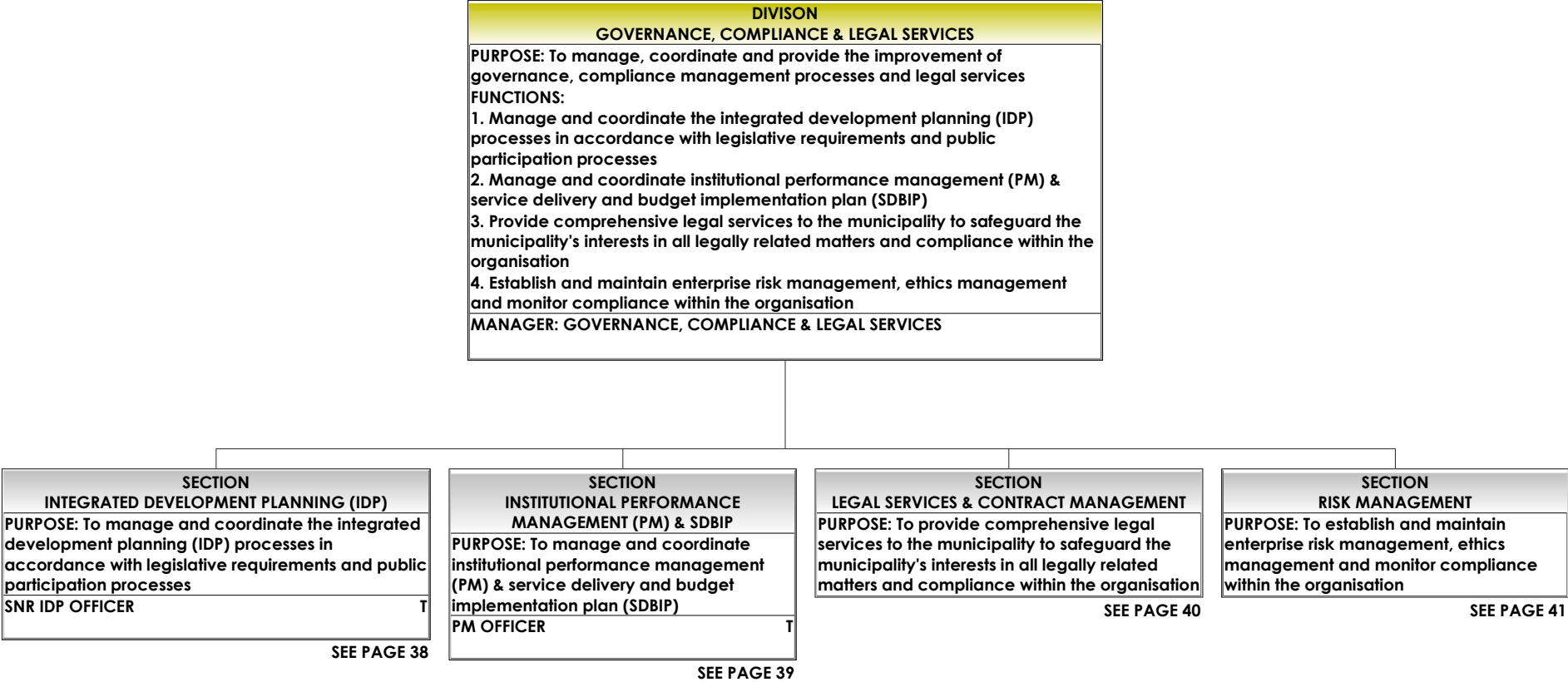


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SECTION	
INTEGRATED DEVELOPMENT PLANNING (IDP)	
PURPOSE: To manage and coordinate the integrated development planning (IDP) processes in accordance with legislative requirements and public participation processes	
FUNCTIONS:	
1. Guide and direct planning and logistical arrangements of the integrated development planning processes	
2. Integrate organisational management activities with the strategic planning process	
3. Monitor and report on the implementation of the IDP	
4. Coordinate public participation processes associated with the delivery of plans and programs to promote and achieve sound public participation objectives	
5. Ensure integration of the IDP budget in terms of the Municipal Finance Management Act and Systems Act, by following the annual IDP review processes through conducting workshops and working group/team sessions with management, councillors and the community	
6. Set up systems and processes to ensure community and stakeholder participation in processes by active participation in the budget public hearings process whereby the proposed IDP projects are submitted to the communities together with the budget	
7. Respond to comments on the IDP as received from the public or other spheres of government	
8. Ensure proper documentation of all phases of the IDP process by ensuring that meetings and workshops are minuted and that the implementation of the process plan and all phases are recorded	
9. Develop reports to report on implementation progress and highlighting problem areas to management and Council	
SNR IDP OFFICER	T

ADMINISTRATOR
NEW POST T

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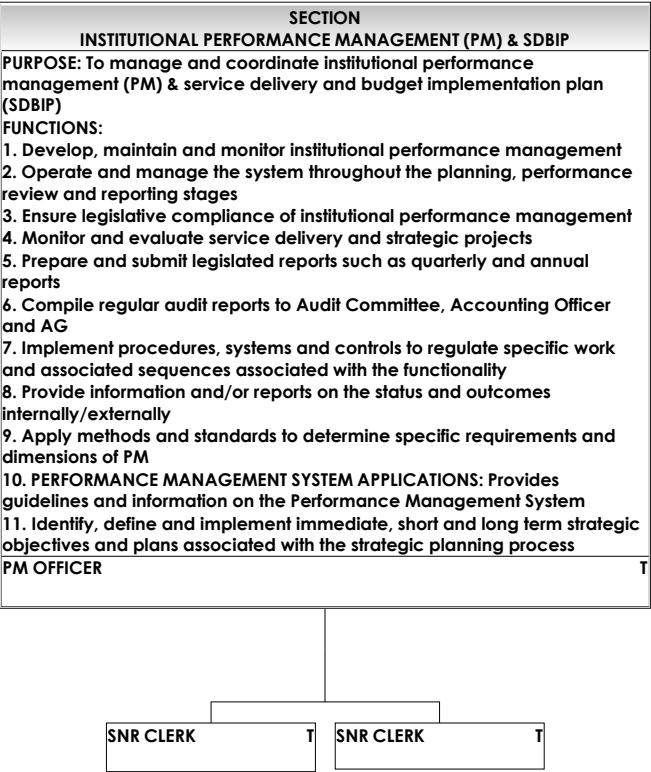


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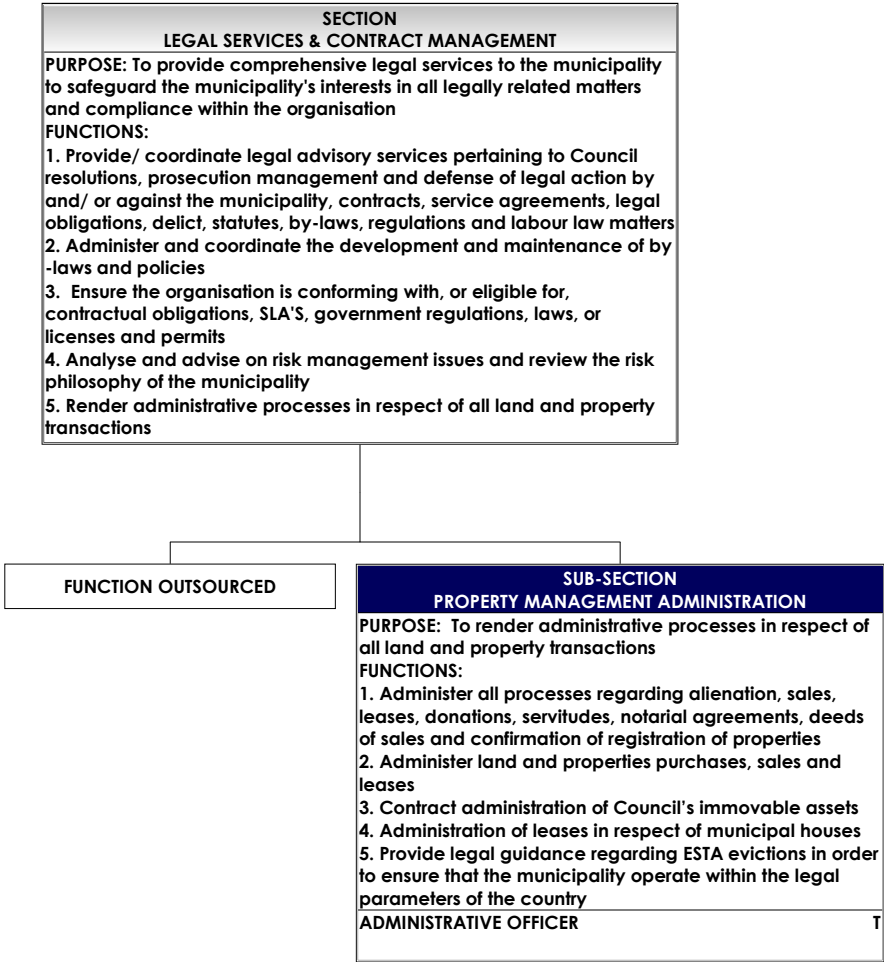


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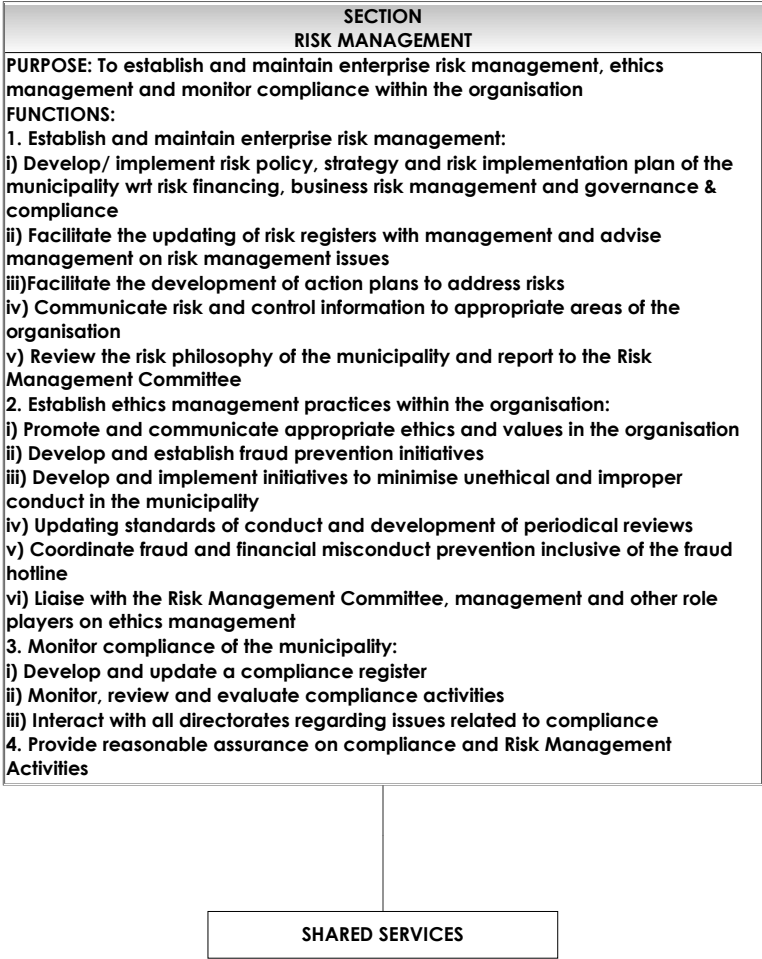


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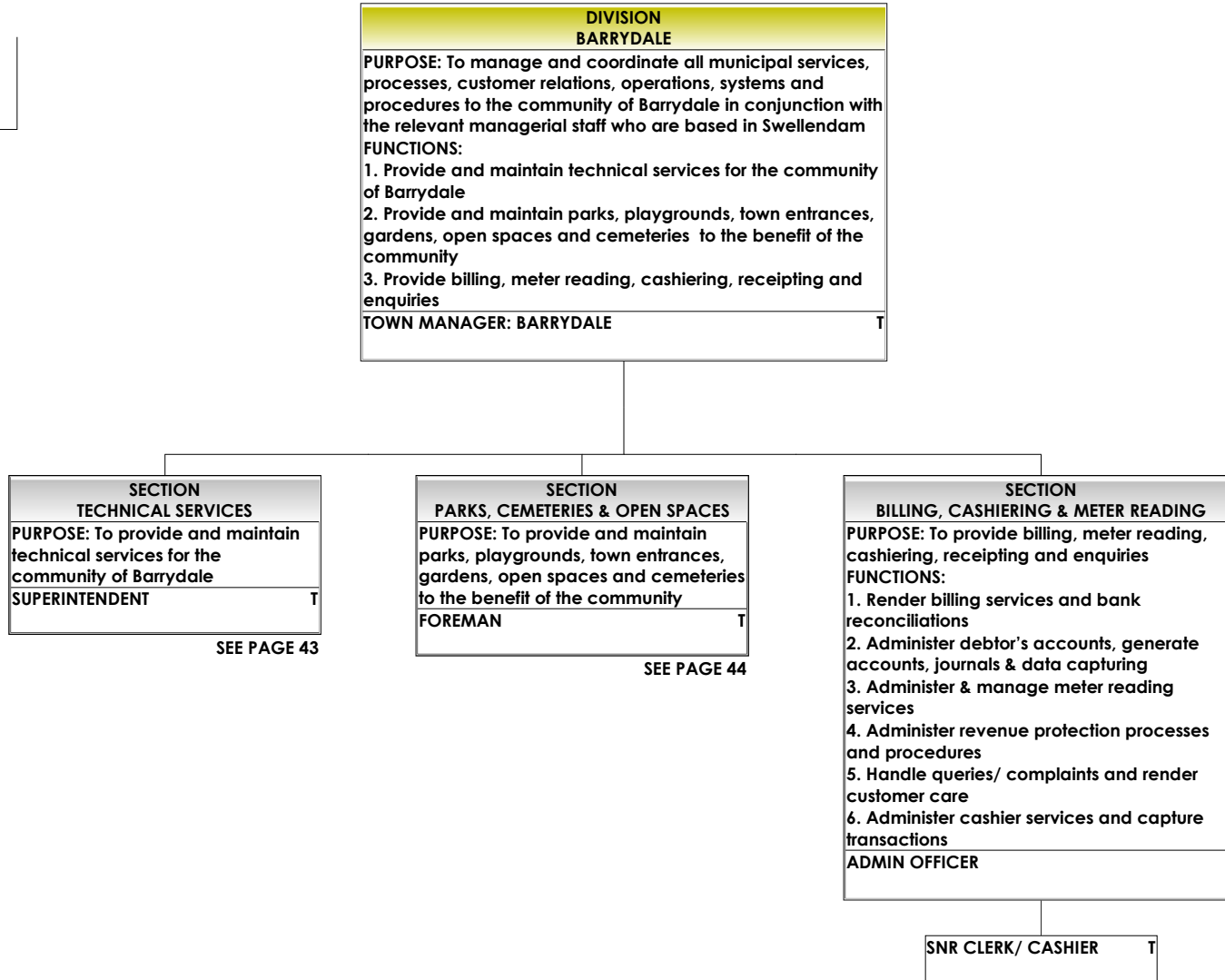


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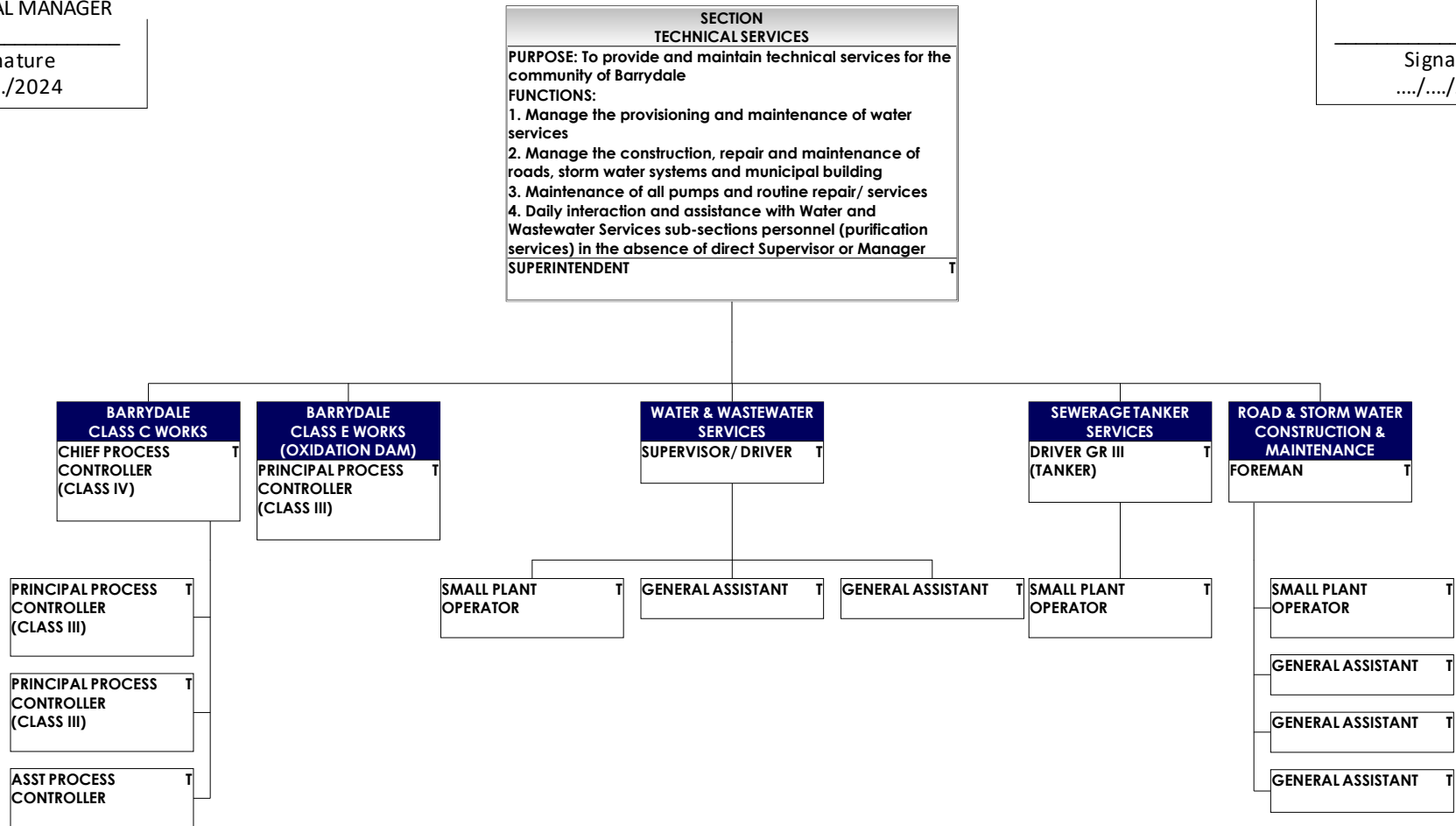


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