

**Ad hoc Approved org
Structure with added
AO Disability Assistant
and abolished 2 SMS
posts at PSPS**

LIMPOPO DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY AD-HOC ORGANISATIONAL STRUCTURE

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DATE 10/01/2024

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APPROVED BY MEC: MRS FF RADZILANI (MPL)

DATE 06/02/2024

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DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY
PURPOSE: TO PROVIDE TRANSPORT AND COMMUNITY SAFETY SERVICES
Functions:
1. Manage transport regulation services.
2. Manage transport operations services.
3. Manage provincial secretariat for police service
4. Manage corporate services.
5. Manage GITO, transport infrastructure and district coordination
6. Manage financial services
7. Manage anti-fraud and risk management services
1 Head of Department (SL 15)
1 Director (SL 13)
1 Deputy Director (SL 11)
1 Personal Assistant (SL 7)

DIRECTORATE: MEC SUPPORT SERVICES
PURPOSE: TO PROVIDE SUPPORT SERVICES TO THE MEC
Functions:
1. Manage the office of the MEC
2. Provide media liaison services
3. Provide parliamentary services, appointment and personal support services
4. Provide registry and messenger services
1 Director (Head of Office) (SL 13)
1 Media Liaison Officer (SL 12)
1 Community Outreach & Legislation Support (SL 11)
1 Private & Appointments Secretary (SL 12)
1 Administrative Support & Co-ordination (SL 11)
1 Receptionist (SL 5)
1 Household Aide (SL 3)

CHIEF DIRECTORATE: TRANSPORT REGULATION
PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES
Functions:
1. Manage road traffic law enforcement operations
2. Manage transport safety promotion
3. Manage transport licensing and administration services
4. Manage traffic training in the college
1 Chief Director: Transport Regulation (SL 14)
1 Personal Assistant (SL 7)

CHIEF DIRECTORATE: PROVINCIAL SECRETARIAT FOR POLICE SERVICE
PURPOSE: TO MANAGE PROVINCIAL SECRETARIAT SERVICES FOR THE POLICE SERVICE
FUNCTIONS:
1. Provide, monitor, evaluate and comply over the SAPS Prescripts
2. Manage police research services, partnerships and policing policy.
3. Develop and implement crime prevention strategies
1 Chief Director: Provincial Secretariat for PS (SL 14)
1 Personal Assistant (SL 7)

CHIEF DIRECTORATE: GITO TRANSPORT INFRASTRUCTURE & DISTRICT COORDINATION
PURPOSE: TO MANAGE GITO TRANSPORT INFRASTRUCTURE AND DISTRICT COORDINATION SERVICES
FUNCTIONS:
1. Manage transport infrastructure services
2. Manage government fleet services
3. Manage information technology services
4. Coordinate district services
1 Chief Director: GITO, Transport Infrastructure & District Coordination (SL 14)
1 Personal Assistant (SL 7)

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)

CHIEF DIRECTORATE: TRANSPORT OPERATIONS
PURPOSE: TO MANAGE TRANSPORT OPERATION SERVICES
Functions:
1. Manage transport planning and infrastructure services
2. Manage transport subsidies and operator empowerment services
3. Regulate and monitor public transport operations.
4. Manage the administration of operating licenses and the national land transport information system.
1 Chief Director: Transport Operations (SL 14)
1 Personal Assistant (SL 7)

CHIEF DIRECTORATE: CORPORATE MANAGEMENT SERVICES
PURPOSE: TO MANAGE AND COORDINATE CORPORATE SERVICES
FUNCTIONS:
1. Manage human resource management services
2. Manage labour relations and legal services
3. Manage and coordinate employee wellness and special programmes
4. Manage and coordinate strategy and policy
5. Manage departmental records and facilities services
6. Manage communication services
1 Chief Director: Corporate Management Services (SL 14)
1 Personal Assistant (SL 7)

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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CHIEF DIRECTORATE: TRANSPORT REGULATION

PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES

Functions:

1. Manage road traffic law enforcement operations
2. Manage transport safety promotion
3. Manage transport licensing and administration services
4. Manage traffic training in the college

1 Chief Director: Transport Regulation [SL 14]

1 Personal Assistant [SL 7]

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DIRECTORATE: TRAFFIC LAW ENFORCEMENT

PURPOSE: TO MANAGE ROAD TRAFFIC LAW ENFORCEMENT OPERATIONS

Functions:

1. Manage traffic operations
2. Manage traffic support services

1 Director: Traffic Law Enforcement [SL 13]

DIRECTORATE: SAFETY PROMOTION

PURPOSE: TO MANAGE SAFETY AND COMPLIANCE

Functions:

1. Manage the implementation of transport safety programmes
2. Promote community safety initiatives

1 Director: Safety Promotion [SL 13]

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

PURPOSE: TO MANAGE TRANSPORT LICENSING AND ADMINISTRATION SERVICES

Functions:

1. Administer eNatis system
2. Manage the registration of authorities and the administration of road permits
3. Render an auditing and legal compliance service for vehicle and driver licensing.

1 Director: Transport Licensing and Administration [SL 13]

DIRECTORATE: TRAFFIC TRAINING COLLEGE

PURPOSE: TO MANAGE TRAFFIC TRAINING IN THE COLLEGE.

FUNCTIONS:

1. Provide vocational (formal) traffic training.
2. Provide inservice and field training
3. Manage the administration of the college

1 Director: Traffic College [SL 13]

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DIRECTORATE: TRAFFIC LAW ENFORCEMENT
PURPOSE: TO MANAGE ROAD TRAFFIC LAW ENFORCEMENT OPERATIONS
Functions: 1. Manage traffic operations 2. Manage traffic support services 1 Director: Traffic Law Enforcement [SL 13]

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SUB-DIRECTORATE: TRAFFIC OPERATIONS
PURPOSE: TO MANAGE TRAFFIC OPERATIONS
Functions: 1. Manage and coordinate district law enforcement operations 2. Manage and coordinate overloading control operations 3. Manage public transport operations 1 Deputy Director: Traffic Operations [SL 12]

SUB-DIRECTORATE: TRAFFIC SUPPORT SERVICES
PURPOSE: TO MANAGE TRAFFIC SUPPORT SERVICES
Functions: 1. Manage traffic information and systems 2. Manage traffic procurement services 1 Deputy Director: Traffic Support Services [SL 12]

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SUB-DIRECTORATE: TRAFFIC OPERATIONS

PURPOSE: TO MANAGE TRAFFIC OPERATIONS

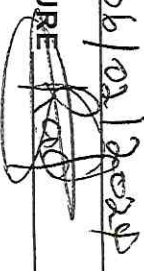
Functions:

1. Manage and coordinate district law enforcement operations
2. Manage and coordinate overloading control operations
3. Manage public transport operations

1 Deputy Director: Traffic Operations[SL 12]

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DIVISION: DISTRICTS COORDINATION

PURPOSE: MANAGE AND COORDINATE DISTRICTS LAW ENFORCEMENT OPERATIONS

Functions:

1. Manage and coordinate traffic law enforcement planning.
2. Manage and coordinate operations in relation to traffic stations within districts.
3. Ensure integration and coordination of law enforcement operations with municipalities and other provinces.

1 Control Provincial Inspector Districts Coordination [SL 11]

DIVISION: OVERLOADING CONTROL

PURPOSE: TO MANAGE AND COORDINATE OVERLOADING CONTROL OPERATIONS

Functions:

1. Manage and coordinate the operations of weighbridges
2. Manage the enforcement of legislation on the transportation of dangerous goods and hazardous substances
3. Facilitate development and upgrading of weighbridges by law enforcement authorities
4. Ensure integration and coordination of overloading control operations with municipalities and other provinces

1 Control Provincial Inspector Overloading Control [SL 11]

DIVISION: PUBLIC TRANSPORT OPERATIONS

PURPOSE: TO MANAGE PUBLIC TRANSPORT OPERATIONS

Functions:

1. Manage the enforcement of compliance with public transport legislation to ensure adherence to the conditions of operating licenses
2. Ensure integration and coordination of public transport operations with municipalities and other provinces

1 Control Provincial Inspector Public Transport Operations [SL 11]

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SUB-DIRECTORATE: TRAFFIC SUPPORT SERVICES
PURPOSE: TO MANAGE TRAFFIC SUPPORT SERVICES
Functions: 1. Manage traffic information and systems 2. Manage traffic procurement services
1 Deputy Director: Traffic Support Services [SL 12]

DIVISION: TRAFFIC INFORMATION AND SYSTEMS
PURPOSE: TO MANAGE TRAFFIC INFORMATION AND SYSTEMS
Functions: 1. Develop and manage Traffic Information Management system [TRAFFMAN] 2. Manage central Traffic Information Center. 3. Coordinate and manage traffic information
1 Control Provincial Inspector: Traffic Information & Systems [SL 11] 1 Assistant Director: Accident Capturing & Traffic Systems [SL 10] 1 Chief Provincial Inspector (Radio Operation) [SL 10] 4 Principal Provincial Inspector [Traffic Information] [SL 8] 1 Administration Officer [Accident Capturing & Traffic Systems] [SL 7] 6 Provincial Inspector [Radio Operator] [SL 6] 4 Administration Clerk [Accident Capturing & Traffic Systems] [SL 5]

DIVISION: TRAFFIC PROCUREMENT SERVICES
PURPOSE: TO MANAGE TRAFFIC PROCUREMENT SERVICES
Functions: 1. Manage and coordinate procurement of traffic law enforcement equipment, uniform, stationery and other consumables 2. Manage and coordinate procurement of fire-arms
1 Control Provincial Inspector Traffic Equipment & Fire-arms [SL 11] 1 Chief Provincial Inspector [Departmental Fire-arm Officer] [SL 10] 2 Administration Officer [SL 7] [Traffic Procurement]

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DIRECTORATE: SAFETY PROMOTION
PURPOSE: TO MANAGE SAFETY AND COMPLIANCE
Functions:
1. Manage the implementation of transport safety programmes
2. Promote community safety initiatives
1 Director: Safety Promotion [SL 13]

SUB-DIRECTORATE: TRANSPORT SAFETY PROMOTION
PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT SAFETY PROGRAMMES
Functions:
1. Manage and coordinate transport safety initiatives inclusive of identification of hazardous locations.
2. Enforce compliance with public transport and inland water legislation.
1 Deputy Director: Transport Safety Promotion [SL 11]
2 Assistant Director: Transport Safety Promotion [SL 9]

SUB-DIRECTORATE: COMMUNITY SAFETY PROMOTION
PURPOSE: TO PROMOTE COMMUNITY SAFETY INITIATIVES
Functions:
1 Promote public participation on safety measures.
2 Conduct educational programmes on safety issues.
3. Coordinate school safety, tourism safety, health safety and social crime safety
1 Deputy Director: Community Safety Promotion [SL 11]
2 Assistant Director: Community Safety Promotion [SL 9]

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DIRECTORATE:TRANSPORT ADMINISTRATION AND LICENSING
PURPOSE: TO MANAGE TRANSPORT LICENSING AND ADMINISTRATION SERVICES
Functions: 1. Administer eNatis system 2. Manage the registration of authorities and the administration of road permits 3. Render an auditing and legal compliance service for vehicle and driver licensing.
1 Director:Transport Licensing and Administration [SL 13]

SUB-DIRECTORATE:NATIS ADMINISTRATION
PURPOSE: TO ADMINISTER THE NATIS SYSTEM
FUNCTIONS: 1. Manage Natis helpdesk services 2. Manage Natis administration and training services
1 Deputy Director:Natis Administration [SL 11] 1 Assistant Director: Helpdesk Services [SL 9] 1 Assistant Director: Natis Administration and Training [SL 9] 5 Administrative Officer[Helpdesk Services [SL 7] 1 Administrative Officer[Administrative and Natis Training][SL 7] 16 Administration Clerk[Helpdesk Services [SL 5] 4 Administration Clerk [Administrative and Natis Training] [SL 5]

SUB-DIRECTORATE:REGISTRATIONS AND PERMITS
PURPOSE: TO MANAGE THE REGISTRATION OF AUTHORITIES AND THE ADMINISTRATION OF ROADS PERMITS
FUNCTIONS: 1. Manage the registration of vehicle testing stations (VTS's), Drivers' License Testing Centers (DLTCs) manufacturers, Importers and Builders of Vehicles (MB's) and manufacturers of number plates 2. Manage the system of personalised number plates 3. Manage the registration of authorised officers (traffic officers, examiners of vehicles and of driving licenses) 7. Coordinate registering authorities. 8. Render an administrative function for the issuing of abnormal loads and special events permits
1 Deputy Director:Registrations and Permits [SL 11] 2 Assistant Director:Registrations and Permits [SL 9] 2 Administrative Officer[SL 7] 4 Administration Clerk[SL 5]

SUB-DIRECTORATE:INSPECTORATE SERVICES
PURPOSE: TO RENDER AN AUDITING AND LEGAL COMPLIANCE SERVICE FOR VEHICLE AND DRIVER LICENSING
FUNCTIONS: 1. Conduct inspections and compliance audits at vehicle and driver testing centers 2. Conduct E-Natis transaction audits 3. Provide E-Natis security services
1 Deputy Director:Inspectorate Services [SL 11] 1 Chief Provincial Inspector [Chief Licensing Inspector] [SL 10] 1 Assistant Director: Natis Audit [SL 9] 5 Principal Provincial Inspector:Compliance [SL 8]

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DIRECTORATE: TRAFFIC TRAINING COLLEGE

PURPOSE: TO MANAGE TRAFFIC TRAINING IN THE COLLEGE.

FUNCTIONS:

1. Provide vocational(formal) traffic training.
2. Provide inservice and field training
3. Manage the administration of the college

1 Director: Traffic College [SL 13]

SUB-DIRECTORATE:INSERVICE AND FIELD TRAINING

PURPOSE:TO PROVIDE INSERVICE AND FIELD TRAINING

FUNCTIONS:

1. Provide in-service facilitation and assessments.
2. Provide field training facilitation and assessments.
3. Provide ceremonial and brass band services.

1 Control Provincial Inspector[Inservice and Field Training][SL 11]

7 Chief Provincial Inspector[Inservice and Field Training [SL 10]

SUB-DIRECTORATE: ADMINISTRATION

PURPOSE: TO MANAGE THE ADMINISTRATION OF THE COLLEGE

Functions:

1. Manage student registrations
2. Manage students records and results data
3. Manage college library services
4. Manage financial and supply chain management services
5. Manage human resource services
6. Monitor compliance with occupational health and safety legislation
7. Manage transport administration and auxiliary services

1 Assistant Director:Administration[SL 9]

1 Administrative Officer[Student Administration[SL 7]

1 Finance Practitioner[Financial Management[SL 7]

1 Supply Chain Practitioner[Supply Chain and Asset Management[SL 7]

1 OHS Practitioner[SL 7]

2 Administration Clerk [Student Administration[SL 5]

3 Cleaner [SL2]

SUB-DIRECTORATE:VOCATIONAL(FORMAL) TRAINING

PURPOSE:TO PROVIDE VOCATIONAL (FORMAL) TRAINING

FUNCTIONS:

1. Provide facilitation and assessments for examiners of vehicles.
2. Provide facilitation and assessments for examiners of driving licences.
3. Provide facilitation and assessments for traffic officer and municipal police training.
4. Conduct moderation and quality assurance
5. Conduct research and development on training needs.

1 Control Provincial Inspector [SL 11]Vocational al [Formal] Training]

4 Chief Provincial Inspector[Vocational [Formal] Training] [SL 10]

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CHIEF DIRECTORATE: TRANSPORT OPERATIONS
PURPOSE: TO MANAGE TRANSPORT OPERATION SERVICES
Functions:
1. Manage transport planning and infrastructure services
2. Manage transport subsidies and operator empowerment services
3. Regulate and monitor public transport operations.
4. Manage the administration of operating licenses and the national land transport information system.
1 Chief Director: Transport Operations [SL 14]
1 Personal Assistant [SL 7]

DIRECTORATE: TRANSPORT PLANNING AND INFRASTRUCTURE
PURPOSE: TO MANAGE TRANSPORT PLANNING AND INFRASTRUCTURE SERVICES
Functions:
1. Manage transport planning policy and research.
2. Manage the implementation of transport strategies and projects.
1 Director: Transport Planning and Infrastructure [SL 13]

DIRECTORATE: PUBLIC TRANSPORT SERVICES
PURPOSE: TO MANAGE TRANSPORT SUBSIDIES AND OPERATOR EMPOWERMENT SERVICES
Functions:
1. Manage the administration and funding of bus subsidies
2. Manage bus contract administration and scholar transport.
3. Manage the empowerment of public transport operators
1 Director: Public Transport Services [SL 13]

DIRECTORATE: PROVINCIAL REGULATING ENTITY [PRE]
PURPOSE: REGULATE AND MONITOR PUBLIC TRANSPORT OPERATIONS
FUNCTIONS:
1. Manage adjudication of public transport operating licence applications
2. Manage approval of operating licences.
3. Conduct operating licence hearings.
1 Director: PRE [SL 13]
1 Deputy Director: [SL 11] Secretariat Services
5 Deputy Director: [SL 11]
2 Assistant Director: [SL 9]
3 Administrative Officer [SL 7]

DIRECTORATE: PRE SUPPORT SERVICES
PURPOSE: TO MANAGE THE ADMINISTRATION OF OPERATING LICENCES AND THE NATIONAL LAND TRANSPORT INFORMATION SYSTEM [NLTIS]
Functions:
1. Manage public transport operating license administration services
2. Manage the registration of operators and routes administration.
3. Manage public transport conflicts.
1 Director: Provincial Regulating Entity [PRE] Support Services [SL 13]

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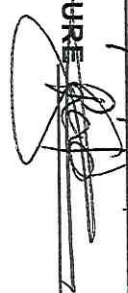
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DIRECTORATE: TRANSPORT PLANNING AND INFRASTRUCTURE
PURPOSE: TO MANAGE TRANSPORT PLANNING AND INFRASTRUCTURE SERVICES
Functions 1. Manage transport planning policy and research. 2. Manage the implementation of transport strategies and projects. 1 Director: Transport Planning and Infrastructure[SL 13]

SUB-DIRECTORATE: TRANSPORT PLANNING POLICY AND RESEARCH
PURPOSE: TO MANAGE TRANSPORT PLANNING POLICY AND RESEARCH
Functions: 1. Maintain the Provincial Land Transport Framework[PLTF] 2. Facilitate the development of Integrated Transport Plans[ITPs] 3. Monitor the implementation of ITP's 4. Identify transport research needs and facilitate research. 5. Manage transport forums 6. Manage the implementation of integrated public transport networks 1 Deputy Director: Transport Planning and Research[SL 11] 1 Assistant Director: Transport Planning and Research[SL 9]

SUB-DIRECTORATE: TRANSPORT STRATEGIES AND PROJECTS
PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT STRATEGIES AND PROJECTS
Functions: 1. Develop and monitor the implementation of transport strategies 2. Manage the provincial freight databank 3. Manage the operations of intermodal public transport facilities. 4. Manage provincial government airports 5. Oversee the operations of Gateway Airport Authority Limited [GAAL] 1 Deputy Director: Transport Strategies and Projects[SL 11] 1 Assistant Director: Transport Strategies and Projects [SL 9]

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SUB-DIRECTORATE:BUS SUBSIDY MANAGEMENT
PURPOSE: TO MANAGE THE ADMINISTRATION AND FUNDING OF BUS SUBSIDIES
Functions:
1. Manage funding of bus subsidies
2. Manage the processing of subsidy claims
3. Manage the processing of subsidy data/statistics
1 Deputy Director:Bus Subsidy Management [SL 11]
1 Assistant Director:Bus Subsidy Management [SL 9]
2 Administrative Officer [SL 7]

DIRECTORATE:PUBLIC TRANSPORT SERVICES
PURPOSE: TO MANAGE TRANSPORT SUBSIDIES AND OPERATOR EMPOWERMENT SERVICES
Functions:
1. Manage the administration and funding of bus subsidies
2. Manage bus contract administration and scholar transport.
3. Manage the empowerment of public transport operators
1 Director:Public Transport Services [SL 13]

SUB-DIRECTORATE: BUS CONTRACT ADMINISTRATION AND SCHOLAR TRANSPORT MANAGEMENT
PURPOSE: TO MANAGE BUS CONTRACT ADMINISTRATION AND SCHOLAR TRANSPORT
Functions:
1. Manage the monitoring of subsidised public transport services
2. Manage subsidy contracts
3. Conduct passenger census with transport operators
4. Monitor the designs of scholar transport routes
5. Monitor scholar transport services
1 Deputy Director:Bus Contract Administration & Scholar Transport [SL 11]
3 Assistant Director:Bus Contract Administration & Scholar Transport [SL 9]
1 Administrative Officer [SL 7]

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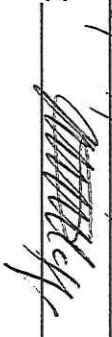
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SUB-DIRECTORATE:TRANSPORT OPERATOR EMPOWERMENT
PURPOSE: TO MANAGE THE EMPOWERMENT OF PUBLIC TRANSPORT OPERATORS
Functions:
1. Facilitate training interventions for both taxi and bus industry
2. Manage stakeholder relations (bus and taxi industry)
3. Coordinate Limpopo Provincial Taxi Council[LPTC]and the South African Small Bus Operators Committee(SANSBOC)
1 Deputy Director: Transport Operator Empowerment [SL 11]
1 Assistant Director:Transport Operator Empowerment [SL 9]

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DIRECTORATE: PRE SUPPORT SERVICES
PURPOSE: TO MANAGE THE ADMINISTRATION OF OPERATING LICENCES AND THE NATIONAL LAND TRANSPORT INFORMATION SYSTEM [NLTIS]
Functions:
1. Manage public transport operating license administration services
2. Manage the registration of operators and routes administration.
3. Manage public transport conflicts.
1 Director: Provincial Regulating Entity [PRE] Support Services [SL 13]

SUB-DIRECTORATE: OPERATING LICENCE ADMINISTRATION
PURPOSE: TO MANAGE PUBLIC TRANSPORT OPERATING LICENCE ADMINISTRATION SERVICES
Functions:
1. Manage the National Land Transport Information System (NLTIS)
2. Administer operating licence rates and tariffs.
3. Render support services to NLTIS users
4. Monitor NLTIS transactions
1 Deputy Director: OL Administration [SL 11]
2 Assistant Director: OL Administration [SL 9]
2 Administrative Officer [SL 7]

SUB-DIRECTORATE: OPERATOR AND ROUTE REGISTRATIONS
PURPOSE: TO MANAGE THE REGISTRATION OF OPERATORS AND ROUTES ADMINISTRATION
Functions:
1. Manage verification of public transport routes
2. Manage the registration of public transport routes, operators and taxi associations on the RAS system.
1 Deputy Director: Operator and Route Registrations [SL 11]
1 Assistant Director: Operator and Route Registrations [SL 9]
2 Administrative Officer [SL 7]

SUB-DIRECTORATE: CONFLICT MANAGEMENT
PURPOSE: TO MANAGE PUBLIC TRANSPORT CONFLICTS
Functions:
1. Manage the mediation and resolution of public transport conflicts.
2. Promote peace and stability in public transport operations
1 Deputy Director: Conflict Management [SL 11]
2 Assistant Director: Conflict Management [SL 9]
2 Administrative Officer [SL 7]

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CHIEF DIRECTORATE: PROVINCIAL SECRETARIAT
FOR POLICE SERVICE

PURPOSE: TO MANAGE PROVINCIAL SECRETARIAT
SERVICES FOR THE POLICE SERVICE

FUNCTIONS:

1. Provide, monitor, evaluate and comply over the SAPS Prescripts
 2. Manage police research services, partnerships and policing policy.
 3. Develop and implement crime prevention strategies
- 1 Chief Director: Provincial Secretariat for PS SL 14]
1 Personal Assistant [SL 7]

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DIRECTORATE: PROVINCIAL POLICE
OVERSIGHT, CONDUCT AND
COMPLIANCE

PURPOSE: TO PROVIDE
MONITORING, EVALUATION AND
COMPLIANCE SERVICES OVER THE
SAPS PRESCRIPTS

Functions:

1. Provide evaluation services on the functioning of SAPS
2. Monitor SAPS strategic components
3. Monitor complaints and compliance accountability forums emanating from police conduct and actions

1 Director: Provincial Police Oversight,
Conduct and Compliance [SL 13]

DIRECTORATE: POLICE RESEARCH,
PARTNERSHIPS AND POLICING
POLICY

PURPOSE: TO MANAGE POLICE
RESEARCH PARTNERSHIPS AND
POLICING POLICY

Functions:

1. Manage police research services
2. Manage the implementation of policing policy.
3. Establish and maintain partnership with community policing & safety stakeholders.

1 Director: Police Research,
Partnerships & Policing Policy [SL 13]

DIRECTORATE: SOCIAL CRIME
PREVENTION

PURPOSE: TO DEVELOP AND
IMPLEMENT CRIME PREVENTION
STRATEGIES

Functions:

1. Coordinate integrated crime prevention strategies and volunteer programs.
2. Coordinate and implement social crime prevention programmes
3. Coordinate cluster coordination and related security matters.

1 Director: Social Crime Prevention
[SL 13]

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DIRECTORATE: PROVINCIAL POLICE OVERSIGHT, CONDUCT AND COMPLIANCE
PURPOSE: TO PROVIDE MONITORING, EVALUATION AND COMPLIANCE SERVICES OVER THE SAPS PRESCRIBED FUNCTIONS:
1. Provide evaluation services on the functioning of SAPS
2. Monitor SAPS strategic components
3. Monitor complaints and compliance accountability forums emanating from police conduct and actions
1 Director: Provincial Police Oversight, Conduct and Compliance [SL 13]

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SUB-DIRECTORATE: SAPS EVALUATION
PURPOSE: TO PROVIDE EVALUATION SERVICE ON THE FUNCTIONING OF SAPS
FUNCTIONS:
1. Evaluate the functioning of SAPS.
2. Evaluate the implementation of police policies and directives in SAPS institutions
1 Deputy Director: SAPS Evaluation [SL 11]
1 Assistant Director: SAPS Evaluation [SL 9]
1 Administrative Officer [SL 7]

SUB-DIRECTORATE: SAPS STRATEGIC COMPONENTS MONITORING
PURPOSE: TO MONITOR SAPS STRATEGIC COMPONENTS
FUNCTIONS:
1. Monitor SAPS Heads components at police head office
2. Monitor district commissioners and units at district level.
1 Deputy Director: SAPS Strategic Components Monitoring [SL 11]
1 Assistant Director: Strategic Components Monitoring [SL 9]
1 Administrative Officer [SL 7]

SUB-DIRECTORATE: POLICE CONDUCT & COMPLIANCE
PURPOSE: TO MONITOR COMPLAINTS & COMPLIANCE ACCOUNTABILITY FORUMS EMANATING FROM POLICE CONDUCT AND ACTIONS
FUNCTIONS:
1. Manage complaints against the police and DC cases
2. Implement the Court Watch Brief project
3. Monitor compliance by the police under the Domestic Violence Act GBV strategies
4. Monitor compliance by the police with IPID recommendations
5. Provide oversight function over functional statutory compliance forums
1 Deputy Director: Police Conduct & Compliance [SL 11]
1 Assistant Director: Police Conduct [SL 9]
1 Assistant Director: Police Compliance [SL 9]
4 Administration Officer [SL 7]

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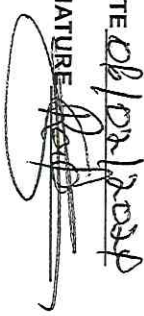
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DIRECTORATE: POLICE RESEARCH, PARTNERSHIPS AND POLICING POLICY
PURPOSE: TO MANAGE POLICE RESEARCH PARTNERSHIPS AND POLICING POLICY
Functions: 1. Manage police research services 2. Manage the implementation of policing policy. 3. Establish and maintain partnership with community policing & safety stakeholders.
1 Director: Police Research, Partnerships & Policing Policy [SL 13]

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SUB-DIRECTORATE: POLICE RESEARCH SERVICES
PURPOSE: TO MANAGE POLICE RESEARCH SERVICES
Functions: 1. Conduct and coordinate research in all aspects of policing 2. Coordinate police policies, practices and methodologies
1 Deputy Director: Police Research [SL 11] 1 Assistant Director: Police Research [SL 9] 1 Administration Officer [SL 7]

SUB-DIRECTORATE: COMMUNITY POLICING POLICY
PURPOSE: TO THE IMPLEMENTATION OF COMMUNITY POLICING POLICY
Functions: 1. Coordinate the collection and analysis of information 2. Maintain repository of information outputs
1 Deputy Director: Community Policing Policy [SL 11] 1 Assistant Director: Community Policing Policy [SL 9] 1 Administration Officer [SL 7]

SUB-DIRECTORATE: COMMUNITY POLICING & SAFETY PARTNERSHIP
PURPOSE: TO ESTABLISH AND MAINTAIN PARTNERSHIP WITH COMMUNITY POLICING & SAFETY STAKEHOLDERS
Functions: 1. Promote community police relations. 2. Establish and promote community policing partnership. 3. Capacitate and provide support to community policing structures 3. Manage the enhancement of community safety structures 4. Establish and promote community safety partnerships 5. Capacitate and provide support to community safety structures.
1 Deputy Director: Community Policing & Safety Partnership [SL 11] 1 Assistant Director: Community Policing Partnership [SL 9] 1 Assistant Director: Community Safety Partnership [SL 9] 2 Administration Officer [SL 7]

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DIRECTORATE: SOCIAL CRIME PREVENTION

PURPOSE: TO DEVELOP AND IMPLEMENT CRIME PREVENTION STRATEGIES

Functions:

1. Coordinate integrated crime prevention strategies and volunteer programs.
2. Coordinate and implement social crime prevention programmes
3. Coordinate cluster coordination and related security matters.

1 Director: Social Crime Prevention [SL 13]

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SUB-DIRECTORATE: PROVINCIAL CRIME PREVENTION STRATEGY AND VOLUNTEER PROGRAMME

PURPOSE: TO COORDINATE INTEGRATED CRIME PREVENTION STRATEGIES

Functions:

1. Coordinate the development, implementation and review of the Provincial Crime Prevention Strategy.
2. Coordinate the implementation of the Rural Safety Strategy

1 Deputy Director: Provincial Crime Prevention Strategy [SL 11]
1 Assistant Director: Provincial Crime Prevention Strategy & Volunteer Programme [SL 9]
1 Administration Officer [SL 7]

SUB-DIRECTORATE: SOCIAL CRIME PREVENTION PROGRAMMES

PURPOSE: TO COORDINATE AND IMPLEMENT SOCIAL CRIME PREVENTION PROGRAMMES

Functions:

1. Coordinate the implementation of social crime prevention programmes against vulnerable groups
2. Coordinate the implementation of anti-substance abuse programmes
3. Coordinate the implementation of volunteer programmes
4. Coordinate the implementation of public participation programmes.

1 Deputy Director: Social Crime Prevention Programmes [SL 11]
1 Assistant Director: Social Crime Prevention Programmes [SL 9]
1 Administration Officer [SL 7]

SUB-DIRECTORATE: CLUSTER COORDINATION

PURPOSE: TO COORDINATE CLUSTER AND RELATED SECURITY MATTERS

Functions:

1. Coordinate the development and implementation of JCPS cluster programmes
2. Manage Prov.Joints. Prov.Jocom stability matters
3. Provide oversight function on border management

1 Deputy Director: Cluster Coordination [SL 11]
1 Assistant Director: Cluster Coordination [SL 9]
1 Administration Officer [SL 7]

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CHIEF DIRECTORATE: CORPORATE MANAGEMENT SERVICES
PURPOSE: TO MANAGE AND COORDINATE CORPORATE SERVICES
FUNCTIONS:
1. Manage human resource management services
2. Manage labour relations and legal services
3. Manage and coordinate employee wellness and special programmes
4. Manage and coordinate strategy and policy
5. Manage departmental records and facilities services
6. Manage communication services
1 Chief Director: Corporate Management Services [SL 14]
1 Personal Assistant [SL 7]

DIRECTORATE: HUMAN RESOURCE MANAGEMENT	DIRECTORATE: EMPLOYEE WELLNESS & SPECIAL PROGRAMMES	DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT
PURPOSE: TO MANAGE HUMAN RESOURCE SERVICES	PURPOSE: TO MANAGE AND COORDINATE EMPLOYEE WELLNESS AND SPECIAL PROGRAMMES	PURPOSE: TO MANAGE DEPARTMENTAL RECORDS AND FACILITIES SERVICES
FUNCTIONS:	FUNCTIONS:	FUNCTIONS:
1. Manage human resource administration services	1. Manage wellness, health and productivity management services	1. Manage the coordination of knowledge and information management services and departmental records
2. Manage human resource development and performance management services	2. Manage the implementation of SHERQ and COVID programmes	2. Manage facilities and auxiliary services.
3. Manage and coordinate human resource planning and staff establishment services	3. Manage special programmes.	3. Manage security services
4. Manage and coordinate organisational design and job evaluation services	1 Director: Employee Wellness Programme & Special Programmes [SL 13]	1 Director: Records and Facilities Management [SL 13]
1 Director: Human Resource Management [SL 13]		

DIRECTORATE: LABOUR RELATIONS AND LEGAL SERVICES
PURPOSE: TO MANAGE LABOUR RELATIONS AND LEGAL SERVICES
FUNCTIONS:
1. Manage the provision of remedial services
2. Manage resolution of labour grievances, disputes and collective bargaining processes
3. Manage the provision of legal services
1 Director: Labour Relations and Legal Services [SL 13]

DIRECTORATE: STRATEGIC MANAGEMENT
PURPOSE: TO MANAGE AND COORDINATE STRATEGIC, MONITORING AND EVALUATION SERVICES
FUNCTIONS:
1. Coordinate strategic planning and policy coordination
2. Manage the monitoring and evaluation of departmental performance.
3. Manage and coordinate service delivery improvement and customer care services.
1 Director: Strategic Management [SL 13]

DIRECTORATE: COMMUNICATION SERVICES
PURPOSE: TO MANAGE COMMUNICATION SERVICES
FUNCTIONS:
1. Manage the development, implementation and maintenance of corporate identity and branding in the Department.
2. Manage the provision of events management services
3. Manage the provision of internal communication services, information and graphic design services

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DIRECTORATE: HUMAN RESOURCE MANAGEMENT
PURPOSE: TO MANAGE HUMAN RESOURCE SERVICES
Functions:
1. Manage human resource administration services
2. Manage human resource development and performance management services
3. Manage and coordinate human resource planning and staff establishment services
4. Manage and coordinate organisational design and job evaluation services
1 Director: Human Resource Management [SL 13]

SUB-DIRECTORATE: HUMAN RESOURCE ADMINISTRATION
PURPOSE: TO MANAGE HUMAN RESOURCE ADMINISTRATION SERVICES
Functions:
1. Provide human resource provisioning services
2. Handle conditions of service matters.
1 Deputy Director: HR Administration [SL 11]
2 Assistant Director: HR Administration [SL 9]
6 Human Resource Practitioner [SL 7]

SUB-DIRECTORATE: HRD & PMDS
PURPOSE: TO MANAGE HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT SERVICES
FUNCTIONS:
1. Manage human resource development services
2. Manage performance management services
1 Deputy Director: HRD & PMDS [SL 11]
2 Assistant Director: Human Resource Development [SL 9]
1 Assistant Director: Performance Management [SL 9]
2 Human Resource Practitioner (HRD) [SL 7]
2 Human Resource Practitioner (PMDs) [SL 7]

SUB-DIRECTORATE: HUMAN RESOURCE PLANNING
PURPOSE: TO MANAGE AND COORDINATE HUMAN RESOURCE PLANNING AND STAFF ESTABLISHMENT SERVICES
Functions:
1. Develop and maintain human resource plan
2. Manage HR information on persal
3. Manage organisational structures on persal
4. Manage employment equity plan.
1 Deputy Director: HR Planning [SL 11]
1 Assistant Director: HR Planning [SL 9]
2 Human Resource Practitioner [SL 7]

SUB-DIRECTORATE: ORGANISATIONAL DESIGN AND JOB EVALUATION
PURPOSE: TO MANAGE AND COORDINATE ORGANISATIONAL DESIGN AND JOB EVALUATION SERVICES
FUNCTIONS
1. Manage organisational design processes.
2. Manage job evaluation processes.
3. Coordinate and manage development of job descriptions
4. Manage the improvement of business processes
1 Deputy Director: Organisational Design & JE [SL 11]
1 Assistant Director: Organisational Design & JE [SL 9]
2 Organisational Design Practitioner [SL 7]

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SUB-DIRECTORATE: REMEDIAL SERVICES
PURPOSE: TO MANAGE THE PROVISION OF REMEDIAL SERVICES
Functions:
1. Coordinate investigation of misconduct cases
2. Facilitate disciplinary hearings
1 Deputy Director: Remedial Services [SL 11]
1 Assistant Director: Remedial Services [SL 9]
2 Labour Relations Officer [SL 7]

DIRECTORATE: LABOUR RELATIONS AND LEGAL SERVICES

PURPOSE: TO MANAGE LABOUR RELATIONS AND LEGAL SERVICES

Functions:

1. Manage the provision of remedial services
2. Manage resolution of labour grievances, disputes and collective bargaining processes
3. Manage the provision of legal services

1 Director: Labour Relations and Legal Services [SL 13]

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SUB-DIRECTORATE: GRIEVANCES, DISPUTES AND COLLECTIVE BARGAINING
PURPOSE: TO MANAGE THE RESOLUTION OF LABOUR GRIEVANCES, DISPUTES AND COLLECTIVE BARGAINING PROCESSES
Functions:
1. Investigate grievances
2. Attend to conciliation and arbitration proceedings
3. Facilitate review of cases
4. Facilitate appeals
5. Facilitate and manage consultations and collective bargaining processes
6. Monitor implementation of arbitration awards, collective agreements and court orders
1 Deputy Director: Grievances and Disputes [SL 11]
1 Assistant Director: Grievances and Disputes [SL 9]
2 Labour Relations Officer [SL 7]

SUB-DIRECTORATE: LEGAL SERVICES
PURPOSE: TO MANAGE LEGAL SERVICES
FUNCTIONS:
1. Provide legal support on the management of litigation for and against the department
2. Provide legal support in the drafting and maintenance of legislation
3. Render legal support in the negotiation and drafting of contracts and agreements
4. Provide legal advisory services on criminal proceedings against officers for offences commissioned in the line of duty
5. Manage interpretation of statutes and policies
2 Senior Legal Administration Officer (SL 11)
1 Administrative Officer: [SL 7]

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DIRECTORATE:EMPLOYEE WELLNESS & SPECIAL PROGRAMMES

PURPOSE: TO MANAGE AND COORDINATE EMPLOYEE WELLNESS AND SPECIAL PROGRAMMES

Functions:

1. Manage wellness, health and productivity management services
2. Manage the implementation of SHERQ and COLD programmes
3. Manage special programmes.

1 Director, Employee Wellness Programme & Special Programmes [SL 13]

SUB-DIRECTORATE: WELLNESS, HEALTH AND PRODUCTIVITY MANAGEMENT

PURPOSE: TO MANAGE WELLNESS, HEALTH AND PRODUCTIVITY MANAGEMENT SERVICES

Functions:

1. Manage psycho-social services to the employees and their immediate families.
2. Manage and coordinate physical wellness and recreation services.
3. Provide organisational wellness and work life balance services.

1 Deputy Director: Wellness, Health and Productivity Management [SL 11]
1 Assistant Director: Wellness Services [SL 9]
1 Assistant Director: HIV/AIDS [SL 9]

SUB-DIRECTORATE: SHERQ MANAGEMENT

PURPOSE: TO MANAGE THE IMPLEMENTATION OF SHERQ AND COLD PROGRAMMES

Functions:

1. Manage and coordinate COLD and SHERQ activities
2. Manage and coordinate occupational health, safety and environment programmes
3. Manage emergency evacuations and contingency services

1 Deputy Director: SHERQ Management [SL 11]
1 Assistant Director: SHERQ Management [SL 9]
1 COLD Practitioner [SL 7]

SUB-DIRECTORATE: SPECIAL PROGRAMMES

PURPOSE: TO MANAGE THE SPECIAL PROGRAMMES

FUNCTIONS:

1. Promote the status of women and women empowerment
2. Promote the right of children and status of elderly citizens
3. Promote the status of people with disabilities
4. Promote departmental youth programmes
5. Manage Batho Pele Programmes within the department

1 Deputy Director: Special Programmes [SL 11]
1 Assistant Directorate: Special Programmes (SL 9)
3 Administrative Officer [Disability Assistant] [SL 7]

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DIRECTORATE: STRATEGIC MANAGEMENT
PURPOSE: TO MANAGE AND COORDINATE STRATEGIC, MONITORING AND EVALUATION SERVICES
Functions:
1. Coordinate strategic planning and policy coordination
2. Manage the monitoring and evaluation of departmental performance.
3. Manage and coordinate service delivery improvement and customer care services.
1 Director: Strategic Management [SL 13]

SUB-DIRECTORATE: STRATEGIC PLANNING AND POLICY COORDINATION
PURPOSE: TO COORDINATE STRATEGIC PLANNING AND POLICY COORDINATION
Functions:
1. Coordinate development and implementation of departmental strategic plans, policies, annual performance plans and operational plans
2. Facilitate alignment, coordinate and integrate strategies, policies, programmes and plans with municipalities and other stakeholders
3. Coordinate performance reports from all Head Office components, districts and institutions
4. Liaise with Organised Labour for consultation on policy matters
1 Deputy Director: Strategic Planning & Policy Coordination [SL 11]
2 Assistant Director: Strategic Planning & Policy Coordination [SL 9]

SUB-DIRECTORATE: MONITORING AND EVALUATION
PURPOSE: TO MANAGE THE MONITORING AND EVALUATION OF DEPARTMENTAL PERFORMANCE
Functions:
1. Monitor and evaluate performance of departmental programmes
2. Manage organisational performance
3. Conduct service delivery impact analysis
4. Provide secretariat services to management forums
1 Deputy Director: Monitoring and Evaluation [SL 11]
1 Assistant Director: Monitoring and Evaluation [SL 9]

SUB-DIRECTORATE: SERVICE DELIVERY IMPROVEMENT
PURPOSE: TO MANAGE AND COORDINATE SERVICE DELIVERY IMPROVEMENT AND CUSTOMER CARE SERVICES
FUNCTIONS:
1. Manage the development and implementation of service delivery improvement plans and programmes.
2. Manage the development and implementation of customer care and service delivery standards.
1 Deputy Director: Service Delivery and Customer Care [SL 11]
2 Assistant Director: Service Delivery and Customer Care [SL 9]

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DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT
PURPOSE: TO MANAGE DEPARTMENTAL RECORDS AND FACILITIES SERVICES
FUNCTIONS:
1. Manage the coordination of knowledge and information management services and departmental records
2. Manage facilities and auxiliary services.
3. Manage security services
1 Director: Records and Facilities Management [SL 13]

SUB-DIRECTORATE: KNOWLEDGE, INFORMATION & RECORDS MANAGEMENT
PURPOSE: TO MANAGE THE COORDINATION OF KNOWLEDGE MANAGEMENT, INFORMATION MANAGEMENT AND DEPARTMENTAL RECORDS
FUNCTIONS:
1. Manage the coordination of knowledge and information management services.
2. Manage general records and registry services
3. Manage human resource records services
1 Deputy Director: Knowledge, Information & Records Management [SL 11]

SUB-DIRECTORATE: FACILITIES AND AUXILIARY SERVICES
PURPOSE: TO MANAGE FACILITIES AND AUXILIARY SERVICES
FUNCTIONS:
1. Manage acquisition of office space
2. Manage and control office and parking space
3. Manage activities in relation to acquisition of office furniture, equipment and stationery.
4. Manage switchboard services
5. Manage lease agreements
6. Manage office cleaning services and environmental upkeep according to OHS Act.
1 Deputy Director: Facilities & Auxiliary Services [SL 11]
1 Assistant Director: Facilities & Auxiliary Services [SL 9]
2 Administrative Officer [SL 7]
3 Switchboard Operator [SL 4]
4 Cleaner [SL 2]
1 Groundsman [SL 2]

SUB-DIRECTORATE: SECURITY MANAGEMENT
PURPOSE: TO MANAGE SECURITY SERVICES
FUNCTIONS:
1. Develop and implement security management policies, systems and procedures.
2. Administer and monitor the implementation of security measures, including access control
3. Monitor adherence to the implementation of information technology policies based on MISS.
4. Provide staff vetting services
5. Liaise with other security agencies.
1 Deputy Director: Security Management [SL 11]
1 Assistant Director: Security Management [SL 9]
1 Administration Officer (SL 7)

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DIVISION: KNOWLEDGE AND INFORMATION MANAGEMENT
PURPOSE: TO MANAGE THE COORDINATION OF KNOWLEDGE AND INFORMATION MANAGEMENT SERVICES
FUNCTIONS:
1. Develop knowledge retrieval mechanisms
2. Manage tacit and explicit knowledge
3. Ensure provision of library services
1 Assistant Director: Knowledge and Information Management [SL 9]
1 Librarian [SL 7]

SUB-DIRECTORATE: KNOWLEDGE, INFORMATION & RECORDS MANAGEMENT
PURPOSE: TO MANAGE THE COORDINATION OF KNOWLEDGE MANAGEMENT, INFORMATION MANAGEMENT AND DEPARTMENTAL RECORDS
FUNCTIONS:
1. Manage the coordination of knowledge and information management services.
2. Manage general records and registry services
3. Manage human resource records services
1 Deputy Director: Knowledge, Information & Records Management [SL 11]

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DIVISION: GENERAL RECORDS AND REGISTRY SERVICES
PURPOSE: TO MANAGE GENERAL RECORDS AND REGISTRY SERVICES
FUNCTIONS:
1. Manage the maintenance of general records
2. Manage disposal of records
3. Manage registry services
4. Develop, implement and maintain departmental file plan
1 Assistant Director: General Records & Registry Services [SL 9]
2 Registry Clerk [Supervisor] [SL 7]
7 Registry Clerk [Production] [SL 5]
2 Driver/Messenger [SL 4]

DIVISION: HUMAN RESOURCE RECORDS
PURPOSE: TO MANAGE HUMAN RESOURCE RECORDS SERVICES
FUNCTIONS:
1. Manage the maintenance of human records
2. Manage disposal of records
3. Develop, implement and maintain departmental file plan
1 Assistant Director: Human Resource Records [SL 9]
2 Registry Clerk [Supervisor] [SL 7]
5 Registry Clerk [Production] [SL 5]

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DIRECTORATE: COMMUNICATION SERVICES

PURPOSE: TO MANAGE COMMUNICATION SERVICES

Functions:
1. Manage the development, implementation and maintenance of corporate identity and branding in the Department.

2. Manage the provision of events management services

3. Manage the provision of internal communication services, information and graphic design services

1 Director: Communication Services [L 13]

SUB-DIRECTORATE: EVENTS MANAGEMENT

PURPOSE: TO MANAGE THE PROVISION OF EVENTS MANAGEMENT SERVICES

Functions:

1. Manage and coordinate transport events (Transport month and adhoc events)

2. Manage and maintain the updating of the Department's calendar of events

3. Develop and implement project plans

4. Manage and coordinate internal events (staff imbizo and adhoc events)

5. Manage the participation of the Department in events

1 Deputy Director: Events Management [SL 11]
1 Assistant Director: Events Management [SL 9]
2 Administrative Officer [SL 7]

SUB-DIRECTORATE: INTERNAL COMMUNICATION AND GRAPHIC DESIGN SERVICES

PURPOSE: TO MANAGE THE PROVISION OF INTERNAL COMMUNICATION SERVICES, INFORMATION AND GRAPHIC SERVICES

Functions:

1. Coordinate and generate content publications

2. Manage production and distribution of departmental publications.

3. Design communication products for the Department

4. Manage and develop creative concepts in line with project briefs

5. Manage and monitor all internal communication platforms

6. Provide photographic services and manage the image library.

1 Deputy Director: Internal Communication and Graphic Design Services [SL 11]
2 Assistant Director: Internal Communication and Graphic Design Services [SL 9]

SUB-DIRECTORATE: CORPORATE IDENTITY AND BRANDING

PURPOSE: TO MANAGE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF CORPORATE IDENTITY AND BRANDING

Functions:

1. Develop, manage and monitor the Corporate identity implementation and branding guide

2. Develop, manage and implement brand activations

3. Manage and implement marketing initiatives

4. Manage the implementation and monitoring of promotional material, tokens of goodwill and corporate clothing

1 Deputy Director: Corporate Identity and Branding [SL 11]

1 Assistant Director: Corporate Identity and Branding [SL 9]

1 Administrative Officer [SL 7]

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CHIEF DIRECTORATE: GITO, TRANSPORT INFRASTRUCTURE & DISTRICT COORDINATION
PURPOSE: TO MANAGE GITO, TRANSPORT INFRASTRUCTURE AND DISTRICT COORDINATION SERVICES
FUNCTIONS: 1. Manage transport infrastructure services 2. Manage government fleet services 3. Manage information technology services 4. Coordinate district services
1 Chief Director: GITO, Transport Infrastructure & District Coordination [SL 14] 1 Personal Assistant [SL 7]

DIRECTORATE: TRANSPORT INFRASTRUCTURE
PURPOSE: TO MANAGE TRANSPORT INFRASTRUCTURE SERVICES
FUNCTIONS: 1. Manage transport engineering services 2. Manage Infrastructure and EPWP programme 1 Director: Infrastructure [SL 13]

DIRECTORATE: INFORMATION TECHNOLOGY
PURPOSE: TO MANAGE INFORMATION TECHNOLOGY SERVICES
FUNCTIONS: 1. Manage maintenance of IT network infrastructure and Security 2. Manage IT systems and applications 3. Manage the provision of business solutions and service delivery management services 1 Director: Information Technology [SL 13]

MOPANI 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]

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]

DIRECTORATE: GOVERNMENT FLEET SERVICES
PURPOSE: TO MANAGE GOVERNMENT FLEET SERVICES
FUNCTIONS: 1. Manage technical services. 2. Coordinate and manage provincial fleet services. 3. Manage departmental fleet services 1 Director: Government Fleet & Infrastructure [SL 13]

CAPRICORN 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]

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]

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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DIRECTORATE: TRANSPORT INFRASTRUCTURE
PURPOSE: TO MANAGE TRANSPORT INFRASTRUCTURE SERVICES
Functions:
1. Manage transport engineering services
2. Manage infrastructure and EPWP programme
1 Director: Infrastructure [SL 13]

SUB-DIRECTORATE: TRANSPORT ENGINEERING SERVICES
PURPOSE: TO MANAGE TRANSPORT ENGINEERING SERVICES
FUNCTIONS:
1. Manage engineering interventions according to required standards and indicators
2. Investigate and conduct research on pedestrian hazardous locations
3. Analyse road accident reports
4. Initiate and conduct transport safety audits
5. Monitor registration of abnormal loads
1 Chief Engineer [SL 11]
1 Engineer Transport Services [SL 10]
1 Artisan [SL 7]
1 Administration Clerk [SL 5]

SUB-DIRECTORATE: INFRASTRUCTURE & EPWP MANAGEMENT
PURPOSE: TO MANAGE INFRASTRUCTURE AND EPWP PROGRAMME
Functions:
1. Manage infrastructure services
2. Manage EPWP programme
1 Deputy Director: Infrastructure & EPWP Management SL 12]

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SUB-DIRECTORATE: INFRASTRUCTURE & EPWP MANAGEMENT
PURPOSE: TO MANAGE INFRASTRUCTURE AND EPWP PROGRAMME
Functions: 1. Manage infrastructure services 2. Manage EPWP programme 1 Deputy Director: Infrastructure & EPWP Management SL 12]

DIVISION: INFRASTRUCTURE MANAGEMENT
PURPOSE: TO MANAGE THE MONITORING AND EVALUATION OF DEPARTMENTAL PERFORMANCE
Functions: 1. Manage and inspect the construction of new building infrastructure 2. Manage and inspect maintenance and renovations of existing building infrastructure 3. Develop and implement maintenance plan for departmental building infrastructure 4. Determine cost estimates for maintenance and renovation of building infrastructure 5. Verify and recommend payment certificates for completed construction projects 1 Chief Artisan: Infrastructure Management [SL 9] 1 Artisan [Construction] [SL 7] 1 Artisan [Plumber] [SL 7] 1 Artisan [Electrician] [SL 7]

DIVISION: EPWP PROGRAMME
PURPOSE: TO MANAGE THE IMPLEMENTATION OF EPWP PROGRAMS
FUNCTIONS: 1. Coordinate and monitor the implementation of EPWP programme 2. Monitor and facilitate community empowerment and development programmes through EPWP programme implementation 1 Assistant Director: EPWP [SL 9] 2 Administrative Officer: EPWP [SL 7]

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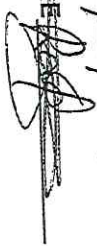
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SUB-DIRECTORATE: TECHNICAL SERVICES
PURPOSE: TO MANAGE TECHNICAL SERVICES
Functions:
1. Conduct physical inspections on departmental government fleet.
2. Conduct inspections at dealers and merchants to track progress on repairs
3. Compile technical specifications
4. Consolidate fleet budgets and reports from government garages
5. Analyse fleet costs before repairs
6. Manage the coordination of government garage operations.
1 Deputy Director: Technical Services [SL 11]
1 Chief Artisan[SL 9]

DIRECTORATE: GOVERNMENT FLEET SERVICES
PURPOSE: TO MANAGE GOVERNMENT FLEET SERVICES
FUNCTIONS:
1. Manage technical services..
2. Coordinate and manage provincial fleet services .
3. Manage departmental fleet services
1 Director: Government Fleet & Infrastructure [SL 13]

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SUB-DIRECTORATE: PROVINCIAL FLEET
PURPOSE: TO COORDINATE AND MANAGE PROVINCIAL FLEET ADMINISTRATION SERVICES
Functions:
1. Receive and ensure provision of storage for new vehicles for all provincial departments
2. Facilitate the installation of e-fuel devices, gear locks number plates and provincial markings for new vehicles
4. Manage the provisioning of VIP vehicles
5. Manage the coordination of competency test driving for all drivers of provincial GG vehicles.
6. Ensure compliance and advice on government motor transport policy by user departments
7. Manage provincial fleet asset register.
1 Deputy Director: Provincial Fleet [SL 11]
1 Assistant Director: Provincial Fleet [SL9]
2 Administration Officer[SL 7]

SUB-DIRECTORATE: DEPARTMENTAL FLEET
PURPOSE: TO MANAGE DEPARTMENTAL FLEET SERVICES
Functions:
1. Facilitate the purchasing of departmental vehicles
2. Facilitate processing and payment of running costs.
3. Analyse and process log returns for payment
4. Manage subsidised vehicles maintenance
services, withdrawals and insurance
5. Manage fleet accidents
6. Conduct fleet inspections
7. Render driver and messenger services
1 Deputy Director: Departmental Transport Services [SL 11]
2 Assistant Director: Departmental Transport Services [SL9]
6 Administration Officer[SL 7]
1 Administrative Clerk [SL 5]
2 Driver/Messenger [SL 3]

APPROVED BY HOD: MR MS MATJENA

DATE 10/01/2024

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DIRECTORATE: INFORMATION TECHNOLOGY
PURPOSE: TO MANAGE INFORMATION TECHNOLOGY SERVICES
Functions:
1. Manage maintenance of IT network infrastructure and Security
2. Manage IT systems and applications
3. Manage the provision of business solutions and service delivery management services
1 Director: Information Technology [SL 13]

APPROVED BY MEC: MRS FF RADZLANI [MPL]

DATE 20/01/2024

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SUB-DIRECTORATE: IT NETWORK INFRASTRUCTURE & SECURITY
PURPOSE: TO MANAGE MAINTENANCE OF IT NETWORK INFRASTRUCTURE AND SECURITY
Functions:
1. Manage ICT operations pertaining to user support.
2. Manage network support and maintenance
3. Manage network servers hardware and software
4. Manage hardware telephone instrument systems.
5. Manage the IT technical support helpdesk.
1 Deputy Director: IT Network Infrastructure & Security [SL 11]
1 Assistant Director: IT Network Infrastructure & Security [SL 9]
2 Network Controller [SL 7]
1 Helpdesk Operator [SL 7]
1 Administration Clerk [SL 5]

SUB-DIRECTORATE: SYSTEMS AND APPLICATIONS
PURPOSE: TO MANAGE IT SYSTEMS AND APPLICATIONS
Functions:
1. Manage and coordinate the acquisition and maintenance of business applications
2. Manage the department's IT Information systems
3. Manage and maintain departmental database structures
1 Deputy Director: Systems and Applications [L 11]

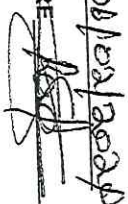
SUB-DIRECTORATE: ICT BUSINESS SOLUTIONS & GOVERNANCE
PURPOSE: TO IMPLEMENT ICT GOVERNANCE POLICY FRAMEWORK
Functions:
1. Provide ICT service management
2. Analyse the business of the department to identify requirements for possible ICT systems.
3. Develop ICT business solution specifications
4. Manage the implementation of ICT strategies regarding systems integration
5. Design and manage ICT security environment
6. Manage the implementation of ICT governance and contracts
1 Deputy Director: ICT Business Solutions & Governance [L 11]
1 Assistant Director: Applications Development & Maintenance [SL 9]
1 ICT Contracts & SLAs Administrator [SL 7]

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DATE 10/01/2024SIGNATURE 

CAPRICORN 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]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE 01/02/2024SIGNATURE 

<table><tr><td>SUB-DIRECTORATE: TRANSPORT REGULATION</td></tr><tr><td>PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES</td></tr><tr><td>Functions: 1. Manage traffic law enforcement operations 2. Manage transport administration and licensing services. 3 Manage the implementation of transport safety programs 4. Enforce compliance with public transport legislation and regulations</td></tr><tr><td>1 Deputy Director: Transport Regulation [SL 12]</td></tr></table>	SUB-DIRECTORATE: TRANSPORT REGULATION	PURPOSE: TO MANAGE TRANSPORT REGULATION SERVICES	Functions: 1. Manage traffic law enforcement operations 2. Manage transport administration and licensing services. 3 Manage the implementation of transport safety programs 4. Enforce compliance with public transport legislation and regulations	1 Deputy Director: Transport Regulation [SL 12]	<table><tr><td>SUB-DIRECTORATE: PROVINCIAL SECRETARIAT FOR POLICE SERVICE</td></tr><tr><td>PURPOSE: TO PROVIDE SECRETARIAT SERVICE FOR POLICE SERVICE</td></tr><tr><td>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</td></tr><tr><td>1 Deputy Director: Provincial Secretariat for Police Service[SL 11]</td></tr></table>	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]	<table><tr><td>SUB-DIRECTORATE: CORPORATE MANAGEMENT</td></tr><tr><td>PURPOSE TO MANAGE CORPORATE SERVICES</td></tr><tr><td>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</td></tr><tr><td>1 Deputy Director: Corporate Management[SL 11]</td></tr></table>	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]	<table><tr><td>SUB-DIRECTORATE: FINANCIAL MANAGEMENT</td></tr><tr><td>PURPOSE TO MANAGE FINANCIAL SERVICES</td></tr><tr><td>FUNCTIONS: 1. Manage and control finances 2. Manage supply chain management services. 3. Manage assets and inventory 4. Manage revenue and debt collection</td></tr><tr><td>1 Deputy Director: Financial Management [SL 11]</td></tr></table>	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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APPROVED BY HOD: MR MS MATJENA

DATE

10/01/2024

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

APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE

06/02/2024

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DIVISION: TRAFFIC LAW ENFORCEMENT	DIVISION: TRANSPORT ADMINISTRATION & LICENSING	DIVISION: TRANSPORT SAFETY PROMOTION	DIVISION: PUBLIC TRANSPORT UNIT
PURPOSE: TO MANAGE TRAFFIC LAW ENFORCEMENT OPERATIONS	PURPOSE: TO MANAGE TRANSPORT ADMINISTRATION AND LICENSING SERVICES	PURPOSE: TO MANAGE THE IMPLEMENTATION OF TRANSPORT SAFETY PROMOTION PROGRAMS	PURPOSE: TO ENFORCE COMPLIANCE WITH PUBLIC TRANSPORT LEGISLATION AND REGULATIONS
FUNCTIONS:	FUNCTIONS:	FUNCTIONS:	FUNCTIONS:
1. Manage the coordination of traffic stations and traffic control centers operations	1. Manage vehicle licensing services	1. Manage transport safety education programmes	1. Enforce compliance with public transport legislation and regulations
2. Manage the enforcement of compliance with public transport legislation and regulations	2. Manage driver licensing services	2. Manage transport safety awareness ...	2. Enforce compliance with conditions of operating licences
3. Manage the coordination of traffic information from traffic centers.	3. Manage the administration of transport permits and special events permits	1 Assistant Director: Transport Safety Promotion [SL 9]	1 Chief Provincial Inspector [SL 10]
1 Control Provincial Inspector [SL 11]	1 Chief Licensing Officer [SL 10]	2 Transport Safety Officer [SL 7]	3 Principal Provincial Inspector [SL 8]
1 Principal Provincial Inspector [SL 8]	1 Administrative Officer [SL 7]	[Molemoel] [one vacant]	6 Senior Provincial Inspector [SL 7]
[Equipment & Fire-arm Officer]		2 Transport Safety Officer [SL 7]	1 Contraventions Officer [SL 7]
1 Administrative Officer: Traffic Systems [SL 7]		[Lepelle-Nkumpi]	16 Provincial Inspector [SL 6]
1 Administrative Officer [Accident Capturing and General Administration] [SL 7]		4 Transport Safety Officer [SL 7]	2 Administrative Clerk [SL 5]
		[Polokwane-Aganang]	
		2 Transport Safety Officer [SL 7]	
		[Blouberg] [one vacant]	

APPROVED BY HOD: MR M.S. MATJENA

DATE 10/01/2024

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APPROVED BY MEC: MRS FF RADZILANI (MP)

DATE 06/01/2024

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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 the 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 [SL 8] [Equipment & Fire-arm Officer
1. Administrative Officer: Traffic Systems [SL 7]
1. Administrative Officer: Accident Capturing and General Administration [SL 7]

DENDRON 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]
5 Senior Provincial Inspector [SL 7]
36 Provincial Inspector [SL 6]
1 Administrative Officer [Contraventions & General Admin.] [SL 7]
2 Administration Clerk [Contraventions & General Admin.] [SL 5]
1 Finance Clerk [SL 5] [Cashier]
1 Switchboard Operator [SL 4]

POLOKWANE 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 8]
16 Senior Provincial Inspector [SL 7]
1 Administrative Officer [Nais Officer] [SL 7]
1 Administrative Officer [Contraventions & General Admin.] [SL 7]
78 Provincial Inspector [SL 6]
4 Administration Clerk [Contraventions & General Admin.] [SL 5]
2 Administration Clerk [Nais Clerk] [SL 5]
1 Finance Clerk [Cashier] [SL 5]
1 Switchboard Operator [SL 4]

POLOKWANE 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 administrative services.
1 Chief Provincial Inspector [Head of Station] [SL 10]
3 Principal Provincial Inspector [SL 8]
3 Senior Provincial Inspector [SL 7]
1 Administrative Officer [Contraventions & General Administration] [SL 7]
35 Provincial Inspector [SL 6]
2 Administration Clerk [Contraventions & General Admin.] [SL 5]
1 Finance Clerk [SL 5] [Cashier]
1 Switchboard Operator [SL 4]

LEBOWAKGOMO 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]
4 Principal Provincial Inspector [SL 8]
7 Senior Provincial Inspector [SL 7]
1 Administrative Officer [Contraventions & General Admin.] [SL 7]
39 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]

SEKGOSE 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]
7 Senior Provincial Inspector [SL 7]
1 Administrative Officer [Contraventions & General Admin.] [SL 7]
33 Provincial Inspector [SL 6]
2 Administration Clerk [Contraventions & General Admin.] [SL 5]
1 Finance Clerk [SL 5] [Cashier]
1 Switchboard Operator [SL 4]

APPROVED BY HOD: MR MS MATJENA

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 transport operator licensing services
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 administration
3. Manage the empowerment of public transport operators.
1 Assistant Director [SL 9]
5 Administrative Officer [SL 7]

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
3. Manage registration of operating licenses
1 Assistant Director: Operating Licenses [SL 9]
1 Administration Officer [SL 7] [Molemole]
1 Administration Officer [SL 7] [Lepelle-Nkumpi]
2 Administration Officer [SL 7] [Polokwane-Aganang]
1 Administration Officer [SL 7] [Blouberg]

APPROVED BY HOD: MR MS MATJENA

DATE 10/01/2024

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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]

APPROVED BY MEC: MRS FF RADZILANI
[MPL]

DATE 06/02/2024

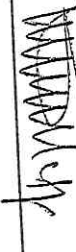
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DIVISION: POLICE OVERSIGHT
PURPOSE: TO MONITOR THE FUNCTIONING OF SAPS
FUNCTIONS 1. Monitor police stations activities 2. Conduct stakeholder surveys in the precinct of police stations 3. Monitor SAPS Specialised Units 4. Monitor SAPS garages 5. Represent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

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]

APPROVED BY HOD: MR MS
MATJENA

DATE 10/01/2024

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

APPROVED BY MEC: MRS FF
RADZILANI [MPL]

DATE 06/02/2024

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DIVISION: SESHEGO 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 FLEET ADMINISTRATION 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 Fleet [SL 9]
2 Administration Officer [SL 7]
1 Driver/Messenger [SL 3]

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DATE

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RADZILANI [MPL]

DATE 06/02/2024

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

SECTION: PANEL BEATING AND SPRAY PAINTING
PURPOSE: TO MANAGE PANEL-BEATING AND SPRAY-PAINTING SERVICES
FUNCTIONS:
1. Provide panelbeating services.
2. Provide spray-painting services.
3. Do marking of new vehicles for all provincial departments
4. Do the fitting of number plates for new vehicles of all provincial departments
5. Do installation of e-fuel devices and gear locks in respect of new vehicles of all provincial departments
1 Artisan Foreman [SL 8]
1 Artisan Production [SL 7] [Panelbeating]
1 Tradesman Aid [SL 3] [Panelbeating]

SECTION: MECHANICAL SERVICES
PURPOSE: TO MANAGE MECHANICAL SERVICES
FUNCTIONS:
1. Repair and service vehicles
2. Provide auto-electrical services
3. Provide welding services
4. Manage breakdown recoveries
1 Artisan Foreman [SL 8]
3 Artisan Production [SL 7] [Repairs and Services]
1 Artisan Production [SL 7] [Auto-electrical]
1 Artisan Production [SL 7] [Welding]
3 Tradesman Aid [SL 3] [Repairs and Services]
1 Driver/Operator [SL 3]

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 Supply Chain Clerk [Stores] [SL 5]
3 General Administration Clerk [SL 5]
1 Switchboard Operator [SL 4]

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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 & DSL 9j 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 9j] 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 9j] 2 Administrative Officer [SL 7] 1 Administrative Officer [Disability Assistant] [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 9j] 1 OHS Practitioner [L7] 1 EAP/HIV/AIDS Practitioner [SL 7]

DIVISION: RECORDS, FACILITIES AND EPWP SERVICES
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 9j] 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] 1 Driver/Messenger [SL 3] 2 Cleaner [SL 2]

APPROVED BY HOD: MR MS MATJENA

DATE

10/01/2024

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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]

APPROVED BY MEC: MRS FF RADZILANI [MPL]

DATE

06/02/2024

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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]

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]
2 Accounting Clerk Clerk [SL 5]

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]
1 Accounting Clerk [SL 5]

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]

APPROVED BY HOD: MR MS MATJENA

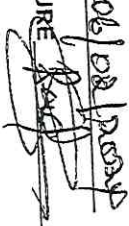
DATE 10/01/2024

SIGNATURE 

MOPANI 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]

APPROVED BY MEC: MRS FF RADZLANI [MPL]

DATE 06/02/2024

SIGNATURE 

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]

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]

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]

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]

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]

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]