

# **ADOPTED ORGANISATIONAL STRUCTURE 2025/2026**

### MUNICIPAL MANAGER

BUDGET AND TREATUR (FRANCE)
PURPOSE:
To ensure effective, filled and economial management services.
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MKHAMBATHINI MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
DATE: 07/08/2025'
APPROVED BY: MANAGER

To oversee the administration of the Municipality and serve as the Municipal Manager and Accounting

services. 2. Provide administrative support and transversal

Nender Internal adult Services.
 Manage Special Projects.
 Coordinate, facilitate and guide the development of functional planning initiatives.
 Provide risk and compliance services

GOVERNANCE SERVICES
PURPOSE:
To provide strategic management and planning services
To provide risk management and compliance services

- FUNCTIONS:

  1. Ensure Strategic Planning.
  2. Overall coordination and control of the Performance
  Management System.
  3. Facilitate the alignment of the IDP to the long-term
  development framework and other relevant programmes
  District Growth and Development Plans).
  1. Participate and Coordinate for the District Development
  Model (IDDM).
- ode((DDM).
  To promote and ensure compliance with legislative
  amework, procedures and timeframe on the development,
  ocessing and submission of the Municipal documents.
  To coordinate and facilitate risk management.

To render internal audit services. IUNCTIONS:

Prepare a risk based audit plan and an internal audit programme for each year.
 Report on audits undertaken and advise the Accounting Officer.
 Report to the Audit Committee on the implementation of the plan as defined in section 165 of the MFMA.

Perform special audits / investigations.
 Ensure that internal controls are in place.

o promote communication & public relations ervices. UNCTIONS: L. Market & promote the municipality. P. Ensure effective internal & external public

Monitor & control community participation
 Coordinate municipal hosted events.

o provide support services to the Mayor, oeaker

Mayor and Speaker.
2. Coordinate Youth initiatives.
3. Manage VIP Protection

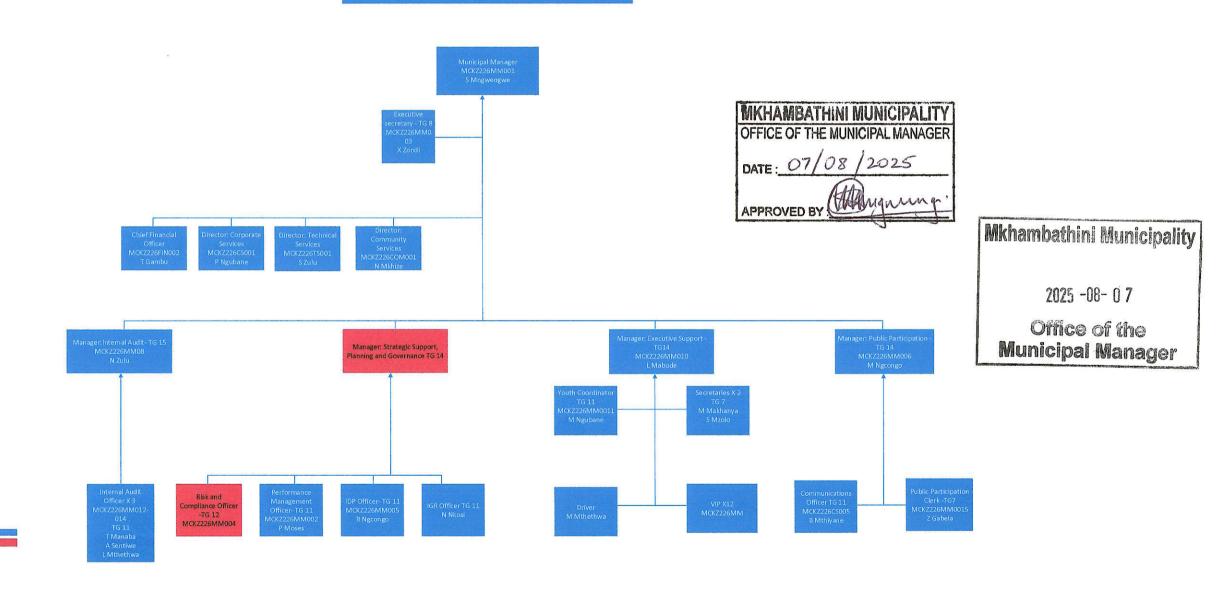
Mkhambathini Municipality

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Office of the Municipal Manager

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### OFFICE OF THE MUNICIPAL MANAGER



### CORPORATE SERVICES DEPARTMENT

### CORPORATE SERVICES

o provide corporate support services. UNCTIONS:

Provide administrative and secretarial support services
 Provide ICT services.
 Provide legal support services.
 Provide a fleet management service.

SECURITY AND FACILITIES MANAGEMENT SERVICES

MANAGEMENT SERVICES PURPOSE:
To provide security & facilities management service.
FUNCTIONS:
I. Provide an internal security/ security management service.
Z. To manage, maintain and safeguide municipal property.

INFORMATION AND COMMUNICATION

PURPOSE: Fo provide ICT services.

FUNCTIONS:

1. Develop & maintain all municipal networks.

2. Develop & maintain all departmental applications &

PURPOSE: To provide administrative & secretarial support for all coun

secretarial support for all council committees.
FUNCTIONS:

1. Record the minutes of all meetings.
2. Ensure the timeous distribution of minutes & agenda 3. Render administrative support service to the committees.

AUXILIARY SERVICES
PURPOSE:
To provide general
administrative services,
FUNCTIONS:
1. Provide a records
management and functional
egistry service.
2. Provide a general reception
and reception service.
3. Provide housekeeping
ervices (Messenger &
Eleaning Services)

LEGAL SUPPOR SERVICES

LEET SERVICES URPOSE:

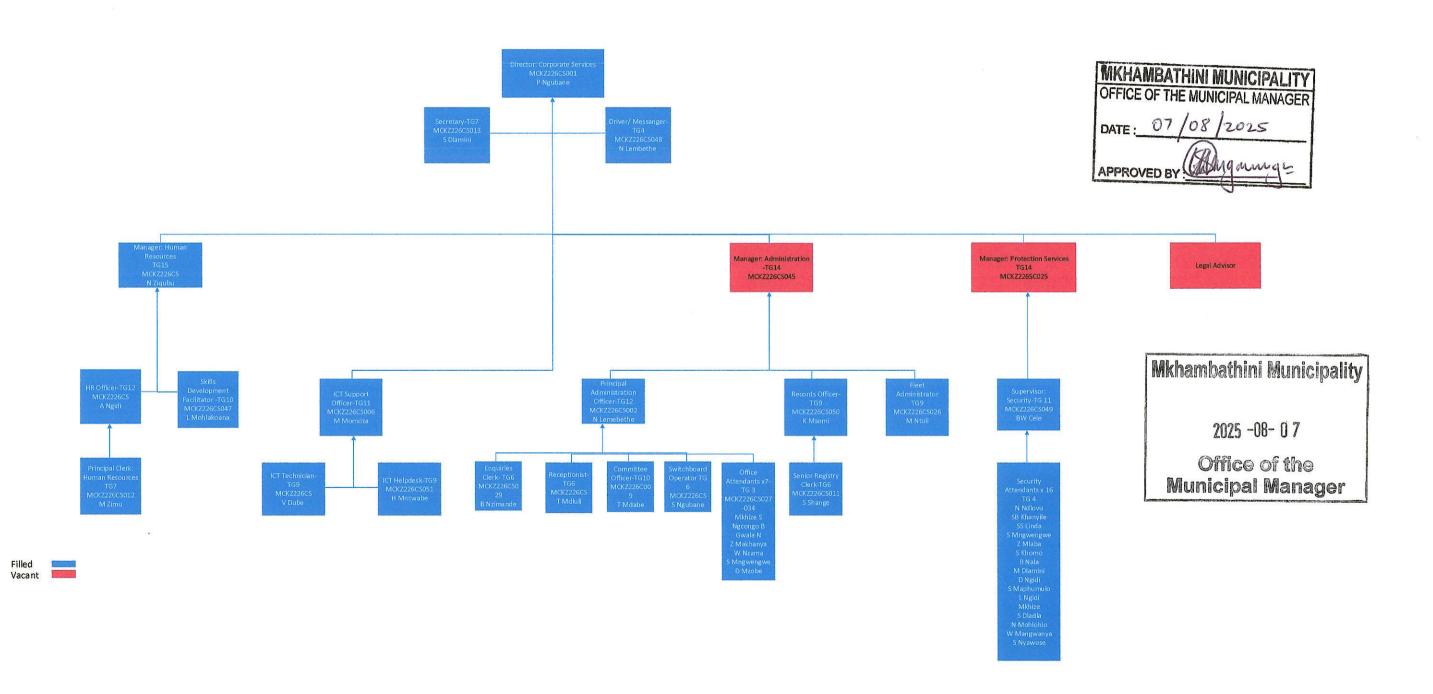
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### CORPORATE SERVICES DEPARTMENT

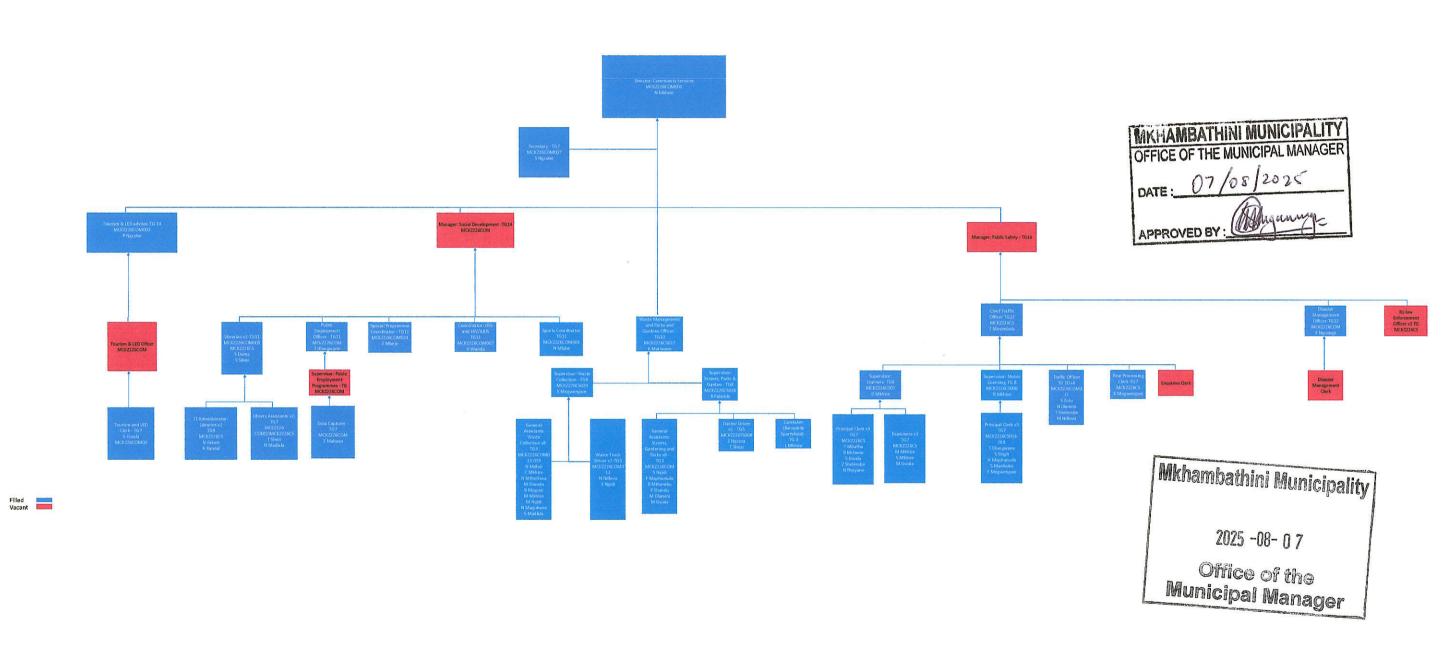


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### TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES

### TECHNICAL SERVICES

### PURPOSE:

To ensure effective Public Works Services.
To ensure development and town planning services.
FUNCTIONS:

- 1. Ensure the management and development of infrastructure
- 2. Provide development planning services.
- 3. Provide a project management service.

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## DEVELOPMENT AND TOWN PLANNING PURPOSE:

To provide spatial planning & land use management service.

### **FUNCTIONS:**

- Facilitate effective land use management.
- 2. Deal with all matters pertaining to rezoning, sub-divisions, townships & establishment matters.
- 3. Evaluate, approve & control building plans.
- 4. Ensure the prevention of illegal
- 5. Provide environmental services
- 6. Plan and implement human settlement initiatives.

### PROJECT MANAGEMENT UNIT

### **PURPOSE:**

To provide a project management service

To ensure the development of Technical Infrastructure

To plan, manage, develop and maintan municipal infrastructure

### INCTIONS:

- 1. Ensure that all projects are properly managed.
- Manage the contract administration of all grant funded projects.
- 3. Plan, manage, develop and maintain municipal infrastructure and assets.

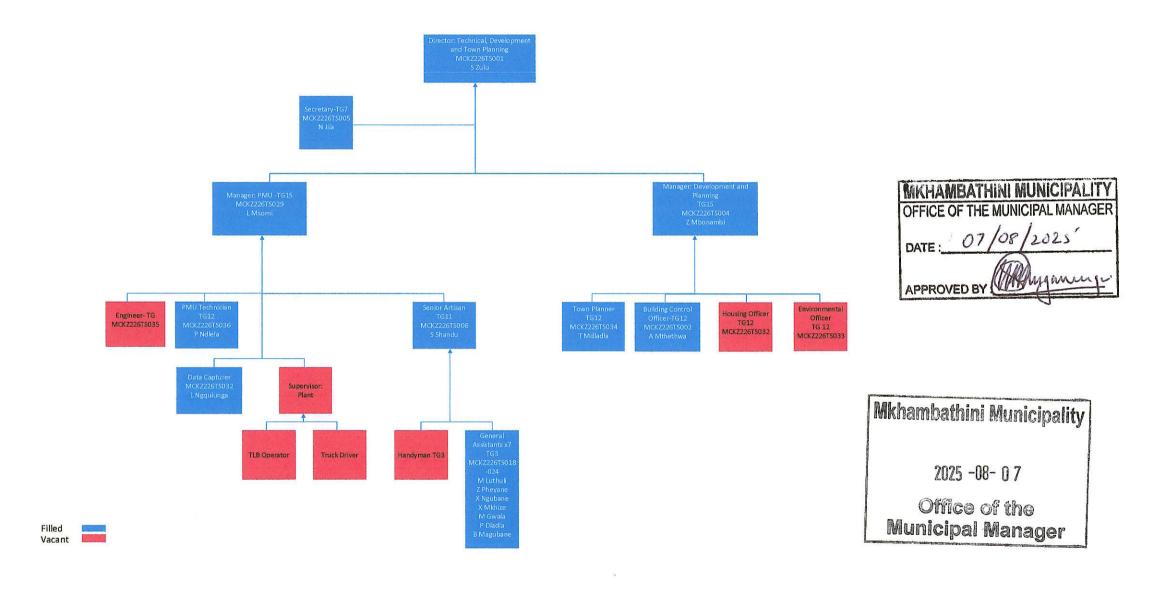
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OFFICE OF THE MUNICIPAL MANAGER

DATE: 07/08/2025

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TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES



### BUDGET AND TREASURY OFFICE (FINANCE)

To ensure effective, efficient and economical management of finances.

FUNCTIONS:



- Plan, implement and monitor the udgeting process involving:-reparation of The annual budget; reparation of adjustment budget; and

### REVENUE SERVICES

- UNCTIONS:

  . Collect and bank municipal revenue.

  . Manage and control debtors.

  . Provide a customer care service
  Cashier, Customer Enquiries).

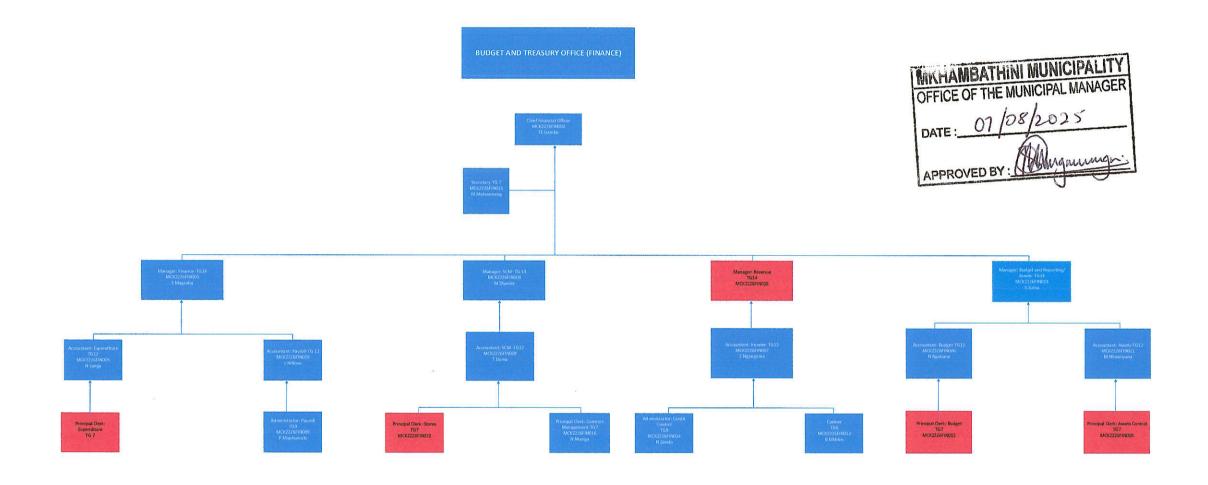
  . Control property valuations and rates

## UPPLY CHAIN MANAGEMENT

PURPOSE: To provide a supply chain management service.

## .. Provide demand and acquisition nanagement services.

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