

APPROVED BY HOD: MR MS MATJENA

DATE

10/01/2024

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APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE

06/02/2024

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| SUB-DIRECTORATE: TRANSPORT REGULATION |
| PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES |
| Functions: |
| 1. Manage traffic law enforcement operations |
| 2. Manage the implementation of transport safety promotion programs |
| 3. Manage transport administration and licensing services. |
| 4. Enforce compliance with public transport legislation and regulations |
| 1 Deputy Director: Transport Regulation [SL 12] |

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| DIVISION: TRAFFIC LAW ENFORCEMENT |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS |
| FUNCTIONS: |
| 1. Manage the coordination of traffic stations and traffic control centers operations |
| 2. Manage enforcement of compliance with public transport legislation and regulations |
| 3. Manage the coordination of traffic information from traffic centers. |
| 1 Control Provincial Inspector [SL 11] |
| 1 Principal Provincial Inspector [Equipment & Fire-arm Officer] [SL 8] |
| 1 Administrative Officer: Traffic Systems [SL 7] |
| 1 Administrative Officer [Accident Capturing and General Administration] [SL 7] |

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| DIVISION: TRANSPORT SAFETY PROMOTION |
| PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT SAFETY PROMOTION PROGRAMS |
| FUNCTIONS: |
| Manage transport safety education programmes |
| 2. Manage transport safety awareness... |
| 1 Assistant Director: Transport Safety Promotion [SL 9] |
| 1 Transport Safety Officer [SL 7] [Maruleng] |
| 1 Transport Safety Officer [SL 7] [Greater-Giyani] |
| 1 Transport Safety Officer [SL 7] [Greater Letaba] |
| 1 Transport Safety Officer [SL 7] [Greater-Tzaneen] |
| 1 Transport Safety Officer [SL 7] [Ba-Phalaborwa] |

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| DIVISION: TRANSPORT ADMINISTRATION & LICENSING |
| PURPOSE: TO MANAGE TRANSPORT ADMINISTRATION AND LICENSING SERVICES |
| FUNCTIONS: |
| 1. Manage vehicle licensing services |
| 2. Manage driver licensing services |
| 3. Manage the administration of transport permits and special events permits |
| 1 Chief Licensing Officer [SL 10] |
| 1 Administrative Officer [SL 7] |

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| DIVISION: PUBLIC TRANSPORT UNIT |
| PURPOSE: TO ENFORCE COMPLIANCE WITH PUBLIC TRANSPORT LEGISLATION AND REGULATIONS |
| FUNCTIONS: |
| 1. Enforce compliance with public transport legislation and regulations |
| 2. Enforce compliance with conditions of operating licences |
| 1 Chief Provincial Inspector [SL 10] |
| 3 Principal Provincial Inspector [SL 8] |
| 4 Senior Provincial Inspector [SL 7] |
| 16 Provincial Inspector [SL 6] |
| 2 Administration Clerk [SL 5] |

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|---|
| DIVISION: TRAFFIC LAW ENFORCEMENT |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS |
| SERVICES: |
| FUNCTIONS: |
| 1. Manage the coordination of traffic stations and traffic control centers operations |
| 2. Manage enforcement of compliance with public transport legislation and regulations |
| 3. Manage the coordination of traffic information from traffic centers. |
| 1 Control Provincial Inspector [SL 11] |
| 1 Principal Provincial Inspector [Equipment & File-arm Officer] [SL 8] |
| 1 Administrative Officer (Traffic Systems) [SL 7] |
| 1 Administrative Officer (Accident Capturing and General Administration) [SL 7] |

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| GYVANI TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector [Head of Station] [SL 10] |
| 5 Principal Provincial Inspector [SL 8] |
| 4 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 42 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk (SL 5) [Cashier] |
| 1 Switchboard Operator [SL 4] |
| 1 Cleaner [SL 2] |
| 1 Groundsman [SL 2] |

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| BAPHALABORWA TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector [Head of Station] [SL 10] |
| 3 Principal Provincial Inspector [SL 8] |
| 4 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 26 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions General Admin.) [SL 5] |
| 1 Finance Clerk (SL 5) [Cashier] |
| 1 Switchboard Operator [SL 4] |
| 2 Cleaner [SL 2] |

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| BOLOBEDU TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector [Head of Station] [SL 10] |
| 3 Principal Provincial Inspector [SL 8] |
| 4 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 23 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk (SL 5) [Cashier] |
| 1 Switchboard Operator [SL 4] |
| 1 Groundsman [SL 2] |

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| TZANEEN TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector [Head of Station] [SL 10] |
| 7 Principal Provincial Inspector [SL 8] |
| 10 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Nails Officer) [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 61 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Nails Clerk) [SL 5] |
| 1 Finance Clerk (Cashier) [SL 5] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Switchboard Operator [SL 4] |
| 3 Cleaner [SL 2] |
| 2 Groundsman [SL 2] |

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| MARULENG TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector [Head of Station] [SL 10] |
| 2 Principal Provincial Inspector [SL 8] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 20 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk (SL 5) [Cashier] |
| 1 Switchboard Operator [SL 4] |
| 2 Cleaner [SL 2] |

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| MOOKETSI TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions |
| 5. Provide general administrative services. |
| 1 Chief Provincial Inspector [Head of Station] [SL 10] |
| 2 Principal Provincial Inspector [SL 8] |
| 1 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Administration) [SL 7] |
| 25 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk (SL 5) [Cashier] |
| 1 Switchboard Operator [SL 4] |
| 2 Cleaner [SL 2] |

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| 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] |

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| DIVISION: PUBLIC TRANSPORT SERVICES |
| PURPOSE: TO MANAGE PUBLIC TRANSPORT SERVICES |
| FUNCTIONS: 1. Manage the administration and funding of bus subsidies. 2. Manage bus contract and ministration 3. Manage the empowerment of public transport operators. 1 Assistant Director: Public Transport Services [SL 9] 3 Administrative Officer [SL 7] |

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| DIVISION: TRANSPORT OPERATOR LICENSING |
| PURPOSE: TO MANAGE TRANSPORT OPERATOR LICENSING SERVICES |
| FUNCTIONS: 1. Manage the registration of operators and routes administration. 2. Manage public transport conflicts 1 Assistant Director: Operating Licences [SL 9] 1 Administrative Officer [SL 7] [Maruleng] 1 Administrative Officer [SL 7] [Greater-Giyani] 1 Administrative Officer [SL 7] [Greater Letaba] 1 Administrative Officer [SL 7] [Greater-Tzaneen] 1 Administrative Officer [SL 7] [Ba-Pthalaborwa] |

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

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

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| DIVISION: COMMUNITY SAFETY & PARTNERSHIP |
| PURPOSE: TO MANAGE THE IMPLEMENTATION AND SUPPORT PROGRAMMES OF SOCIAL CRIME PREVENTION, COMMUNITY SAFETY PROJECTS, COMMUNITY POLICING AND COMMUNITY SAFETY FORUMS |
| FUNCTIONS: 1. Monitor the functionality of statutory and mandatory community policing and community safety forums 2. Provide administrative support to mandatory and statutory community policing and community safety forums 3. Manage and coordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) |
| 1 Assistant Director [SL 9] 1 Administrative Officer [SL 7] |

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SUB-DIRECTORATE: GOVERNMENT FLEET

PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS

FUNCTIONS:
1. Manage technical services
2. Manage departmental transport services

1 Deputy Director: Government Fleet [SL 11]

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DIVISION: GIVANI 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]

DIVISION: DEPARTMENTAL TRANSPORT SERVICES

PURPOSE: TO MANAGE DEPARTMENTAL TRANSPORT SERVICES

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 [SL 9]
2 Administration Officer [SL 7]
1 Driver/Messenger [SL 3]

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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]

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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]

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[SL 3]

1 Breakdown Assistant[SL 2]

SECTION: ADMINISTRATION

PURPOSE: TO PROVIDE ADMINISTRATION SERVICES

FUNCTIONS

1. Provide supply chain and asset management services.
2. Provide general administration services.

1 Administrative Officer[SL 7]

1 Stores Officer [SL 7]

1 Supply Chain Clerk [Stores][SL 5]

1 Groundsman[SL 2]

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

FUNCTIONS:

1. Manage human resource management and development services
2. Manage employee wellness services
3. Manage information technology services
4. Manage records, facilities and EPWP programme
5. Manage transformation and service improvement services

1 Deputy Director: Corporate Management [SL 11]

DIVISION: HUMAN RESOURCE MANAGEMENT

PURPOSE: TO MANAGE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES

FUNCTIONS:

1. Provide recruitment services
2. Handle conditions of service matters.
3. Provide performance management and development services

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

DIVISION: GITO

PURPOSE: TO MANAGE INFORMATION TECHNOLOGY SERVICES

FUNCTIONS:

1. Manage, configure and maintain network devices.
2. Troubleshoot hard and software problems

1 Assistant Director: GITO [SL 9]
1 Network Controller [SL 7]

DIVISION: EMPLOYEE WELLNESS SERVICES

PURPOSE: TO MANAGE EMPLOYEE WELLNESS 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

1 Assistant Director: Employee Wellness [SL 9]
1 OHS Practitioner [L7]
1 EAP/HIV/AIDS Practitioner [SL 7]

DIVISION: RECORDS, FACILITIES AND EPWP PROGRAMME

PURPOSE: TO MANAGE RECORDS, FACILITIES AND EPWP PROGRAMME

FUNCTIONS:

1. Provide records management services
2. 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 Programme [SL 9]
2 Registry Practitioner [SL 7] Records and Registry Services
1 Administrative Officer [Facilities & Auxiliary Management] [SL 7]
1 Administrative Officer [EPWP] [SL 7]
5 Registry Clerk [SL 5] Records and Registry Services
1 Switchboard Operator [SL 4]
3 Driver/Messenger [SL 3]
3 Cleaner [SL 2]

DIVISION: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT

PURPOSE: TO MANAGE TRANSFORMATION AND SERVICE IMPROVEMENT SERVICES

FUNCTIONS:

1. Manage service improvement and customer care
2. Manage service delivery complaints
3. Manage special programs within the district.

1 Assistant Director: Transformation and Service Delivery Improvement [SL 9]
2 Administrative Officer [SL 7]
1 Administrative Officer [Disability Assistant] [SL 7]

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| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: |
| 1. Manage and control finances |
| 2. Manage supply chain management services. |
| 3. Manage assets and inventory |
| 4. Manage revenue and debt collection |
| 1 Deputy Director: Financial Management [SL 11] |

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| DIVISION: FINANCIAL CONTROL | DIVISION: SUPPLY CHAIN MANAGEMENT | DIVISION: ASSET AND INVENTORY MANAGEMENT | DIVISION: REVENUE AND DEBT MANAGEMENT |
| PURPOSE: TO MANAGE AND CONTROL FINANCES | PURPOSE: TO MANAGE SUPPLY CHAIN MANAGEMENT SERVICES | PURPOSE: TO MANAGE ASSETS AND INVENTORY | PURPOSE: TO MANAGE REVENUE AND DEBT COLLECTION |
| FUNCTIONS: | FUNCTIONS: | FUNCTIONS: | FUNCTIONS: |
| 1. Administer salary matters | 1. Provide demand management services | 1. Provide asset management services. | 1. Collect revenue |
| 2. Handle payment of accounts | 2. Provide acquisition management services | 2. Provide inventory management services. | 2. Collect financial debts |
| 3. Do budget planning and financial monitoring | 3. Provide logistics management services. | | 1 Assistant Director: Revenue and Debts [SL 9] |
| 1 Assistant Director: Financial Control [SL 9] | 1 Assistant Director: Supply Chain Management [SL 9] | 1 Assistant Director: Asset & Inventory [SL 9] | 6 State Accountant [Revenue & Debts [SL 7] |
| 4 State Accountant [SL 7] | 4 State Accountant [SL 7] | 2 Accounting Clerk [SL 5] | 2 Accounting Clerk [SL 5] [Cashier] |

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| SEKHUKHUNE DISTRICT OFFICE |
| PURPOSE: TO MANAGE TRANSPORT AND COMMUNITY SAFETY SERVICES IN THE DISTRICT |
| FUNCTIONS: |
| 1. Manage transport regulation services |
| 2. Manage transport operations |
| 3. Manage police oversight and SAPS complaints management service |
| 4. Manage government fleet operations |
| 5. Manage corporate services. |
| 6. Manage financial services. |
| 1 Director: District Services [SL 13] |
| 1 Secretary [SL 5] |

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| SUB-DIRECTORATE: TRANSPORT REGULATION | SUB-DIRECTORATE: PROVINCIAL SECRETARIAT FOR POLICE SERVICE | SUB-DIRECTORATE: CORPORATE MANAGEMENT |
| PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES | PURPOSE: TO PROVIDE SECRETARIAT SERVICE FOR POLICE SERVICE | PURPOSE TO MANAGE CORPORATE SERVICES |
| FUNCTIONS: | FUNCTIONS: | FUNCTIONS: |
| 1. Manage traffic law enforcement operations | 1. Monitor the functioning of SAPS. | 1. Manage human resource management and development services |
| 2. Manage the implementation of transport safety promotion programs | 2. Manage the implementation and support programmes of Social Crime Prevention, Community Safety Projects, Community Policing and Community Safety Forums | 2. Manage employee wellness services |
| 3. Manage transport administration and licensing services. | | 3. Manage information technology services |
| 4. Enforce compliance with public transport legislation and regulations | | 4. Manage records, facilities and EPWP programme. |
| 1 Deputy Director: Transport Regulation [SL 12] | 1 Deputy Director: Provincial Secretariat for Police Service [SL 11] | 5. Manage transformation and service improvement services |
| | | 1 Deputy Director: Corporate Management [SL 11] |

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| SUB-DIRECTORATE: TRANSPORT OPERATIONS | SUB-DIRECTORATE: GOVERNMENT FLEET |
| PURPOSE: TO MANAGE TRANSPORT OPERATIONS | PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS |
| FUNCTIONS: | FUNCTIONS: |
| 1. Manage public transport services | 1. Manage technical services |
| 2. Manage transport operator licensing services | 2. Manage departmental transport services |
| 1 Deputy Director: Transport Operations [SL 11] | 1 Deputy Director: Government Fleet [SL 11] |

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| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: |
| 1. Manage and control finances |
| 2. Manage supply chain management services. |
| 3. Manage assets and inventory |
| 4. Manage revenue and debt collection |
| 1 Deputy Director: Financial Management [SL 11] |

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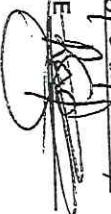
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|---|
| SUB-DIRECTORATE: TRANSPORT REGULATION |
| PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES |
| Functions: |
| 1. Manage traffic law enforcement operations |
| 2. Manage the implementation of transport safety promotion programs |
| 3. Manage transport administration and licensing services. |
| 4. Enforce compliance with public transport legislation and regulations |
| 1 Deputy Director: Transport Regulation [SL 12] |

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| DIVISION: TRAFFIC LAW ENFORCEMENT |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS |
| FUNCTIONS |
| 1. Manage the coordination of traffic stations and traffic control centers |
| 2. Manage the coordination of traffic information from traffic centers. |
| 1 Control Provincial Inspector [SL 11] |
| 1 Principal Provincial Inspector [Equipment & Fire-arm Officer] [SL 8] |
| 1. Administrative Officer: Traffic Systems [SL 7] |
| Administrative Officer [Accident Capturing and General Administration] [SL 7] |

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| DIVISION: TRANSPORT SAFETY PROMOTION |
| PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT SAFETY PROMOTION PROGRAMS |
| FUNCTIONS: |
| 1. Manage transport safety education programmes |
| 2. Manage transport safety awareness... |
| 1 Assistant Director: Transport Safety Promotion [SL 9] |
| 1 Transport Safety Officer [SL 7] [Fela-Kgomol] |
| 1 Transport Safety Officer [SL 7] [Elias Motswaledi] |
| 1 Transport Safety Officer [SL 7] [Ephraim-Mogale] |
| 1 Transport Safety Officer [SL 7] [Makhuduhamagel] |
| 1 Transport Safety Officer [SL 7] [Greater-Tubatse] |

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| DIVISION: TRANSPORT ADMINISTRATION & LICENSING |
| PURPOSE: TO MANAGE TRANSPORT ADMINISTRATION AND LICENSING SERVICES |
| FUNCTIONS |
| 1. Manage vehicle licensing services |
| 2. Manage driver licensing services |
| 3. Manage the administration of transport permits and special events permits |
| 1 Chief Licensing Officer [SL 10] |
| 1. Administrative Officer [SL 7] |

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| DIVISION: PUBLIC TRANSPORT UNIT |
| PURPOSE: TO ENFORCE COMPLIANCE WITH PUBLIC TRANSPORT LEGISLATION AND REGULATIONS |
| FUNCTIONS: |
| 1. Enforce compliance with public transport legislation and regulations |
| 2. Enforce compliance with conditions of operating licences |
| 1 Chief Provincial Inspector [SL 10] |
| 1 Vacant |
| 2 Principal Provincial Inspector [SL 8] |
| 1 Vacant |
| 4 Senior Provincial Inspector [SL 7] |
| 16 Provincial Inspector [SL 6] |
| 2 Administration Clerk SL 5 |

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| DIVISION: TRAFFIC LAW ENFORCEMENT |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS |
| FUNCTIONS: |
| 1. Manage the coordination of traffic stations and traffic control centers |
| 2. Manage the coordination of traffic information from traffic centers. |
| 1. Control Provincial Inspector [SL 11] |
| 1. Principal Provincial Inspector [Equipment & Fire-arm Officer] [SL 8] |
| 1. Administrative Officer: Traffic Systems [SL 7] |
| Administrative Officer/Accident Capturing and General Administration [SL 7] |

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| NEBO TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1. Chief Provincial Inspector/Head of Station [SL 10] |
| 3. Principal Provincial Inspector [SL 8] |
| 4. Senior Provincial Inspector [SL 7] |
| 1. Administrative Officer [Contraventions & General Admin.] [SL 7] |
| 56. Provincial Inspector [SL 6] |
| 2. Administration Clerk [Contraventions & General Admin.] [SL 5] |
| 1. Finance Clerk [SL 5] [Cashier] |
| 1. Switchboard Operator [SL 4] |
| 2. Cleaner [SL 2] |


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| DILOKONG TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Test learners and drivers for driving licenses and public driving permits |
| 4. Test motor vehicles |
| 5. Register and license motor vehicles |
| 6. Render accident response services, escort duty and scholar patrol services. |
| 7. Administer traffic contraventions |
| 8. Render an administrative function for the issuing of abnormal loads and special events permits. |
| 9. Provide administration services. |
| 1. Chief Provincial Inspector/Head of Station [SL 10] |
| 3. Principal Provincial Inspector [SL 8] |
| 5. Senior Provincial Inspector [SL 7] |
| 1. Administrative Officer [Natis Officer] [SL 7] |
| 1. Administrative Officer: Contraventions [SL 7] |
| 1. Administrative Officer: General Administration [SL 7] |
| 61. Provincial Inspector [SL 6] |
| 4. Administration Clerk [Contraventions & General Admin.] [SL 5] |
| 2. Administration Clerk [Natis Clerk] [SL 5] |
| 1. Finance Clerk [Cashier] [SL 5] |
| 1. Switchboard Operator [SL 4] |
| 2. Cleaner [SL 2] |

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| MOUTSE TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Test learners and drivers for driving licenses and public driving permits |
| 4. Test motor vehicles |
| 5. Register and license motor vehicles |
| 6. Render accident response services, escort duty and scholar patrol services. |
| 7. Administer traffic contraventions |
| 8. Render an administrative function for the issuing of abnormal loads and special events permits. |
| 9. Provide administration services. |
| 1. Chief Provincial Inspector/Head of Station [SL 10] |
| 1. Principal Provincial Inspector [SL 8] |
| 3. Senior Provincial Inspector [SL 7] |
| 1. Administrative Officer [Natis Officer] [SL 7] |
| 1. Administrative Officer: Contraventions & General Admin.] [SL 7] |
| 34. Provincial Inspector [SL 6] |
| 1. Finance Clerk [Cashier] [SL 5] |
| 2. Administration Clerk [Contraventions & General Admin.] [SL 5] |
| 2. Administration Clerk [Natis Clerk] [SL 5] |
| 1. Finance Clerk [Cashier] [SL 5] |
| 1. Switchboard Operator [SL 4] |

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| RATHOKE TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions |
| 5. Provide general administrative services. |
| 1. Chief Provincial Inspector/Head of Station [SL 10] |
| 1. Principal Provincial Inspector [SL 8] |
| 1. Administrative Officer [Contraventions & General Administration] [SL 7] |
| 30. Provincial Inspector [SL 6] |
| 2. Administration Clerk [Contraventions & General Admin.] [SL 5] |
| 1. Finance Clerk [SL 5] [Cashier] |
| 1. Switchboard Operator [SL 4] |

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| 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] |

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| DIVISION: PUBLIC TRANSPORT SERVICES |
| PURPOSE: TO MANAGE PUBLIC TRANSPORT SERVICES |
| FUNCTIONS: |
| 1. Manage the administration and funding of bus subsidies. |
| 2. Manage bus contract and ministration |
| 3. Manage the empowerment of public transport operators. |
| 1 Assistant Director: Public Transport Services [SL 9] |
| 3 Administrative Officer [SL 7] |

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| DIVISION: TRANSPORT OPERATOR LICENSING |
| PURPOSE: TO MANAGE TRANSPORT OPERATOR LICENSING SERVICES |
| FUNCTIONS: |
| 1. Manage the registration of operators and routes administration. |
| 2. Manage public transport conflicts |
| 1 Assistant Director: Operating Licences [SL 9] |
| 2 Administration Officer [SL 7] [Feta-Kgomo/Greater Tubatse] |
| 1 Administration Officer [SL 7] [Elias Motswaledi] |
| 1 Administration Officer [SL 7] [Makhuduthamaga] |
| 1 Administration Officer [SL 7] [Ephraim Mohale] |

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

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

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| DIVISION: COMMUNITY SAFETY & PARTNERSHIP |
| PURPOSE: TO MANAGE THE IMPLEMENTATION AND SUPPORT PROGRAMMES OF SOCIAL CRIME PREVENTION, COMMUNITY SAFETY PROJECTS, COMMUNITY POLICING AND COMMUNITY SAFETY FORUMS |
| FUNCTIONS: 1. Monitor the functionality of statutory and mandatory community policing and community safety forums 2. Provide administrative support to mandatory and statutory community policing and community safety forums 3. Manage and coordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) 1 Assistant Director [SL 9] 1 Administrative Officer [SL 7] |

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SUB-DIRECTORATE: GOVERNMENT FLEET
PURPOSE: TO MANAGE GOVERNMENT FLEET
OPERATIONS

FUNCTIONS:

1. Manage technical services
2. Manage departmental transport services
- 1 Deputy Director: Government Fleet [SL 11]

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DIVISION: NEBO 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]

DIVISION: DEPARTMENTAL TRANSPORT SERVICES
PURPOSE: TO MANAGE DEPARTMENTAL TRANSPORT
SERVICES

FUNCTIONS:

1. Analyse and process log returns.
2. Facilitate processing and payment of running costs
3. Facilitate subsidised vehicles maintenance services, with drawings and insurance
4. Analyse government fleet accidents reports
5. Render driver and messenger services
- 1 Assistant Director: Departmental Transport Services [L 9]
- 2 Administration Officer [SL 7]
- 1 Driver/Messenger [SL 3]

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| DIVISION: NEBO 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] |

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| SECTION: PANELBEATING AND SPRAYPAINTING |
| PURPOSE: TO MANAGE PANELBEATING AND SPRAY-PAINTING SERVICES |
| FUNCTIONS: |
| 1. Provide panelbeating services. |
| 2. Provide spray-painting services. |
| 1 Artisan Production [SL 7] Panelbeating and Spraypainting |

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| 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] 1 Artisan Production [SL 7] [Repairs and Services] 1 Tradesman Aid [SL 3] [Repairs and Services] |

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| SECTION: ADMINISTRATION |
| PURPOSE: TO PROVIDE ADMINISTRATION SERVICES |
| FUNCTIONS |
| 1. Provide supply chain and asset management services. |
| 2. Provide general administration services. |
| 1 Administrative Officer [SL 7] 1 Administrative Clerk [SL 5] 2 Cleaner [SL 2] |

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| SUB-DIRECTORATE: CORPORATE MANAGEMENT |
| PURPOSE: TO MANAGE CORPORATE SERVICES |
| FUNCTIONS: |
| 1. Manage human resource management and development services |
| 2. Manage employee wellness services |
| 3. Manage information technology services |
| 4. Manage records, facilities and EPWP programme |
| 5. Manage transformation and service improvement services |
| 1 Deputy Director: Corporate Management [SL 11] |

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| DIVISION: HUMAN RESOURCE MANAGEMENT |
| PURPOSE: TO MANAGE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES |
| FUNCTIONS: |
| 1. Provide recruitment services |
| 2. Handle conditions of service matters. |
| 3. Provide performance management and development services |
| 1 Assistant Director: HRM & D [SL 9] |
| 6 Human Resource Practitioner [SL 7] |

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

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| DIVISION: EMPLOYEE WELLNESS SERVICES |
| PURPOSE: TO MANAGE EMPLOYEE WELLNESS SERVICES |
| FUNCTIONS: |
| 1. Coordinate the provision of wellness services |
| 2. Coordinate the implementation of SHERQ and COLD programmes |
| 3. Manage the implementation of HIV/AIDS programmes |
| 1 Assistant Director: Employee Wellness [SL 9] |
| 1 OHS Practitioner [L 7] |
| 1 EAP/HIV/AIDS Practitioner [SL 7] |

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| DIVISION: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT |
| PURPOSE: TO MANAGE TRANSFORMATION AND SERVICE IMPROVEMENT SERVICES |
| FUNCTIONS: |
| 1. Manage service improvement and customer care |
| 2. Manage service delivery complaints |
| 3. Manage special programs within the district. |
| 1 Assistant Director: Transformation and Service Delivery Improvement [SL 9] |
| 2 Administrative Officer [SL 7] |
| 1 Administrative Officer [Disability Assistant] [SL 7] |

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| DIVISION: RECORDS, FACILITIES AND EPWP PROGRAMME |
| PURPOSE: TO MANAGE RECORDS, FACILITIES AND EPWP PROGRAMME |
| FUNCTIONS: |
| 1. Provide records management services |
| 2. 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 Programme [SL 9] |
| 2 Registry Practitioner [SL 7] Records and Registry Services |
| 1 Administrative Officer [Facilities & Auxiliary Management] [SL 7] |
| 1 Administrative Officer [EPWP] [SL 7] |
| 2 Registry Clerk [SL 5] Records and Registry Services |
| 1 Switchboard Operator [SL 4] |
| 2 Driver/Messenger [SL 4] |
| 1 Cleaner [SL 2] |

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| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE: TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: |
| 1. Manage and control finances |
| 2. Manage supply chain management services. |
| 3. Manage assets and inventory |
| 4. Manage revenue and debt collection |
| 1 Deputy Director: Financial Management [SL 11] |

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| <div>DIVISION: FINANCIAL CONTROL</div> <div>PURPOSE: TO MANAGE AND CONTROL FINANCES</div> <div>FUNCTIONS:</div> <div>1. Administer salary matters</div> <div>2. Handle payment of accounts</div> <div>3. Do budget planning and financial monitoring</div> <div>1 Assistant Director: Financial Control [SL 9]</div> <div>4 State Accountant [SL 7]</div> | <div>DIVISION: SUPPLY CHAIN MANAGEMENT</div> <div>PURPOSE: TO MANAGE SUPPLY CHAIN MANAGEMENT SERVICES</div> <div>FUNCTIONS:</div> <div>1. Provide demand management services</div> <div>2. Provide acquisition management services</div> <div>3. Provide logistics management services..</div> <div>1 Assistant Director: Supply Chain Management [SL 9]</div> <div>4 State Accountant [SL 7]</div> | <div>DIVISION: ASSET AND INVENTORY MANAGEMENT</div> <div>PURPOSE: TO MANAGE ASSETS AND INVENTORY</div> <div>FUNCTIONS</div> <div>1. Provide asset management services.</div> <div>2. Provide inventory management services.</div> <div>1 Assistant Director: Asset & Inventory [SL 9]</div> <div>4 State Accountant [SL 7]</div> <div>2 Accounting Clerk [SL 5]</div> <div>2 Stores Assistant [SL 2]</div> | <div>DIVISION: REVENUE AND DEBT MANAGEMENT</div> <div>PURPOSE: TO MANAGE REVENUE AND DEBT COLLECTION</div> <div>FUNCTIONS:</div> <div>1. Collect revenue</div> <div>2. Collect financial debts</div> <div>1 Assistant Director: Revenue and Debts [SL 9]</div> <div>6 State Accountant [Revenue & Debts [SL 7]</div> <div>2 Accounting Clerk [SL 5] [Cashier]</div> |
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| VHEMBE DISTRICT OFFICE |
| PURPOSE: TO MANAGE TRANSPORT AND COMMUNITY SAFETY SERVICES IN THE DISTRICT |
| FUNCTIONS: |
| 1. Manage transport regulation services |
| 2. Manage transport operations |
| 3. Manage police oversight and SAPS complaints management services |
| 4. Manage government fleet operations |
| 5. Manage corporate services. |
| 6. Manage financial services. |
| 1 Director: District Services [SL 13] |
| 1 Secretary [SL 5] |

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| SUB-DIRECTORATE: TRANSPORT REGULATION |
| PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES |
| FUNCTIONS: |
| 1. Manage traffic law enforcement operations |
| 2. Manage the implementation of transport safety promotion programs |
| 3. Manage transport administration and licensing services. |
| 4. Enforce compliance with public transport legislation and regulations |
| 1 Deputy Director: Transport Regulation [SL 12] |

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

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| SUB-DIRECTORATE: CORPORATE MANAGEMENT |
| PURPOSE TO MANAGE CORPORATE SERVICES |
| FUNCTIONS: |
| 1. Manage human resource management and development services |
| 2. Manage employee wellness services |
| 3. Manage information technology services |
| 4. Manage records, facilities and EPWP programme. |
| 5. Manage transformation and service improvement services |
| 1 Deputy Director: Corporate Management [SL 11] |

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| 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] |

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| SUB-DIRECTORATE: GOVERNMENT FLEET |
| PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS |
| FUNCTIONS: |
| 1. Manage technical services |
| 2. Manage departmental transport services |
| 1 Deputy Director: Government Fleet [SL 11] |

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| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: |
| 1. Manage and control finances |
| 2. Manage supply chain management services. |
| 3. Manage assets and inventory |
| 4. Manage revenue and debt collection |
| 1 Deputy Director: Financial Management [SL 11] |

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| <p>SUB-DIRECTORATE: TRANSPORT REGULATION</p> <p>PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage traffic law enforcement operations 2. Manage the implementation of transport safety promotion programs 3. Manage transport administration and licensing services. 4. Enforce compliance with public transport legislation and regulations <p>1 Deputy Director: Transport Regulation [SL 12]</p> | | <p>DIVISION: TRAFFIC LAW ENFORCEMENT</p> <p>PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage the coordination of traffic stations and traffic control centers 2. Manage the coordination of traffic information from traffic centers. <p>1 Control Provincial Inspector [SL 11]</p> <p>1 Principal Provincial Inspector [Equipment & Fire-arm Officer] [SL 8]</p> <p>1 Administrative Officer: Traffic Systems [SL 7]</p> <p>1 Administrative Officer [Accident Capturing and General Administration] [SL 7]</p> |
| <p>DIVISION: TRANSPORT SAFETY PROMOTION</p> <p>PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT SAFETY PROMOTION PROGRAMS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage transport safety education programmes 2. Manage transport safety awareness programmes. <p>1 Assistant Director: Transport Safety Promotion [SL 9]</p> <p>2 Transport Safety Officer [SL 7] [Musina]</p> <p>1 Transport Safety Officer [SL 7] [Makhado]</p> <p>2 Transport Safety Officer [SL 7] [Collins Chabane]</p> | <p>DIVISION: TRANSPORT ADMINISTRATION & LICENSING</p> <p>PURPOSE: TO MANAGE TRANSPORT ADMINISTRATION AND LICENSING SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage vehicle licensing services 2. Manage driver licensing services 3. Manage the administration of transport permits and special events permits <p>1 Chief Licensing Officer [SL 10]</p> <p>1 Administrative Officer [SL 7]</p> | <p>DIVISION: PUBLIC TRANSPORT UNIT</p> <p>PURPOSE: TO ENFORCE COMPLIANCE WITH PUBLIC TRANSPORT LEGISLATION AND REGULATIONS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Enforce compliance with public transport legislation and regulations 2. Enforce compliance with conditions of operating licences <p>1 Chief Provincial Inspector [SL 10]</p> <p>7 Principal Provincial Inspector [SL 8]</p> <p>4 Senior Provincial Inspector [SL 7]</p> <p>16 Provincial Inspector [SL 5]</p> <p>2 Administration Clerk [SL 5]</p> |

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| DIVISION: TRAFFIC LAW ENFORCEMENT |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS |
| FUNCTIONS: |
| 1. Manage the coordination of traffic stations and traffic control centers |
| 2. Manage the coordination of traffic information from traffic centers. |
| 1 Control Provincial Inspector (SL 11) |
| 1 Principal Provincial Inspector (Equipment & Fire-arm Officer) (SL 8) |
| 1 Administrative Officer: Traffic Systems (SL 7) |
| 1 Administrative Officer (Accident Capturing and General Administration) (SL 7) |

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| MAKHAHO TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions services. |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 3 Principal Provincial Inspector (SL 8) |
| 6 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 1 Administrative Officer (Nails Officer) (SL 7) |
| 39 Provincial Inspector (SL 6) |
| 2 Administration Clerk (Nails Clerk) (SL 5) |
| 1 Finance Clerk (Cashier) (SL 5) |
| 4 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Switchboard Operator (SL 4) |
| 2 Cleaner (SL 2) |
| 2 Groundsman (SL 2) |

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| SIBASA TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Test learners and drivers for driving licenses and public driving permits. |
| 4. Test motor vehicles. |
| 5. Register and license motor vehicles. |
| 6. Render accident response services, escort duty and scholar patrol services. |
| 7. Administer traffic contraventions. |
| 8. Render an administrative function for the issuing of abnormal loads and special events permits. |
| 9. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 3 Principal Provincial Inspector (SL 8) |
| 1 Management Representative (KSJ) (SL 8) |
| 6 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 1 Administrative Officer (Nails Officer) (SL 7) |
| 43 Provincial Inspector (SL 6) |
| 12 Administration Clerk (Nails Clerk) (SL 5) |
| 4 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Finance Clerk (Cashier) (SL 5) |
| 1 Switchboard Operator (SL 4) |
| 1 Ppt Assistant (SL 2) |
| 2 Cleaner (SL 2) |
| 2 Groundsman (SL 2) |

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| MUTALE TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions services. |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 4 Principal Provincial Inspector (SL 8) |
| 2 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 28 Provincial Inspector (SL 6) |
| 2 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Finance Clerk (SL 5) (Cashier) |
| 1 Switchboard Operator (SL 4) |
| 1 Cleaner (SL 2) |

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| MAKPAKUL TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions |
| 5. Provide general administrative services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 1 Principal Provincial Inspector (SL 8) |
| 2 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Administration) (SL 7) |
| 15 Provincial Inspector (SL 6) |
| 2 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Finance Clerk (SL 5) (Cashier) |
| 1 Switchboard Operator (SL 4) |
| 1 Cleaner (SL 2) |
| 1 Groundsman (SL 2) |

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| MUSINA TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions services. |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 3 Principal Provincial Inspector (SL 8) |
| 2 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 2 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 29 Provincial Inspector (SL 6) |
| 1 Finance Clerk (SL 5) (Cashier) |
| 1 Switchboard Operator (SL 4) |

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| DZANANI TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions services. |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 2 Principal Provincial Inspector (SL 8) |
| 2 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 22 Provincial Inspector (SL 6) |
| 2 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Finance Clerk (SL 5) (Cashier) |
| 1 Switchboard Operator (SL 4) |
| 1 Groundsman (SL 2) |

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| MALAMULELE TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions services. |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 2 Principal Provincial Inspector (SL 8) |
| 1 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Admin) (SL 7) |
| 22 Provincial Inspector (SL 6) |
| 2 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Finance Clerk (SL 5) (Cashier) |
| 1 Switchboard Operator (SL 4) |
| 1 Cleaner (SL 2) |

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| MUSINA TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions services. |
| 5. Provide general administrative services. |
| 1 Chief Provincial Inspector (Head of Station) (SL 10) |
| 1 Principal Provincial Inspector (SL 8) |
| 5 Senior Provincial Inspector (SL 7) |
| 1 Administrative Officer (Contraventions & General Administration) (SL 7) |
| 37 Provincial Inspector (SL 6) |
| 2 Administration Clerk (Contraventions & General Admin) (SL 5) |
| 1 Finance Clerk (SL 5) (Cashier) |
| 1 Switchboard Operator (SL 4) |

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| 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] |

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| DIVISION: PUBLIC TRANSPORT SERVICES |
| PURPOSE: TO MANAGE PUBLIC TRANSPORT SERVICES |
| FUNCTIONS |
| 1. Manage the administration and funding of bus subsidies. |
| 2. Manage bus contract and ministration |
| 3. Manage the empowerment of public transport operators. |
| 1 Assistant Director: Public Transport Services [SL 9] |
| 4 Administrative Officer [SL 7] |

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| DIVISION: TRANSPORT OPERATOR LICENSING |
| PURPOSE: TO MANAGE TRANSPORT OPERATOR LICENSING SERVICES |
| FUNCTIONS: |
| 1. Manage the registration of operators and routes administration. |
| 2. Manage public transport conflicts |
| 1 Assistant Director: Transport Operator Licensing [SL 9] |
| 2 Administration Officer [SL 7] [Thulamela] |
| 1 Administration Officer [SL 7] [Musina] |
| 1 Administration Officer [SL 7] [Mutale] |
| 1 Administration Officer [SL 7] [Makhado] |
| 1 Administration Officer [SL 7] [Collins Chabane] |

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[MPL]

DATE 06/02/2024

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

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

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|---|
| DIVISION: COMMUNITY SAFETY & PARTNERSHIP |
| PURPOSE: TO MANAGE THE IMPLEMENTATION AND SUPPORT PROGRAMMES OF SOCIAL CRIME PREVENTION, COMMUNITY SAFETY PROJECTS, COMMUNITY POLICING AND COMMUNITY SAFETY FORUMS |
| FUNCTIONS: 1. Monitor the functionality of statutory and mandatory community policing and community safety forums 2. Provide administrative support to mandatory and statutory community policing and community safety forums 3. Manage and coordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) |
| 1 Assistant Director [SL 9] 1 Administrative Officer [SL 7] |

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| 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] |

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| SUB-DIRECTORATE: GOVERNMENT FLEET |
| PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS |
| FUNCTIONS: 1. Manage technical services 2. Manage departmental transport services 1 Deputy Director: Government Fleet [SL 11] |

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RADZILANI [MPL]

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|---|
| DIVISION: DEPARTMENTAL TRANSPORT SERVICES |
| PURPOSE: TO MANAGE DEPARTMENTAL TRANSPORT SERVICES |
| Functions: 1. Analyse and process log returns. 2. Facilitate processing and payment of running costs 3. Facilitate subsidised vehicles maintenance services, with drawings and insurance services, with drawings and insurance services 4. Analyse government fleet accidents reports 5. Render driver and messenger services 1 Assistant Director: Departmental Transport Services [L 9] 2 Administration Officer [SL 7] 1 Driver/Messenger [SL 3] |

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| SECTION: PANEL BEATING AND SPRAY PAINTING |
| PURPOSE: TO MANAGE PANEL BEATING AND SPRAY-PAINTING SERVICES |
| FUNCTIONS: |
| 1. Provide panel beating services. |
| 2. Provide spray-painting services. |
| 2 Artisan Production [SL 7] [Panel beating] |
| 1 Artisan Production [SL 7] [Spray-painting] |
| 5 Tradesman Aid [SL 3] |

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|---|
| DIVISION: SIBASA GOVERNMENT GARAGE |
| PURPOSE: TO MANAGE GOVERNMENT GARAGE SERVICES |
| FUNCTIONS: |
| 1. Manage panel beating and spray-painting services |
| 2. Manage mechanical services |
| 3. Provide administration services |
| 1 Chief Artisan [Garage Manager] [SL 9] |

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| 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 with draws |
| 6. Manage breakdown recoveries |
| 3 Artisan Production [SL 7] [Repairs] |
| 1 Artisan Production [SL 7] [Services] |
| 5 Tradesman Aid [SL 3] |

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| SECTION: ADMINISTRATION |
| PURPOSE: TO PROVIDE ADMINISTRATION SERVICES |
| FUNCTIONS |
| 1. Provide supply chain and asset management services. |
| 2. Provide general administration services. |
| 1 Administrative Officer [SL 7] |
| 1 General Administration Clerk [SL 5] |
| 1 Switchboard Operator [SL 4] |
| 1 Cleaner [SL 2] |

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

FUNCTIONS:

1. Manage human resource management and development services
2. Manage employee wellness services
3. Manage information technology services
4. Manage records, facilities and EPWP programme
5. Manage transformation and service improvement services

1 Deputy Director: Corporate Management [SL 11]

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DIVISION: GITO
PURPOSE: TO MANAGE INFORMATION TECHNOLOGY SERVICES

FUNCTIONS:

1. Manage, configure and maintain network devices.
2. Troubleshoot hard and software problems

1 Assistant Director: GITO [SL 9]
 1 Network Controller [SL 7]

DIVISION: TRANSFORMATION AND SERVICE DELIVERY
IMPROVEMENT
PURPOSE: TO MANAGE TRANSFORMATION AND SERVICE IMPROVEMENT SERVICES

FUNCTIONS:

1. Manage service improvement and customer care
2. Manage service delivery complaints
3. Manage special programs within the district

1 Assistant Director: Transformation and Service Delivery Improvement [SL 9]
 2 Administrative Officer [Disability Assistant] [SL 7]

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

FUNCTIONS:

1. Provide recruitment services
2. Handle conditions of service matters.
3. Provide performance management and development services

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

DIVISION: EMPLOYEE WELLNESS SERVICES
PURPOSE: TO MANAGE EMPLOYEE WELLNESS SERVICES

FUNCTIONS:

1. Coordinate the provision of wellness services
2. Coordinate the implementation of SHERO and COID programmes
3. Manage the implementation of HIV/AIDS programs

1 Assistant Director: Employee Wellness [SL 9]
 1 OHS Practitioner [SL 7]
 1 EAP/HIV/AIDS Practitioner [SL 7]

DIVISION: RECORDS, FACILITIES AND EPWP
PROGRAMME
PURPOSE: TO MANAGE RECORDS, FACILITIES AND EPWP PROGRAMME

FUNCTIONS:

1. Provide records management services
2. 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 Programme [SL 9]
 2 Registry Practitioner [SL 7] Records and Registry Services
 1 Administrative Officer [Facilities & Auxiliary Management] [SL 7]
 1 Administrative Officer [EPWP] [SL 7]
 2 Registry Clerk [SL 5] Records and Registry Services
 1 Switchboard Operator [SL 4]
 2 Driver/Messenger [SL 3]
 6 Cleaner [SL 2]
 4 Groundsman [SL 2]

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|---|
| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE: TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: 1. Manage and control finances 2. Manage supply chain management services. 3. Manage assets and inventory 4. Manage revenue and debt collection 1 Deputy Director: Financial Management [SL 11] |

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|--|---|--|--|
| DIVISION: FINANCIAL CONTROL | DIVISION: SUPPLY CHAIN MANAGEMENT | DIVISION: ASSET AND INVENTORY MANAGEMENT | DIVISION: REVENUE AND DEBT MANAGEMENT |
| PURPOSE: TO MANAGE AND CONTROL FINANCES | PURPOSE: TO MANAGE SUPPLY CHAIN MANAGEMENT SERVICES | PURPOSE: TO MANAGE ASSETS AND INVENTORY | PURPOSE: TO MANAGE REVENUE AND DEBT COLLECTION |
| 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] | FUNCTIONS: 1. Provide demand management services 2. Provide acquisition management services 3. Provide logistics management services. 1 Assistant Director: Supply Chain Management [SL 9] 4 State Accountant [SL 7] | FUNCTIONS: 1. Provide asset management services. 2. Provide inventory management services. 1 Assistant Director: Asset & Inventory [SL 9] 4 State Accountant [SL 7] 4 Accounting Clerk [SL 5] | FUNCTIONS: 1. Collect revenue 2. Collect financial debts 1 Assistant Director: Revenue and Debts [SL 9] 6 State Accountant [Revenue & Debts] [SL 7] 2 Accounting Clerk [SL 5] [Cashier] |

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DATE 08/02/2024

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| WATERBERG DISTRICT OFFICE |
| PURPOSE: TO MANAGE TRANSPORT AND COMMUNITY SAFETY SERVICES IN THE DISTRICT |
| FUNCTIONS: |
| 1. Manage transport regulation services |
| 2. Manage transport operations |
| 3. Manage police oversight and SAPS complaints management service |
| 4. Manage government fleet operations |
| 5. Manage corporate services. |
| 6. Manage financial services. |
| 1 Director: District Services [SL 13] |
| 1 Secretary [SL 5] |

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| SUB-DIRECTORATE: TRANSPORT REGULATION |
| PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES |
| FUNCTIONS: |
| 1. Manage traffic law enforcement operations |
| 2. Manage the implementation of transport safety promotion programs |
| 3. Manage transport administration and licensing services. |
| 3 Manage transport operator licensing services |
| 4. Enforce compliance with public transport legislation and regulations |
| 1 Deputy Director: Transport Regulations [SL 12] |

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

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| SUB-DIRECTORATE: CORPORATE MANAGEMENT |
| PURPOSE TO MANAGE CORPORATE SERVICES |
| FUNCTIONS: |
| 1. Manage human resource management and development services |
| 2. Manage employee wellness services |
| 3. Manage information technology services |
| 4. Manage records, facilities and EPWP programme. |
| 5. Manage transformation and service improvement services |
| 1 Deputy Director: Corporate Management [SL 11] |

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| SUB-DIRECTORATE: GOVERNMENT FLEET |
| PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS |
| FUNCTIONS: |
| 1. Manage technical services |
| 2. Manage departmental transport services |
| 1 Deputy Director: Government Fleet [SL 11] |

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| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: |
| 1. Manage and control finances |
| 2. Manage supply chain management services. |
| 3. Manage assets and inventory |
| 4. Manage revenue and debt collection |
| 1 Deputy Director: Financial Management [SL 11] |

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|---|
| SUB-DIRECTORATE: TRANSPORT OPERATIONS |
| PURPOSE: TO MANAGE TRANSPORT OPERATIONS |
| FUNCTIONS: |
| 1. Manage public transport services |
| 2. Manage the implementation of transport safety promotion programs |
| 3. Enforce compliance with public transport legislation and regulations |
| 1 Deputy Director: Transport Operations [SL 11] |

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| SUB-DIRECTORATE: TRANSPORT REGULATION | |
| PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES | |
| Functions: | |
| 1. Manage traffic law enforcement operations | |
| 2. Manage the implementation of transport safety promotion programs | |
| 3. Manage transport administration and licensing services. | |
| 3 Manage transport operator licensing services | |
| 4. Enforce compliance with public transport legislation and regulations | |
| 1 Deputy Director: Transport Regulation [SL 12] | |

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| SUB-DIRECTORATE: TRAFFIC LAW ENFORCEMENT | |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS | |
| FUNCTIONS | |
| <ol style="list-style-type: none"> 1. Manage the coordination of traffic stations and traffic control centers 2. Manage the enforcement of compliance with public transport legislation and regulations 3. Manage the coordination of traffic information from traffic centers. 4. Manage the coordination of transport licensing and administration services | |
| <ol style="list-style-type: none"> 1. Control Provincial Inspector [Stations Coordination] [SL 11] 1. Principal Provincial Inspector [Equipment & Fire-arm Officer] [SL 8] 1. Administrative Officer: Traffic Systems [SL 7] 1. Administrative Officer/Accident Capturing and General Administration [SL 7] | |

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| DIVISION: TRANSPORT SAFETY PROMOTION |
| PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT SAFETY PROMOTION PROGRAMS |
| FUNCTIONS: Manage transport safety education programmes |
| 2. Manage transport safety awareness... |
| 1 Assistant Director[SL 9] |
| 1 Transport Safety Officer [SL 7] |
| [Leaphale] |
| 1 Transport Safety Officer [SL 7] |
| [Mogalakwenal] |
| 2 Transport Safety Officer [SL 7] |
| [Modimollet Mookgopong] |
| 1 Transport Safety Officer [SL 7] |
| [Thabazimbili] |
| 1 Transport Safety Officer [SL 7] |
| [Belabela] |

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

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| DIVISION: PUBLIC TRANSPORT UNIT | <p>PURPOSE: TO ENFORCE COMPLIANCE WITH PUBLIC TRANSPORT LEGISLATION AND REGULATIONS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Enforce compliance with public transport legislation and regulations 2. Enforce compliance with conditions of operating licences |
| | <ol style="list-style-type: none"> 1 Chief Provincial Inspector [SL 10] 2 Principal Provincial Inspector [SL 8] 4 Senior Provincial Inspector [SL 7] 16 Provincial Inspector [SL 6] 2 Administration Clerk SL 5 |

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APPROVED BY MEC: MRS FF RADZLANI (MP)

DATE

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| SUB-DIRECTORATE: TRAFFIC LAW ENFORCEMENT |
| PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS |
| FUNCTIONS: |
| 1. Manage the coordination of traffic stations and traffic control centers |
| 2. Manage the enforcement of compliance with public transport legislation and regulations |
| 3. Manage the coordination of traffic information from traffic centers. |
| 4. Manage the coordination of transport licensing and administration services |
| 1 Control Provincial Inspector (Stations Coordination) [SL 11] |
| 1 Principal Provincial Inspector (Equipment & Fire-arm Officer) [SL 8] |
| 1 Administrative Officer: Traffic Systems [SL 7] |
| 1 Administrative Officer (Accident Capturing and General Administration) [SL 7] |

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| MODIMOLLE TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 8 Principal Provincial Inspector [SL 7] |
| 4 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 53 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk [SL 5] (Cashier) |
| 1 Switchboard Operator [SL 4] |
| 1 Cleaner [SL 2] |

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| MOKOPANE TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Test learners and drivers for driving licenses and public driving permits |
| 4. Test motor vehicles |
| 5. Register and license motor vehicles |
| 6. Render accident response services, escort duty and scholar patrol services. |
| 7. Administer traffic contraventions |
| 8. Render an administrative function for the issuing of abnormal loads and special events permits. |
| 9. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 6 Principal Provincial Inspector [SL 8] |
| 4 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 46 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Mails Clerk) [SL 5] |
| 2 Administration Clerk (General Admin. & Contraventions) [SL 5] |
| 1 Finance Clerk (Cashier) [SL 5] |
| 1 Switchboard Operator [SL 4] |
| 2 Cleaner [SL 2] |

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| LEPHALE TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Render accident response services, escort duty and scholar patrol services. |
| 4. Administer traffic contraventions |
| 5. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 12 Principal Provincial Inspector [SL 7] |
| 1 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Mails Officer) [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 24 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Mails Clerk) [SL 5] |
| 1 Finance Clerk (Cashier) [SL 5] |
| 1 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Switchboard Operator [SL 4] |
| 2 Cleaner [SL 2] |
| 1 Groundsman [SL 2] |

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| NORTHAM TRAFFIC STATION |
| PURPOSE: TO PROVIDE ROAD TRAFFIC POLICING SERVICES |
| FUNCTIONS: |
| 1. Enforce compliance with traffic rules and regulations on public roads. |
| 2. Issue summonses and warrants of arrests. |
| 3. Test learners and drivers for driving licenses and public driving permits |
| 4. Test motor vehicles |
| 5. Register and license motor vehicles |
| 6. Render accident response services, escort duty and scholar patrol services. |
| 7. Administer traffic contraventions |
| 8. Render an administrative function for the issuing of abnormal loads and special events permits. |
| 9. Provide administration services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 4 Principal Provincial Inspector [SL 8] |
| 1 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Mails Officer) [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 24 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Mails Clerk) [SL 5] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Switchboard Operator [SL 4] |

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| ZEBEDIELA TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions |
| 5. Provide general administrative services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 3 Principal Provincial Inspector [SL 8] |
| 2 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 32 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |

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| GROBLERSBURG TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions |
| 5. Provide general administrative services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 2 Principal Provincial Inspector [SL 8] |
| 3 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 17 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk [SL 5] (Cashier) |

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| MANISOLE TRAFFIC CONTROL CENTRE |
| PURPOSE: TO PROVIDE OVERLOADING CONTROL SERVICES |
| FUNCTIONS: |
| 1. Perform overloading control functions. |
| 2. Render escort duty and accident response services. |
| 3. Issue summonses and warrants of arrests. |
| 4. Administer traffic contraventions |
| 5. Provide general administrative services. |
| 1 Chief Provincial Inspector (Head of Station) [SL 10] |
| 3 Principal Provincial Inspector [SL 8] |
| 6 Senior Provincial Inspector [SL 7] |
| 1 Administrative Officer (Contraventions & General Admin.) [SL 7] |
| 29 Provincial Inspector [SL 6] |
| 2 Administration Clerk (Contraventions & General Admin.) [SL 5] |
| 1 Finance Clerk [SL 5] (Cashier) |
| 1 Switchboard Operator [SL 4] |

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DATE 10/01/2024

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|---|
| SUB-DIRECTORATE: TRANSPORT OPERATIONS |
| PURPOSE: TO MANAGE TRANSPORT OPERATIONS |
| Functions: 1. Manage public transport services 2. Manage the implementation of transport safety promotion programs 3. Enforce compliance with public transport legislation and regulations 1 Deputy Director: Transport Operations[SL 11] |

APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE 06/02/2024

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| DIVISION: PUBLIC TRANSPORT SERVICES |
| PURPOSE: TO MANAGE PUBLIC TRANSPORT SERVICES |
| FUNCTIONS: 1. Manage the administration and funding of bus subsidies. 2. Manage bus contract and ministration 3. Manage the empowerment of public transport operators. 1 Assistant Director [SL 9] 3 Administrative Officer [SL 7] |

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| DIVISION: TRANSPORT OPERATOR LICENSING |
| PURPOSE: TO MANAGE TRANSPORT OPERATOR LICENSING SERVICES |
| FUNCTIONS: 1. Manage the registration of operators and routes administration. 2. Manage public transport conflicts 1 Assistant Director [SL 9] 1 Administration Officer [SL 7] [Lephalele] 1 Administration Officer [SL 7] [Mogalakwena] 1 Administration Officer [SL 7] [Modimolle] 1 Administration Officer [SL 7] [Thabazimbi] 1 Administration Officer [SL 7] [Belabela] 1 Administration Officer [SL 7] [Mookgopong] |

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DATE

10/01/2024

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[MPL]

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10/02/2024

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

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

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| DIVISION: COMMUNITY SAFETY & PARTNERSHIP |
| PURPOSE: TO MANAGE THE IMPLEMENTATION AND SUPPORT PROGRAMMES OF SOCIAL CRIME PREVENTION, COMMUNITY SAFETY PROJECTS, COMMUNITY POLICING AND COMMUNITY SAFETY FORUMS |
| FUNCTIONS: |
| 1. Monitor the functionality of statutory and mandatory community policing and community safety forums |
| 2. Provide administrative support to mandatory and statutory community policing and community safety forums |
| 3. Manage and coordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) |
| 1 Assistant Director [SL 9] |
| 1 Administrative Officer [SL 7] |

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MATJENA

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SUB-DIRECTORATE: GOVERNMENT FLEET

PURPOSE: TO MANAGE GOVERNMENT FLEET OPERATIONS

FUNCTIONS:

1. Manage technical services
2. Manage departmental transport services

1 Deputy Director: Government Fleet [SL 11]

APPROVED BY MEC: MRS FF
RADZILANI [MPL]

DATE 08/02/2024

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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] [SL 9]

DIVISION: DEPARTMENTAL FLEET

PURPOSE: TO MANAGE DEPARTMENTAL TRANSPORT SERVICES

FUNCTIONS:

1. Analyse and process log returns.
2. Facilitate processing and payment of running costs
3. Facilitate subsidised vehicles maintenance services, with draws and insurance
4. Analyse government fleet accidents reports
5. Render driver and messenger services

1 Assistant Director: Departmental Transport Services [L 9]
2 Administration Officer [SL 7]
1 Driver/Messenger [SL 3]

APPROVED BY HOD: MR MS MATJENA

DATE

10/01/2024

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| SECTION: PANEL BEATING AND SPRAY PAINTING |
| PURPOSE: TO MANAGE PANEL BEATING AND SPRAY-PAINTING SERVICES |
| Functions: |
| 1. Provide panel beating services. |
| 2. Provide spray-painting services. |
| 1 Artisan Production [SL 7] [Panel beating & Spray-painting] |

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| DIVISION: MAHWELERENG GOVERNMENT GARAGE |
| PURPOSE: TO MANAGE GOVERNMENT GARAGE SERVICES |
| FUNCTIONS: |
| 1. Manage panel beating and spray-painting services |
| 2. Manage mechanical services |
| 3. Provide administration services |
| 1 Chief Artisan [Garage Manager] [SL 9] |

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| 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 with draws |
| 6. Manage breakdown recoveries |
| 1 Artisan Foreman [SL 8] |
| 1 Artisan Production [SL 7] [Repairs and Services] |
| 1 Tradesman Aid [SL 3] [Repairs and Services] |

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| SECTION: ADMINISTRATION |
| PURPOSE: TO PROVIDE ADMINISTRATION SERVICES |
| FUNCTIONS |
| 1. Provide supply chain and asset management services. |
| 2. Provide general administration services. |
| 1 Administration Officer [SL 7] |
| 1 Administration Clerk [SL 5] |

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| SUB-DIRECTORATE: CORPORATE MANAGEMENT |
| PURPOSE: TO MANAGE CORPORATE SERVICES |
| FUNCTIONS: |
| 1. Manage human resource management and development services |
| 2. Manage employee wellness services |
| 3. Manage information technology services |
| 4. Manage records, facilities and EPWP programme. |
| 5. Manage transformation and service improvement services |
| 1 Deputy Director: Corporate Management [SL 11] |

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| DIVISION: HUMAN RESOURCE MANAGEMENT |
| PURPOSE: TO MANAGE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES |
| FUNCTIONS: |
| 1. Provide recruitment services |
| 2. Handle conditions of service matters. |
| 3. Provide performance management and development services |
| 1 Assistant Director: HRM & D [SL 9] |
| 6 Human Resource Practitioner [SL 7] |

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| DIVISION: GITO |
| PURPOSE: TO MANAGE INFORMATION TECHNOLOGY SERVICES |
| FUNCTIONS: |
| 1. Manage, configure and maintain network devices. |
| 2. Troubleshoot hardware and software problems |
| 1 Assistant Director: GITO [SL 9] |
| 1 Network Controller [SL 7] |

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| DIVISION: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT |
| PURPOSE: TO MANAGE TRANSFORMATION AND SERVICE IMPROVEMENT SERVICES |
| FUNCTIONS: |
| 1. Manage service improvement and customer care |
| 2. Manage service delivery complaints |
| 3. Manage special programs within the district. |
| 1 Assistant Director: Transformation and Service Delivery Improvement [SL 9] |
| 2 Administrative Officer [SL 7] |
| 1 Administrative Officer [Disability Assistant] [SL 7] |

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| DIVISION: EMPLOYEE WELLNESS SERVICES |
| PURPOSE: TO MANAGE EMPLOYEE WELLNESS SERVICES |
| FUNCTIONS: |
| 1. Coordinate the provision of wellness services |
| 2. Coordinate the implementation of SHERQ and COVID programmes |
| 3. Manage the implementation of HIV/AIDS programs |
| 1 Assistant Director: Employee Wellness [SL 9] |
| 1 OHS Practitioner [L 7] |
| 1 EAP/HIV/AIDS Practitioner [SL 7] |

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| DIVISION: RECORDS, FACILITIES AND EPWP PROGRAMME |
| PURPOSE: TO MANAGE RECORDS, FACILITIES AND EPWP PROGRAMME |
| FUNCTIONS: |
| 1. Provide records management services |
| 2. 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 Programme [SL 9] |
| 2 Registry Practitioner [SL 7] [Records & Registry] |
| 1 Administrative Officer [Facilities] [SL 7] |
| 1 Administrative Officer [EPWP] [SL 7] |
| 4 Registry Clerk [SL 5] Records and Registry Services |
| 1 Switchboard Operator [SL 4] |
| 1 Cleaner [SL 2] |

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| SUB-DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE: TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS: |
| 1. Manage and control finances |
| 2. Manage supply chain management services. |
| 3. Manage assets and inventory |
| 4. Manage revenue and debt collection |
| 1 Deputy Director: Financial Management [SL 11] |

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| 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] |

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| DIVISION: SUPPLY CHAIN MANAGEMENT |
| PURPOSE: TO MANAGE SUPPLY CHAIN MANAGEMENT SERVICES |
| FUNCTIONS: |
| 1. Provide demand management services |
| 2. Provide acquisition management services |
| 3. Provide logistics management services.. |
| 1 Assistant Director: Supply Chain Management [SL 9] |
| 4 State Accountant [SL 7] |

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| DIVISION: ASSET AND INVENTORY MANAGEMENT |
| PURPOSE: TO MANAGE ASSETS AND INVENTORY |
| FUNCTIONS |
| 1. Provide asset management services. |
| 2. Provide inventory management services. |
| 1 Assistant Director: Asset & Inventory [SL 9] |
| 4 State Accountant [SL 7] |

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| DIVISION: REVENUE AND DEBT MANAGEMENT |
| PURPOSE: TO MANAGE REVENUE AND DEBT COLLECTION |
| FUNCTIONS: |
| 1. Collect revenue |
| 2. Collect financial debts |
| 1 Assistant Director: Revenue and Debts [SL 9] |
| 6 State Accountant [Revenue & Debts [SL 7] |
| 2 Accounting Clerk [SL 5] [Cashier] |

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| CHIEF DIRECTORATE: FINANCIAL MANAGEMENT |
| PURPOSE: TO MANAGE FINANCIAL SERVICES |
| FUNCTIONS |
| 1. Manage financial accounting services. |
| 2. Manage management accounting services |
| 3. Manage supply chain and asset management services. |
| 4. Manage internal control and compliance services |
| 1 Chief Financial Officer [SL 14] |
| 1 Personal Assistant [SL 7] |

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| DIRECTORATE: FINANCIAL ACCOUNTING |
| PURPOSE: TO MANAGE FINANCIAL ACCOUNTING SERVICES |
| FUNCTIONS: |
| 1. Manage expenditure |
| 2. Manage financial accounting and reporting |
| 1 Director: Financial Accounting [SL 13] |

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| DIRECTORATE: MANAGEMENT ACCOUNTING |
| PURPOSE: TO MANAGE MANAGEMENT ACCOUNTING SERVICES |
| FUNCTIONS: |
| 1. Manage collection of revenue and debts |
| 2. Manage the coordination of budget planning services. |
| 3. Manage the coordination of cashflow, financial and non-financial reporting |
| 1 Director: Management Accounting [SL 13] |

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| DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT |
| PURPOSE: TO MANAGE SUPPLY CHAIN AND ASSET MANAGEMENT SERVICES |
| FUNCTIONS: |
| 1. Manage demand management services |
| 2. Manage acquisition management services |
| 3. Manage logistics and contract services |
| 4. Manage departmental assets. |
| 5. Manage departmental transport services |
| 6. Render contract management services |
| 1 Director: Supply Chain and Asset Management [SL 13] |

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

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| DIRECTORATE: FINANCIAL ACCOUNTING |
| PURPOSE: TO MANAGE FINANCIAL ACCOUNTING SERVICES |
| Functions: |
| 1. Manage expenditure |
| 2. Manage financial accounting and reporting |
| 1 Director: Financial Accounting [SL 13] |

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| SUB-DIRECTORATE: EXPENDITURE |
| PURPOSE: TO MANAGE EXPENDITURE |
| Functions: |
| 1. Administer salary matters |
| 2. Handle payment of accounts |
| 1 Deputy Director: Expenditure [SL 11] |
| 2 Assistant Director: Expenditure [SL 9] |
| 8 State Accountant [SL 7] |

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| SUB-DIRECTORATE: ACCOUNTING AND REPORTING |
| PURPOSE: TO MANAGE FINANCIAL ACCOUNTING AND REPORTING |
| Functions: |
| 1. Resolve bank reconciliation exceptions |
| 2. Clear suspense accounts |
| 3. Manage monthly and annual financial statements |
| 4. Manage electronic funds transfer |
| 1 Deputy Director: Accounting and Reporting [SL 11] |
| 1 Assistant Director: Accounting and Reporting [SL 9] |
| 3 State Accountant [SL 7] |

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| DIRECTORATE: MANAGEMENT ACCOUNTING |
| PURPOSE: TO MANAGE MANAGEMENT ACCOUNTING SERVICES |
| Functions: |
| 1. Manage collection of revenue and debts |
| 2. Manage the coordination of budget planning services. |
| 3. Manage the coordination of cashflow, financial and non-financial reporting |
| 1 Director: Management Accounting [SL 13] |

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| SUB-DIRECTORATE: BUDGET PLANNING |
| PURPOSE: TO MANAGE THE COORDINATION OF BUDGET PLANNING SERVICES |
| Functions: |
| 1. Consolidate budget needs estimates |
| 2. Align budget plan with annual performance plan and in infrastructure plans |
| 3. Monitor implementation of budget |
| 1 Deputy Director: Budget Planning [SL 11] |
| 2 Assistant Director: Budget Planning [SL 9] |
| 2 State Accountant [SL 7] |

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| SUB-DIRECTORATE: FINANCIAL REPORTING AND MONITORING |
| PURPOSE: TO COORDINATE FINANCIAL REPORTING AND MONITORING |
| Functions: |
| 1. Prepare monthly and annual cashflow projections in line with annual budget |
| 2. Compile in-year monitoring reports |
| 3. Coordinate Infrastructure Reporting Model reports |
| 1 Deputy Director: Financial Reporting and Monitoring [SL 11] |
| 1 Assistant Director: Financial Reporting and Monitoring [SL 9] |

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| SUB-DIRECTORATE: REVENUE AND DEBTS |
| PURPOSE: TO MANAGE COLLECTION OF REVENUE AND DEBTS |
| Functions: |
| 1. Manage revenue collection |
| 2. Manage collection of financial debts |
| 3. Manage reconciliation of RTMC payments |
| 4. Monitor revenue collection at revenue points |
| 5. Ensure compliance with revenue SLAs. |
| 1 Deputy Director: Revenue and Debts [SL 11] |
| 2 Assistant Director: Revenue and Debts [SL 9] |
| 4 State Accountant [Revenue & Debts] [SL 7] |
| 1 Accounting Clerk [Cashier] [SL 5] |

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| DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT |
| PURPOSE: TO MANAGE SUPPLY CHAIN AND ASSET MANAGEMENT SERVICES |
| Functions: |
| 1. Manage demand management services |
| 2. Manage acquisition management services |
| 3. Manage logistics and contract services |
| 4. Manage departmental assets. |
| 5. Manage departmental transport services |
| 6. Render contract management services |
| 1 Director: Supply Chain and Asset Management [SL 13] |

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| SUB-DIRECTORATE: DEMAND MANAGEMENT |
| PURPOSE: TO MANAGE DEMAND MANAGEMENT SERVICES |
| Functions: |
| 1. Manage conduction of needs (market) analysis. |
| 2. Manage coordination of procurement plans. |
| 3. Manage development of specifications. |
| 1 Deputy Director: Demand Management [SL 11] |
| 1 Assistant Director: Demand Management [SL 9] |
| 4 State Accountant [SL 7] |

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| SUB-DIRECTORATE: LOGISTICS |
| PURPOSE: TO MANAGE LOGISTICS AND CONTRACT SERVICES |
| Functions: |
| 1. Manage and process requests for orders. |
| 2. Manage stores. |
| 3. Manage infrastructure and general contracts. |
| 4. Receive and distribute stores. |
| 5. Conduct stock taking for stores. |
| 6. Manage entities. |
| 1 Deputy Director: Logistics & Contract Management [SL 11] |
| 2 Assistant Director: Logistics [SL 9] |
| 6 State Accountant [Logistics] [SL 7] |
| 2 Accounting Clerk [Logistics] [SL 6] |

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| SUB-DIRECTORATE: CONTRACT MANAGEMENT |
| PURPOSE: TO RENDER CONTRACT MANAGEMENT SERVICES |
| Functions: |
| 1. Manage infrastructure contracts |
| 2. Manage general contracts |
| 1 Deputy Director: Contract Management [SL 11] |
| 1 Assistant Director: Contract Management [SL 9] |
| 1 State Accountant [SL 7] |

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| SUB-DIRECTORATE: ACQUISITION MANAGEMENT |
| PURPOSE: TO MANAGE ACQUISITION MANAGEMENT SERVICES |
| Functions: |
| 1. Manage invitation of bids and quotations. |
| 2. Coordinate the registration of bids and quotations. |
| 3. Facilitate the evaluation of departmental sub-bid |
| 4. Ensure the convening of departmental sub-bid adjudication committee meetings. |
| 5. Provide secretarial services to departmental sub-bid adjudication committee. |
| 1 Deputy Director: Acquisition Management [SL 11] |
| 2 Assistant Director: Acquisition Management [SL 9] |
| 4 State Accountant [SL 7] |

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| SUB-DIRECTORATE: ASSET MANAGEMENT |
| PURPOSE: TO MANAGE DEPARTMENTAL ASSETS |
| FUNCTIONS |
| 1. Develop and monitor implementation of asset management strategy and maintenance plan. |
| 2. Develop and maintain asset register. |
| 3. Bar-code departmental asset items. |
| 4. Conduct physical asset verification processes |
| 5. Reconcile registers and produce reports |
| 6. Ensure optimal utilization of departmental assets. |
| 7. Facilitate investigations, recording and reporting of theft, loss, damage and mismanagement of assets. |
| 8. Execute the physical disposal of obsolete and redundant assets. |
| 1 Deputy Director: Asset Management [SL 11] |
| 1 Assistant Director: Asset Management [SL 9] |
| 4 State Accountant [SL 7] |
| 1 Accounting Clerk [SL 5] |

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

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| SUB-DIRECTORATE: GOVERNANCE |
| PURPOSE: TO MONITOR COMPLIANCE TO LEGISLATIVE FRAMEWORKS |
| Functions: |
| 1. Establish and implement an integrated internal control system. |
| 2. Identify root causes of non-compliance with legislative frameworks and standard operating procedures and establish corrective measures. |
| 3. Monitor and evaluate the drafting and review of delegations framework. |
| 4. Ensure that financial and related systems controls are used effectively and efficiently to ensure sound financial management. |
| 1 Deputy Director: Governance [SL 11] |
| 1 Assistant Director: Governance [SL 9] |
| 2 Administrative Officer [SL 7] |

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| SUB-DIRECTORATE: FINANCIAL SYSTEMS |
| PURPOSE: TO MANAGE THE MAINTENANCE OF FINANCIAL SYSTEMS |
| Functions: |
| 1. Conduct appropriate systems maintenance |
| 2. Exception reports |
| 3. Interface reports |
| 1 Deputy Director: Financial Systems [SL 11] |
| 1 Assistant Director: Financial Systems [SL 9] |

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| SUB-DIRECTORATE: FINANCIAL LOSS MANAGEMENT |
| PURPOSE: TO MANAGE FINANCIAL LOSSES |
| Functions: |
| 1. Develop and implement financial loss management strategies. |
| 2. Investigate financial loss cases. |
| 3. Give evidence in court in respect of financial loss cases. |
| 1 Deputy Director: Loss Management [SL 11] |
| 1 Assistant Director: Financial Loss Management [SL 9] |
| 1 Administrative Officer [SL 7] |

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| SUB-DIRECTORATE: ASSURANCE/FACILITATION SERVICES |
| PURPOSE: TO MANAGE ASSURANCE/FACILITATION SERVICES |
| Functions: |
| 1. Provide assurance services facilitation in relation to internal control, queries, internal and external audit queries. |
| 2. Keep and maintain record of all risk reports for advice and support. |
| 1 Deputy Director: Assurance/Facilitation Services [SL 11] |
| 1 Assistant Director: Assurance/Facilitation Services [SL 9] |
| 1 Administrative Officer [SL 7] |

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| DIRECTORATE: ANTI-FRAUD AND RISK MANAGEMENT SERVICES |
| PURPOSE: TO MANAGE ANTI-FRAUD AND RISK MANAGEMENT SERVICES |
| FUNCTIONS: 1. Manage anti-fraud and anti-corruption investigations 2. Manage departmental risks and business continuity management strategy. 1 Director: Anti-fraud and Risk Management [SL 13] |

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| SUB-DIRECTORATE: ANTI-FRAUD, ETHICS & INTEGRITY MANAGEMENT |
| PURPOSE: TO MANAGE ANTI-FRAUD, ETHICS AND INTEGRITY MATTERS |
| Functions: 1. Develop and manage the implementation of anti-fraud and corruption strategies 2. Conduct investigation on fraud and corruption 3. Conduct fraud risk assessment investigations 1 Deputy Director: Anti-fraud, Ethics & Integrity Management [SL 11] 1 Assistant Director: Anti-fraud, Ethics & Integrity Management [SL 9] 3 Administrative Officer [SL 7] |

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| SUB-DIRECTORATE: RISK & BUSINESS CONTINUITY MANAGEMENT |
| PURPOSE: TO MANAGE DEPARTMENTAL RISKS AND BUSINESS CONTINUITY MANAGEMENT STRATEGY |
| Functions: 1. Develop and monitor risk management strategy 2. Implement effective and efficient risk management systems 3. Conduct regular risk assessments 4. Develop and implement business continuity management strategy 1 Deputy Director: Risk & Business Continuity Management [SL 11] 1 Assistant Director: Risk Management [SL 9] 1 Assistant Director: Business Continuity Management [SL 9] 2 Administrative Officer [SL 7] |