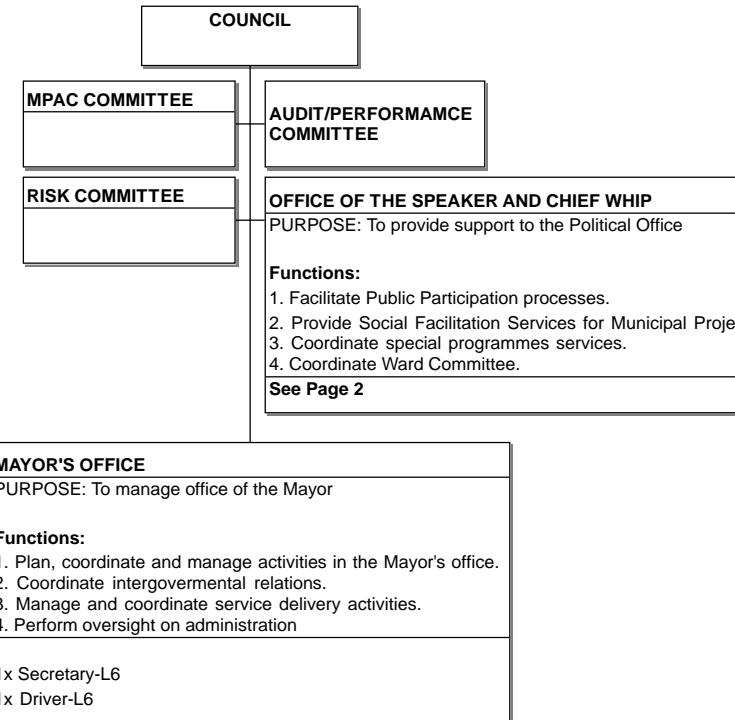


**ORGANISATIONAL STRUCTURE:
LEPHALALE LOCAL MUNICIPALITY
10 SEPTEMBER 2025**

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PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY 2023/27



OFFICE OF THE SPEAKER AND CHIEF WHIP

PURPOSE: To provide support to the Political Office

Functions:

1. Facilitate Public Participation processes.
2. Provide Social Facilitation Services for Municipal Project.
3. Coordinate special programmes services.
4. Coordinate Ward Committee.

1x Secretary-L6

MAYOR'S OFFICE

PURPOSE: To manage office of the Mayor

Functions:

1. Plan, coordinate and manage activities in the Mayor's office.
2. Coordinate intergovernmental relations.
3. Manage and coordinate service delivery activities.
4. Perform oversight on administration

1x Secretary-L6

1x Driver-L6

OFFICE OF THE MUNICIPAL MANAGER

PURPOSE: To Provide the Municipal Basic Services and Administrative Support.

Functions:

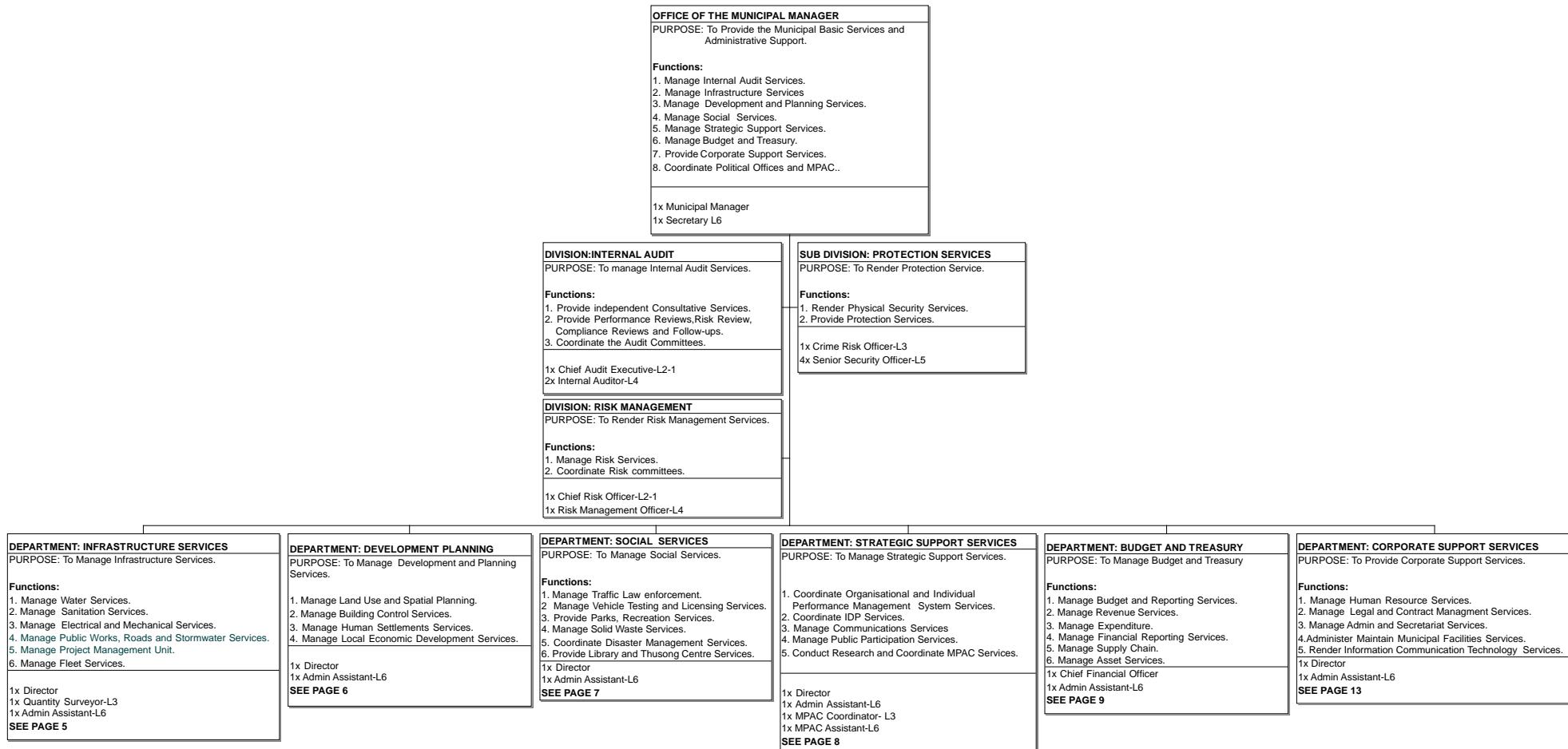
1. Manage Internal Audit Services.
2. Manage Infrastructure Services
3. Manage Development and Planning Services.
4. Manage Social Services.
5. Manage Strategic Support Services.
6. Manage Budget and Treasury.
7. Provide Corporate Support Services.
8. Coordinate Political Offices and MPAC..

1x Municipal Manager

1x Secretary L6

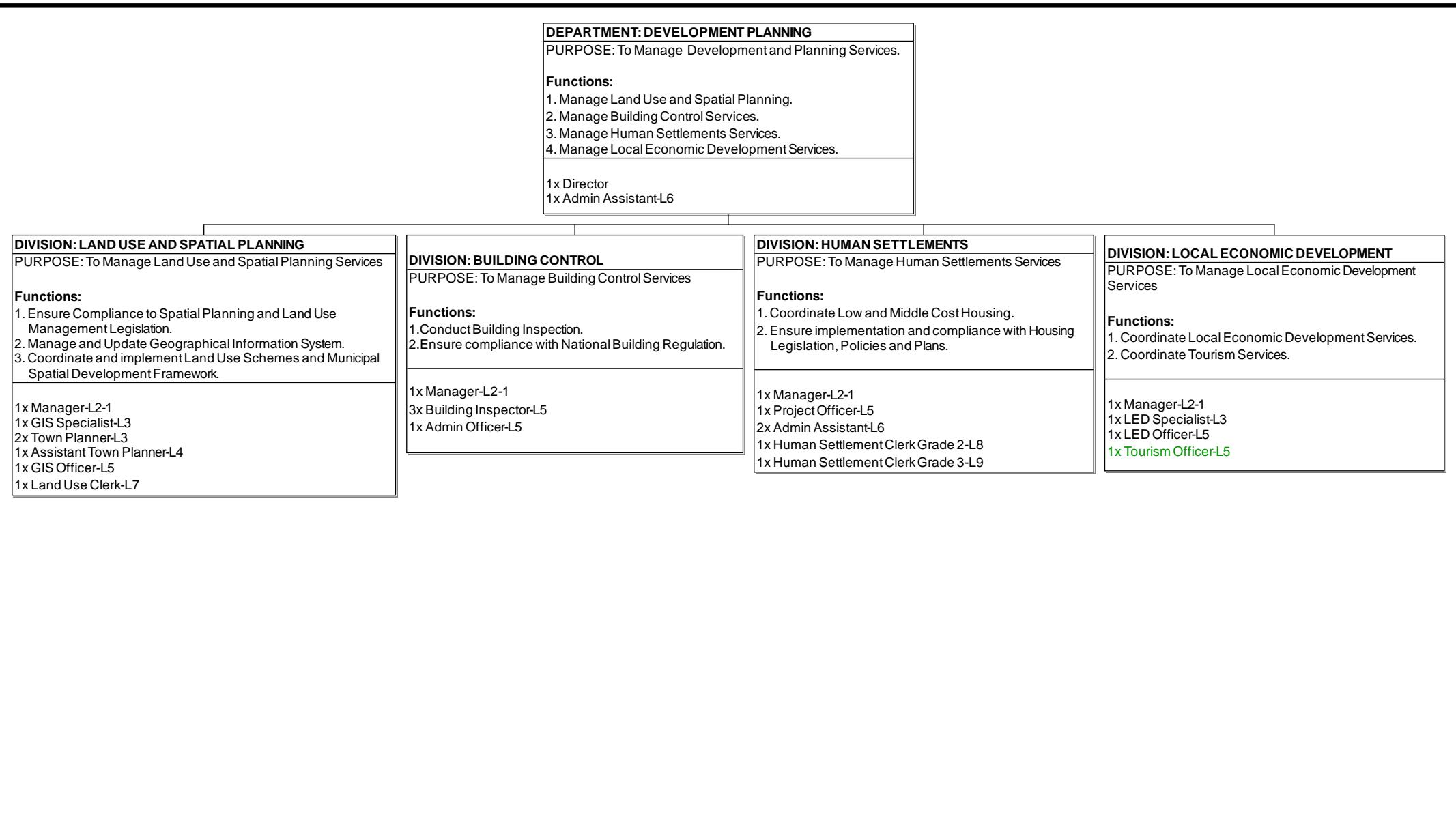
SEE PAGE 4

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALALE LOCAL MUNICIPALITY -2023/27



<p>DIVISION: WATER SERVICES PURPOSE: To provide Water Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Operate and Maintain Water Systems (bulk and reticulation) Services. 2. Provision of Portable Water Services. <p>1x Manager-L2-1 2x Engineer Technician-L3 1x Institutional Social Development Officer-L3 2x Superintendent-L4 1x Assistant Technician-L5 6x Plumber-L6 1x Institutional Social Development Assistant-L6 2x Special Worksman-L7 3x Truck Operator Grade 4-L12 3x Truck Operator Grade 3-L11 1x Truck/TLB Operator-L10 11x Artisan Assistant-L13 1x Water Treatment Operator-L13 12x General Worker-L14A-14</p>	<p>DIVISION: SANITATION SERVICES PURPOSE: To provide sanitation services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Operate and Maintain Sewer Systems. 2. Provision of Ventilated Improved Pit Latrine Services. <p>1x Manager-L2-1 1x Engineering Technician-L3 1x Superintendent-L4 1x Control Instrumental Technician-L5 1x Technician Assistant-L5 5x Plumber-L5 1x Filter and Turner-L6 1x Plant Supervisor-L7 5x Sewerage Maintenance Controller-L8 1x Artisan Assistant-L13 10x Sewerage Plant Operator-L14 14x General Worker-L14A-14</p>	<p>DIVISION: ELECTRICAL SERVICES PURPOSE: To Manage Electrical services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Maintain Electrical network 2. Ensure maintenance of Public Lighting and energy efficiency. <p>1 Manager-L2-1 2x Engineering Technician-L3 1x Superintendent Maintenance-L4 1x Superintendent Distributor Installation-L4 1x Electrical Inspector-L5 7x Electrician-L6 1x Filter & Turner-L6 1x Clerk-L7 2x Special Worksman-L7 1x Team Leader-L11 7x Artisan Assistant-L13 12x General Worker-L14A-14</p>	<p>DIVISION: PUBLIC WORKS SERVICES PURPOSE: To provide Public Works Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Maintain Roads, Stormwater Systems, and Municipal Buildings. 2. Construction and Upgrading of Roads, Stormwater Systems, and Municipal Buildings 3. Renewal of Roads. <p>1x Manager-L2-1 2x Engineering Technician-L3 1x Facilities and Building Officer-L4 1x Superintendent-L4 1x Artisan Bricklayer-L6 1x Artisan Carpentry-L6 3x Special Worksman-L7 2x Assistant Bricklayer and Carpentry-L10 3x Grader Operator-L10 3x TLB/Broom Sweeper-L10 2x Truck Operator-L12 2x Tipper Truck Operator-L11 25x General Worker-L14A-14</p>	<p>DIVISION: PROJECT MANAGEMENT UNIT PURPOSE: To Provide Project Management</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage and Evaluate Capital Projects. 2. Coordinate reports on compliance and progress of projects. 3. Manage EPWP. 4. Management of Contracts. <p>1x Manager 1x Engineering Technician-L3 1x Data Capturer-L7</p>	<p>DIVISION: FLEET AND MANAGEMENT WORKSHOP PURPOSE: To Manage Municipal Fleet and Workshop Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Monitor and Maintain Municipal fleet. 2. Render Mechanical Services. <p>1x Manager-L2-1 1x Superintendent Mechanic-L4 4x Mechanic-L6 4x Artisan Assistant-L13 2x Fleet Data Capture-L7</p>
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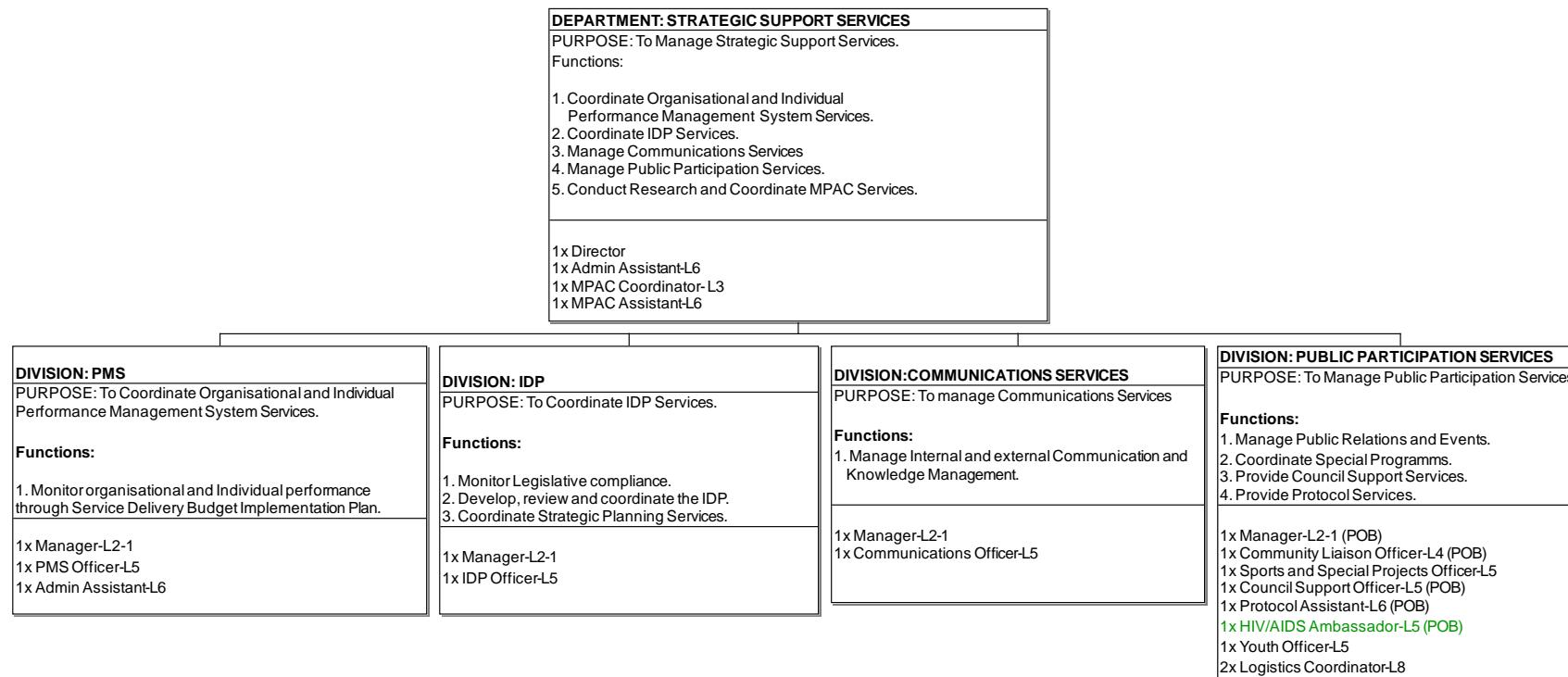
PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY (2023/2027)



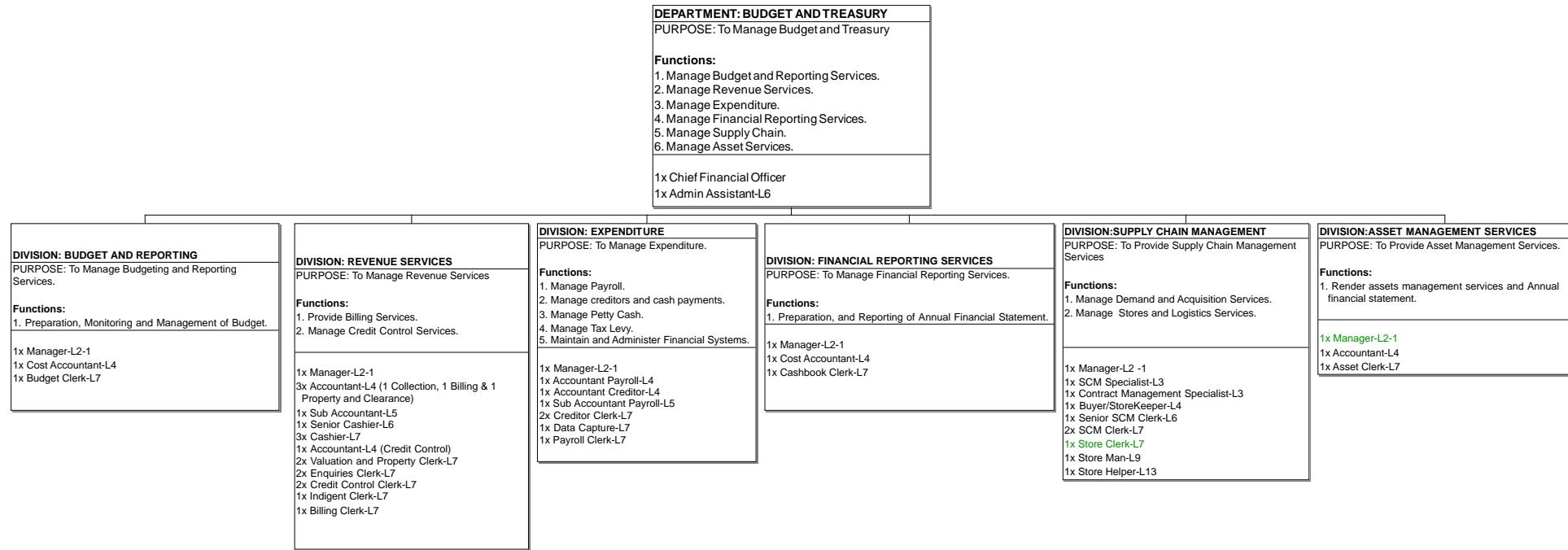
PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY-2023/27

DIVISION: TRAFFIC LAW ENFORCEMENT SERVICE PURPOSE: To Manage Traffic law enforcement Services Functions: 1. Manage Road Traffic Services. 2. Manage Road Safety Programmes. 1x Manager-L2-1 1x Superintendent-L4 2x Assistant Superintendent-L5 12x Traffic Officer-L7 1x Senior Road Marker-L9 1x Traffic Clerk-L7 3x Road Marker-L14A-14	DIVISION: LICENSING SERVICES PURPOSE: To Manage Licensing Services. Functions: 1. Manage Registration and Licensing of Motor Vehicles. 2. Testing and Issuing of Road Worthy Certificates, Learners, Drivers and Professional Driving Permits. 3. Coordinate Public Transport Services. 1x Manager-L2-1 2x Management Representative-L4 2x Senior Licensing Officer-L5 4x Examiner of Licenses & Vehicle-L7 7x License Clerk-L7 1x Enquiries Clerk-L7 1x Filing Clerk-L8 1x Test Ground Assistant-L13	DIVISION: LIBRARY AND THUSONG CENTRE SERVICES PURPOSE: To Provide Library and Thusong Centre Services. Functions: 1. Render library services. 2. Manage Thusong Centre Services. 1x Manager-L2-1 1x Centre Supervisor-L3 3x Librarian-L5 1x Admin Assistant-L6 2x Assistant Librarian-L7 4x Library Assistant-L9 2x Library Helper-L13	DIVISION: PARKS AND RECREATION SERVICES PURPOSE: To Provide Parks and Recreation Services Functions: 1. Render Parks, Recreation and Cemetery Services. 2. Render Maintenance Services. 3. Render Aborigine and Landscaping Services. 1x Manager-L2-1 1x Horticulturist-L4 3x Special Workman-L7 5x Truck Driver Grade 4-L12 4x Tractor Driver-L13 11x Machine Operator-L14 24x General Worker-L14A-14	DIVISION: WASTE MANAGEMENT SERVICE PURPOSE: To Provide Waste Management Services Functions: 1. Render Intergrated Waste Management Services. 1x Manager-L2-1 1x Waste Officer-L4 1x Environmental Officer-L3 2x Waste Supervisor-L6 2x Waste Coordinator-L7 1x Waste Information Clerk-L7 2x Landfil Operator Gr2-L10 2x Transfer Station Operator-L10 10x Truck Operator Gr3-L11 22x Street Cleaner-L14A-14 (12 Unfunded) 32x Refuse Removals-L14A-14 (8 Unfunded) 2x Landfil Spotter-L14A-14
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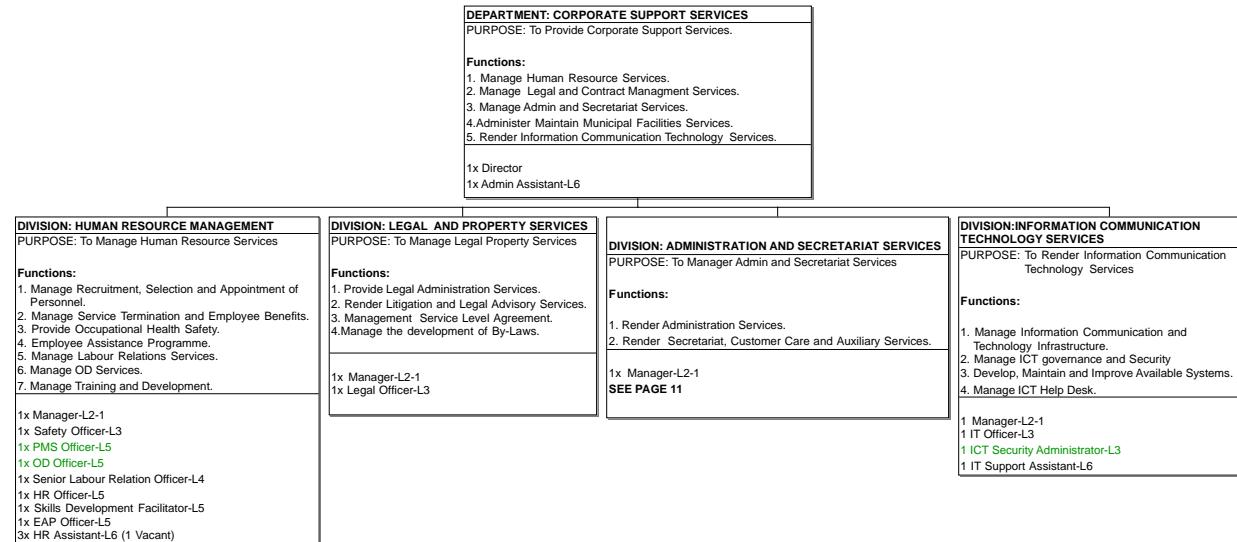
PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY-2023/27



PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY 2023/27



PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY- 2023/27



DIVISION: ADMINISTRATION AND SECRETARIAT SERVICES

PURPOSE: To Manager Admin and Secretariat Services

Functions:

1. Render Administration Services.
2. Render Secretariat, Customer Care and Auxiliary Services.

1x Manager-L2-1

SUB DIVISION: ADMINISTRATION SERVICES
PURPOSE: To Render Administration Services
Functions:
1. Render Records Management and Archiving. 2. Render Photocopying Services.

1x Records Officer-L5
1x Senior Records Clerk-L6
2x Records Clerk-L7
1x Office Assistant (Records)-L13

SUB DIVISION: SECRETARIAT SERVICES

PURPOSE: To Render Secretariat, Customer Care and Auxiliary Services

Functions:

- 1 Provides Administrative Support to the Council.
2. Coordinate Council Committees.
3. Manage Cleaning Services.
4. Render Customer Care Services.
5. Provide Messenger Services.

2x Chief Admin Officer-L4
2x Admin Assistant-L6
2x Customer Care Clerk-L7
1x Supervisor Cleaner-L11
1x Driver/Messenger-L11
16x Cleaner-L14A-14

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