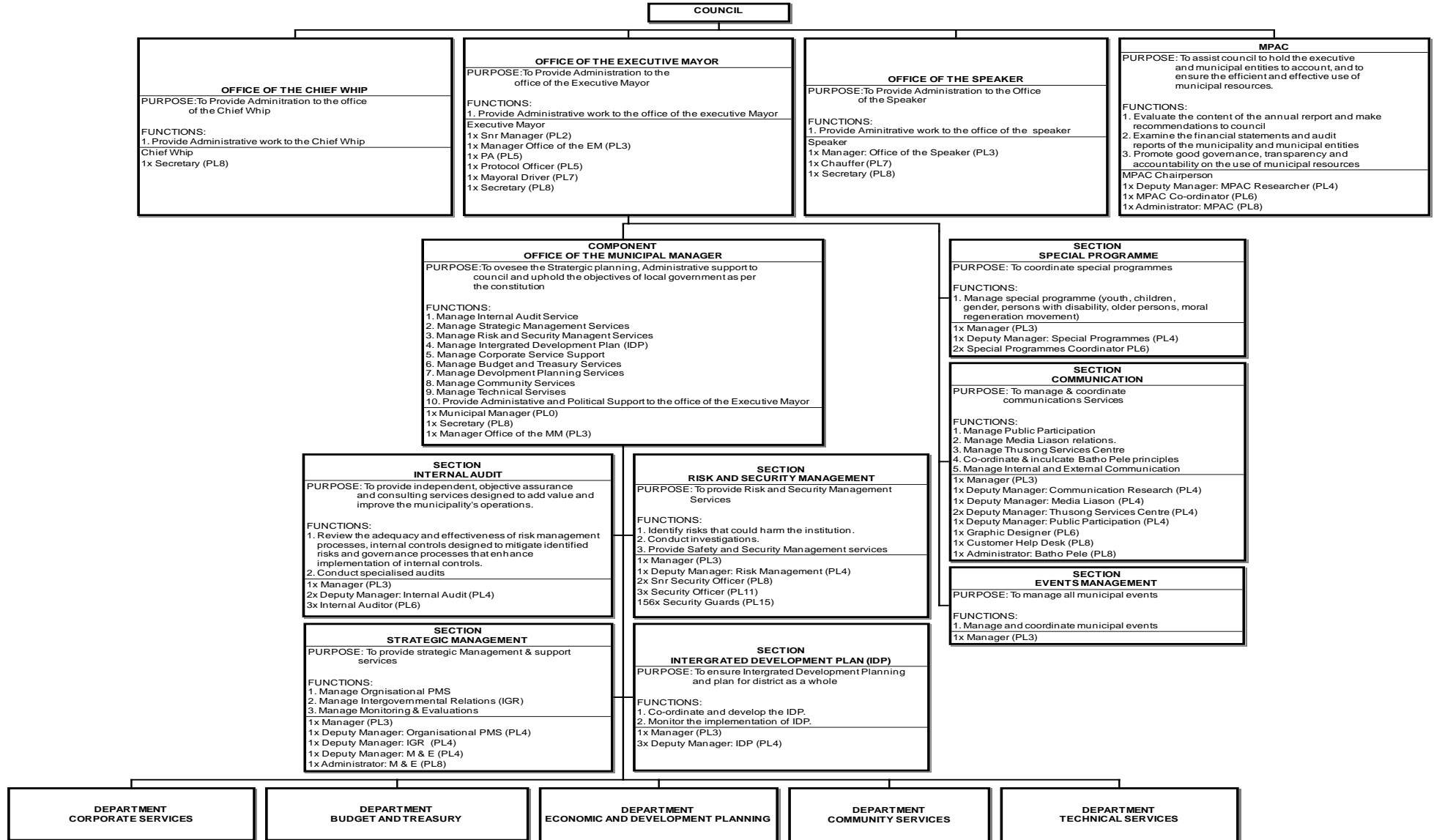
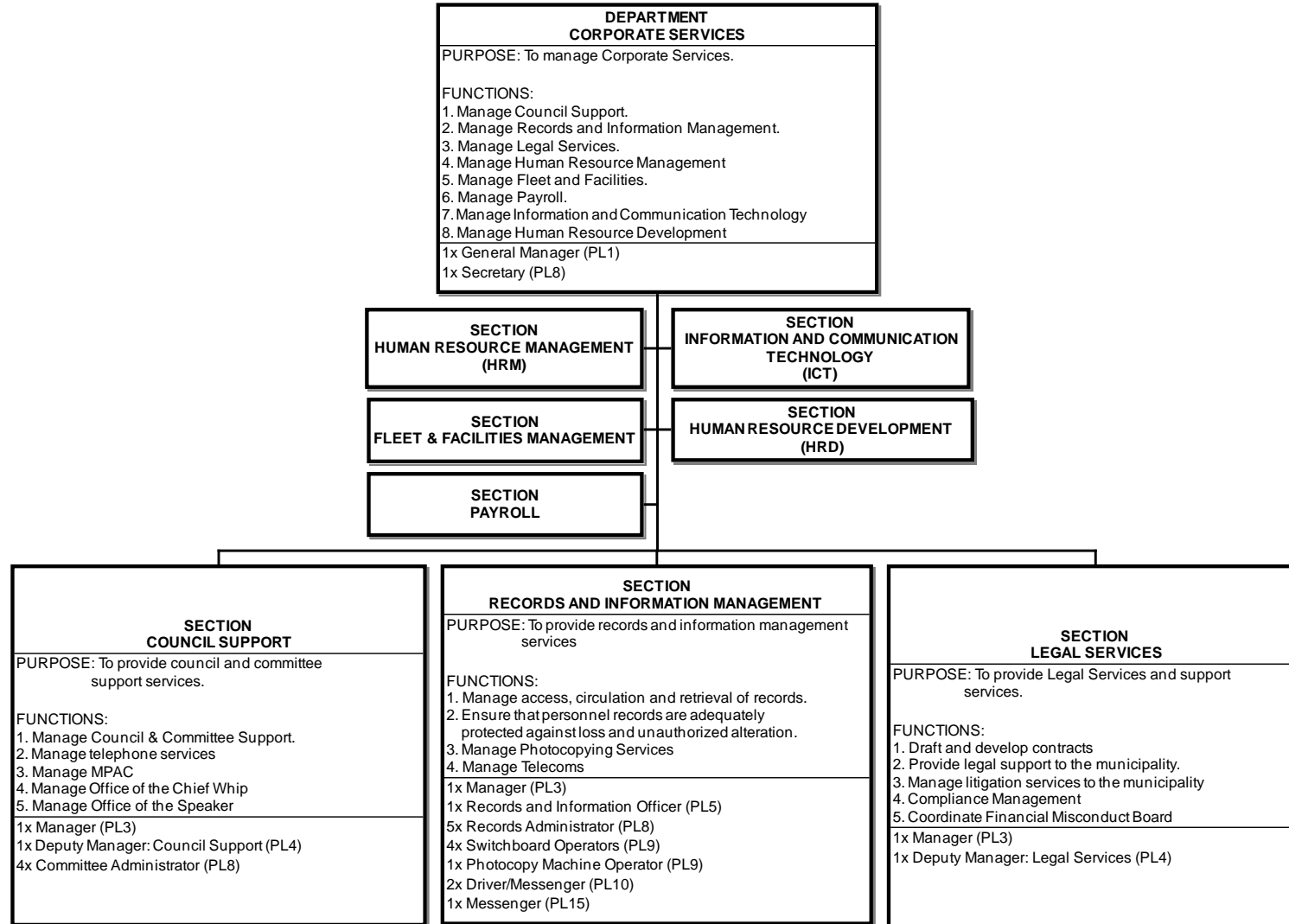


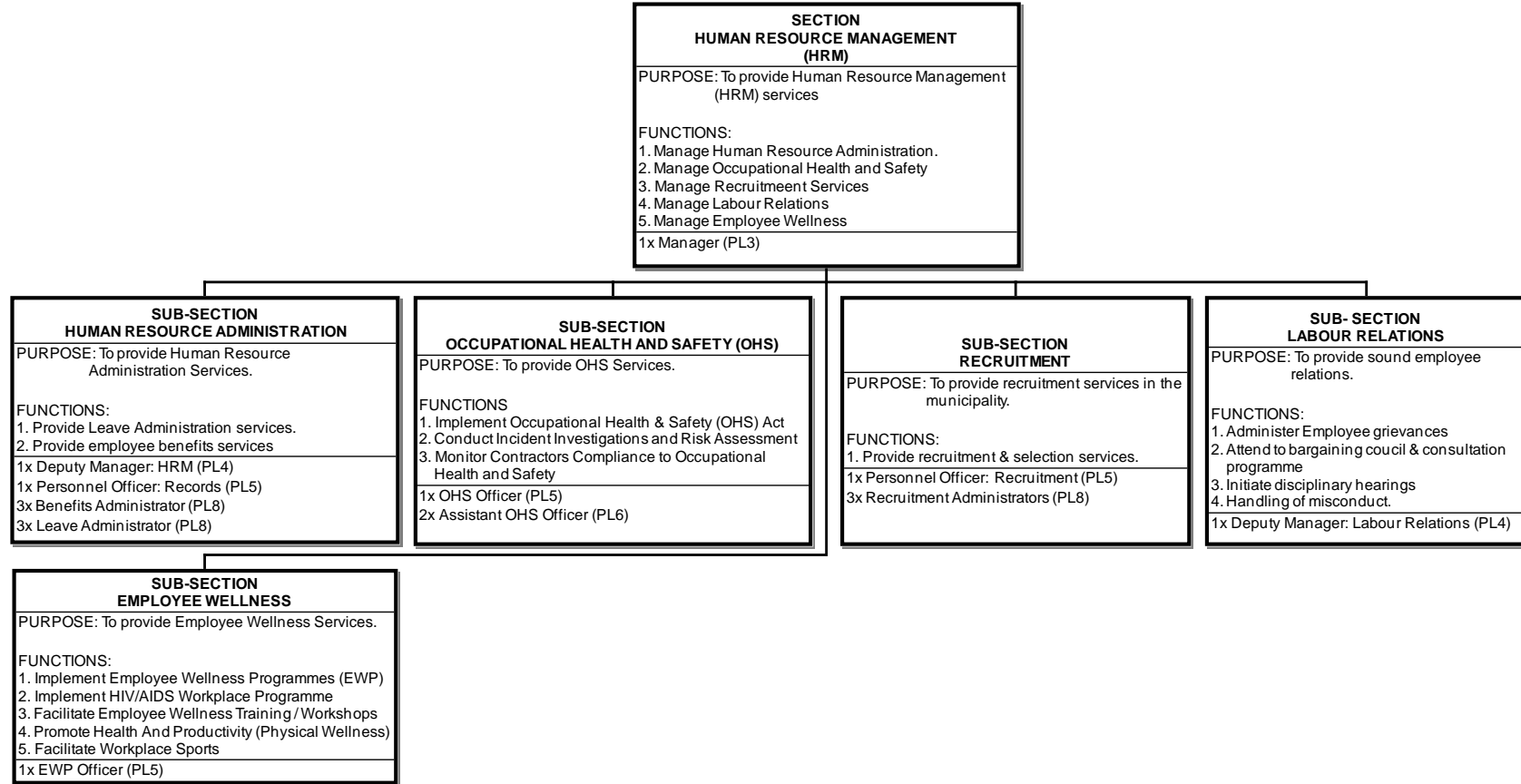
Vhembe District Municipality Approved Organisational Structure: 2022-2023



Annexure A







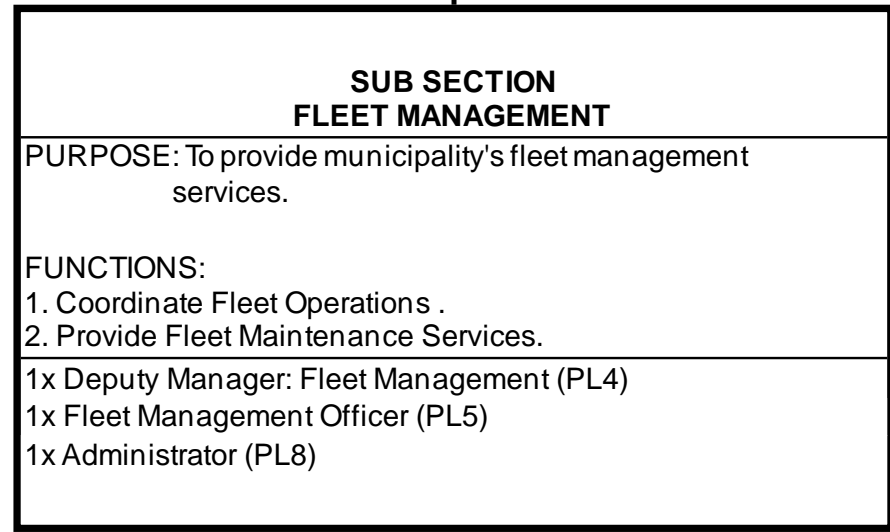
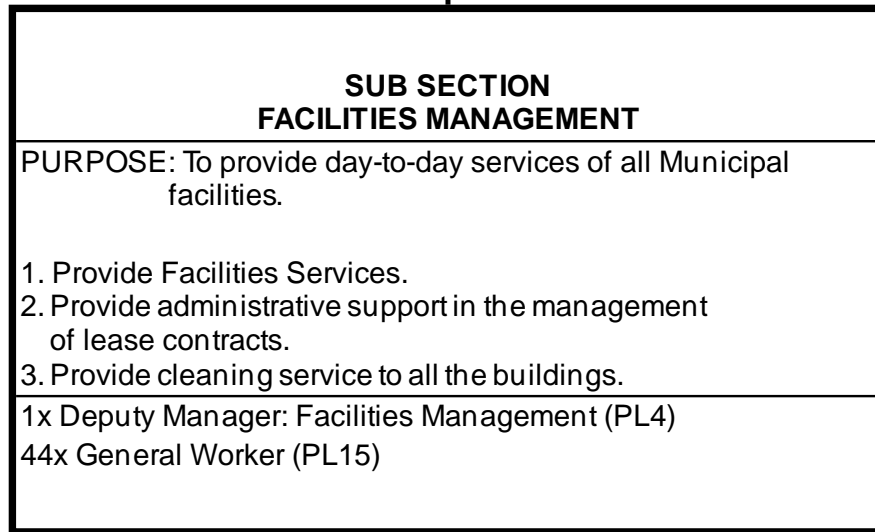
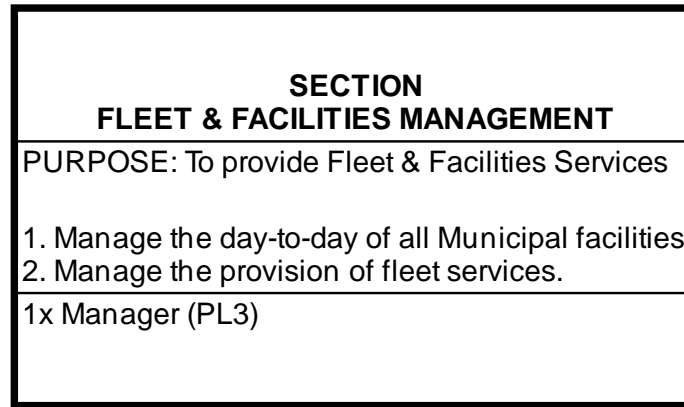


SECTION INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
PURPOSE: To provide ICT Services.
FUNCTIONS: 1. Manage network administration 2. Manage Helpdesk Support Services. 3. Manage web administration 4. Manage information security & governance
1x Manager (PL3)

SUB SECTION NETWORK AND ENGINEERING SERVICES
PURPOSE: To provide technical support and advice regarding Local Area Networks.
FUNCTIONS: 1. Provide network administration/server support services. 2. Administer and maintain domain and exchange servers. 3. Provide telecommunications support services. 4. Provide registers, records and reports.
1x Network Technician (PL5)

SUB SECTION USER SUPPORT AND PROJECT MANAGEMENT
PURPOSE: To provide first line technical support and maintenance of desktop computers, Local Area Network.
FUNCTIONS: 1. Provide Information Systems technical support services. 2. Provide secondline support services. 3. Administer Audio Visual, CISCO Unified Communications Manager, Biometric Fingerprint and CCTV Camera Systems. 4. Provide ICT Project management services 5. Provide ICT Asset management services
1x Help Desk Analyst (PL5) 2x Desktop Support (PL8)

SUB SECTION WEB ADMINISTRATION
PURPOSE: To design and develop Vhembe District municipality's website.
FUNCTIONS: 1. Design and develop municipality's website. 2. Maintain the website. 3. Support Local Municipalities. 4. Provide user data support services 5. Monitor Information security 6. Investigate security breaches and other cyber security incidents
1x Deputy Manager: Web Administration (PL4)





SECTION HUMAN RESOURCE DEVELOPMENT (HRD)
PURPOSE: To provide HRD services
1. Manage Organizational Development & Change 2. Manage Training & Development 3. Manage Employment Equity 4. Manage Individual PMS
1x Manager (PL3)

SUB SECTION OD & CHANGE MANAGEMENT
PURPOSE: To provide Organisational Development & Change Management services.
FUNCTIONS: 1. Develop and review the organisational structure. 2. Facilitate the development and reviewal of job descriptions. 3. Coordinate job evaluation processes. 4. Coordinate and implement change management activities. 5. Conduct Work Study Investigation
2x OD Practitioner (PL6)

SUB SECTION TRAINING & DEVELOPMENT
PURPOSE: To provide Training & Development Services.
FUNCTIONS: 1. Develop workplace skills plan (WSP) 2. Facilitate training of employees. 3. Conduct Induction of new employees 4. Provide internship, learnership & bursary Services.
1x Deputy Manager: Skills Development (PL4) 1x Learning and Development Officer (PL5)

SUB SECTION EMPLOYMENT EQUITY
PURPOSE: To provide employment equity services in the municipality.
FUNCTIONS: 1. Provide Employment Equity Services 2. Promote fair employment practice.
1x Employment Equity Officer (PL5) 1x Administrator: Employment Equity (PL8)

SUB SECTION INDIVIDUAL PMS
PURPOSE: To provide Individual PMS Services
FUNCTIONS: 1. Facilitate signing of performance agreements for all employees 2. Assist all employees in developing Personal Development Plans and Work Plans 3. Arrange and facilitate individual performance assessments (Quarterly)
1x Deputy Manager: Individual PMS (PL4)



SECTION PAYROLL
PURPOSE: To manage Payroll Services in the Institution
FUNCTIONS: 1. Manage Payroll Records 2. Manage Payroll benefits and deductions 3. Manage Payroll Compliance
1x Manager (PL3)

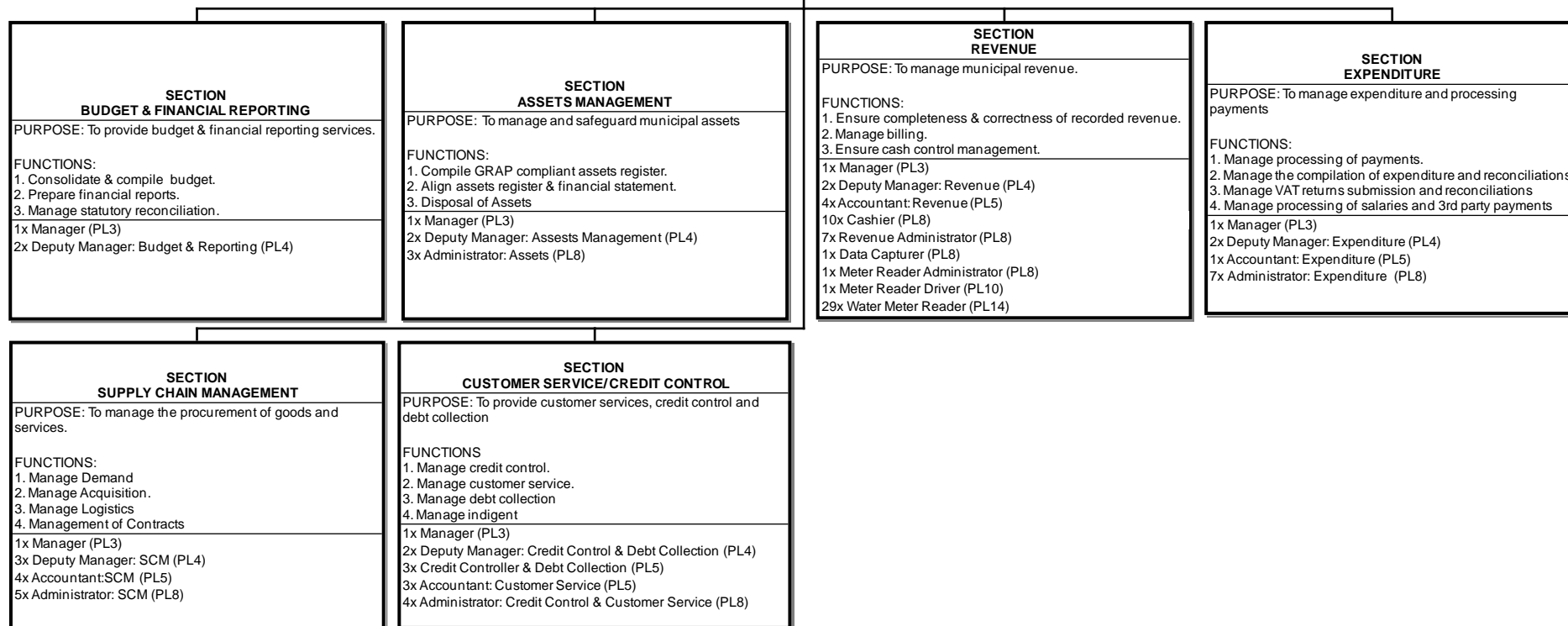
SUB-SECTION PAYROLL RECORDS
PURPOSE: To manage payroll records
FUNCTIONS: 1. Maintain payroll records 2. Monitor retrieval of records
1x Payroll Officer (PL5)

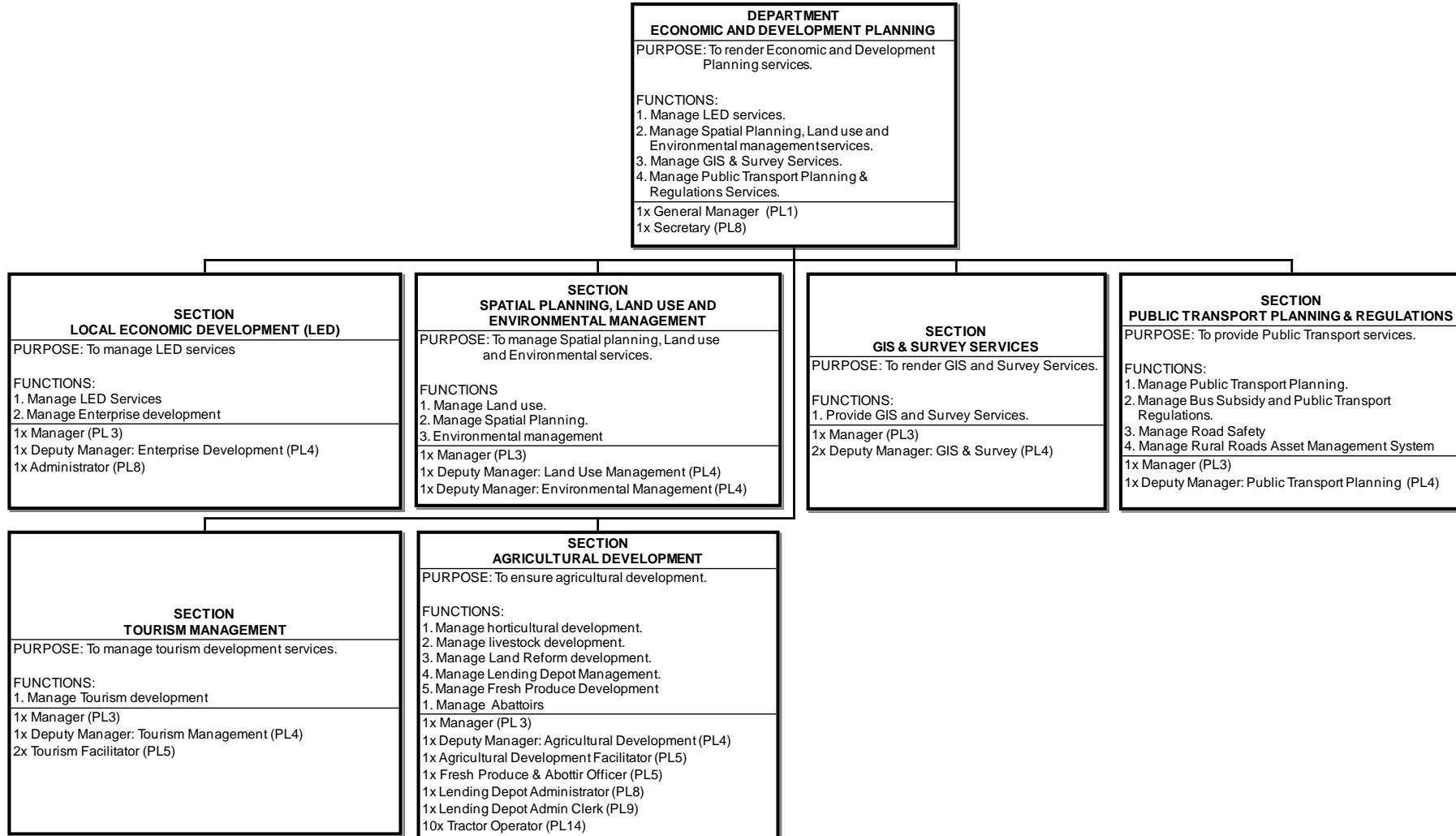
SUB-SECTION PAYROLL BENEFITS AND DEDUCTIONS
PURPOSE: To manage benefits and deduction
FUNCTIONS: 1. Administer benefits and deduction
1x Deputy Manager: Benefits & Deductions(PL4) 1x Payroll Officer (PL5) 5x Administrator: Payroll Benefits & Deductions (PL8)

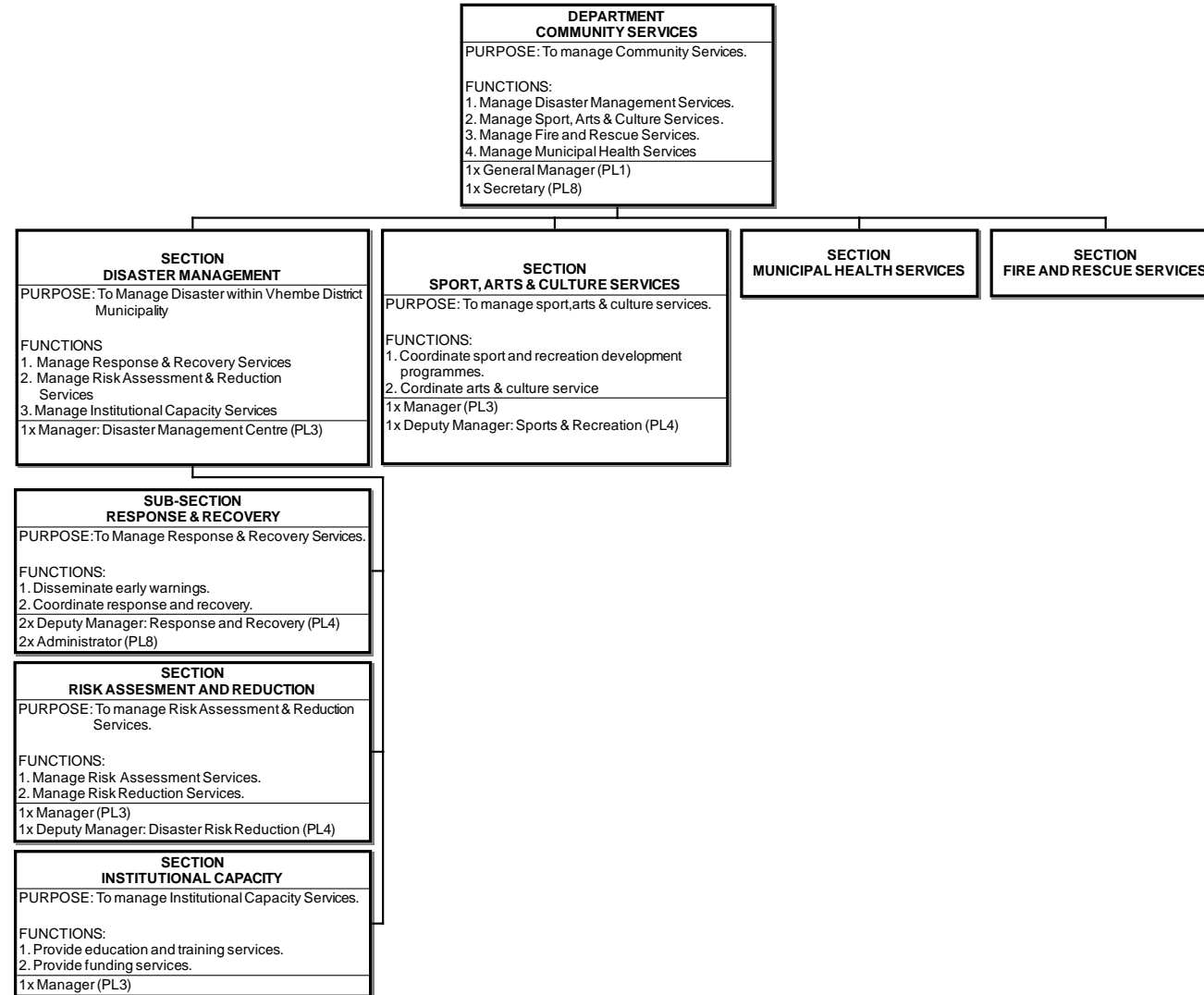
SUB-SECTION PAYROLL COMPLIANCE
PURPOSE: To execute compliance (e.g. Acts, Policies and Legislation)
FUNCTIONS: 1. Submission of compliance payroll records 2. Salary run
1x Deputy Manager: Payroll Compliance (PL4) 1x Payroll Officer (PL5) 1x Administrator: Payroll Compliance (PL8)

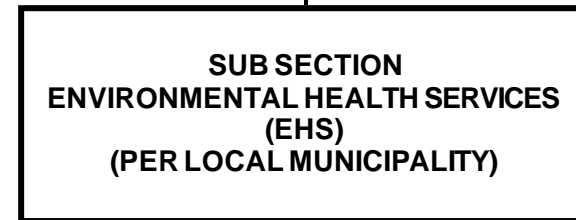
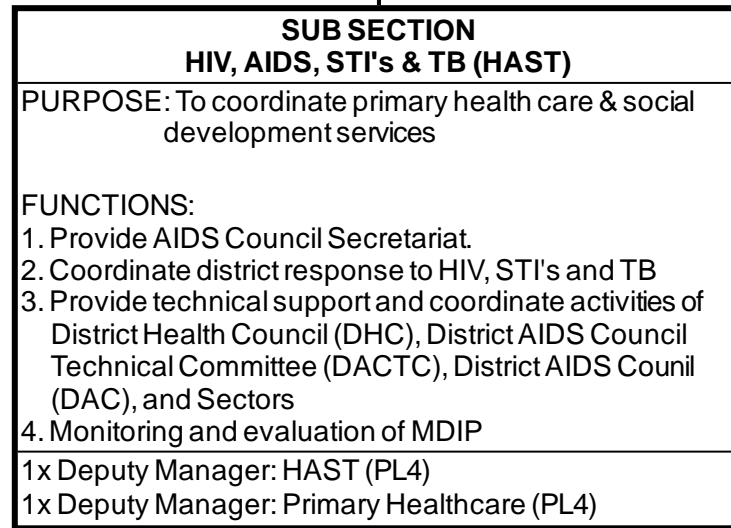
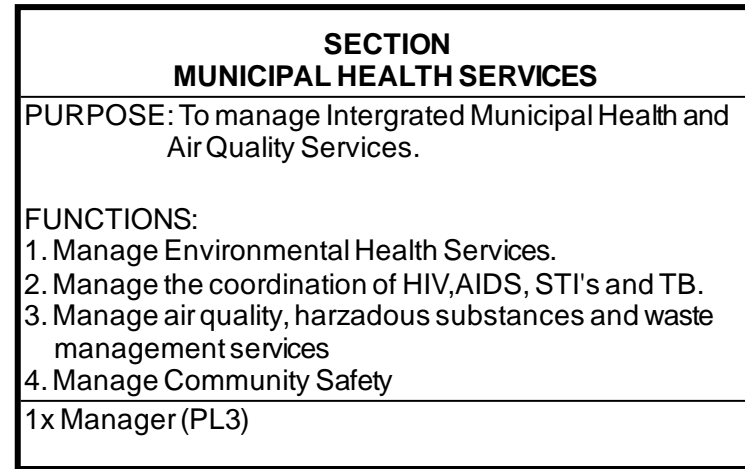


DEPARTMENT BUDGET AND TREASURY
PURPOSE: To manage budget & treasury.
FUNCTIONS: 1. Manage Budget & Financial reporting 2. Manage Assets 3. Manage Revenue 4. Manage Expenditure 5. Manage Supply chain 6. Manage Customer Service and Credit Control 1x Chief Financial Officer (PL1) 1x Secretary (PL8)





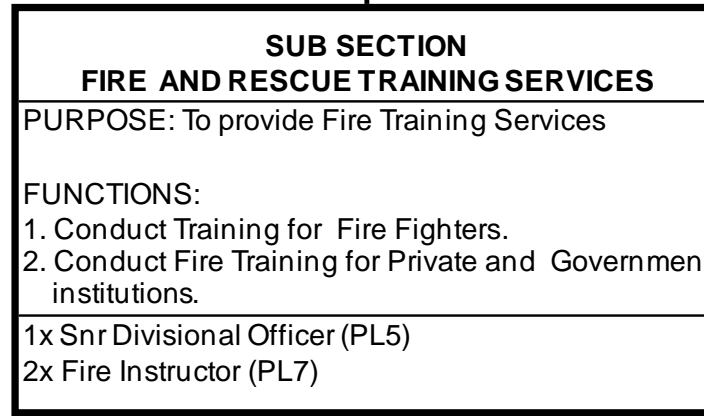
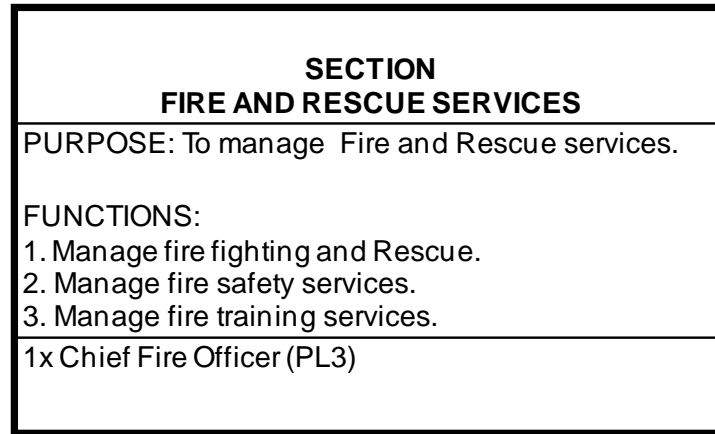






**SUB SECTION
ENVIRONMENTAL HEALTH SERVICES (EHS)
(PER LOCAL MUNICIPALITY)**

MUSINA AREA	THULAMELA AREA	MAKHADO AREA	COLLINS CHABANE AREA
<p>PURPOSE: To provide Environmental Health Services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste 	<p>PURPOSE: To provide Environmental Health Services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste 	<p>PURPOSE: To provide Environmental Health Services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste 	<p>PURPOSE: To provide Environmental Health Services.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage health promotion 2. Ensure food hygiene control. 3. Ensure water quality control. 4. Provide Health Surveillance to Premises. 5. Control communicable diseases. 6. Manage disposal of the dead. 7. Manage air quality and waste
<p>1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 2x EHS Satellite Coordinators (PL6) 3x Snr EHP (PL7) 1x EHP (PL8)</p>	<p>1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 4x EHS Satellite Coordinators (PL6) 3x Snr EHP (PL7) 2x EHP (PL8)</p>	<p>1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 3x EHS Satellite Coordinators (PL6) 3x Snr EHP (PL7) 2x EHP (PL8)</p>	<p>1x Deputy Manager: EHS (PL4) 1x Municipal EHS Officer (PL5) 2x EHS Satellite Coordinators (PL6) 3x Snr EHP (PL7) 1x EHP (PL8)</p>





**SUB SECTION
OPERATIONS**

MAKHADO FIRE STATION

PURPOSE: To render Fire and Rescue Service.

FUNCTIONS:

1. Respond to all fire and Rescue calls.
2. Respond to all Special calls.
3. Provide control room services.

1x Divisional Officer (PL6)
 4x Station Officer Operation (PL7)
 3x Control Room Attendant (PL9)
 1x Leading Fire Fighter (PL8)
 14x Senior Fire Fighter (PL9)
 4x Jnr Fire Fighter (PL11)

MUTALE FIRE STATION

PURPOSE: To render Fire and Rescue Service.

FUNCTIONS:

1. Respond to all fire and Rescue calls.
2. Respond to all Special calls.
3. Provide control room services.

1x Divisional Officer (PL6)
 3x Station Officer Operation (PL7)
 4x Control Room Attendant (PL9)
 2x Leading Fire Fighter (PL8)
 14x Senior Fire Fighter (PL9)
 2x Jnr Fire Fighter (PL11)

OBED MASHABA FIRE STATION

PURPOSE: To render Fire and Rescue Service.

FUNCTIONS:

1. Respond to all fire and Rescue calls.
2. Respond to all Special calls.
3. Provide control room services.

1x Divisional Officer (PL6)
 2x Station Officer Operation (PL7)
 2x Control Room Attendant (PL9)
 19x Senior Fire Fighter (PL9)
 5x Jnr Fire Fighter (PL11)

VUWANI FIRE STATION

PURPOSE: To render Fire and Rescue Service.

FUNCTIONS:

1. Respond to all fire and Rescue calls.
2. Respond to all Special calls.
3. Provide control room services.

1x Divisional Officer (PL6)
 3x Station Officer Operation (PL7)
 2x Control Room Attendant (PL9)
 14x Senior Fire Fighter (PL9)
 2x Jnr Fire Fighter (PL11)

RAMUSHWANA FIRE STATION

PURPOSE: To render Fire and Rescue Service.

FUNCTIONS:

1. Respond to all fire and Rescue calls.
2. Respond to all Special calls.
3. Provide control room services.

1x Divisional Officer (PL6)
 2x Station Officer Operation (PL7)
 4x Control Room Attendant (PL9)
 1x Leading Fire Fighter (PL8)
 16x Senior Fire Fighter (PL9)
 5x Jnr Fire Fighter (PL11)
 1x Administrator (PL8)

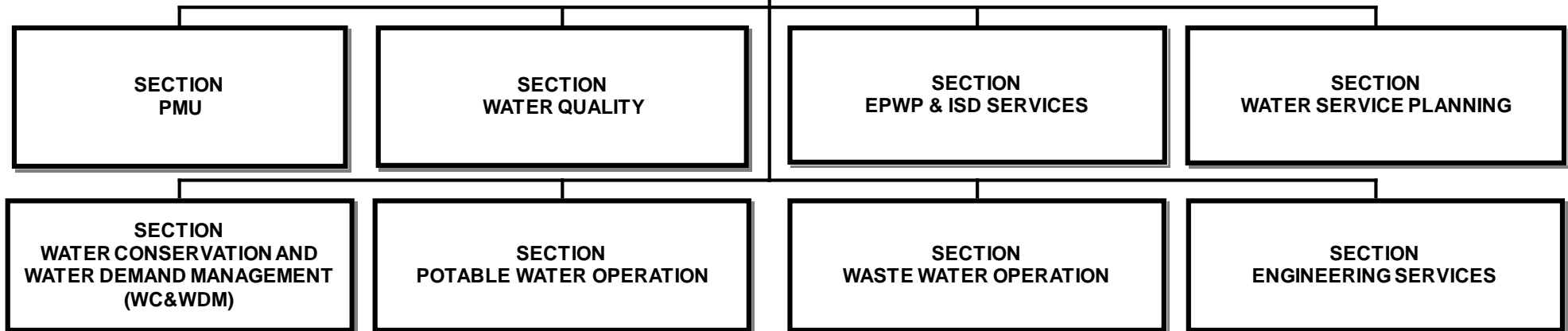
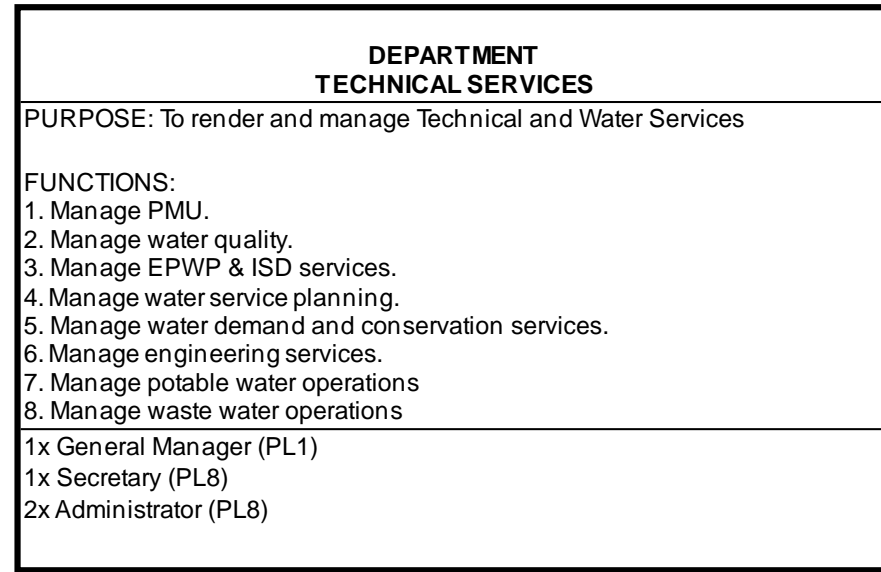
XIGALO FIRE STATION

PURPOSE: To render Fire and Rescue Service.

FUNCTIONS:

1. Respond to all fire and Rescue calls.
2. Respond to all Special calls.
3. Provide control room services.

1x Divisional Officer (PL6)
 4x Station Officer Operation (PL7)
 4x Control Room Attendant (PL9)
 20x Jnr Fire Fighter (PL11)





**SECTION
PMU**

PURPOSE: To manage infrastructure projects.

FUNCTIONS:

1. Develop & review infrastructure development designs.
2. Manage projects funds.
3. Manage project contracts.
4. Ensure compliance of grant conditions.
5. Coordinante energy & housing matters.

1x Manager (PL3)

7x Deputy Manager: Project Management (PL4)

1x Deputy Manager: Project Accounts (PL4)

3x Civil Technician (PL5)

1x PMU Systems Officer (PL5)

3x OHS Officer (PL5)

2x Project Management Technician (PL6)

2x Data Capture (PL8)

2x Administrator (PL8)



**SECTION
WATER QUALITY**

PURPOSE: To enforce water quality compliance and governance.

FUNCTIONS:

1. Ensure compliance with water quality standards
2. Ensure compliance with waste water effluent
3. Enforce provision of water services regulations.
4. Manage laboratory services

1x Manager (PL3)

1x Deputy Manager: Water Quality (PL4)

6x Water Technician (PL6)

3x Waste Water Technician (PL6)



**SECTION
EPWP & ISD SERVICES**

PURPOSE: To manage EPWP & ISD Services.

FUNCTIONS:

1. Manage learnership programmes.
2. Manage job creation on all District projects.
3. Coordinate EPWP programmes.
4. Manage Institutional Social Development services.
5. Liaise with community.
6. Manage provision of water tankering

1x Manager (PL3)
1x Deputy Manager (PL4)
1x EPWP Coordinator (PL6)
9x ISD Officer (PL6)
3x Data Capture (PL8)
14x Driver (PL10)



**SECTION
WATER SERVICE PLANNING**

PURPOSE: To ensure the effective Planning of Water and Sanitation Projects.

FUNCTIONS:

1. Planning and Design Future Water Services Projects.
2. Develop Water Services Development Plan.
3. Develop Feasibility Studies, Technical Reports and Master Plans.
4. Monitor and Evaluate Water and Sanitation Projects.
5. Manage the Implementation of Special Projects
6. Monitor and Evaluate Drilled Boreholes.
7. Monitor the Demand and Supply of Water in the District.

1x Manager (PL3)

1x Deputy Manager: Water Planning (PL4)

1x Deputy Manager: Waste Water Planning (PL4)

1x Water Planning Technicians (PL5)

1x Administrator (PL8)



**SECTION
WATER CONSERVATION AND WATER
DEMAND MANAGEMENT (WC&WDM)**

PURPOSE: To manage water conservation and water demand services.

FUNCTIONS:
 1. Manage the balancing of water system.
 2. Manage Water Loss and Efficiency
 3. Manage Water Leak Detection & Meter Verification.
 4. Manage installation and Maintenance of Water Measuring Devices

1x Manager (PL3)

THULAMELA

PURPOSE: To provide water demand management services

FUNCTIONS:
 1. Conduct leak detection
 2. Detect water leakages and verify meters
 3. Install and maintain water measuring devices

1x Deputy Manager (PL4)
 2x Artisan Foreman (PL6)
 2x Administrator (PL8)
 7x Artisan (Plumber) (PL10)
 2x Assistant Artisan (PL11)

COLLINS CHABANE

PURPOSE: To provide water demand management services

FUNCTIONS:
 1. Conduct leak detection
 2. Detect water leakages and verify meters
 3. Install and maintain water measuring devices

1x Artisan Foreman (PL6)
 1x Administrator (PL8)
 1x Artisan (Plumber) (PL10)
 5x Assistant Artisan (PL11)

MAKHADO

PURPOSE: To provide water demand management services

FUNCTIONS:
 1. Conduct leak detection
 2. Detect water leakages and verify meters
 3. Install and maintain water measuring devices

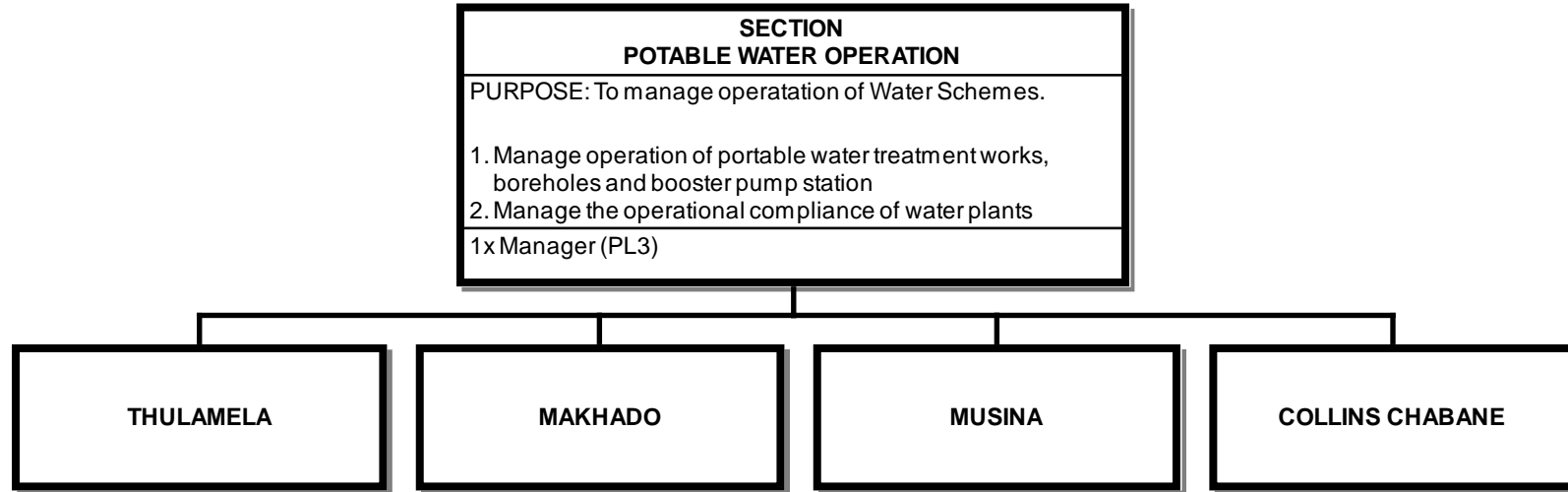
1x Artisan Foreman (PL6)
 1x Administrator (PL8)
 3x Artisan (Plumber) (PL10)
 6x Assistant Artisan (PL11)

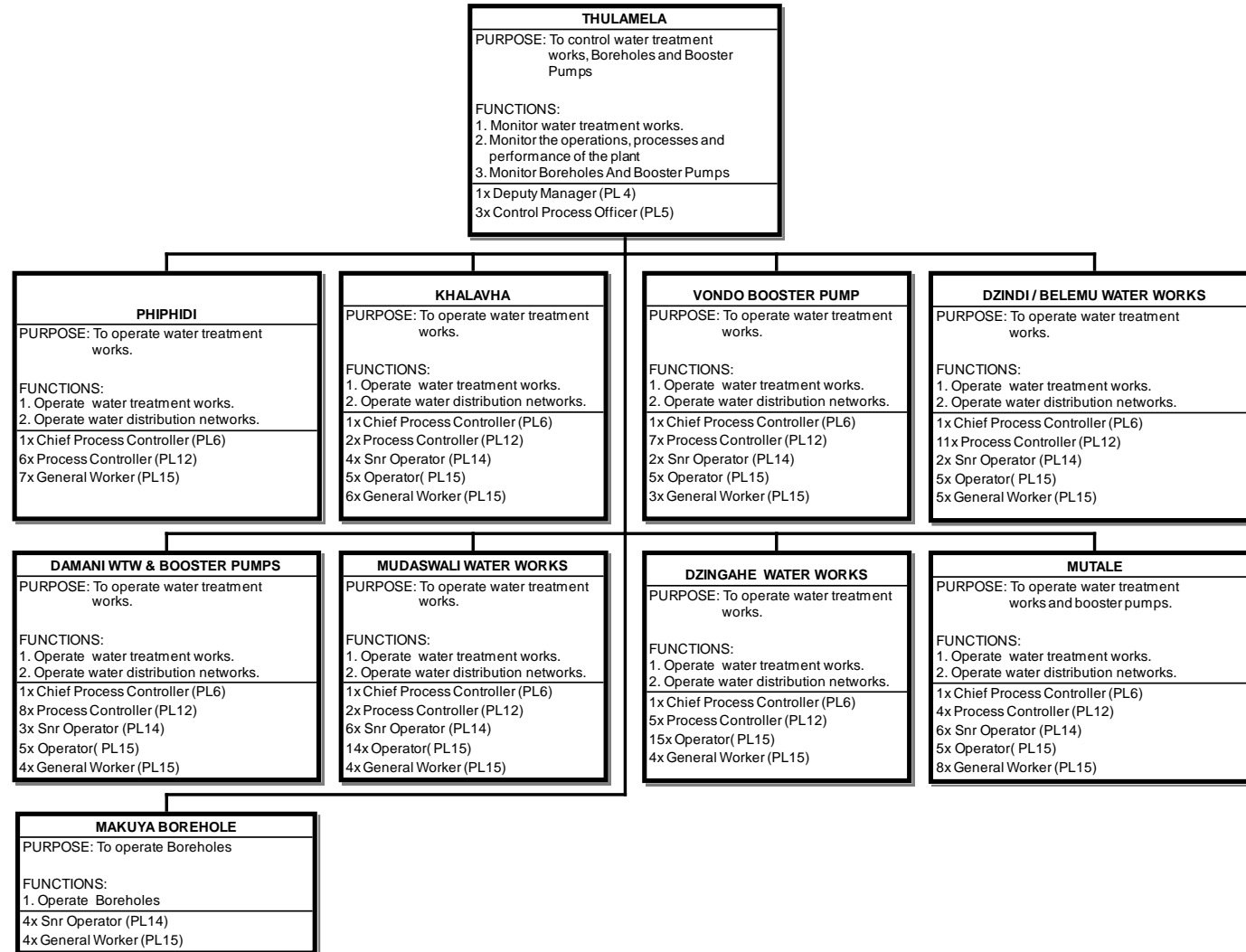
MUSINA

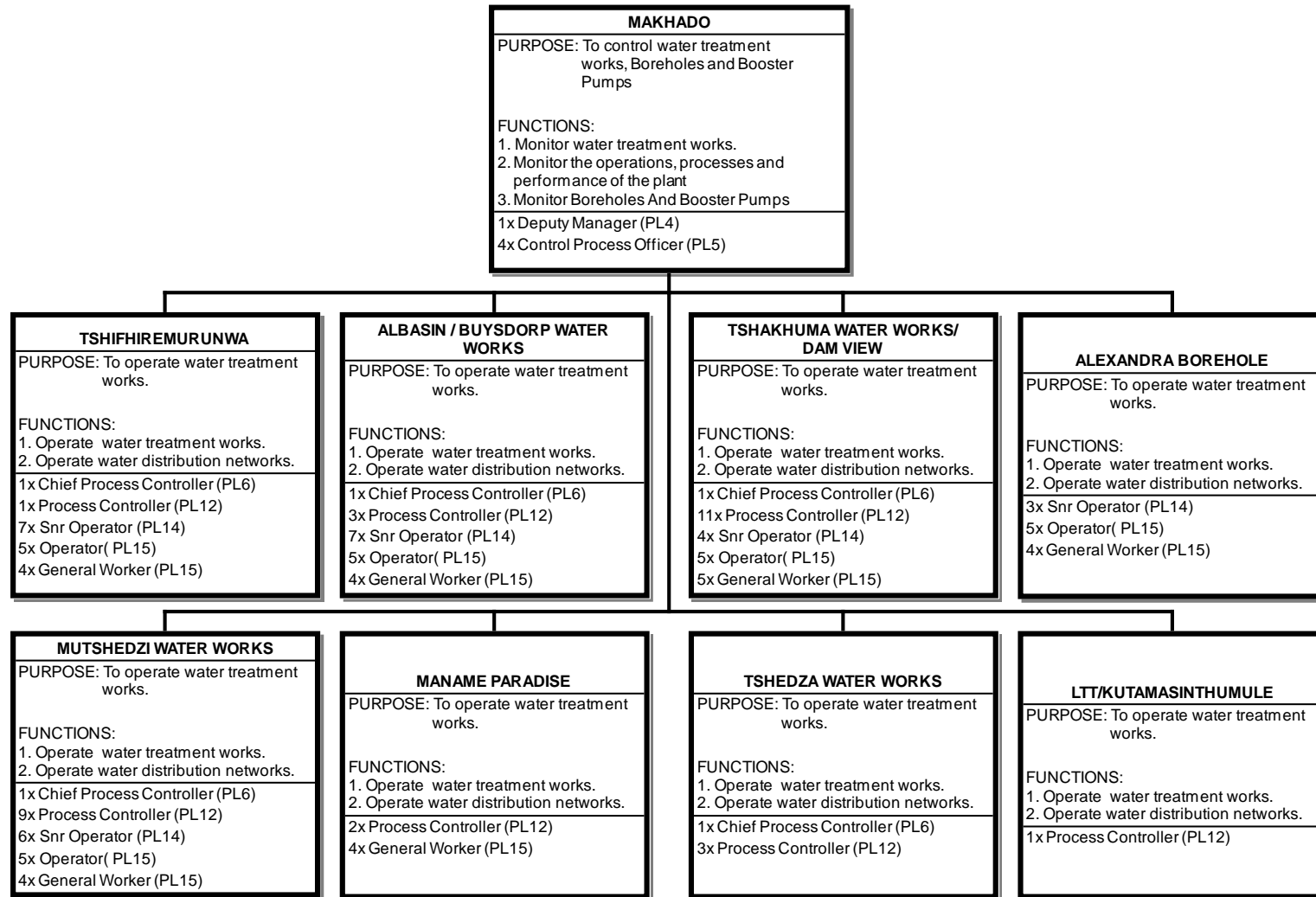
PURPOSE: To provide water demand management services

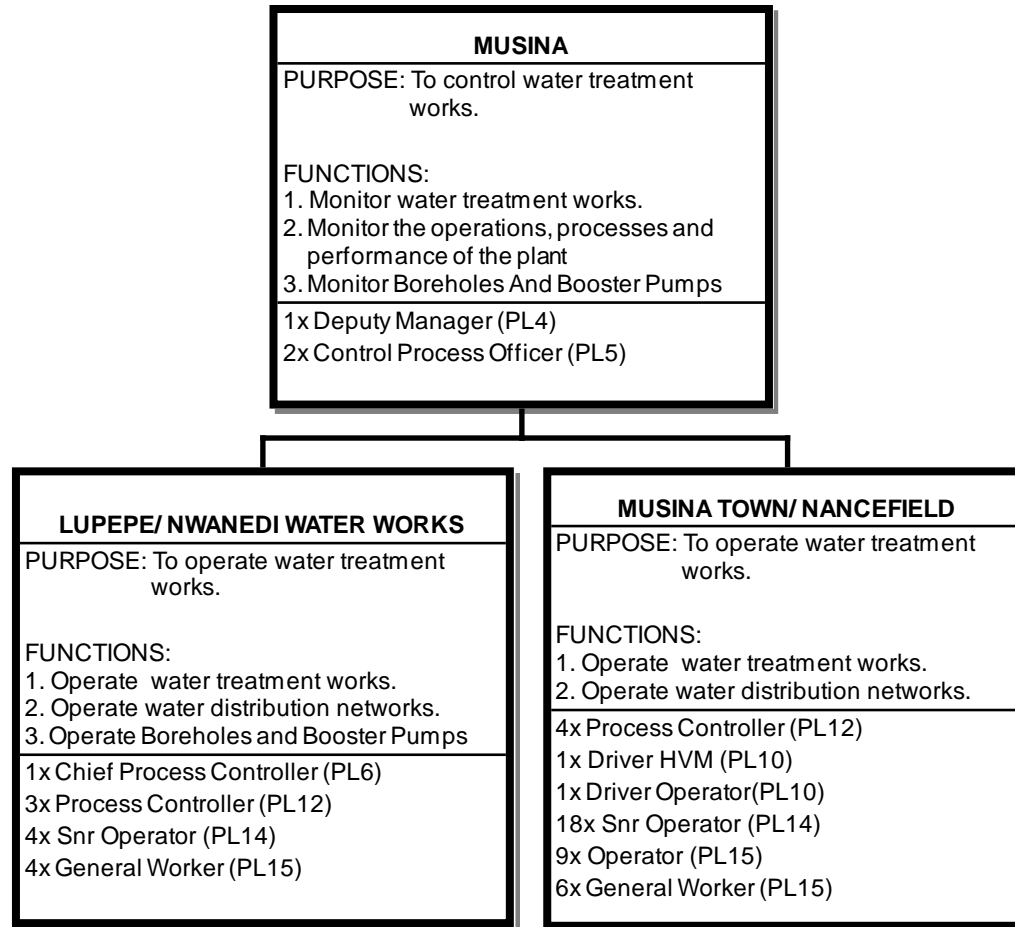
FUNCTIONS:
 1. Conduct leak detection
 2. Detect water leakages and verify meters
 3. Install and maintain water measuring devices

1x Artisan Foreman (PL6)
 1x Administrator (PL8)
 3x Artisan (Plumber) (PL10)
 6x Assistant Artisan (PL11)









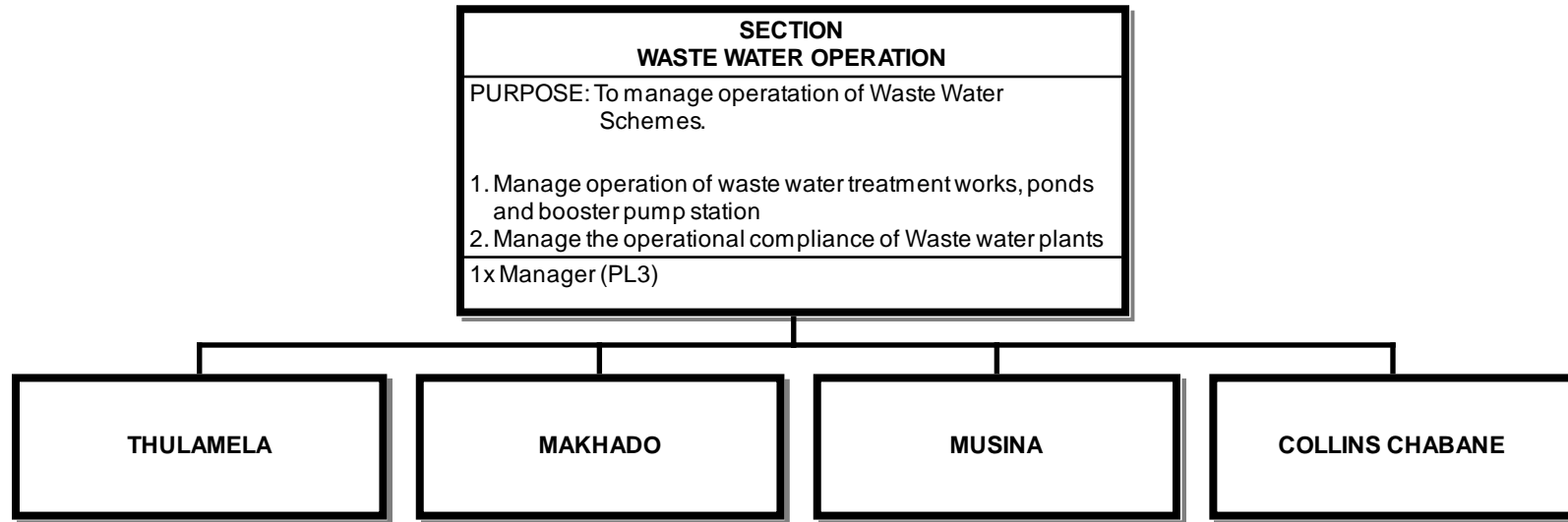


COLLINS CHABANE
PURPOSE: To control water treatment works.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Monitor water treatment works. 2. Monitor the operations, processes and performance of the plant 3. Monitor Boreholes And Booster Pumps
<p>1x Deputy Manager (PL4)</p> <p>1x Control Process Officer (PL5)</p>

MHINGA WATER WORKS
PURPOSE: To operate water treatment works.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Operate water treatment works. 2. Operate water distribution networks 3. Operate booster pump
<p>1x Chief Process Controller (P6)</p> <p>3x Process Controller (PL12)</p> <p>12x Snr Operator (PL14)</p> <p>14x Operator (PL15)</p> <p>4x General Worker (PL15)</p>

XIKUNDU WATER WORKS
PURPOSE: To operate water treatment works.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Operate water treatment works. 2. Operate water distribution networks 3. Operate booster pump
<p>1x Chief Process Controller (PL6)</p> <p>3x Process Controller (PL12)</p> <p>16x Snr Operator (PL14)</p> <p>5x Operator (PL15)</p> <p>4x General Worker (PL15)</p>

MALAMULELE WATER WORKS
PURPOSE: To operate water treatment works.
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Operate water treatment works. 2. Operate water distribution networks
<p>1x Chief Process Controller (PL6)</p> <p>6x Process Controller (PL12)</p> <p>6x Snr Operator (PL14)</p> <p>21x Operator (PL15)</p> <p>5x General Worker (PL15)</p>



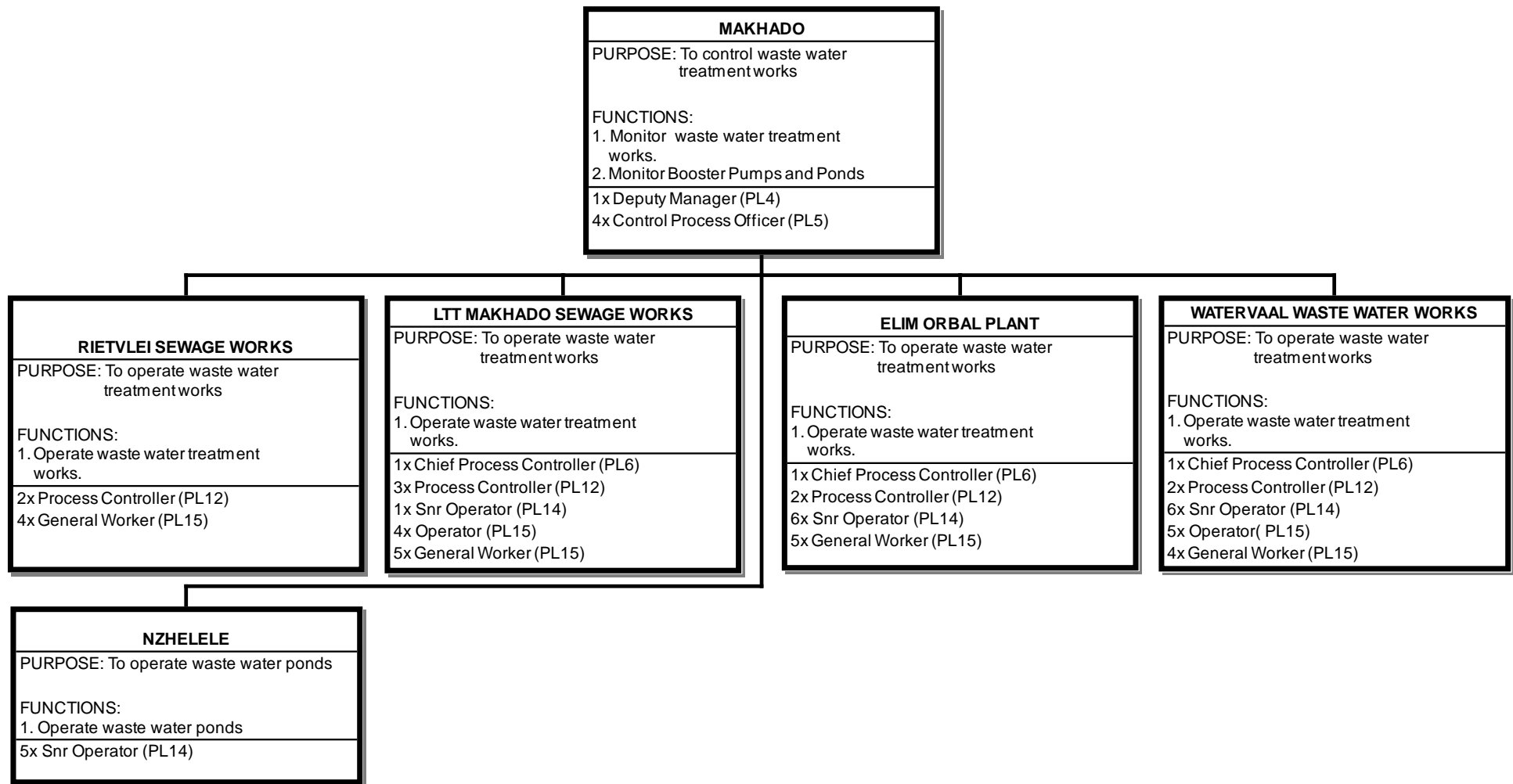


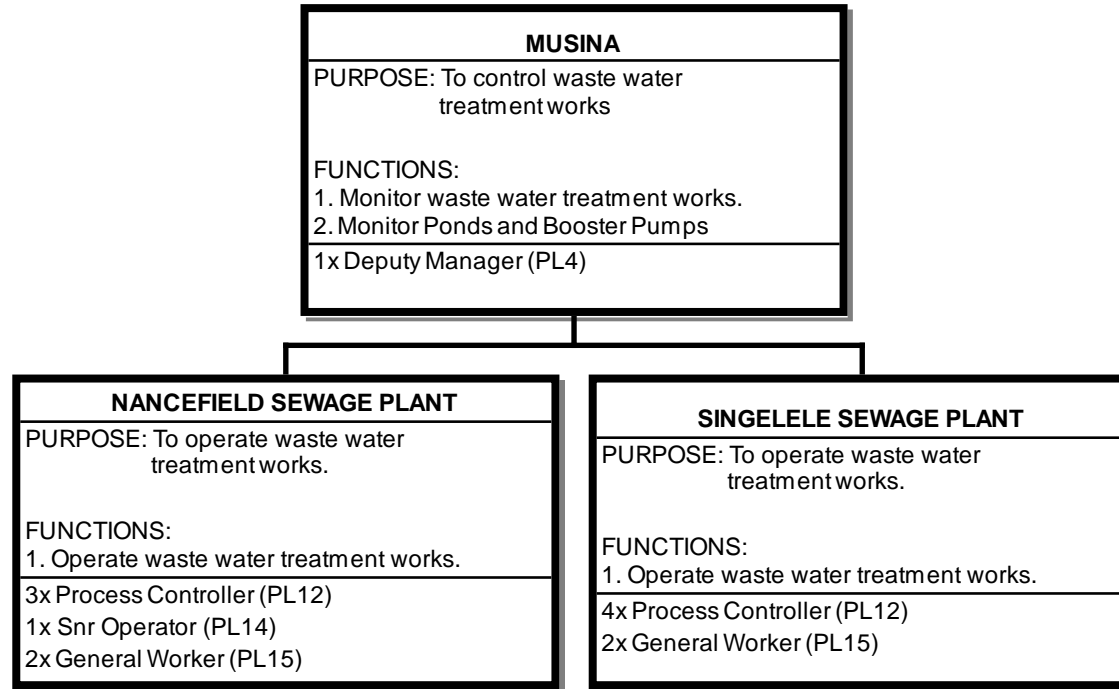
THULAMELA
PURPOSE: To control waste water treatment works, ponds and Booster Pumps
FUNCTIONS: 1. Monitor waste water treatment works. 2. Monitor Ponds and Booster Pumps
1x Deputy Manager (PL4) 1x Control Process Officer (PL5)

THOHOYANDOU WASTE WATER WORKS
PURPOSE: To operate waste water treatment works.
FUNCTIONS: 1. Operate waste water treatment works.
1x Chief Process Controller (PL6) 11x Process Controller (PL12) 15x Snr Operator (PL14) 4x General Worker (PL15)

MAUNAVHATHU WASTE WATER WORKS
PURPOSE: To operate waste water treatment works.
FUNCTIONS: 1. Operate waste water treatment works.
1x Chief Process Controller (PL6) 1x Process Controller (PL12) 4x General Worker (PL15)

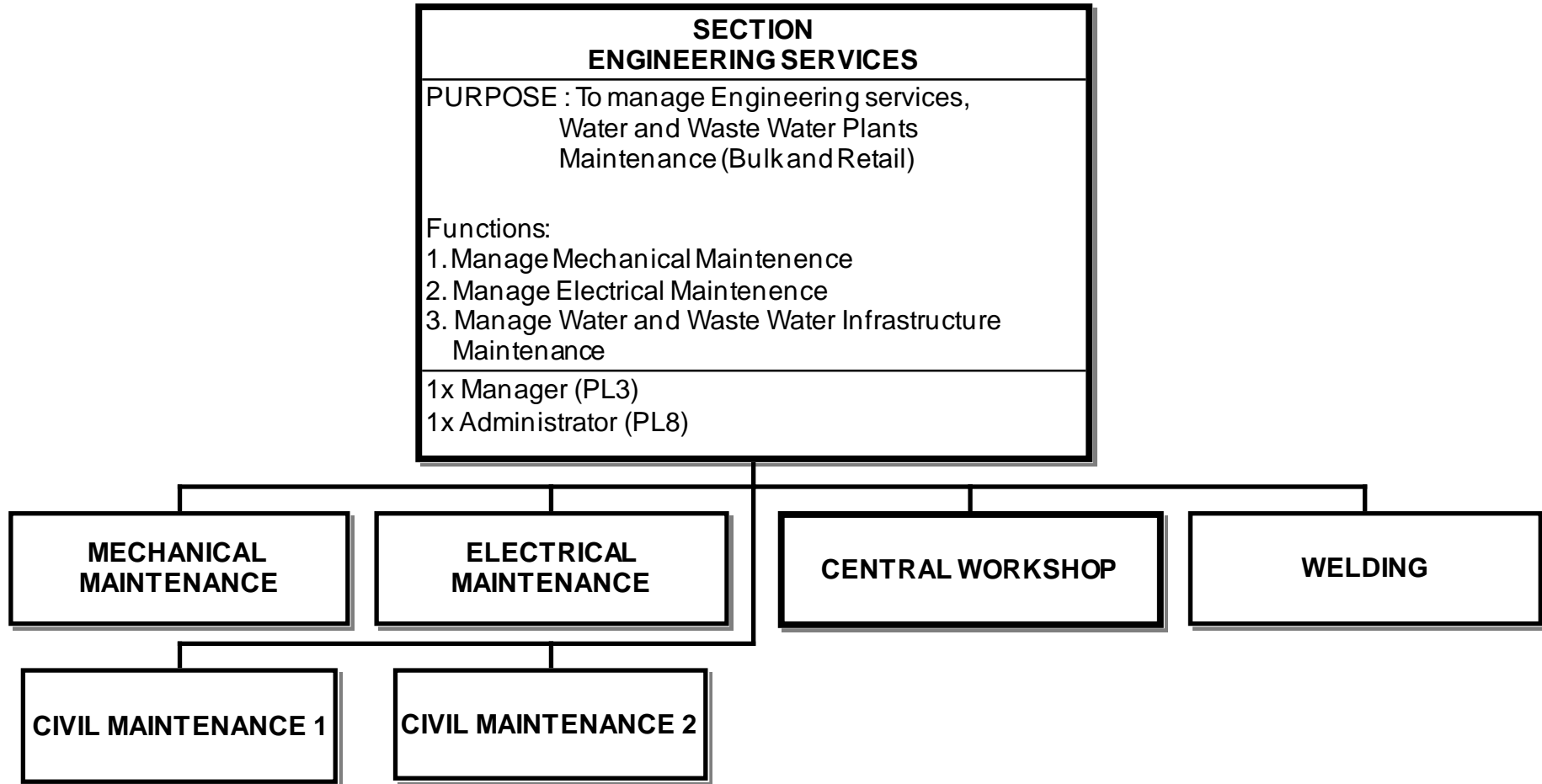
MUTALE SEWAGE PONDS
PURPOSE: To operate waste water treatment works.
FUNCTIONS: 1. Operate waste water treatment works.
1x Process Controller (PL12) 5x General Worker (PL15)







COLLINS CHABANE
PURPOSE: To operate waste water treatment works
FUNCTIONS: 1. Monitor waste water treatment works. 2. Monitor Ponds and Booster Pumps
1x Deputy Manager (PL4) 1x Control Process Officer (PL5) 1x Chief Process Controller (PL6) 9x Process Controller (PL12) 7x Snr Operator (PL14) 4x General Worker (PL15)





MECHANICAL MAINTENANCE

THULAMELA AREA

PURPOSE: To provide mechanical & heavy machinery maintenance services

Functions:

1. Provide mechanical maintenance and heavy machinery services

2x Chief Artisan (PL5)

7x Artisan Foreman (PL6)

5x Artisan (PL10)

COLLINS CHABANE AREA

PURPOSE: To provide mechanical & heavy machinery maintenance services

Functions:

1. Provide mechanical maintenance and heavy machinery services

1x Artisan Foreman (PL6)

4x Artisan (PL10)

MAKHADO AREA

PURPOSE: To provide mechanical & heavy machinery maintenance services

Functions:

1. Provide mechanical maintenance and heavy machinery services

1x Chief Artisan (PL5)



ELECTRICAL MAINTENANCE

THULAMELA AREA

PURPOSE: To provide electrical maintenance services

Functions:

1. Provide electrical maintenance services

1x Chief Artisan (PL5)
4x Artisan Foreman (PL6)
4x Artisan (PL10)

COLLINS CHABANE AREA

PURPOSE: To provide electrical maintenance services

Functions:

1. Provide electrical maintenance services

2x Artisan Foreman (PL6)

MAKHADO AREA

PURPOSE: To provide electrical maintenance services

Functions:

1. Provide electrical maintenance services

1x Artisan Foreman (PL6)



CENTRAL WORKSHOP

CARPENTRY SERVICES
PURPOSE: To provide carpentry maintenance services
1. Provide carpentry services
2x Artisan Foreman (PL6) 3x Artisan (PL10)

BOREHOLE MAINTENANCE
PURPOSE: To provide borehole maintenance services
Functions: 1. Provide Borehole maintenance services
2x Artisan Foreman (PL6) 3x Artisan (PL10) 4x Driver Operator (PL10) 4x Assistant Artisan: Borehole (PL11)

BUILDING SERVICES
PURPOSE: To provide building services
1. Provide building services
1x Artisan Foreman (PL6) 1x Artisan (PL10)

