	D
	D
	U
	Z
	RO/
	\leq
	VED
	U
	œ
	~
	I
	GOH
-	O
	`≦
	Z
-	2
	S≧
	-
	5
	4
	ے
	П
•	Z
	-

SIGNATURE

100 DODY REGULATION SERVICES REGULATION 1. Manage traffic law enforcement Functions:

SIGNATUR

SUB-DIRECTORATE: TRANSPORT

PURPOSE: TO MANAGE TRANSPORT

operations

3. Manage transport administration and

APPROVED BY MEC: MRS FF RADZILANI [MPL]

safety promotion programs Manage the mplementation of transport

licensing services.

4. Enforce compliance with public transport legislation and regulations 1 Deputy Director: Transport Regulation

DIVISION: TRANSPORT SAFETY PROMOTION PURPOSE:TO MANAGE THE Manage transport safety awaren... FUNCTIONS: **PROGRAMS** IMPLEMENTATION OF [Maruleng] Promotion [SL 9] programmes Manage transport safety education TRANSPORT SAFETY PROMOTION [Greater Letaba] Greater-Tzaneen [Greater-Giyani] Transport Safety Officer[SL 7] Assistant Director: Transport Safety Transport Safety Officer[SL7] Transport Safety Officer[SL 7] Transport Safety Officer[SL 7] Transport Safety Officer[SL 7][Ba-

3. Manage the coordination of traffic

1 Control Provincial Inspector [SL 11] information from traffic centers.

1 Principal Provincial Inspector[Equipment&

and General Administration][SL7]

Phalaborwaj

Administrative Officer[Accident Capturing

Fire-arm Officert [SL 8]

.Administrative Officer: Traffic Systems[SL

public transport legislation and regulations Manage enforcement of compliance with

and traffic control centers operations

Manage the coordination of traffic stations

ENFORCEMENTOPERATIONS

FUNCTIONS

DIVISION: TRAFFIC LAW ENFORCEMENT

PURPOSE: TO MANAGE TRAFFIC LAW

SERVICES 2. Manage driver licensing services PURPOSE: TO MANAGE TRANSPORT DIVISION:TRANSPORT transport permits and special events 3. Manage the administration of ADMINISTRATION AND LICENSING ADMINISTRATION & LICENSING 1. Manage vehicle licensing services

permits Administrative Officer[SL7] Chief Licensing Officer [SL 10]

3 Principal Provincial Inspector [SL 8] of operating licences 2. Enforce compliance with conditions transport legislation and regulations 1 Chief Provincial Inspector[SL 10]

DIVISION: PUBLIC TRANSPORT REGULATIONS COMPLIANCE WITH PUBLIC PURPOSE:TO ENFORCE 4 Senior Provincial Inspector [SL 7] FUNCTIONS: 2 Administration Clerk SL 5] TRANSPORT LEGISLATION AND 1. Enforce compliance with public 16 Provincial Inspector [SL 6]

PAGE 40

APPROVED BY HOD: MR MS MATJENA SIGNATURE 2000

DIVISION: TRAFFIC LAW ENFORCEMENT PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS control centers operations transport legislation and regulations FUNCTIONS traffic centers

. Manage the coordination of traffic information from

1 Control Provincial Inspector [SL 11]

Officert [SL 8]

2. Manage enforcement of compliance with public edministration][SL7] . Manage the coordination of traffic stations and traffic Principal Provincial Inspector[Equipment & Fire-arm .Administrative Officer: Traffic Systems[SL 7] Administrative Officer(Accident Capturing and General

APPROVED BY MEC: MRS FF RADZILANI [MPL] SIGNATURE DATE OF 60

PURPOSE TO PROVIDE ROAD TRAFFIC POLICING GIYANI TRAFFIC STATION SERVICES FUNCTIONS: . Enforce compliance with traffic rules and regulations

on public roads. . Render accident response services, escort duty and . Issue summonses and warrants of arrests.

scholar patrol services. Administer traffic contraventions

. Provide administration services.

5 Principal Provincial Inspector(SL 8) Senior Provincial Inspector(SL7) Chief Provincial Inspector[Head of Station[SL 10] Administrative Officer [Contraventions & General

42 Provincial Inspector[SL 6] Admin.[SL /

Finance Clerk [SL 5] [Cashier] Administration Clerk[Contraventions & General Admin.]

Groundsman(SL2) Switchboard Operator[SL4]

Cleaner(SL2)

SERVICES PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING BAPHALABORWA TRAFFIC STATION

FUNCTIONS:

on public roads Enforce compliance with traffic rules and regulations

scholar patrol services.

. Provide administration services

4 Senior Provincial Inspector[SL7]

[SL 5] Finance Clerk [SL 5] [Cashier]

2 Cleaner[SL2] Swichboard Operator (SL 4)

PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING

BOLOBEDU TRAFFIC STATION

3. Render accident response services, escort duty and Issue summonses and warrants of arrests.

3. Render accident response services, escort duty and

Issue summonses and warrants of arrests.

on public roads. FUNCTIONS:

Enforce compliance with traffic rules and regulations

Administer traffic contraventions

1 Chief Provincial Inspector[Head of Station[SL 10] 3 Principal Provincial Inspector[SL 8]

3 Principal Provincial Inspector[SL 8]

4 Senior Provincial Inspector [SL 7]

1 Administrative Officer [Contraventions & General

23 Provincial Inspector[SL 6]

Admin. [SL 7]

2 Administration Clerk[Contraventions & General

Admin.][SL 5]

1 Chief Provincial Inspector[Head of Station[SL 10]

Provide administration services. Administer traffic contraventions scholar patrol services.

[SL /] 1 Administrative Officer (Contraventions & General Admin

2 Administration Clerk [Contraventions General Admin.] 26 Provincial Inspector(SL 6)

1 Groundsman[SL2] Switchboard Operator(SL4) Finance Clerk [SL 5] [Cashier]

PURPOSE:TO PROVIDE ROAD TRAFFIC MARULENG TRAFFIC STATION POLICING SERVICES

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING

TZANEEN TRAFFIC STATION

. Enforce compliance with traffic rules and

3. Render accident response services, escort duty issue summonses and warrants of arrests.

Administer traffic contraventions

3. Render accident response services, escort duty and

Issue summonses and warrants of arrests.

4. Administer traffic contraventions scholar patrol services.

Provide administration services

Chief Provincial Inspector[Head of Station[SL

0

10 Senior Provincial Inspector[SL7]

1 Administrative Officer [Natis Officer[SL 7] 7 Principal Provincial Inspector[SL 8]

1 Administrative Officer (Contraventions & General

on public roads. FUNCTIONS: SERVICES

Enforce compliance with traffic rules and regulations

Provide administration services.

|2 Principal Provincial Inspector[SL 8]
|1 Administrative Officer [Contraventions & General]

20 Provincial Inspector(SL 6) admin.[SL 7]

Admin.][SL 5]

Swichboard Operator [SL 4]

regulations on public roads. FUNCTIONS:

and scholar patrol services.

Chief Provincial Inspector[Head of Station[SL 10]

Administration Clerk[Contraventions & General

Finance Clerk [SL 5] [Cashler]

[61 Provincial Inspector[SL 6]

Admin.[SL 7]

2 Administration Clerk[Natis Clerk][SL 5]

Finance Clerk [Cashler] [SL 5]

Switchboard Operator(SL4) Groundsman[SL2] Cleaner(SL2)

Administration Clerk[Contraventions & General Admin.]

PURPOSE:TO PROVIDE OVERLOADING MOOKETSI TRAFFIC CONTROL CENTRE FUNCTIONS: CONTROL SERVICES

Issue summonses and warrants of arrests 2. Render escort duty and accident response services. Perform overloading control functions.

Chief Provincial Inspecto[Head of Station[SL Provide general administrative services. Administer traffic contraventions

Principal Provincial Inspector[SL 8]

2 Administration Clerk[Contraventions & General 25 Provincial Inspector(SL 6) General Administration][SL 7] Senior Provincial Inspector[SL7] Administrative Officer[Confraventions &

Finance Clerk [SL 5] [Cashler] Swichboard Operator [SL 4] dmin.][SL 5]

SIGNATURE

10112 July

SUB-DIRECTORATE: TRANSPORT PURPOSE: TO MANAGE TRANSPORT OPERATIONS

OPERATIONS

Functions:

2. Manage transport operator licensing services . Manage public transport services

1 Deputy Director: Transport Operations[SL 11]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE DO ON 3504

DIVISION:PUBLIC TRANSPORT SERVICES

PURPOSE: TO MANAGE PUBLIC TRANSPORT SERVICES

subsidies.

1. Manage the administration and funding of bus

FUNCTIONS

2. Manage bus contract and ministration

3. Manage the empowerment of public transport

operators. Assistant Director: Public Transport Services

Administrative Officer [SL7]

|PURPOSE:TO MANAGE TRANSPORT OPERATOR DIVISION:TRANSPORT OPERATOR LICENSING LICENSING SERVICES

FUNCTIONS:

administration. 1. Manage the registration of operators and routes

2. Manage public transport conflicts

1 Assistant Director: Operating Licences

1 Administrative Officer[SL 7][Maruleng]

Administrative Officer[SL 7][Greater-Giyani]

1 Administrative Officer[SL 7][Greater Letaba]
1 Administrative Officer[SL 7][Greater-Tzaneen]

Administrative Officer[SL7][Ba-Phalaborwa]

	APPF
× A	ROVED
MATJENA	вү нор:
	MR MS

SIGNATURE

SECRETARIAT FOR POLICE SERVICE SUB-DIRECTORATE: PROVINCIAL SERVICE FOR POLICE SERVICE PURPOSE:TO PROVIDE SECRETARIAT 2. Manage the implementation and support FUNCTIONS: 1. Monitor the functioning of SAPS.

land Community Safety forums programmes of Social Crime Prevention,

Community Safety Projects, Community Policing Police Service[SL 11] Deputy Director: Provincial Secretariat for

DIVISION: COMMUNITY SAFETY &

PARTNERSHIP PURPOSE:TO MANAGE THE SAFETY PROJECTS, COMMUNITY PREVENTION, COMMUNITY PROGRAMMES OF SOCIAL CRIME IMPLEMENTATION AND SUPPORT SAFETYFORUMS POLICING AND COMMUNITY

PURPOSE: TO MONITOR THE FUNCTIONING

DIVISION:POLICE OVERSIGHT

OF SAPS

FUNCTIONS

2. Conduct stakeholder surveys in the precinct of

1. Monitor police stations activities

5. Represent the department at oversight forums

Assistant Director [SL 9] Administrative Officer [SL7]

4.Monitor SAPS garages

3. Monitor SAPS Specialised Units

police stations

FUNCTIONS: statutory and mandatory community policing and community safety forums 2. Provide administrative support to 3. Manage and coordinate the and Social Crime Prevention projects implementation of Community Safety policing and community safety forums mandatory and statutory community 1. Monitor the functionality of (including DVA and GBV)

1 Administrative Officer [SL7] Assistant Director [SL 9]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

200 RO

DIVISION:GIYANI GOVERNMENT GARAGE PURPOSE:TO MANAGE GOVERNMENT GARAGE SERVICES FUNCTIONS: 1. Manage panelbeating and spray-painting services 2. Manage mechanical services 3. Provide administration services 1 Chief Artisan][Garage Manager][SL 9]	APPROVED BY HOD: MR MS MATJENA DATE DATE DATE SIGNATURE APPROVED BY HOD: MR MS MATJENA SUB-DIRECTORATE:GOVERNMENT FLEET PURPOSE:TO MANAGE GOVERNMENT FLEET 1. Manage technical services 2. Manage departmental transport services 1. Deputy Director: Government Fleet [SL 11]
DIVISION: DEPARTMENTAL TRANSPORT SERVICES PURPOSE: TO MANAGE DEPARTMENTAL PURPOSE: TO MANAGE DEPA	APPROVED BY MEC: MRS FF RADZILANI [MPL] port services 1 Fleet [SL 11] SIGNATURE SIGNATURE

SECTION:PANELBEATING AND SPRAYPAINTING PURPOSE:TO MANAGE PANELBEATING AND SPRAY-PAINTING SERVICES Functions: 1. Provide panelbeating services. 2. Provide spray-painting services. 1 Artisan Foreman[SL 8][Panelbeating] 1 Artisan Production[SL 7][Panelbeating]	APPROVED BY HOD: MR MS MATJENA DIVI DATE O O 2004 SER FUN 1.M. 3.P. 1 CT
SECTION: MECHANICAL SERVICES PURPOSE: TO MANAGE MECHANICAL SERVICES Functions: 1. Repair vehicles 2. Service vehicles 3. Provide auto-electrical services 4. Provide welding services 5. Administer vehicle withdrawals 6. Manage breakdown recoveries 1 Artisan Foreman[SL 8] [Mechanical] 2 Artisan Production[SL 7][Repairs & Services] 1 Driver/Operator[SL3] 1 Breakdown Assistant[SL2]	DIVISION:GIYANI GOVERNMENT GARAGE PURPOSE:TO MANAGE GOVERNMENT GARAGE SERVICES FUNCTIONS: 1. Manage panelbeating and spray-painting services 2. Manage mechanical services 3. Provide administration services 1 Chief Artisan][Garage Manager][SL 9]
SECTION:ADMINISTRATION PURPOSE: TO PROVIDE ADMINISTRATION SERVICES FUNCTIONS 1. Provide supply chain and asset management services. 2. Provide general administration services. 1 Administrative Officer[SL7] 1 Stores Officer [SL7] 1 Supply Chain Clerk [Stores[SL 5] 1 Groundsman[SL2]	APPROVED BY MEC: MRS FF RADZILANI [MPL] DATE べんしつ コンジャ SIGNATURE

SIGNATURE

PURPOSE TO MANAGE CORPORATE SERVICES SUB-DIRECTORATE:CORPORATE MANAGEMENT

FUNCTIONS:

1.Manage human resource management and

development services

2. Manage employee wellness services 3. Manage information technology services

5. Manage transformation and service improvement . Manage records, facilities and EPWP programme.

Deputy Director:Corporate Management[SL 11]

DIVISION:HUMAN RESOURCE MANAGEMENT MANAGEMENT AND DEVELOPMENT SERVICES PURPOSE: TO MANAGE HUMAN RESOURCE

Functions: . Provide recruitment services

3. Provide performance management and 2. Handle conditions of service matters.

6 Human Resource Practitioner[SL 7] Assistant Director:HRM & D[SL 9]

development services

INFORMATION TECHNOLOGY PURPOSE: TO MANAGE ISERVICES

1. Manage, configure and maintain

1 Network Contoller [SL7] Assistant Director: GITO [SL9] DIVISION: GITO

Functions:

network devices.

Troubleshoot hard and software problems

> DELIVERY IMPROVEMENT DIVISION: TRANSFORMATION AND SERVICE

PURPOSE: TO MANAGE TRANSFORMATION AND SERVICE IMPROVEMENT SERVICES

1. Manage service improvement and customer care Functions:

Manage service delivery complaints
 Manage special programs within the district.

1 Assistant Director: Transformation and Service Delivery Improvement

[SL9]

DIVISION: RECORDS, FACILITIES AND EPWP

PURPOSE:TO MANAGE RECORDS, FACILITIES

AND EPWP PROGRAMME

PROGRAMME

2 Administrative Officer[SL 7]

| Administrative Officer [Disability Assistant [SL 7]

PURPOSE: TO MANAGE EMPLOYEE WELLNESS DIVISION: EMPLOYEE WELLNESS SERVICES

SERVICES Functions:

1. Coordinate the provision of wellness services

2. Coordinate the implementation of SHERQ and COID programmes

3. Manage the implementation of HIV/AIDS programs Assistant Director: Employee Wellness [SL 9]

1 OHS Practitioner[L7]

EAP/HIV/AIDS Practitioner [SL 7]

FUNCTIONS:

1. Provide records management services

Provide facilities services

3 Provide switchboard services

4. Provide auxiliary services 5. Monitor the provision of security services

1 Assistant Director: Records, Facilities and EPWP

2 Registry Practitioner [SL7] Records Programme [SL 9]

and Registry Services

Management] [SL 7] 1 Administrative Officer[Facilities & Auxiliary

1 Administrative Officer[EPWP] [SL 7]

5 Registry Clerk[SL5] Records and Registry Services

1 Swichboard Operator [SL 4]

3 Cleaner[SL2] 3 Driver/Messenger [SL3]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATUR DATE OF 900

PAGE 47

SIGNATURE	DATE	APPROVEDB
944	000	Y HOD: WIK
AND	2024	APPROVED BY HOD: NIK MS WALJENA

	onely a consolication and to the block of the consolication of the conso
	[SL 11]
	1 Deputy Director: Financial Management
	4. Manage revenue and debt collection
	3. Manage assets and inventory
	services.
	2. Manage supply chain management
U.S.	1. Manage and control finances
**	FUNCTIONS:
	SERVICES
A	PURPOSE TO MANAGE FINANCIAL
>	MANAGEMENT
	SUB-DIRECTORATE: FINANCIAL

PROVED BY MEC: MRS FF RADZILANI [MPL] DATE OF OH 2014

PURPOSE: TO MANAGE AND CONTROL Assistant Director: Financial Control[SL9] PURPOSE: TO MANAGE SUPPLY CHAIN MANAGEMENT SERVICES 4 State Accountant[SL7] 3. Provide logistics management 2. Provide acquisition management MANAGEMENT Management [SL 9] 1. Provide demand management Functions: services.. services services Assistant Director: Supply Chain 4 State Accountant[SL 7] 2 Accounting Clerk[SL 5] FUNCTIONS AND INVENTORY PURPOSE: TO MANAGE ASSETS 2. Provide inventory management services. 1. Provide asset management services.

4 State Accountant[SL 7]

Handle payment of accounts
 Do budget planning and financial

monitoring

Administer salary matters

DIVISION: FINANCIAL CONTROL

DIVISION: SUPPLY CHAIN

FINANCES

Functions:

DIVISION:ASSET AND INVENTORY MANAGEMENT 1 Assistant Director: Asset & Inventory PURPOSE: TO MANAGE REVENUE DIVISION: REVENUE AND DEBT 6 State Accountant[Revenue & Debts | SL7 2. Collect financial debts FUNCTIONS: AND DEBT COLLECTION MANAGEMENT 2 Accounting Clerk [SL 5] [Cashier] 1 Assistant Director: Revenue and . Collect revenue Debts[SL 9]

	APPROVED I
	ВҮ
)	нор: мк м
	\sim
)	MR.
_	ŞΜ
)	
3	4
)	MATJEN
1	A

SIGNATURE

DATE

SERVICES IN THE DISTRICT SEKHUKHUNE DISTRICT OFFICE AND COMMUNITY SAFETY PURPOSE:TO MANAGE TRANSPORT

- FUNCTIONS:
- Manage transport operations . Manage transport regulation services
- 3. Manage police oversight and SAPS 4. Manage government fleet operations complaints management service
- 6. Manage financial services. 5. Manage corporate services.

1 Secretary [SL 5] 1 Director: District Services [SL 13]

SUB-DIRECTORATE: TRANSPORT REGULATION PURPOSE: TO MANAGE

operations Manage traffic law enforcement Functions: SERVICES

TRANSPORT REGULATION

3. Manage transport administration and licensing services. transport safety promotion programs 2. Manage the implementation of

1 Deputy Director: Transport Regulation transport legislation and regulations 4. Enforce compliance with public

for Police Service[SL 11]

1 Deputy Director: Provincial Secretariat

SECRETARIAT FOR POLICE SERVICE SUB-DIRECTORATE: PROVINCIAL

SECRETARIAT SERVICE FOR POLICE PURPOSE:TO PROVIDE SERVICE

FUNCTIONS:

. Monitor the functioning of SAPS

Safety forums Community Policing and Community support programmes of Social Crime 2. Manage the implementation and Prevention, Community Safety Projects,

> PURPOSE TO MANAGE CORPORATE SUB-DIRECTORATE:CORPORATE MANAGEMENT

SERVICES FUNCTIONS:

Manage human resource management and

2. Manage employee wellness services development services

3. Manage information technology services

Manage records, facilities and EPWP programme.

5. Manage transformation and service improvement services

Deputy Director:Corporate Management [SL

SUB-DIRECTORATE: TRANSPORT OPERATIONS

PURPOSE: TO MANAGE TRANSPORT OPERATIONS Functions:

2. Manage transport operator licensing . Manage public transport services

services Deputy Director: Transport Operations

> FLEET SUB-DIRECTORATE: GOVERNMENT

FUNCTIONS: FLEET OPERATIONS PURPOSE:TO MANAGE GOVERNMENT 1. Manage technical services

2. Manage departmental transport services 1 Deputy Director: Government Fleet [SL

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE

PURPOSE TO MANAGE FINANCIAL SERVICES 3. Manage assets and inventory 2. Manage supply chain management MANAGEMENT SUB-DIRECTORATE:FINANCIAL 4. Manage revenue and debt collection FUNCTIONS: services. Manage and control finances Deputy Director: Financial Management

APPROVED BY HOD: MR MS MATJENA SIGNATURE 12024

SUB-DIRECTORATE: TRANSPORT REGULATION 2. Manage the implementation of transport operations REGULATION SERVICES PURPOSE: TO MANAGE TRANSPORT 1. Manage traffic law enforcement Functions:

4. Enforce compliance with public

licensing services.

transport legislation and regulations

1 Deputy Director: Transport Regulation

3. Manage transport administration and

safety promotion programs

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE

ENFORCEMENTOPERATIONS PURPOSE: TO MANAGE TRAFFIC LAW DIVISION: TRAFFIC LAW ENFORCEMENT 1Manage the coordination of traffic stations FUNCTIONS

information from traffic centers. 2. Manage the coordination of traffic and traffic control centers

& Fire-arm Officer] [SL 8] 1.Administrative Officer: Traffic Systems[SL Principal Provincial Inspector [Equipment Control Provincial Inspector [SL 11]]

and General Administration][SL7] Administrative Officer[Accident Capturing

> DIVISION: TRANSPORT SAFETY PROMOTION

PURPOSE:TO MANAGE THE FUNCTIONS: PROGRAMS IMPLEMENTATION OF TRANSPORT SAFETY PROMOTION

2. Manage transport safety awaren... programmes Manage transport safety education

1 Transport Safety Officer[SL 7][Feta-Assistant Director: Transport Safety Promotion [SL 9]

Motswaledij 1 Transport Safety Officer[SL 7][Elias Kgomo

1 Transport Safety Officer[SL 7]

[Ephraim-Mogale]

[Makhuduthamaga]

[Greater-Tubatse] Transport Safety Officer[SL 7] Transport Safety Officer[SL 7]

2. Manage driver licensing services ADMINISTRATION & LICENSING DIVISION:TRANSPORT SERVICES ADMINISTRATION AND LICENSING PURPOSE: TO MANAGE TRANSPORT Manage the administration of transport **FUNCTIONS** 1 Chief Licensing Officer [SL 10] permits and special events permits 1.Administrative Officer[SL 7] Manage vehicle licensing services

DIVISION: PUBLIC TRANSPORT

COMPLIANCE WITH PUBLIC PURPOSE:TOENFORCE REGULATIONS TRANSPORT LEGISLATION AND

FUNCTIONS: of operating licences 2. Enforce compliance with conditions transport legislation and regulations . Enforce compliance with public

1 Chief Provincial Inspector[SL 10] vacan

4 Senior Provincial Inspector [SL 7] 2 Principal Provincial Inspector [SL8] [one vacant] 2 Administration Clerk SL5 16 Provincial Inspector [SL 6]

DIVISION:TRAFFIC LAWENFORCEMENT

APPROVED BY HOD: MR MS MATJENA SIGNATURE 12024

2. Manage the coordination of traffic information from FUNCTIONS **ENFORCEMENT OPERATIONS** PURPOSE: TO MANAGE TRAFFIC LAW control centers Administration][SL7] Administrative Officer[Accident Capturing and General Officer] [SL 8] traffic centers. 1Manage the coordination of traffic stations and traffic Administrative Officer: Traffic Systems[SL7] Principal Provincial Inspector [Equipment & Fire-am Control Provincial Inspector [SL 11]]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

PURPOSE:TOPROVIDE ROAD TRAFFIC 3. Render accident response services, escort NEBO TRAFFIC STATION 56 Provincial Inspector[SL6] 4 Senior Provincial Inspector[SL7] Provide administration services. duty and scholar patrol services. FUNCTIONS: POLICING SERVICES (SL 10) General Admin. J[SL5] General Admin.[SL 7] 1 Chief Provincial Inspector[Head of Station regulations on public roads. Administrative Officer [Contraventions & Administration Clerk[Contraventions & Principal Provincial Inspector[SL8] Finance Clerk [SL 5] [Cashier] . Administer traffic contraventions . Enforce compliance with traffic rules and Issue summonses and warrants of arrests FUNCTIONS: Station][SL 10] events permits. arrests

Swichboard Operator [SL 4]

2 Administration Clerk[Natis Clerk][SL5]

Swichboard Operator [SL 4]

Finance Clerk [Cashier] [SL 5]

Swichboard Operator [SL4]

General Admin.][SL 5]

6. Render accident response services, 5. Register and license motor vehicles Test learners and drivers for driving Issue summonses and warrants of PURPOSE: TO PROVIDE ROAD TRAFFIC DILOKONG TRAFFIC STATION 3 Principal Provincial Inspector[SL8] Provide administration services. 8. Render an administrative function for the escort duty and scholar patrol services Test motor vehicles licensesand public driving permits POLICING SERVICES 61 Provincial Inspector[SL6] 5 Senior Provincial Inspector[SL7] issuing of abnormal loads and special regulations on public roads Administer traffic contraventions Administration Clerk[Contraventions & Administration [SL7] Administrative Officer [Natis Officer][SL7] Chief Provincial Inspector[Head of . Enforce compliance with traffic rules and Administrative Officer: General Administrative Officer:Contraventions [SL PURPOSE:TO PROVIDE ROAD TRAFFIC MOUTSE TRAFFIC STATION issuing of abnormal loads and special duty and scholar patrol services. 6. Render accident response services, escort 5. Register and license motor vehicles 2. Issue summonses and warrants of arrests 3 Senior Provincial Inspector[SL7] 9. Provide administration services. 8. Render an administrative function for the licensesand public driving permits 2 Administration Clerk[Natis Clerk][SL5] 2 Administration Clerk[Contraventions & General 1 Finance Clerk [Cashier][SL5] 34 Provincial Inspector[SL6] 1 Administrative Officer [Contraventions & 1 Administrative Officer[Natis Officer][SL7] 1 Principal Provincial Inspector[SL8] 1 Chief Provincial Inspector[Head of Station[SL regulations on public roads. Enforce compliance with traffic rules and FUNCTIONS: POLICING SERVICES Admin. [SL 5] General Admin.[SL7] Finance Clerk [Cashler] [SL5] . Test learners and drivers for driving events permits. Administer traffic contraventions Test motor vehicles Station [SL 10] 1 Chief Provincial Inspector[Head of esponse services. Finance Clerk [SL 5] [Cashier] Swichboard Operator [SL 4]

PURPOSE:TO PROVIDE OVERLOADING RATHOKE TRAFFIC CONTROL CENTRE 2. Render escort duty and accident CONTROL SERVICES FUNCTIONS: Perform overloading control functions.

Provide general administrative services. 3. Issue summonses and warrants of arrests. . Administer traffic contraventions

General Admin. [SL5] 2 Administration Clerk[Contraventions & General Administration][SL7] 1 Principal Provincial Inspector[SL8] 30 Provincial Inspector[SL6] Administrative Officer[Contraventions &

PAGE 51

operators. 1 Assistant Director:Public Transport Services [SL 9] 3 Administrative Officer [SL 7]	SERVICES FUNCTIONS 1. Manage the administration and funding of bus subsidies. 2. Manage bus contract and ministration	DIVISION:PUBLIC TRANSPORT SERVICES PURPOSE: TO MANAGE PUBLIC TRANSPORT	TURE	APPROVED BY HOD: MR MS MATJENA OPERATIONS OPERATIONS OPERATIONS
[SL 9] 2 Administration Officer[SL 7][Feta-Kgomo/Greater 2 Administration Officer[SL 7][Elias Motswaledi] 1 Administration Officer[SL 7][Makhuduthamaga] 1 Administration Officer[SL 7][Ephraim Mohale]	1. Manage the registration of operators and routes administration. 2. Manage public transport conflicts 1 Assistant Director:Operating Licences	DIVISION:TRANSPORT OPERATOR LICENSING PURPOSE:TO MANAGE TRANSPORT OPERATOR LICENSING SERVICES	Functions: 1. Manage public transport services 2. Manage transport operator licensing services 1. Deputy Director: Transport Operations[SL 11]	RANSPORT APPROVED BY MEC: MRS FF RADZILANI [MPL] BE TRANSPORT DATE COLOR DE

71	APPROVED BY HOD: MR
	E
	B
,	$\overline{\mathbf{x}}$
	Ō
_	Ö
)	MR MS
ー)りょう	SN.
)	
},	MATJENA
2	m
r	S

SIGNATURE

PURPOSE:TO PROVIDE SECRETARIAT SECRETARIAT FOR POLICE SERVICE SUB-DIRECTORATE: PROVINCIAL SERVICE FOR POLICE SERVICE

FUNCTIONS:

programmes of Social Crime Prevention,

2. Manage the implementation and support and Community Safety forums Community Safety Projects, Community Policing 1. Monitor the functioning of SAPS Police Service[SL 11] Deputy Director: Provincial Secretariat for

APPROVED BY MEC: MRS FF RADZILANI

DATE DO DA BOD

PURPOSE: TO MONITOR THE FUNCTIONING DIVISION:POLICE OVERSIGHT 2. Conduct stakeholder surveys in the precinct of FUNCTIONS 3. Monitor SAPS Specialised Units OF SAPS police stations 1. Monitor police stations activities 5. Represent the department at oversight forums 4.Monitor SAPS garages 1 Assistant Director [SL 9]

> PARTNERSHIP DIVISION: COMMUNITY SAFETY &

PURPOSE:TO MANAGE THE SAFETY PROJECTS, COMMUNITY PROGRAMMES OF SOCIAL CRIME IMPLEMENTATION AND SUPPORT PREVENTION, COMMUNITY SAFETY FORUMS POLICING AND COMMUNITY

statutory and mandatory community FUNCTIONS: policing and community safety forums mandatory and statutory community 2. Provide administrative support to 1. Monitor the functionality of 3. Manage and coordinate the policing and community safety forums and Social Crime Prevention projects implementation of Community Safety including DVA and GBV)

Administrative Officer [SL7] Assistant Director [SL 9] Administrative Officer [SL 7]

ATC				
services 2. Manage mechanical services 3. Provide administration services 1 Chief Artisan][Garage Manager] [SL 9]	GARAGE SERVICES FUNCTIONS: 1. Manage panelbeating and spray- painting	DIVISION:NEBO GOVERNMENT GARAGE PURPOSE:TO MANAGE GOVERNMENT	SIGNATURE 1. Manage lectrification of the property of the pro	APPROVED BY HOD: MR MS MATJENA OPERATIONS FUNCTIONS: SUB-DIRECTORATE: GOVERNMENT FLEET PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS: FUNCTIONS:
running costs 3. Facilitate subsidised vehicles maintenance 3. Facilitate subsidised vehicles maintenance services, withdrawals and insurance services, withdrawals and insurance 4. Analyse government fleet accidents reports 5. Render driver and messenger services 1. Assistant Director:Departmental Transport Services [L9] 2. Administration Officer [SL 7] 2. Administration Officer [SL 3]	Functions: 1. Analyse and process log returns. 2. Facilitate processing and payment of	DIVISION: DEPARTMENTAL TRANSPORT SERVICES PURPOSE: TO MANAGE DEPARTMENTAL TRANSPORT SERVICES	ment Fleet [SL 11] SIGNATURE SIGNATURE	APPROVED BY MEC: MRS FF RADZILANI [MPL] COSS APPROVED BY MEC: MRS FF RADZILANI [MPL]

	Functions: 1. Provide panelbeating services. 2. Provide spray-painting services. 1 Artisan Production [SL 7][Panelbeating and Spraypainting	SECTION:PANELBEATING AND SPRATE OF THE PURPOSE:TO MANAGE PANELBEATING AND SPRAY-PAINTING SERVICES			*	VED BY HOD: MR MS MATJENA
1 Artisan Foreman [SL 8] 1 Artisan Foreman [SL 7][Repairs 1 Artisan Production[SL 7][Repairs and Services] 1 Tradesman Aid[SL 3][Repairs and Services]	1. Repair vehicles 2. Service vehicles 3. Provide auto-electrical services 4. Provide welding services 5. Administer vehicle withdrawals		_	3. Provide administration 1 Chief Artisan][Garage Manager] [SL 9]	FUNCTIONS: 1. Manage panelbeating and spray- painting services 2. Manage mechanical services 2. Manage mechanical services	DIVISION:NEBO GOVERNMENT GARAGE PURPOSE:TO MANAGE GOVERNMENT GARAGE SERVICES
	management services. 2. Provide general administration services. 1 Administrative Officer [SL 7] 1 Administrative Clerk [SL 5] 2 Cleaner[SL2]	ADMINISTRATION SERVICES FUNCTIONS 1. Provide supply chain and asset	SECTION:ADMINISTRATION PURPOSE: TO PROVIDE		SIGNATURE	PROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE

> SUB-DIRECTORATE:CORPORATE MANAGEMENT PURPOSE TO MANAGE CORPORATE SERVICES

Manage information technology services Manage records, facilities and EPWP programme.

1 Deputy Director:Corporate Management [SL 11]

FUNCTIONS: 1.Manage human resource management and 5. Manage transformation and service improvement . Manage employee wellness services developmentservices

APPROVED BY MEC: MRS FF RADZILANI [MPL] SIGNATURE DATE DO

1. Coordinate the provision of wellness services 2. Coordinate the implementation of SHERQ and COID PURPOSE: TO MANAGE EMPLOYEE WELLNESS SERVICES 3. Manage the implementation of HIV/AIDS programs DIVISION: EMPLOYEE WELLNESS SERVICES Assistant Director: Employee Wellness [SL 9]

EAP/HIV/AIDS Practitioner [SL 7]

OHS Practitioner[L7]

PURPOSE: TO MANAGE INFORMATION TECHNOLOGY ISERVICES DIVISION: GITO 2. Troubleshoot hard and software problems 1 Assistant Director: GITO [SL 9] Network Contoller [SL 7] . Manage, configure and maintain network

AND DEVELOPMENT SERVICES

Functions:

Provide recruitment services

6 Human Resource Pracilioner[SL7]

Assistant Director: HRM & D[SL 9]

developmentservices

3. Provide performance management and 2. Handle conditions of service matters. PURPOSE: TO MANAGE HUMAN RESOURCE MANAGEMENT

Functions:

DIVISION:HUMAN RESOURCE MANAGEMENT

IMPROVEMENT SERVICE IMPROVEMENT SERVICES PURPOSE: TO MANAGE TRANSFORMATION AND DIVISION: TRANSFORMATION AND SERVICE DELIVERY 2. Manage service delivery complaints 2 Administrative Officer(SL7) 1. Manage service improvement and customer care improvement [SL9] 1 Assistant Director: Transformation and Service Delivery . Manage special programs within the district Administrative Officer [Disability Assistant] [SL7]

DIVISION: RECORDS, FACILITIES AND EPWIP PROGRAMME 5. Monitor the provision of security services 3 Provide switchboard services EPWP PROGRAMME PURPOSE:TO MANAGE RECORDS, FACILITIES AND 4. Provide auxiliary services 2. Provide facilities services 1. Provide records management services FUNCTIONS: [SL-7] 2 Registry Practitioner [SL7] Records Programme [SL 9] 1 Assistant Director: Records, Facilities and EPWP 2 Registry Clerk [SL5] Records and 1 Administrative Officer[Facilities & Auxiliary Management] and Registry Services 1 Switchboard Operator(SL 4) Administrative Officer [EPWP] [SL7] Registry Services

Driver/Messenger[SL4]

PAGE 56

APPROVED BY HOD: MR MS MATJENA

SIGNATURE

MANAGEMENT SUB-DIRECTORATE:FINANCIAL SERVICES PURPOSE TO MANAGE FINANCIAL 3. Manage assets and inventory 2. Manage supply chain management FUNCTIONS: 4. Manage revenue and debt collection services. 1 Deputy Director: Financial Management 1. Manage and control finances

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE OD Jeror.

PURPOSE: TO MANAGE AND CONTROL Assistant Director: Financial Control[SL9] MANAGEMENT PURPOSE: TO MANAGE SUPPLY CHAINMANAGEMENTSERVICES 3. Provide logistics management services 2. Provide acquisition management services Functions: services... 1. Provide demand management Management [SL 9] State Accountant[SL7] Assistant Director: Supply Chain FUNCTIONS INVENTORY 2. Provide inventory management 2 Accounting Clerk [SL 5] 2 Stores Assistant [SL 2] 4 State Accountant [SL7] services.

2. Handle payment of accounts
3. Do budget planning and financial

4 State Accountant[SL7]

monitoring

DIVISION: FINANCIAL CONTROL

DIVISION: SUPPLY CHAIN

MANAGEMENT

FINANCES

Functions:

. Administer salary matters

DIVISION:ASSET AND INVENTORY PURPOSE: TO MANAGE ASSETS AND 1. Provide asset management services. Assistant Director: Asset & Inventory PURPOSE: TO MANAGE REVENUE DIVISION: REVENUE AND DEBT 2. Collect financial debts AND DEBT COLLECTION MANAGEMENT FUNCTIONS: 6 State Accountant [Revenue & Debts 2 Accounting Clerk [SL 5] [Cashier] Collect revenue 1 Assistant Director: Revenue and Debts[SL9]

SIGNATURE

SUB-DIRECTORATE: TRANSPORT

SECRETARIAT FOR POLICE SERVICE SUB-DIRECTORATE: PROVINCIAL

SUB-DIRECTORATE:CORPORATE

MANAGEMENT

PURPOSE TO MANAGE CORPORATE

SERVICES

FUNCTIONS:

1.Manage human resource management and

development services

SECRETARIAT SERVICE FOR POLICE

FUNCTIONS: SERVICE PURPOSE:TO PROVIDE

PURPOSE: TO MANAGE

TRANSPORT REGULATION

REGULATION

SERVICES

Functions:

3. Manage transport administration and

4. Enforce compliance with public

transport legislation and regulations Deputy Director: Transport Regulation

for Police Service[SL 11]

1 Deputy Director: Provincial Secretariat

Safety forums

licensing services.

transport safety promotion programs

Prevention, Community Safety Projects, Community Policing and Community

5. Manage transformation and service 4. Manage records, facilities and EPWP 3. Manage information technology services Manage employee wellness services

programme.

improvement services

1 Deputy Director:Corporate Management[SL

support programmes of Social Crime

2. Manage the implementation and 1. Monitor the functioning of SAPS.

2. Manage the implementation of

operations

Manage traffic law enforcement

FUNCTIONS:

PURPOSE:TO MANAGE TRANSPORT AND COMMUNITY SAFETY VHEMBE DISTRICT OFFICE

complaints management services

SERVICES IN THE DISTRICT 3. Manage police oversight and SAPS Manage transport operations 1. Manage transport regulation services Manage corporate services. Manage financial services. 4. Manage government fleet operations Director: District Services [SL 13]

APPROVED BY MEC: MRS FF RADZILANI [MPL] DATE US

Secretary [SL 5]

SUB-DIRECTORATE: TRANSPORT PURPOSE: TO MANAGE TRANSPORT OPERATIONS

Functions: Manage public transport services

OPERATIONS

2, Manage transport operator licensing services Deputy Director: Transport Operations

SUB-DIRECTORATE:GOVERNMENT FLEET

FLEET OPERATIONS PURPOSE:TO MANAGE GOVERNMENT

FUNCTIONS: Manage technical services

Manage departmental transport services

Deputy Director: Government Fleet [SL 11]

SUB-DIRECTORATE:FINANCIAL

SERVICES PURPOSE TO MANAGE FINANCIAL MANAGEMENT

1. Manage and control finances FUNCTIONS:

2. Manage supply chain management services.

3. Manage assets and inventory 4. Manage revenue and debt collection

Deputy Director: Financial Management

SIGNATURE

PURPOSE: TO MANAGE TRANSPORT REGULATION operations 1. Manage traffic law enforcement REGULATION SERVICES 2. Manage the implementation of transport Functions: 4. Enforce compliance with public 3. Manage transport administration and safety promotion programs licensing services. transport legislation and regulations 1 Deputy Director: Transport Regulation

SUB-DIRECTORATE: TRANSPORT APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE OBJOS

PURPOSE:TO MANAGE THE DIVISION: TRANSPORT SAFETY PROMOTION SAFETY PROMOTION PROGRAMS IMPLEMENTATION OF TRANSPORT programmes 2. Manage transport safety awareness FUNCTIONS: Manage transport safety education 2 Transport Safety Officer[SL7][Thulamela] programmes. Assistant Director: Transport Safety Promotion [SL 9] Transport Safety Officer[SL 7][Collins Transport Safety Officer[SL 7][Makhado] Transport Safety Officer[SL7][Musina] SERVICES

PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS

FUNCTIONS

2. Manage the coordination of traffic stations and traffic control centers 1 Manage the coordination of traffic

information from traffic centers.

Control Provincial Inspector [SL 11]

1 Principal Provincial Inspector

[Equipment & Fire-arm Officer] [SL 8]

Administrative Officer: Traffic Systems

Capturing and General Administration]

Administrative Officer[Accident

DIVISION: TRAFFIC LAW ENFORCEMENT

DIVISION:TRANSPORT PURPOSE; TO MANAGE TRANSPORT ADMINISTRATION & LICENSING Manage driver licensing services
 Manage the administration of ADMINISTRATION AND LICENSING FUNCTIONS 1. Manage vehicle licensing services transport permits and special events 11 Administrative Officer[SL7] Chief Licensing Officer [SL 10] 2 Administration Clerk SL 5 l 16 Provincial Inspector [SL 6] 7 Principal Provincial Inspector[SL8] Senior Provincial Inspector [SL7]

WITH PUBLIC TRANSPORT PURPOSE:TO ENFORCE COMPLIANCE DIVISION: PUBLIC TRANSPORT UNIT LEGISLATION AND REGULATIONS 2. Enforce compliance with conditions of transport legislation and regulations FUNCTIONS: 1. Enforce compliance with public 1 Chief Provincial Inspector [SL 10] operating licences

FUNCTIONS control centers

PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS DIVISION: TRAFFIC LAW ENFORCEMENT

1Manage the coordination of traffic stations and traffic Manage the coordination of traffic information from

Control Provincial Inspector (SL 11)
Principal Provincial Inspector(Equipment & Fire-arm

Officer) (SL 8) Administrative Officer: Traffic Systems[SL 7]

Administration] Administrative Officer Accident Capturing and General

APPROVED BY MEC: MRS FF RADZILANI [MP] SIGNATURE DATE OF 0,2 3000

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING MAKHADO TRAFFIC STATION scholar patrol services.
4. Administer traffic contraventions FUNCTIONS: on public roads. Enforce compliance with traffic rules and regulations Render accident response services, ascort duly and Issue summonses and warrants of arrests Provide administration services

Chief Provincial Inspector[Head of Station (St. 10) 3 Principal Provincial Inspector[St. 8] Admin.[SL 7] Administrative Officer (Contraventions & General Senior Provincial Inspector(SL7)

39 Provincial Inspector(SL 6) 2 Administration Clerk[Natis Clerk][SL 5] Finance Clerk [Cashier] [SL 5]

4 Administration Clerk[Contraventions & General 1 Swichboard Operator [SL 4] Administrative Officer [Natis Officer[SL 7]

Admin. JSL 5]

Cleaner[SL2]

abnormal loads and special events permits. 3 Principal Provincial Inspector(SL 8) Admin-(SL 7) Chief Provincial Inspector[Head of Station[SL 10] Provide administration services

6 Senior Provincial Inspector(SL7) 1 Management Representative (K53) (SL 8)

43 Provincial Inspector[SL 6] 1 Administrative Officer [Natis Officer [SL7] 1 Administrative Officer [Contraventions & General

1 Finance Clerk [Cashier] [SL 5] Admin.][SL 5] 4 Administration Clerk(Contraventions & General

2 Administration Clerk[Natis Clerk][SL 5]

1 [Pit Assistant[SL2] Switchboard Operator[SL4] Groundsman[SL2] Cleaner[SL2]

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING

3. Render accident response services, escort duly and

Issue summonses and warrants of arrests.

3. Render accident response services, escort duty and

Issue summonses and warrants of arrests.

scholar patrol services. Administer traffic contraventions

on public roads.

1. Enforce compliance with traffic rules and regulations

scholar patrol services.

Provide administration services

. Administer traffic contraventions

1 Chief Provincial Inspector[Head of Station][St. 10] 3 Principal Provincial Inspector[St. 8]

2 Principal Provincial Inspector[SL 8]

Senior Provincial Inspector(SL7)

Administrative Officer [Contraventions & General

Chief Provincial Inspector[Head of Station][St. 10]

Provide administration services.

22 Provincial Inspector[SL 6]

\dmin.[S7]

2 Administration Clerk[Contraventions & General

Admin.][SL 5]

1 Swichboard Operator [SL 4] 1 Finance Clerk (SL 5) [Cashier Senior Provincial Inspector(SL7)

29 Provincial Inspector(SL 6)

Admin.(SL 7)

\dmin. [SL 7]

Administrative Officer(Contraventions & General Administrative Officer [Contraventions & General

1 Finance Clerk [SL 5] [Cashler]
1 Swichboard Operator [SL 4]

IMUSINA TRAFFIC STATION

SERVICES

FUNCTIONS: on public roads

. Enforce compliance with traffic rules and regulations

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING SIBASA TRAFFIC STATION MUTALE TRAFFIC STATION
PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING FUNCTIONS: 1. Enforce compliance with traffic rules and regulations

1. Enforce compliance with traffic rules and regulations

Issue summonses and warrants of arrests.
 Render accident response services, escort duly and

Render escort duty and accident response services.
 Issue summonses and warrants of arrests.

1. Perform overloading control functions

SERVICES FUNCTIONS:

A. Administer traffic contraventions
 Provide general administrative services.

1 Chief Provincial Inspector[Head of Station[SL 10]

2 Senior Provincial Inspector(SL7)

Principal Provincial Inspector[SL 8]

Administrative Officer[Contraventions & General

Administration][SL 7]

PURPOSE:TO PROVIDE OVERLOADING CONTROL MAMPAKUIL TRAFFIC CONTROL CENTRE

scholar patrol services.
4. Administer traffic contraventions

Provide administration services

on public roads.
2. Issue summonses and warrants of arrests.
3. Test learners and drivers for driving licenses and public driving permits

5. Register and license motor vehicles 6. Render accident response services, escort duly and 4. Test motor vehicles

scholar patrol services.

Administer traffic contraventions

8. Render an administrative function for the issuing of

Admin.(SL / 1 Finance Clerk [SL 5] [Cashier] Admin.][SL 5]

Swichboard Operator [St. 4]

28 Provincial Inspector(SL 6) 2 Administration Clerk[Contraventions & General

4 Principal Provincial Inspector[SL 8] 1 Chief Provincial Inspector[Head of Station[St. 10] Senior Provincial Inspector(SL7) Administrative Officer [Confraventions & General

2 Administration Clerk[Contraventions & General 15 Provincial Inspector[SL 6] \dmin.[SL 5]

1 Finance Clerk [SL 5] [Cashier]

Cleaner[SL2] Swichboard Operator [SL 4] Groundsman[SL2]

MALAMULELE TRAFFIC STATION PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING

FUNCTIONS: . Enforce compliance with traffic rules and regulations

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING

DZANANI TRAFFIC STATION

3. Render accident response services, escort duty and on public roads. scholar patrol services. Issue summonses and warrants of arrests.

. Provide administration services. Administer traffic contraventions

2 Principal Provincial Inspector(SL 8) 1 Chief Provincial Inspector[Head of Station][SL 10] Senior Provincial Inspector(SLT)

27 Provincial Inspector[SL 6] 2 Administration Clerk|Contraventions & General admin.(SL 7) Administrative Officer [Confraventions & General

Finance Clerk [SL 5] [Cashler] Admin.](SL 5) Swichboard Operator [SL 4]

1 Cleaner SL2

MUSINA TRAFFIC CONTROL CENTRE
PURPOSE:TO PROVIDE OVERLOADING CONTROL

SERVICES

2. Render escort duty and accident response services. FUNCTIONS: Perform overloading control functions.

4. Administer traffic contraventions 3. Issue summonses and warrants of arrests.

1 Chief Provincial Inspector[Head of Station[St. 10] . Provide general administrative services.

5 Senior Provincial Inspector(SL7 \dministration][SL 7] Administrative Officer[Confraventions & General Principal Provincial Inspector[SL 8]

37 Provincial Inspector[SL 6] Administration Clerk[Contraventions & General Admin.]

1 Finance Clerk [SL 5] [Cashier]
1 Swichboard Operator [SL 4]

DIVISION:PUBLIC TRANSPORTSERVICES PURPOSE: TO MANAGE PUBLIC TRANSPORT SERVICES FUNCTIONS 1. Manage the administration and funding of bus 2. Manage bus contract and ministration 3. Manage the empowerment of public transport operators. 1 Assistant Director:Public Transport ServicesSL 9] 4 Administrative Officer [SL 7]	APPROVED BY HOD: MR MS MATJENA S DATE O O O O O O O O O O O O O O O O O O O
DRT bus	SUB-DIRECTORATE: TRANSPORT OPERATIONS PURPOSE: TO MANAGE TRANSPORT OPERATIONS Functions: 1. Manage public transport services 2. Manage transport operator licensing services 1 Deputy Director: Transport Operations[SL 11]
DIVISION:TRANSPORT OPERATOR LICENSING SERVICES LICENSING SERVICES FUNCTIONS: 1. Manage the registration of operators and routes administration. 2. Manage public transport conflicts 2. Manage public transport Operator Licensing 1 Assistant Director:Transport Operator Licensing 2 Administration Officer[SL7][Musina] 1 Administration Officer[SL7][Musina] 1 Administration Officer[SL7][Mushado] 1 Administration Officer[SL7][Collins Chabane] 1 Administration Officer[SL7][Collins Chabane]	APPROVED BY MEC: MRS RADZILANI [MPL] DATE OF OUT TO SIGNATURE SIGNATURE

RS FF

SIGNATURE

SECRETARIAT FOR POLICE SERVICE SUB-DIRECTORATE: PROVINCIAL

FUNCTIONS:

PURPOSE:TO PROVIDE SECRETARIAT SERVICE FOR POLICE SERVICE 2. Manage the implementation and support Community Safety Projects, Community Policing programmes of Social Crime Prevention, and Community Safety forums Police Service[SL 11] 1 Deputy Director: Provincial Secretariat for . Monitor the functioning of SAPS.

> APPROVED BY MEC: MRS FF RADZILANI [MPL]

PURPOSE: TO MONITOR THE FUNCTIONING DIVISION:POLICE OVERSIGHT FUNCTIONS OF SAPS 2. Conduct stakeholder surveys in the precinct of 3. Monitor SAPS Specialised Units policestations 1. Monitor police stations activities 5. Represent the department at oversight forums 4.Monitor SAPS garages Administrative Officer [SL 7] Assistant Director [SL 9]

PARTNERSHIP DIVISION: COMMUNITY SAFETY & SAFETY PROJECTS, COMMUNITY PURPOSE:TO MANAGE THE PREVENTION, COMMUNITY PROGRAMMES OF SOCIAL CRIME IMPLEMENTATION AND SUPPORT SAFETY FORUMS POLICING AND COMMUNITY FUNCTIONS: statutory and mandatory community 2. Provide administrative support to policing and community safety forums 1. Monitor the functionality of 3. Manage and coordinate the policing and community safety forums mandatory and statutory community and Social Crime Prevention projects implementation of Community Safety (including DVA and GBV)

Administrative Officer [SL7] Assistant Director [SL 9]

nelbeating and spray-pairing chanical services ministration services mi][Garage Manager]		1. Manage departmental transport of Deputy Director: Governmen	APPROVED BY HOD: MR MS SUB-DIRECTORATE:GOVERNMENTFLEET PURPOSE:TO MANAGE GOVERNMENT FLEET
1. Analyse and processing and payment of 2. Facilitate processing and payment of 2. Facilitate processing and payment of 2. Facilitate subsidised vehicles maintenance 3. Facilitate subsidised vehicles maintenance services, withdrawals and insurance 4. Analyse government fleet accidents reports 5. Render driver and messenger services 5. Render driver and messenger services 5. Resistant Director:Departmental Transport 1 Assistant Director:Departmental Transport 2 Administration Officer [SL 7] 1 Driver/Messenger [SL 3]	DIVISION: DEPARTMENTAL TRANSPORT SERVICES PURPOSE: TO MANAGE DEPARTMENTAL TRANSPORT SERVICES Functions:	SIGNATURE TO	ET

RS FF

11

SECTION:PANELBEATING AND SPRAYPAINTING SECTION:PANELBEATING AND SPRAYPAINTING SPRAY-PAINTING SERVICES Functions: 1. Provide panelbeating services. 2. Provide spray-painting services. 1. Artisan Production[SL7][Panelbeating] 5 Tradesman Aid [SL 3]	APPROVED BY HOD: MR MS MATJENA DATE O O O O O
SECTION: MECHANICAL SERVICES AND SERVICES Functions: 1. Repair vehicles 2. Service vehicles 3. Provide auto-electrical services 4. Provide welding services 5. Administer vehicle with drawals 5. Administer vehicle with drawals 6. Manage breakdown recoveries 6. Manage breakdown recoveries 1 Artisan Production[SL 7][Repairs] 5 Tradesman Aid[SL 3]	DIVISION:SIBASA GOVERNMENT GARAGE PURPOSE:TO MANAGE GOVERNMENT GARAGE SERVICES FUNCTIONS: 1. Manage panelbeating and spray-painting services 2. Manage mechanical services 3. Provide administration services 1 Chief Artisan][Garage Manager] [SL 9]
SECTION:ADMINIS I KATION SECTION:ADMINIS I KATION PURPOSE: TO PROVIDE PURPOSE: TO PROVIDE ADMINISTRATION SERVICES FUNCTIONS 1. Provide supply chain and asset 1. Provide supply chain and asset 2. Provide general administration services. 2. Provide general administration Clerk[SL 7] 1 Administrative Officer[SL 7] 1 General Administration Clerk[SL 5] 1 Switchboard Operator[SL4] 1 Cleaner[SL2]	APPROVED BY MEC: MRS FF RADZILANI [MPL] DATE DE DE DE BONTONI SIGNATURE

APPROVED BY HOD; MR MS MATJENA SIGNATURE 1.Manage human resource management and FUNCTIONS: 3. Manage Information technology services Manage employee wellness services developmentservices | Deputy Director:Corporate Management[SL 11]

DIVISION:HUMAN RESOURCE MANAGEMENT PURPOSE: TO MANAGE HUMAN RESOURCE MANAGEMENT

PURPOSE: TO MANAGE INFORMATION

TECHNOLOGY ISERVICES

DIVISION: GITO

Functions:

AND DEVELOPMENT SERVICES

Functions:

6 Human Resource Practitioner[SL7]

1 Assistant Director:HRM & D[SL 9]

development services

3. Provide performance management and

1 Assistant Director: GITO (SL 9)]
1 Network Contoller (SL 7)

2. Handle conditions of service matters.

. Provide recruitment services

SUB-DIRECTORATE:CORPORATE MANAGEMENT PURPOSE TO MANAGE CORPORATE SERVICES 4. Manage records, facilities and EPWP programme. 5. Manage transformation and service improvement

SIGNATURE DATE OG

2. Troubleshoot hard and software problems 1. Manage, configure and maintain network DIVISION: RECORDS, FACILITIES AND EPWP PROGRAMME EPWP PROGRAMME PURPOSE:TO MANAGE RECORDS, FACILITIES AND 5. Monitor the provision of security services 4. Provide auxiliary services 2. Provide facilities services 1. Provide records management services Programme [SL 9] 2 Registry Clerk[SL5] Records and (SL 7) Administrative Officer[Facilities & Auxillary Management] 2 Registry Practitioner [SL7] Records 1 Assistant Director: Records, Facilities and EPWP and Registry Services 1 Swichboard Operator [SL 4] Administrative Officer[EPWP [SL7] Registry Services PURPOSE: TO MANAGE TRANSFORMATION AND SERVICE 2. Manage service delivery complaints Functions: IMPROVEMENTSERVICES 3. Manage special programs within the district. 1. Manage service improvement and customer care Improvement [SL 9] 1 Administrative Officer [Disability Assistant] [SL 7] 2 Administrative Officer (SL7) 1 Assistant Director: Transformation and Service Delivery

DIVISION: TRANSFORMATION AND SERVICE DELIVERY

PURPOSE: TO MANAGE EMPLOYEE WELLNESS SERVICES

programmes

1 OHS Practitioner[L7]

Assistant Director: Employee Wellness [SL 9] . Manage the implementation of HIV/AIDS programs

EAP/HIV/AIDS Practitioner (SL 7)

2. Coordinate the implementation of SHERQ and COID 1. Coordinate the provision of wellness services DIVISION: EMPLOYEE WELLNESS SERVICES

FUNCTIONS:

3 Provide switchboard services

6 Cleaner[SL2] Driver/Messenger[SL3]

4 Groundsman [SL 2]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

PAGE 65

DIVISION: FINANCIAL CONTROL PURPOSE: TO MANAGE AND CONTROL FINANCES Functions: 1. Administer salary matters 2. Handle payment of accounts 3. Do budget planning and financial monitoring 1 Assistant Director: Financial Control[SL 9] 4 State Accountant[SL 7]		SIGNATURE SIGNATURE	APPROVED BY HOD: MR MS MATJENA
ent ES	services. 3. Manage assets and inventory 4. Manage revenue and debt collection 7 Deputy Director: Financial Management [SL 11]	FUNCTIONS: 1. Manage and control finances 2. Manage supply chain management	SUB-DIRECTORATE:FINANCIAL MANAGEMENT PURPOSE TO MANAGE FINANCIAL SERVICES
GEASSETS AND agement services. management Asset & Inventory SL 7] SL 5] SL 5]	T. TOWARD ON PREVENUE AND DEBT	SIGNATURE	APPROVED BY MEC: MRS FF RADZILANI [MPL]

APPROVED BY HOD: MR MS MATJENA DATE SIGNATURE

> PURPOSE:TO MANAGE TRANSPORT WATERBERG DISTRICT OFFICE SERVICES IN THE DISTRICT AND COMMUNITY SAFETY

> > APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE OBJOS

3. Manage police oversight and SAPS

Director: District Services [SL 13]

FUNCTIONS: 1. Manage transport regulation services

2. Manage transport operations 4. Manage government fleet operations complaints management service

Manage corporate services.
 Manage financial services.

Secretary [SL 5]

SUB-DIRECTORATE: TRANSPORT SERVICES PURPOSE: TO MANAGE REGULATION TRANSPORT REGULATION 2. Manage the implementation of operations Functions: 3. Manage transport administration and transport safety promotion programs Manage traffic law enforcement 3 Manage transport operator licensing licensing services. 4. Enforce comliance with public transport legislation and regulations Deputy Director: Transport Regulation for Police Service[SL 11] 1 Deputy Director: Provincial Secretariat

SUB-DIRECTORATE:PROVINCIAL PURPOSE:TO PROVIDE SECRETARIAT FOR POLICE SERVICE SECRETARIAT SERVICE FOR POLICE FUNCTIONS: SERVICE support programmes of Social Crime 2. Manage the implementation and Prevention, Community Safety Projects, Community Policing and Community Safety forums . Monitor the functioning of SAPS.

SUB-DIRECTORATE:CORPORATE

MANAGEMENT PURPOSE TO MANAGE CORPORATE

FUNCTIONS: SERVICES

1.Manage human resource management and development services

3. Manage information technology services 2. Manage employee wellness services 4. Manage records, facilities and EPWP

5. Manage transformation and service programme.

improvement services 1 Deputy Director:Corporate Management

SUB-DIRECTORATE: GOVERNMENT FLEET PURPOSE:TO MANAGE GOVERNMENT

FLEET OPERATIONS

SUB-DIRECTORATE: TRANSPORT

PURPOSE: TO MANAGE TRANSPORT

OPERATIONS

OPERATIONS

Functions:

2. Manage the implementation of

1. Manage public transport services

transport safety promotion programs

FUNCTIONS: 1. Manage technical services

Deputy Director: Government Fleet [SL 11] Manage departmental transport services

SUB-DIRECTORATE:FINANCIAL

PURPOSE TO MANAGE FINANCIAL MANAGEMENT SERVICES

FUNCTIONS:

2. Manage supply chain management Manage and control finances

services.

3. Manage assets and inventory Manage revenue and debt collection Deputy Director: Financial Management

3. Enforce compliance with public transport legislation and regulations Deputy Director: Transport Operations

APPROVED BY HOD: MR MS MATJENA SIGNATURE

REGULATION REGULATION SERVICES PURPOSE: TO MANAGE TRANSPORT operations 2. Manage the implementation of transport 1. Manage traffic law enforcement Functions: 3 Manage transport operator licensing 3. Manage transport administration and safety promotion programs 4. Enforce comliance with public transport licensing services. legislation and regulations 1 Deputy Director: Transport Regulation

SUB-DIRECTORATE: TRANSPORT

SUB-DIRECTORATE:TRAFFIC LAW

PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT and traffic control centers FUNCTIONS **ENFORCEMENT OPERATIONS** Manage the coordination of traffic stations with public transport legislation and 2. Manage the enforcement of compliance 4. Manage the coordination of transport information from traffic centers. 3. Manage the coordination of traffic regulations licensing and administration services Coordination] [SL 11] 1 Administrative Officer: Traffic Systems[SL Fire-arm Officer] [SL 8] 1 Principal Provincial Inspector[Equipment& 1 Control Provincial Inspector [Stations

and General Administration][SL7]

Administrative Officer[Accident Capturing

DIVISION: TRANSPORT SAFETY PURPOSE:TO MANAGE THE PROMOTION PROGRAMS IMPLEMENTATION OF FUNCTIONS: programmes Manage transport safety education TRANSPORT SAFETY PROMOTION [Lephalale] [Mogalakwena] [Modimolle/ Mookgopong] Assistant Director[SL 9] Thabazimbij . Manage transport safety awaren... Transport Safety Officer [SL 7] Transport Safety Officer [SL7] Transport Safety Officer [SL 7] Transport Safety Officer [SL7] Transport Safety Officer [SL7]

PURPOSE: TOMANAGE TRANSPORT ADMINISTRATION & LICENSING DIVISION:TRANSPORT SERVICES ADMINISTRATION AND LICENSING transport permits and special events 3. Manage the administration of 2. Manage driver licensing services FUNCTIONS . Manage vehicle licensing services Administrative Officer[SL7] Chief Licensing Officer [SL 10]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

DIVISION: PUBLIC TRANSPORT COMPLIANCE WITH PUBLIC PURPOSE:TO ENFORCE S transport legislation and regulations FUNCTIONS: REGULATIONS TRANSPORT LEGISLATION AND 2.Enforce compliance with conditions 1. Enforce compliance with public 4 Senior Provincial Inspector [SL7] 2 Principal Provincial Inspector [SL 8] 1 Chief Provincial Inspector[SL 10] of operating licences 2 Administration Clerk SL5 16 Provincial Inspector [SL 6]

SUB-DIRECTORATE:TRAFFIC LAW ENFORCEMENT PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS

APPROVED BY MEC: MRS FF RADZILANI [MPL]

1 Manage the coordination of traffic stations and traffic control

SIGNATLE DATE Ob

2. Manage the enforcement of compliance with public 3. Manage the coordination of traffic information from traffic transport tegistation and regulations

administration services . Manage the coordination of transport licensing and

1 Control Provincial Inspector (Stations Coordination) [SL 11] Principal Provincial Inspector(Equipment & Fire-arm Officer)

SLB

Administration] [SL 7] Administrative Officer: Traffic Systems[SL 7] Administrative Officer(Accident Capturing and General

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING MODIMOLLE TRAFFIC STATION FUNCTIONS:

scholar patrol services. . Enforce compliance with traffic rules and regulations on . Render accident response services, escort duly and , Issue summonses and warrants of arrests.

4 Senior Provincial Inspector(SL7) Principal Provincial Inspector [SL 8] Chief Provincial Inspector(Head of Station(SL 10) Provide administration services. Administrative Officer [Contraventions & General Admin.

Administer traffic contraventions

53 Provincial Inspector[SL 6] 2 Administration Clerk (Contraventions & General Admin.)

1 Swichboard Operator [SL 4]
1 Cleaner [SL2] Finance Clerk [SL 5] [Cashier]

> PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING MOKOPANE TRAFFIC STATION

1. Enforce compliance with traffic rules and regulations on

3. Test learners and drivers for driving licenses and public 2. Issue summonses and warrants of arrests. public roads.

driving permits

6. Render accident response services, escort duty and 5. Register and license motor vehicles Test motor vehicles

scholar patrol services. . Administer traffic contraventions

8. Render an administrative function for the issuing of abnormal loads and special events permits. . Provide administration services.

1 Chief Provincial Inspector[Head of Station[SL 10] 6 Principal Provincial Inspector[SL 8] 4 Senior Provincial Inspector[SL7] 1 Administrative Officer [Natis Officer[SL 7] 1 Administrative Officer | Contraventions & General Admin.

Administration Clerk [General Admin. & Contraventions]

[SL/]

46 Provincial Inspector[SL 6] 2 Administration Clerk [Natis Clerk][St 5]

1 Finance Clerk [Cashler]][SL 5] 1 Switchboard Operator [SL 4]

Cleaner[SL2]

PURPOSE:TO PROVIDE OVERLOADING CONTROL GROBLERSBRUG TRAFFIC CONTROL CENTRE SERVICES

PURPOSE:TO PROVIDE OVERLOADING CONTROL ZEBEDIELA TRAFFIC CONTROL CENTRE

FUNCTIONS:

Perform overloading control functions.

FUNCTIONS:

3. Issue summonses and warrants of arrests. Render escort duty and accident responseservices. Provide general administrative services. Administer traffic contraventions

2 Principal Provincial Inspector(SL 8) 1 Chief Provincial Inspector[Head of Station[St. 10] Administrative Officer(Contraventions & General Senior Provincial Inspector[SL7]

5. Provide general administrative services.

. Administer traffic contraventions Issue summonses and warrants of arrests. Render escort duty and accident response services. . Perform overloading control functions.

Chief Provincial Inspector[Head of Station[SL 10]

32 Provincial Inspector(SL 6]

General Admin.[SL 7]

Administration Clerk [Contraventions & General

2 Senior Provincial Inspector[SL7] 3 Principal Provincial Inspector[SL 8]

Administrative Officer (Contraventions &

FUNCTIONS: 1. Enforce compliance with traffic rules and regulations on public roads.

3. Render accident response services, escort duly and , Issue summonses and warrants of arrests.

4. Administer traffic contraventions scholar pairol services.

Provide administration services Chief Provincial Inspector/Head of Station[SL 10]

1 Senior Provincial Inspector(SL7)
1 Administrative Officer (Natis Officer(SL7) 2 Principal Provincial Inspector[SL 8]

1 Administrative Officer [Contraventions & General Admin.

[SL 7]
24 Provincial Inspector[SL 6]
2 Administration Clerk [Natis Clerk][SL 5] Finance Clerk [Cashler]][SL 5] Administration Clerk[Contraventions & General Admin.]

Groundsman[SL2] Swichboard Operator [SL 4] Cleaner[SL2]

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING LEPHALALE TRAFFIC STATION

PURPOSE:TO PROVIDE ROAD TRAFFIC POLICING 2. Issue summonses and warrants of arrests. FUNCTIONS: public roads. Enforce compliance with traffic rules and regulations on

NORTHAM TRAFFIC STATION

3. Test learners and drivers for driving licenses and public driving permits

5. Register and license motor vehicles 6. Render accident response services, escort duly and 4. Test motor vehicles scholar patrol services.

Provide administration services. abnormal loads and special events permits. Chief Provincial Inspector/Head of Station(SL 10)

8. Render an administrative function for the issuing of

. Administer traffic contraventions

1 Senior Provincial Inspector[SL7] 1 Administrative Officer [Natis Officer[SL 7] 1 Administrative Officer [Contraventions & General Admin. 4 Principal Provincial Inspector(SL 8)

2 Administration Clerk [Natis Clerk][SL 5] 24 Provincial Inspector[SL 6]

2 Administration Clerk [Contraventions & General Admin.] Finance Clerk [Cashler] [SL 5] Swichboard Operator [SL 4]

MANTSOLE TRAFFIC CONTROL CENTRE PURPOSE:TO PROVIDE OVERLOADING CONTROL

FUNCTIONS: SERVICES

. Perform overloading control functions . Render escort duty and accident response services.

Issue summonses and warrants of arrests. 5. Provide general administrative services. 4. Administer traffic contraventions

1 Chief Provincial Inspector[Head of Station][St. 10] 3 Principal Provincial Inspector[St. 8] 6 Senior Provincial Inspector(SL7)

2 Administration Clerk[Contraventions & General Admin. 29 Provincial Inspector(SL 6)

Administrative Officer[Contraventions & General Admin

1 Finance Clerk [SL 5] [Cashier] 11 Swichboard Operator [SL 4] [ST 2]

Administration Clerk [Contraventions & General Admin.]

17 Provincial Inspector[SL 6]

L5) Filmance Clerk ISL 5] [Cashier]

Administration][SL /]

SIGNATURE

SUB-DIRECTORATE: TRANSPORT **OPERATIONS**

PURPOSE: TO MANAGE TRANSPORT

OPERATIONS

Functions:

Manage public transport services

2. Manage the implementation of transport safety

3. Enforce compliance with public transport promotion programs legislation and regulations

Deputy Director: Transport Operations[SL 11]

APPROVED BY MEC: MRS FF RADZILANI [MPL]



PURPOSE: TO MANAGE PUBLIC TRANSPORT DIVISION:PUBLIC TRANSPORTSERVICES

SERVICES

1. Manage the administration and funding of bus FUNCTIONS

2. Manage bus contract and ministration subsidies.

3. Manage the empowerment of public transport operators.

Assistant Director [SL 9]

3 Administrative Officer [SL 7]

DIVISION:TRANSPORT OPERATOR LICENSING PURPOSE:TO MANAGE TRANSPORT

OPERATOR LICENSING SERVICES FUNCTIONS:

administration. 1. Manage the registration of operators and routes

2. Manage public transport conflicts

1 Administration Officer [SL7] [Lephalale] 1 Assistant Director[SL 9]

1 Administration Officer [SL 7] [Modimolle/ 1 Administration Officer [SL7] [Mogalakwena]

Mookgopongl

Administration Officer [SL7] [Belabela] Administration Officer [SL 7] [Thabazimbi]

SIGNATURE

SECRETARIAT FOR POLICE SERVICE SUB-DIRECTORATE:PROVINCIAL

FUNCTIONS:

Police Service[SL 11]

PURPOSE: TO MONITOR THE FUNCTIONING

OF SAPS

FUNCTIONS

2. Conduct stakeholder surveys in the precinct of

1. Monitor police stations activities

3. Monitor SAPS Specialised Units

4.Monitor SAPS garages

5. Represent the department at oversight forums

Assistant Director [SL 9] Administrative Officer [SL 7]

police stations

DIVISION:POLICE OVERSIGHT

SERVICE FOR POLICE SERVICE PURPOSE:TO PROVIDE SECRETARIAT and Community Safety forums Community Safety Projects, Community Policing programmes of Social Crime Prevention, 2. Manage the implementation and support 1. Monitor the functioning of SAPS. Deputy Director: Provincial Secretariat for

PARTNERSHIP DIVISION: COMMUNITY SAFETY &

PURPOSE:TO MANAGE THE POLICING AND COMMUNITY SAFETY PROJECTS, COMMUNITY PREVENTION, COMMUNITY PROGRAMMES OF SOCIAL CRIME IMPLEMENTATION AND SUPPORT SAFETY FORUMS

FUNCTIONS: statutory and mandatory community 2. Provide administrative support to policing and community safety forums 3. Manage and coordinate the mandatory and statutory community 1. Monitor the functionality of and Social Crime Prevention projects policing and community safety forums implementation of Community Safety (including DVA and GBV)

Administrative Officer [SL 7] Assistant Director [SL 9]

APPROVED BY MEC: MRS FF RADZILANI

PAGE 70

SIGNATURE APPROVED BY HOD: MR MS MATJENA PURPOSE:TO MANAGE GOVERNMENT FLEET SUB-DIRECTORATE:GOVERNMENTFLEET FUNCTIONS: **OPERATIONS** 1 Deputy Director: Government Fleet [SL 11] 2. Manage departmental transport services 1. Manage technical services

> APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE OF OB JACOL

DIVISION:MAHWELERENG GOVERNMENT PURPOSE:TO MANAGE GOVERNMENT GARAGE 3. Provide administration services services FUNCTIONS: GARAGE SERVICES 2. Manage mechanical services Manage panelbeating and spray-painting Chief Artisan][Garage Manager]

> PURPOSE: TO MANAGE DEPARTMENTAL DIVISION: DEPARTMENTAL FLEET TRANSPORTSERVICES

Functions:

1. Analyse and process log returns.

2. Facilitate processing and payment of

running costs

3. Facilitate subsidised vehicles maintenance services, withdrawals and insurance

4. Analyse government fleet accidents reports

5. Render driver and messenger services 1 Assistant Director:Departmental Transport

Services [L9] 2 Administration Officer [SL7]

1 Driver/Messenger [SL 3]

SECTION:PANELBEATING AND SPRAYPAINTING PURPOSE:TO MANAGE PANELBEATING AND SPRAY-PAINTING SPRAY-PAINTING SERVICES 1. Provide panelbeating services. 2. Provide spray-painting services. 1 Artisan Production[SL7][Panelbeating & Spray-painting]	APPROVED BY HOD: MR MS MATJENA GARAGE PURPOSE:TC SERVICES SERVICES FUNCTIONS: 1. Manage me 3. Provide adr 1 Chief Artisa [SL 9]
SECTION: MECHANICAL SERVICES SERVICES Functions: 1. Repair vehicles 2. Service vehicles 3. Provide auto-electrical services 4. Provide welding services 5. Administer vehicle with drawals 6. Manage breakdown recoveries 6. Manage breakdown recoveries 71 Artisan Foreman[SL 8] 72 Artisan Production[SL 7][Repairs and 73 Artisan Production[SL 7][Repairs and 74 Artisan Production[SL 7][Repairs and 75 Services]	DIVISION:MAHWELERENG GOVERNMENT GARAGE PURPOSE:TO MANAGE GOVERNMENT GARAGE SERVICES FUNCTIONS: 1. Manage panelbeating and spray-painting services 2. Manage mechanical services 3. Provide administration services 1 Chief Artisan][Garage Manager]
SECTION: ADMINISTRATION SERVICES ADMINISTRATION SERVICES ADMINISTRATION SERVICES 1. Provide supply chain and asset 1. Provide supply chain and asset 2. Provide general administration services. 2. Provide general administration Services. 1 Administration Clerk SL [5] 1 Administration Clerk SL [5]	APPROVED BY MEC: MRS FF RADZILANI [MPL] DATE OF OR DOS ORDER SIGNATURE TO THE TON

Page 75 HoD:_

APPROVED BY HOD: MR MS MATJENA SIGNATURE

SERVICES PURPOSE TOMANAGE CORPORATE MANAGEMENT SUB-DIRECTORATE:CORPORATE FUNCTIONS: development services

> APPROVED BY MEC: MRS FF RADZILANI [MPL] DATE OS

SIGNATURE

 Manage employee wellness services
 Manage information technology services 1 Deputy Director: Corporate Management improvementservices 5. Manage transformation and service programme. 4. Manage records, facilities and EPWP .Manage human resource management and

6 Human Resource Practitioner[SL7] 3. Provide performance managementand 2. Handle conditions of service matters. 1. Provide recruitment services Assistant Director: HRM & D[SL9] development services 1. Coordinate the provision of wellness services
2. Coordinate the implementation of SHERQ and COID SERVICES PURPOSE: TO MANAGE EMPLOYEE WELLNESS DIVISION: EMPLOYEE WELLNESS SERVICES programmes OHS Practitioner[L7] Assistant Director: Employee Wellness [SL9] . Manage the implementation of HIV/AIDS programs 1 Network Contoller [SL7] devices. problems

PURPOSE: TOMANAGE INFORMATION DIVISION: GITO 2. Troubleshoothard and software TECHNOLOGY ISERVICES Functions: 1 Assistant Director: GITO [SL9] . Manage, configure and maintain network

MANAGEMENT AND DEVELOPMENT SERVICES PURPOSE: TO MANAGE HUMAN RESOURCE DIVISION:HUMAN RESOURCE MANAGEMENT

Functions:

DIVISION: TRANSFORMATION AND SERVICE DELIVERY SERVICE IMPROVEMENT SERVICES PURPOSE: TOMANAGE TRANSFORMATION AND IMPROVEMENT 3. Manage special programs within the district. 2. Manage service delivery complaints Functions: Improvement [SL9] 1 Assistant Director: Transformation and Service Delivery Manage service improvement and customer care 2 Administrative Officer[SL7] Administrative Officer [Disability Assistant] [SL7]

DIVISION: RECORDS, FACILITIES AND EPWP EPWP PROGRAMME PURPOSE:TO MANAGE RECORDS, FACILITIES AND 3 Provide switchboard services 2. Provide facilities services PROGRAMME 4. Provide auxiliary services FUNCTIONS: 2 Registry Practitioner [SL7] [Records & Registry] Programme [SL 9] 1 Assistant Director: Records, Facilities and EPWP 1. Provide records management services 4 Registry Clerk [SL5] Records and Administrative Officer [EPWP [SL7] Administrative Officer [Facilities] [SL7] Monitor the provision of security services

Swichboard Operator [SL 4]

Registry Services

1 EAP/HIV/AIDS Practitioner [SL7]

PAGE 74

APPROVED BY HOD: MR MS, MATJENA 1255 X

SIGNATURE

DATE

1. Manage and control finances FUNCTIONS: SERVICES PURPOSE TO MANAGE FINANCIAL MANAGEMENT

SUB-DIRECTORATE: FINANCIAL

2. Manage supply chain management services.

4. Manage revenue and debt collection 3. Manage assets and inventory 1 Deputy Director: Financial Management

2. Handle payment of accounts
3. Do budget planning and financial DIVISION: FINANCIAL CONTROL 4 State Accountant [SL 7] PURPOSE: TO MANAGE AND CONTROL Administer salary matters Assistant Director: Financial Control[SL9] CHAINMANAGEMENTSERVICES PURPOSE: TO MANAGE SUPPLY MANAGEMENT 3. Provide logistics management services 2. Provide acquisition management 1. Provide demand management services Functions: Management [SL 9] 1 Assistant Director: Supply Chain State Accountant[SL7]

monitoring

FINANCES

Functions:

DIVISION: SUPPLY CHAIN AND INVENTORY PURPOSE: TO MANAGE ASSETS MANAGEMENT DIVISION:ASSET AND INVENTORY 2. Provide inventory management FUNCTIONS 4 State Accountant[SL 7] 1. Provide asset management 1 Assistant Director: Asset & Inventory services. services.

APPROVED BY MEC: MRS FF RADZILANI [MPL] DATE OB OR BOOK

SIGNATURE

DIVISION: REVENUE AND DEBT 1. Collect revenue FUNCTIONS: AND DEBT COLLECTION PURPOSE: TO MANAGE REVENUE MANAGEMENT

6 State Accountant[Revenue & Debts

Debts[SL 9]

2 Accounting Clerk [SL5] [Cashier]

2, Collect financial debts

1 Assistant Director: Revenue and

PAGE 75

APPROVED BY HOD: MR MS MATJENA SIGNATURE 9 7204

> PURPOSE: TO MANAGE FINANCIAL SERVICES CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

FUNCTIONS

1 Chief Financial Officer [SL 14]

1 Personal Assistant[SL7]

2. Manage management accounting services
3. Manage supply chain and asset management services. 4. Manage internal control and compliance services 1. Manage financial accounting services.

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE PATE OF OSTADON

	reporting 1 Director:Financial Accounting [SL 13]	Manage expenditure Manage financial accounting and	SERVICES	PURPOSE: TO MANAGE	DIRECTORATE: FINANCIAL ACCOUNTING	
	13	2.Manage the coordination of cashflow, 3. Manage the coordination of cashflow,	lebts	PURPOSE: TO MANAGE MANAGEMENT ACCOUNTING SERVICES		
services 6. Render contract management services 1 Director:Supply Chain and Asset Management [SL 13]	services 3. Manage logistics and contract services 4. Manage departmental assets. 5. Manage departmental transport	services 2. Manage acquisition management	Functions: 1. Manage demand management	CHAIN AND ASSET MANAGEMENT SERVICES	ASSET MANAGEMENT PURPOSE: TO MANAGE SUPPLY	DIRECTORATE: SUPPLY CHAIN AND

DIRECTORATE: INTERNAL CONTROL AND COMPLIANCE PURPOSE: TO MANAGE INTERNAL CONTROL AND COMPLIANCE systems SERVICES 3. Manage financial losses Functions: 1 Director: Internal Control and 2. Manage the maintenance of financial services Manage governance and assurance Compliance [SL 13]

~
4
ō
Z
0
\leq
ED/
0.000
8
~
I
ن
-
둙
SW
03
3
P
- 2
m
Z

SIGNATURE

ACCOUNTING DIRECTORATE: FINANCIAL FINANCIALACCOUNTING PURPOSE: TO MANAGE

SERVICES Functions: 2. Manage financial accounting and 1. Manage expenditure reporting 1 Director:Financial Accounting [SL

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE ONO BOOM

SUB-DIRECTORATE: EXPENDITURE 8 State Accountant [SL 7] PURPOSE: TO MANAGE EXPENDITURE 2 Assistant Director:Expenditure [SL 9] 2. Handle payment of accounts Functions: Deputy Director:Expenditure[SL 11] . Administer salary matters

> SUB-DIRECTORATE:ACCOUNTING AND PURPOSE: TO MANAGE FINANCIAL REPORTING

Functions:

1. Resolve bank reconciliation exceptions

ACCOUNTING AND REPORTING

Clear suspense accounts
 Manage monthly and annual finanical

4. Manage electronic funds transfer statements

1 Deputy Director: Accounting and Reporting

1 Assistant Director: Accounting and Reporting

3 State Accountant[SL7]

SIGNATURE

120x

PURPOSE: TO MANAGE MANAGEMENT ACCOUNTING DIRECTORATE: MANAGEMENT ACCOUNTING SERVICES

Functions:

1. Manage collection of revenue and debts

planning services.

3. Manage the coordination of cashflow, | Director:Management Accounting [SL 13] financial and non-financial reporting

2.Manage the coordination of budget

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE Ob/02/2024

SUB-DIRECTORATE: BUDGET PLANNING COORDINATION OF BUDGET PLANNING PURPOSE: TO MANAGE THE

SUB-DIRECTORATE: REVENUE

AND DEBTS

PURPOSE: TO MANAGE

COLLECTION OF REVENUE AND

Functions: DEBTS

. Manage revenue collection

SERVICES

Functions:

2. Align budget plan with annual performance 1. Consolidate budget needs estimates

plan and infrastructure plans

3. Monitor implementation of budget

3. Manage reconciliation of RTMC 2. Manage collection of financial debts

payments

SLAs.

[SL 11]

2 Assistant Director: Revenue and

1 Deputy Director:Revenue and Debts

4 State Accountant [Revenue & Debts]

Accounting Clerk[Cashier][SL 5]

Debts [SL 9]

4. Monitor revenue collection at

5. Ensure compliance with revenue

revenue points

1 Deputy Director: Budget Planning [SL 11] 2 Assistant Director: Budget Planning [SL 9] 2 State Accountant [SL 7]

> SUB-DIRECTORATE: FINANCIAL REPORTING AND MONITORING

PURPOSE: TO COORDINATE FINANCIAL REPORTING AND MONITORING

in line with annual budget Functions: 1. Prepare monthly and annual cashflow projections

3. Coordinate Infrastructure Reporting Model reports 1 Deputy Director:Financial Reporting and Monitoring 2. Compile in-year monitoring reports

1 Assistant Director: Financial Reporting and

Monitoring [SL 9]

APPROVED BY HOD: MR MS MATJENA SIGNATURE

DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT PURPOSE: TO MANAGE SUPPLY SERVICES CHAIN AND ASSET MANAGEMENT Functions:

Manage demand management

2. Manage acquisition management services

3. Manage logistics and contract services

4. Manage departmental assets services . Render contract management services . Manage departmental transport

Director:Supply Chain and Asset Management [SL 13]

PURPOSE: TO MANAGE DEMAND SUB-DIRECTORATE: DEMAND MANAGEMENT MANAGEMENT SERVICES 1. Manage conduction of needs (market)

1 Assistant Director Demand Management [SL 9] 1 Deputy Director Demand Management[SL 11] . Manage coordination of procurement plans. Manage development of specifications.

State Accountant[SL7]

SUB-DIRECTORATE:LOGISTICS CONTRACT SERVICES PURPOSE: TO MANAGE LOGISTICS AND MANAGEMENT

3. Manage infrastructure and general contracts. 2. Manage stores. 4. Receive and distribute stores.

1 Deputy Director:Logistics & Contract Management [SL 11] . Conduct stock taking for stores. Manage entities.

2 Assistant Director: Logistics [SL 9]
2 Assistant Director: Logistics [SL 7]
6 State Accountant Logistics [SL 6]
2 Accounting Clerk Logistics [SL 6]

1. Manage and process requests for orders.

SUB-DIRECTORATE: CONTRACT PURPOSE: TO RENDER CONTRACT

MANAGEMENT SERVICES Functions: . Manage infrastructure contracts

2. Manage general contracts 1 Deputy Director: Contract Management)

Assistant Director: Contract Management State Accountant [SL7]

PURPOSE: TO MANAGE ACQUISITION MANAGEMENT SUB-DIRECTORATE: ACQUISITION MANAGEMENT SERVICES

2. Coordinate the registration of bids and quotations. 3. Facilitate the evaluation of bids and quotations. Functions: . Ensure the convening of departmental sub-bid Menage invitation of bids and quotations.

management strategy and maintenance plan.
2. Develop and maintain asset register.

5. Reconcile registers and produce reports 3. Bar-code departmental asset items.

4. Conduct physical asset verification processes

1. Develop and monitor implementation of asset

PURPOSE: TO MANAGE DEPARTMENTAL SUB-DIRECTORATE: ASSET MANAGEMENT

ASSEIS

5. Provide secretarial services to departmental sub-bid adjudication committee meetings.

1 Deputy Director: Acquisition Management [SL 11] 2 Assistant Director: Acquisition Management [SL 9] 4 State Accountant [SL 7] adjudication committee.

6. Ensure optimal utilization of departmental assets. Facilitate investigations, recording and reporting of their, loss, damage and mismanagement of

Deputy Director: Asset Management (SL 11) Assistant Director: Asset Management [SL 9] . Execute the physical disposal of obsolete and redundant assets

Accounting Clerk [SL5] State Accountant [SL7]

DATE OB SIGNATURE 000

APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE

AND COMPLIANCE DIRECTORATE: INTERNAL CONTROL

Functions:

PURPOSE: TO MANAGE INTERNAL CONTROLAND COMPLIANCE SERVICES Manage financial losses 2. Manage the maintenance of financial 1 Director: Internal Control and services 1. Manage governance and assurance systems Compliance [SL 13]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATEND

PURPOSE: TO MONITOR COMPLIANCE SUB-DIRECTORATE: GOVERNANCE TO LEGISLATIVE FRAMEWORKS Functions: Establish and implement an integrated

2. Identify root causes of non-compliance with legislativeframeworks and standard operating procedures and internal control system.

3. Monitor and evaluate the drafting and review of delegations framework. establish corrective measures.

4. Ensure that financial and related systems to ensure sound financial management controls are used effectively and efficiently

Deputy Director: Governance[SL11]

Assistant Director: Governance [SL9]

Administrative Officer[SL 7]

SUB-DIRECTORATE: FINANCIAL SYSTEMS MAINTENANCE OF FINANCIAL PURPOSE: TO MANAGE THE SYSTEMS Systems [SL 9] Interface reports 2. Exception reports Functions Conduct appropriate systems 1 Assistant Director: Financial SL11 1 Deputy Director: Financial Systems main ten ance

SUB-DIRECTORATE: FINANCIAL 2. Investigate financial loss cases.3. Give evidence in court in respect of 1 Deputy Director: Loss Management PURPOSE: TO MANAGE FINANCIAL Management[SL9] Functions: LOSSES LOSS MANAGEMENT Develop and implement financial loss Assistant Director: Financial Loss management strategies. financial loss cases.

> SUB-DIRECTORATE: SERVICES ASSURANCE/FACILITATION

SERVICES ASSURANCE/FACILITATION PURPOSE: TO MANAGE

Functions: 1. Provide assurance services

facilitation in relation to internal

2. Keep and maintain record of all risk

1 Administrative Officer[SL7]

Assurance/Facilitation Services [SL9] Administrative Officer [SL 7]

control, queries, Assurance/Facilitation Services [SL11] 1 Deputy Director: Assistant Director: internal and external audit queries. reports for advice and support.

SIGNATURE

101/2024

DIRECTORATE: ANTI-FRAUD AND RISK

PURPOSE: TO MANAGE ANTI-FRAUD AND RISK MANAGEMENT SERVICES MANAGEMENT SERVICES

FUNCTIONS:

investigations Manage anti-fraud and anti-corruption

1 Director: Anti-fraud and Risk Management [SL13] continuity management strategy. 2. Manage departmental risks and business

> APPROVED BY MEC: MRS FF RADZILANI [MPL]

SIGNATURE DATE play alad

SUB-DIRECTORATE: ANTI-FRAUD, ETHICS & INTEGRITY MANAGEMENT

PURPOSE: TO MANAGE ANTI-FRAUD, ETHICS AND INTEGRITY MATTERS

1. Develop and manage the implementation of anti-fraud and corruption strategies

Functions:

2. Conductinvestigation on fraud and

3. Conduct fraud risk assessment investigations corruption

1 Assistant Director: Anti-fraud, Ethics & Integrity Management[SL11] 1 Deputy Director:Anti-fraud, Ethics & Integrity

Management [SL 9]

Administrative Officer [SL 7]

SUB-DIRECTORATE:RISK & BUSINESS CONTINUITY MANAGEMENT

MANAGEMENT STRATEGY PURPOSE: TO MANAGE DEPARTMENTAL RISKS AND BUSINESS CONTINUTY

Functions:

1. Develop and monitor risk management

2. Implement effective and efficient risk management systems strategy

3. Conduct regular risk assessments 4. Develop and implement business continuity

management strategy Deputy Director:Risk & Business Continuity

Management [SL 11] 1 Assistant Director: Business Continuity Assistant Director:Risk Management [SL9]

Management[SL9]

2 Administrative Officer [SL 7]