SISONKE DISTRICT MUNICIPALITY: CORPORATE SERVICES DEPARTMENT: ORGANISATIONAL STRUCTURE

CORPORATE SERVICES DEPARTMENT

PURPOSE: TO RENDER CORPORATE SERVICES.

FUNCTIONS:
1. Provide general administrative support services.
2. Render information technology services.
3. Ensure the provision of human resources management, development and administration services.

1 Executive Director: Corporate Services
1 Personal Assistant

GENERAL ADMINISTRATION SERVICES

PURPOSE: TO PROVIDE GENERAL ADMINISTRATIVE SUPPORT SERVICES.
FUNCTIONS:
1. Provide auxliary support services.
2. Render committee support services.

1 Director: Administration and Support

INFORMATION TECHNOLOGY SERVICES

PURPOSE: TO RENDER INFORMATION TECHNOLOGY SERVICES.
FUNCTIONS:
1. Coordinate specialist hardware and software requirements.
2. Render technical IT support.
3. Manage the IT network.
4. Render IT support to the LM's.

1 Senior IT Officer
2 IT Technician

AUXILIARY SUPPORT DIVISION

PURPOSE: TO PROVIDE AUXILIARY SUPPORT SERVICES.
FUNCTIONS:
1. Provide archiving services.
2. Render fleet management services.
3. Provide general administration services.
4. Ensure the provision of security services.

1 Chief Administration Officer

COMMITTEE SUPPORT DIVISION

PURPOSE: TO RENDER COMMITTEE SUPPORT SERVICES.
FUNCTIONS:
1. Render secretariat services to committees.
2. To prepare agendas and ensure same are sent out to committee members.

1 Senior Committee Officer
3 Committee Officer
1 Committee Officers Assistant

GENERAL ARCHIVES AND PRINTING SERVICES

PURPOSE: To provide archiving and photocopying services.
FUNCTIONS:
1. Ensure effective archiving of general records.
2. Render a photocopying service.

1 Senior Archives Officer
1 Archives Officer
1 Reprographer/Typist

FLEET MANAGEMENT SERVICES

PURPOSE: To render fleet management services.
FUNCTIONS:
1. Ensure the effective maintenance of official vehicles.
2. Monitor the effective utilisation of official vehicles.
3. Control the vehicle asset data base.

1 Senior Fleet Management Officer
1 Fleet Management Officer
3 Driver/Messenger

OFFICE SUPPORT SECTION

PURPOSE: To provide general administrative support services.
FUNCTIONS:
1. Ensure an effective reception service.
2. Provide switchboard services.
3. Ensure the cleanliness of the office buildings.

1 Administration Assistant
1 Switchboard Operator
1 Receptionist
13 Office Assistant

HUMAN RESOURCE MANAGEMENT SERVICES

PURPOSE: TO PROVIDE HUMAN RESOURCE MANAGEMENT.

FUNCTIONS:
1. Manage service conditions and HR provisioning.
2. Ensure HR development, occupational health and safety and performance management.
3. Ensure effective labour relations.

1 Director: HR

CONDITIONS OF SERVICE AND HR PROVISIONING

PURPOSE: TO MANAGE SERVICE CONDITIONS AND HR PROVISIONING

FUNCTIONS:
1. Manage and process employees leave.
2. Ensure effective control of pension and other deductions.
3. Manage recruitment, appointments, promotions and exits from the DM.

1 Senior HR Officer: Provisioning & Conditions of Service
1 HR Officer: Provisioning & Conditions of Service
1 HR Clerk: Provisioning & Conditions of Service

HRD, OH&S AND PERFORMANCE MANAGEMENT

PURPOSE: ENSURE HRD, OH&S AND PERFORMANCE MANAGEMENT

FUNCTIONS:
1. Ensure the effective development of employees.
2. Ensure compliance to the OH&S Act.
3. Ensure the management of individual performance.

1 Senior HR Officer: HRD & PM
1 HR Officer: HRD & PM
1 OH&S Officer
1 HR Clerk: HRD & PM and OH&S

LABOUR RELATIONS DIVISION

PURPOSE: TO ENSURE EFFECTIVE LABOUR RELATIONS.

FUNCTIONS:
1. Prepare and represent the Municipality in cases referred for Conciliation/ Arbitration,
2. Advise Management on specific Industrial Relations processes
3. Ensure effective realtions with organised labour.

1 Labour Relations Officer