

**KNYSNA LOCAL MUNICIPALITY
APPROVED MICRO STRUCTURE - 29 OCT 2018
RESOLUTION: SC09/10/18**

OFFICE OF THE MUNICIPAL MANAGER



KNYSNA
Municipality Munisipaliteit aMaqapala

RECOMMENDED BY
MUNICIPAL MANAGER
[Signature]
Signature
21/11/2018

**KNYSNA MUNICIPAL
COUNCIL**

APPROVED BY COUNCIL

Signature

_____/_____/2018

**OFFICE OF THE
MUNICIPAL MANAGER**

PURPOSE: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution

FUNCTIONS:

1. Provide corporate services to the Institution in support of efficient organisational and administrative processes
2. Manage and provide financial services in order to ensure financial viability, compliance and reporting
3. Ensure the functional and pro-active planning and implementation of the municipality's constitutional obligations pertaining to land use planning, economic development, human settlements and environmental management
4. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community
5. Render integrated community services to enhance community development in general and promote a clean and safe environment
6. Provide advice, counsel, and opinion regarding the organisation's efficiency and effectiveness of internal controls, governance processes and performance management system
7. Manage and coordinate integrated development planning and institutional performance management in accordance with, legislation and laid down policies, systems and procedures
8. Provide comprehensive communication and intergovernmental relations services
9. Provide executive and administrative support services to the Municipal Manager

MUNICIPAL MANAGER **SECT 57**

**SECTION
EXECUTIVE & ADMINISTRATIVE SUPPORT**

PURPOSE: To provide executive and administrative support services to the Municipal Manager

FUNCTIONS:

1. Provide planning, research, analyses and reporting services to the Municipal Manager
2. Planning and monitoring of strategic / critical matters
3. Coordinate logistical support
4. Provide executive secretarial and administrative support services

PERSONAL ASSISTANT: MUNICIPAL MANAGER

**DIRECTORATE
CORPORATE SERVICES**

PURPOSE: To provide corporate services to the Institution in support of efficient organisational and administrative processes

DIRECTOR: CORPORATE SERVICES **SECT. 57**

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**DIRECTORATE
FINANCIAL SERVICES**

PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting

DIRECTOR: FINANCIAL SERVICES **SECT. 57**

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**DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT**

PURPOSE: To ensure the functional and pro-active planning and implementation of the municipality's constitutional obligations pertaining to land use planning, economic development, human settlements and environmental management

DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT **SECT. 57**

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**DIRECTORATE
INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

DIRECTOR: INFRASTRUCTURE SERVICES **SECT. 57**

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**DIRECTORATE
COMMUNITY SERVICES**

PURPOSE: To render integrated community services to enhance community development in general and promote a clean and safe environment

DIRECTOR: COMMUNITY SERVICES **SECT. 57**

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**BRANCH
INTERNAL AUDIT**

PURPOSE: To provide advice, counsel, and opinion regarding the organisation's efficiency and effectiveness of internal controls, governance processes and performance management system

CHIEF AUDIT EXECUTIVE
NEW POST

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**DIVISION
INTEGRATED DEVELOPMENT PLAN & INSTITUTIONAL PERFORMANCE MANAGEMENT**

PURPOSE: To manage and coordinate integrated development planning and institutional performance management in accordance with, legislation and laid down policies, systems and procedures

MANAGER: INTEGRATED DEVELOPMENT PLAN & INSTITUTIONAL PERFORMANCE MANAGEMENT

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**DIVISION
COMMUNICATION & INTERGOVERNMENTAL RELATIONS**

PURPOSE: To provide comprehensive communication and intergovernmental relations services

MANAGER: COMMUNICATION & INTERGOVERNMENTAL RELATIONS

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