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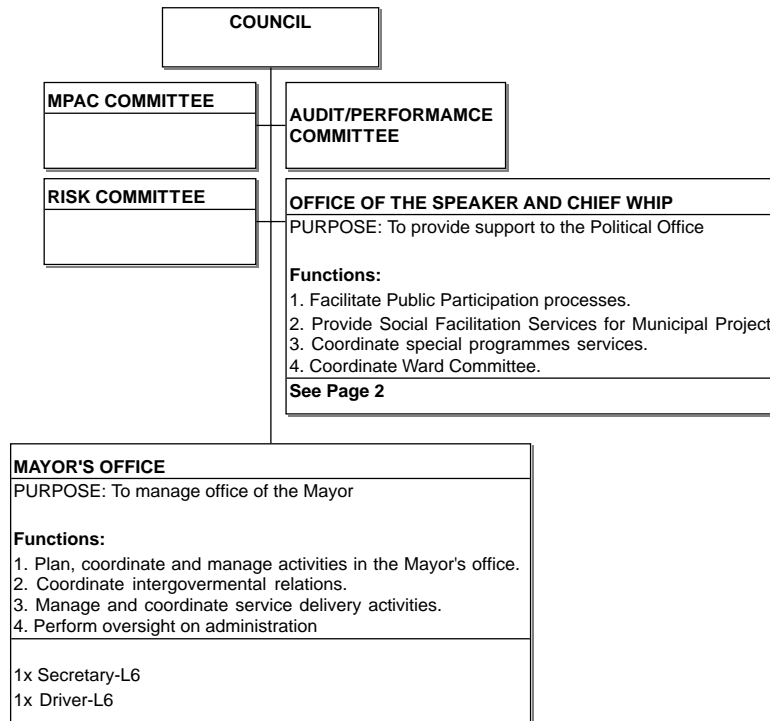
**ORGANISATIONAL STRUCTURE:
LEPHALALE LOCAL MUNICIPALITY**

17 May 2024

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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>OFFICE OF THE MUNICIPAL MANAGER PURPOSE: To Provide the Municipal Basic Services and Administrative Support.</p> <p>Functions:</p> <ol style="list-style-type: none"> 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..
<p>1x Municipal Manager 1x Secretary L6</p>

<p>DIVISION: INTERNAL AUDIT PURPOSE: To manage Internal Audit Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide independent Consultative Services. 2. Provide Performance Reviews, Risk Review, Compliance Reviews and Follow-ups. 3. Coordinate the Audit Committees.
<p>1x Chief Audit Executive-L2-1 2x Internal Auditor-L4</p>

<p>SUB DIVISION: PROTECTION SERVICES PURPOSE: To Render Protection Service.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render Physical Security Services. 2. Provide Protection Services.
<p>1x Crime Risk Officer-L3 4x Senior Security Officer-L5</p>

<p>DIVISION: RISK MANAGEMENT PURPOSE: To Render Risk Management Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Risk Services. 2. Coordinate Risk committees.
<p>1x Chief Risk Officer-L2-1 1x Risk Management Officer-L4</p>

<p>DEPARTMENT: INFRASTRUCTURE SERVICES PURPOSE: To Manage Infrastructure Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Water Services. 2. Manage Sanitation Services. 3. Manage Electrical and Mechanical Services. 4. Manage Public Works, Roads and Stormwater Services. 5. Manage Project Management Unit. 6. Manage Fleet Services.
<p>1x Director 1x Quantity Surveyor-L3 1x Admin Assistant-L6 SEE PAGE 5</p>

<p>DEPARTMENT: DEVELOPMENT PLANNING PURPOSE: To Manage Development and Planning Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Land Use and Spatial Planning. 2. Manage Building Control Services. 3. Manage Human Settlements Services. 4. Manage Local Economic Development Services.
<p>1x Director 1x Admin Assistant-L6 SEE PAGE 6</p>

<p>DEPARTMENT: SOCIAL SERVICES PURPOSE: To Manage Social Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Traffic Law enforcement. 2. Manage Vehicle Testing and Licensing Services. 3. Provide Parks, Recreation Services. 4. Manage Solid Waste Services. 5. Coordinate Disaster Management Services. 6. Provide Library and Thusong Centre Services.
<p>1x Director 1x Admin Assistant-L6 SEE PAGE 7</p>

<p>DEPARTMENT: STRATEGIC SUPPORT SERVICES PURPOSE: To Manage Strategic Support Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Organisational and Individual Performance Management System Services. 2. Coordinate IDP Services. 3. Manage Communications Services 4. Manage Public Participation Services. 5. Conduct Research and Coordinate MPAC Services.
<p>1x Director 1x Admin Assistant-L6 1x MPAC Coordinator- L3 1x MPAC Assistant-L6 SEE PAGE 8</p>

<p>DEPARTMENT: BUDGET AND TREASURY PURPOSE: To Manage Budget and Treasury</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Financial Reporting Services. 2. Manage Revenue Services. 3. Manage Expenditure. 4. Manage Financial Services. 5. Manage Supply Chain. 6. Manage Asset Services.
<p>1x Chief Financial Officer 1x Admin Assistant-L6 SEE PAGE 9</p>

<p>DEPARTMENT: CORPORATE SUPPORT SERVICES PURPOSE: To Provide Corporate Support Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Human Resource Services. 2. Manage Legal and Contract Management Services. 3. Manage Admin and Secretariat Services. 4. Administer Maintain Municipal Facilities Services. 5. Render Information Communication Technology Services.
<p>1x Director 1x Admin Assistant-L6 SEE PAGE 13</p>

PROPOSED ORGANISATIONAL STRUCTURE:LEPHALALE LOCAL MUNICIPALITY-2023/27

DEPARTMENT: INFRASTRUCTURE SERVICES
 PURPOSE: To Manage Infrastructure Services.

Functions:

1. Manage Water Services.
2. Manage Sanitation Services.
3. Manage Electrical and Mechanical Services.
4. Manage Public Works, Roads and Stormwater Services.
5. Manage Project Management Unit.
6. Manage Fleet Services.

1x Director
 1x Quantity Surveyor-L3
 1x Admin Assistant-L6

DIVISION: WATER SERVICES
 PURPOSE: To provide Water Services

Functions:

1. Operate and Maintain Water Systems (bulk and reticulation) Services.
2. Provision of Portable Water Services.

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 Worksmen-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

DIVISION: SANITATION SERVICES
 PURPOSE: To provide sanitation services

Functions:

1. Operate and Maintain Sewer Systems.
2. Provision of Ventilated Improved Pit/Latrine Services.

1x Manager-L2-1
 1x Engineering Technician-L3
 1x Superintendent-L4
 1x Control Instrumental Technician-L5
 1x Technician Assistant-L5
 5x Plumber-L5
 1x Fitter 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

DIVISION: ELECTRICAL SERVICES
 PURPOSE: To Manage Electrical services

Functions:

1. Maintain Electrical network
2. Ensure maintenance of Public Lighting and energy efficiency.

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 Fitter & Turner-L6
 1x Clerk-L7
 2x Special Worksmen-L7
 1x Team Leader-L11
 7x Artisan Assistant-L13
 12x General Worker-L14A-14

DIVISION: PUBLIC WORKS SERVICES
 PURPOSE: To provide Public Works Services

Functions:

1. Maintain Roads, Stormwater Systems, and Municipal Buildings.
2. Construction and Upgrading of Roads, Stormwater Systems, and Municipal Buildings
3. Renewal of Roads.

1x Manager-L2-1
 2x Engineering Technician-L3
 1x Facilities and Building Officer-L4
 1x Superintendent-L4
 1x Artisan Bricklayer-L6
 1x Artisan Carpenter-L6
 3x Special Worksmen-L7
 2x Assistant Bricklayer and Carpenter-L10
 3x Grader Operator-L10
 3x TLB/Broom Sweeper-L10
 2x Truck Operator-L12
 2x Tipper Truck Operator-L11
 25x General Worker-L14A-14

DIVISION: PROJECT MANAGEMENT UNIT
 PURPOSE: To Provide Project Management

Functions:

1. Manage and Evaluate Capital Projects.
2. Coordinate reports on compliance and progress of projects.
3. Manage EPWP.
4. Management of Contracts.

1x Manager
 1x Engineering Technician-L3
 1x Data Capturer-L7

DIVISION: FLEET AND MANAGEMENT WORKSHOP
 PURPOSE: To Manage Municipal Fleet and Workshop Services.

Functions:

1. Monitor and Maintain Municipal fleet.
2. Render Mechanical Services.

1x Manager-L2-1
 1x Superintendent Mechanic-L4
 4x Mechanic-L6
 4x Artisan Assistant-L13
 2x Fleet Data Capture-L7

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY (2023/2027)

<p>DEPARTMENT: DEVELOPMENT PLANNING</p> <p>PURPOSE: To Manage Development and Planning Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Land Use and Spatial Planning. 2. Manage Building Control Services. 3. Manage Human Settlements Services. 4. Manage Local Economic Development Services. <p>1x Director 1x Admin Assistant-L6</p>

<p>DIVISION: LAND USE AND SPATIAL PLANNING</p> <p>PURPOSE: To Manage Land Use and Spatial Planning Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure Compliance to Spatial Planning and Land Use Management Legislation. 2. Manage and Update Geographical Information System. 3. Coordinate and implement Land Use Schemes and Municipal Spatial Development Framework. <p>1x Manager-L2-1 1x GIS Specialist-L3 2x Town Planner-L3 1x Assistant Town Planner-L4 1x GIS Officer-L5 1x Land Use Clerk-L7</p>
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<p>DIVISION: BUILDING CONTROL</p> <p>PURPOSE: To Manage Building Control Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Conduct Building Inspection. 2. Ensure compliance with National Building Regulation. <p>1x Manager-L2-1 3x Building Inspector-L5 1x Admin Officer-L5</p>
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<p>DIVISION: HUMAN SETTLEMENTS</p> <p>PURPOSE: To Manage Human Settlements Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Low and Middle Cost Housing. 2. Ensure implementation and compliance with Housing Legislation, Policies and Plans. <p>1x Manager-L2-1 1x Project Officer-L5 2x Admin Assistant-L6 1x Human Settlement Clerk Grade 2-L8 1x Human Settlement Clerk Grade 3-L9</p>
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<p>DIVISION: LOCAL ECONOMIC DEVELOPMENT</p> <p>PURPOSE: To Manage Local Economic Development Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Local Economic Development Services. 2. Coordinate Tourism Services. <p>1x Manager-L2-1 1x LED Specialist-L3 1x LED Officer-L5 1x Tourism Officer-L5</p>

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY-2023/27

DEPARTMENT: SOCIAL SERVICES
 PURPOSE: To Manage Social Services.
Functions:
 1. Manage Traffic Law enforcement.
 2. Manage Vehicle Testing and Licensing Services.
 3. Provide Parks, Recreation Services.
 4. Manage Solid Waste Services.
 5. Coordinate Disaster Management Services.
 6. Provide Library and Thusong Centre Services.
 1x Director
 1x Admin Assistant-L6

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
Functions:
 1. Render Parks, Recreation and Cemetery Services.
 2. Render Maintenance Services.
 3. Render AboriCulture and Landscaping Services.
 1x Manager-L2-1
 1x Horticulturist-L4
 3x Special Worksman-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

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY-2023/27

<p>DEPARTMENT: STRATEGIC SUPPORT SERVICES</p> <p>PURPOSE: To Manage Strategic Support Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate Organisational and Individual Performance Management System Services. 2. Coordinate IDP Services. 3. Manage Communications Services 4. Manage Public Participation Services. 5. Conduct Research and Coordinate MPAC Services.
<p>1x Director 1x Admin Assistant-L6 1x MPAC Coordinator-L3 1x MPAC Assistant-L6</p>

<p>DIVISION: PMS</p> <p>PURPOSE: To Coordinate Organisational and Individual Performance Management System Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Monitor organisational and Individual performance through Service Delivery Budget Implementation Plan.
<p>1x Manager-L2-1 1x PMS Officer-L5 1x Admin Assistant-L6</p>

<p>DIVISION: IDP</p> <p>PURPOSE: To Coordinate IDP Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Monitor Legislative compliance. 2. Develop, review and coordinate the IDP. 3. Coordinate Strategic Planning Services.
<p>1x Manager-L2-1 1x IDP Officer-L5</p>

<p>DIVISION: COMMUNICATIONS SERVICES</p> <p>PURPOSE: To manage Communications Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Internal and external Communication and Knowledge Management.
<p>1x Manager-L2-1 1x Communications Officer-L5</p>

<p>DIVISION: PUBLIC PARTICIPATION SERVICES</p> <p>PURPOSE: To Manage Public Participation Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Public Relations and Events. 2. Coordinate Special Programms. 3. Provide Council Support Services. 4. Provide Protocol Services.
<p>1x Manager-L2-1 (POB) 1x Community Liaison Officer-L4 (POB) 1x Sports and Special Projects Officer-L5 1x Council Support Officer-L5 (POB) 1x Protocol Assistant-L6 (POB) 1x HIV/AIDS Ambassador-L5 (POB) 1x Youth Officer-L5 2x Logistics Coordinator-L8</p>

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY 2023/27

DEPARTMENT: BUDGET AND TREASURY PURPOSE: To Manage Budget and Treasury
Functions: 1. Manage Financial Reporting Services. 2. Manage Revenue Services. 3. Manage Expenditure. 4. Manage Financial Services. 5. Manage Supply Chain. 6. Manage Asset Services.
1x Chief Financial Officer 1x Admin Assistant-L6

DIVISION: FINANCIAL REPORTING PURPOSE: To Manage Financial Reporting Services.
Functions: 1. Preparation and Management of Budget 2. Preparation of Annual Financial Statement
1x Manager-L2-1 1x Financial System Specialist-L2 2x Cost Accountant-L4 1x Cash Book Clerk-L7 1x Budget Clerk-L7

DIVISION: REVENUE SERVICES PURPOSE: To Manage Revenue Services
Functions: 1. Provide Billing Services. 2. Manage Credit Control Services.
1x Manager-L2-1 3x Accountant-L4 (1 Collection, 1 Billing & 1 Property and Clearance) 1x Sub Accountant-L5 1x Senior Cashier-L6 3x Cashier-L7 1x Accountant-L4 (Credit Control) 2x Valuation and Property Clerk-L7 2x Enquiries Clerk-L7 2x Credit Control Clerk-L7 1x Indigent Clerk-L7 1x Billing Clerk-L7

DIVISION: EXPENDITURE PURPOSE: To Manage Expenditure.
Functions: 1. Manage Payroll. 2. Manage creditors and cash payments. 3. Manage Petty Cash. 4. Manage Tax Levy. 5. Maintain and Administer Financial Systems.
1x Manager-L2-1 1x Accountant Payroll-L4 1x Accountant Creditor-L4 1x Sub Accountant Payroll-L5 2x Creditor Clerk-L7 1x Data Capture-L7 1x Payroll Clerk-L7

DIVISION: SUPPLY CHAIN MANAGEMENT PURPOSE: To Provide Supply Chain Management Services
Functions: 1. Manage Demand and Acquisition Services. 2. Manage Stores and Logistics Services.
1x Manager-L2-1 1x SCM Specialist-L3 1x Contract Management Specialist-L3 1x Buyer/StoreKeeper-L4 1x Senior SCM Clerk-L6 2x SCM Clerk-L7 1x Store Clerk-L7 1x Store Man-L9 1x Store Helper-L13

DIVISION: ASSET MANAGEMENT SERVICES PURPOSE: To Provide Asset Management Services.
Functions: 1. Render assets management services and Annual financial statement.
1x Manager-L2-1 1x Accountant-L4 1x Asset Clerk-L7

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY- 2023/27

<p>DEPARTMENT: CORPORATE SUPPORT SERVICES</p> <p>PURPOSE: To Provide Corporate Support Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Human Resource Services. 2. Manage Legal and Contract Management Services. 3. Manage Admin and Secretariat Services. 4. Administer Maintain Municipal Facilities Services. 5. Render Information Communication Technology Services. <p>1x Director 1x Admin Assistant-L6</p>

<p>DIVISION: HUMAN RESOURCE MANAGEMENT</p> <p>PURPOSE: To Manage Human Resource Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Recruitment, Selection and Appointment of Personnel. 2. Manage Service Termination and Employee Benefits. 3. Provide Occupational Health Safety. 4. Employee Assistance Programme. 5. Manage Labour Relations Services. 6. Manage OD Services. 7. Manage Training and Development. <p>1x Manager-L2-1 1x Safety Officer-L3 1x PMS Officer-L5 1x OD Officer-L5 1x Senior Labour Relation Officer-L4 1x HR Officer-L5 1x Skills Development Facilitator-L5 1x EAP Officer-L5 3x HR Assistant-L6 (1 Vacant)</p>

<p>DIVISION: LEGAL AND PROPERTY SERVICES</p> <p>PURPOSE: To Manage Legal Property Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide Legal Administration Services. 2. Render Litigation and Legal Advisory Services. 3. Management Service Level Agreement. 4. Manage the development of By-Laws. <p>1x Manager-L2-1 1x Legal Officer-L3</p>

<p>DIVISION: ADMINISTRATION AND SECRETARIAT SERVICES</p> <p>PURPOSE: To Manager Admin and Secretariat Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render Administration Services. 2. Render Secretariat, Customer Care and Auxiliary Services. <p>1x Manager-L2-1 SEE PAGE 11</p>

<p>DIVISION: INFORMATION COMMUNICATION TECHNOLOGY SERVICES</p> <p>PURPOSE: To Render Information Communication Technology Services</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage Information Communication and Technology Infrastructure. 2. Manage ICT governance and Security 3. Develop, Maintain and Improve Available Systems. 4. Manage ICT Help Desk. <p>1 Manager-L2-1 1 IT Officer-L3 1 ICT Security Administrator-L3 1 IT Support Assistant-L6</p>

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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