


APPROVED
ORGANISATIONAL STRUCTURE:
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN
SETTLEMENTS & TRADITIONAL AFFAIRS

DEPARTMENT OF CO-OPERATIVE
GOVERNANCE, HUMAN SETTLEMENT &
TRADITIONAL AFFAIRS


PRIVATE BAG X 9485
POLOKWANE
0700

TEL: 015 294 2000

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HOD SIGNATURE: 

DATE:

MEC SIGNATURE: 

DATE: 2021/10/20

MTC FOR COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS	
MTC SECRETARY	
1 Head of Office (SL.11)	
1 Deputy Secretary (SL.12)	
1 Media Liaison Officer (SL.12)	
1 Community Outreach Officer (SL.11)	
1 Administrative Support and Co-Ordination (SL.11)	
1 Receptionist (SL.5)	
1 Messenger A.D.T (SL.5)	

DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS	
PURPOSE: TO ENSURE EFFECTIVE ADMINISTRATION OF DEVELOPMENTAL, COOPERATIVE GOVERNANCE, TRADITIONAL AFFAIRS AND SUSTAINABLE INTEGRATED HUMAN SETTLEMENT	
FUNCTIONS:	
1. Manage the provision of sustainable and integrated human settlement	
2. Promote the affairs of Traditional Leadership and Institutions	
3. Coordinate and support development, monitor the performance and provide	
4. Support the provision of traditional leadership and institutions	
5. Provide corporate support services	
6. Manage risk services	
7. Provide administrative support to the Office of the HMO	

- 1 Head of Department (SL.16)
- 1 Personal Assistant (SL.7)

DIRECTORATE: RISK, ANTI-CORRUPTION AND COMPLIANCE	
PURPOSE: TO MANAGE RISK, ANTI-CORRUPTION AND COMPLIANCE SERVICES	
FUNCTIONS:	
1. Coordinate enterprise risk management	
2. Develop, coordinate and monitor implementation of risk management strategy	
3. Develop and manage the implementation of corrective action to address identified risk areas	
4. Develop and manage the implementation of anti-bribe and corruption strategies	
5. Conduct investigation on fraud and corruption in the Department and its suppliers	
6. Conducting risk assessment	

- 1 Director
- 2 Deputy Director (SL.11)
- 2 Assistant Director (SL.9)
- 2 Senior Admin Officer (SL.11)

DIRECTORATE: HOD SUPPORT	
PURPOSE: TO PROVIDE ADMINISTRATIVE SUPPORT OF THE OFFICE OF THE HOD	
FUNCTIONS:	
1. Manage the office of the HOD	
2. Manage the provision of administrative support to the office of the HOD	
3. Provide administrative support to Executive Management meetings	
4. Ensure compliance with directives	

- 1 Director (SL.13)
- 1 Deputy Director (SL.11)
- 1 Admin Officer (SL.14)

BRANCH: TRADITIONAL AFFAIRS	
PURPOSE: TO PROVIDE THE AFFAIRS OF TRADITIONAL LEADERSHIP AND INSTITUTIONS	
FUNCTIONS:	
1. Promote the affairs of Traditional Leadership and Institutions	
2. Provide Anthropological services and House of Traditional Leaders	

BRANCH: COOPERATIVE GOVERNANCE	
PURPOSE: TO COORDINATE AND SUPPORT MUNICIPALITIES, MONITOR THE PERFORMANCE AND PROVIDE DEVELOPMENT AND PLANNING SERVICES	
FUNCTIONS:	
1. Provide and facilitate Provincial development and planning services	
2. Coordinate Municipal Infrastructure Development	
3. Monitor, support and evaluate the performance of Municipalities	
4. Coordinate intergovernmental relations, public participation and governance	

- 1 Director
- 2 Deputy Director (SL.11)
- 2 Assistant Director (SL.9)
- 2 Senior Admin Officer (SL.11)

BRANCH: FINANCIAL MANAGEMENT SERVICES	
PURPOSE: TO RENDER FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES	
FUNCTIONS:	
1. Manage and facilitate the provision of internal financial services	
2. Manage financial administration and accounting services	
3. Provide supply chain management services	

- 1 Director
- 2 Deputy Director (SL.11)
- 2 Assistant Director (SL.9)
- 2 Senior Admin Officer (SL.11)

BRANCH: CORPORATE SERVICES	
PURPOSE: TO PROVIDE CORPORATE SUPPORT SERVICES	
FUNCTIONS:	
1. Render Human Resource Management and Development	
2. Render Government Information Technology services	
3. Provide Strategy Management services	
4. Manage Security Investigation services	

- 1 Director
- 2 Deputy Director (SL.11)
- 2 Assistant Director (SL.9)
- 2 Senior Admin Officer (SL.11)

BRANCH: INTERGRATED SUSTAINABLE HUMAN SETTLEMENTS	
PURPOSE: TO MANAGE THE PROVISION OF SUSTAINABLE INTEGRATED HUMAN SETTLEMENTS	
FUNCTIONS:	
1. Oversee and ensure human settlements planning delivery, performance and stakeholder management	
2. Render human settlements administration services and manage state owned immovable properties	
3. Oversee and ensure the implementation of human Settlements Programmes and Projects for Region A and B	

- 1 Director
- 2 Deputy Director (SL.11)
- 2 Assistant Director (SL.9)
- 2 Senior Admin Officer (SL.11)

HOD Signature: 
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APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
BRANCH: INTEGRATED SUSTAINABLE HUMAN SETTLEMENT

<p>BRANCH: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS</p> <p>PURPOSE: TO MANAGE THE PROVISION OF SUSTAINABLE INTEGRATED HUMAN SETTLEMENTS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Oversee and ensure human settlements planning/delivery, performance and stakeholder management. 2. Render human settlements administration services and manage state owned immovable properties 3. Oversee and ensure the implementation of Human Settlements Programmes and Projects for Region A and B. <p>1 Deputy Director General (SL 15) 1 Personal Assistant (SL7)</p>	
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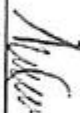

<p>CHIEF DIRECTORATE: HUMAN SETTLEMENTS PLANNING, PERFORMANCE AND STAKEHOLDER MANAGEMENT</p> <p>PURPOSE: TO OVERSEE AND ENSURE HUMAN SETTLEMENTS PLANNING, DELIVERY, PERFORMANCE AND STAKEHOLDER MANAGEMENT</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Develop integrated planning and human settlements performance management 2. Provide stakeholder management and develop human settlements capacity. <p>SEE PAGE 2.1</p>	<p>CHIEF DIRECTORATE: HUMAN SETTLEMENTS ADMINISTRATION AND PROPERTY MANAGEMENT</p> <p>PURPOSE: TO RENDER HUMAN SETTLEMENTS ADMINISTRATION SERVICES AND MANAGE STATE OWNED IMMOVABLE PROPERTIES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and administer human settlement properties and assets. 2. Manage human settlement Subsidy administration, claims and human settlement secretariat. <p>SEE PAGE 2.2</p>	<p>CHIEF DIRECTORATE: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT - REGION A</p> <p>PURPOSE: TO OVERSEE AND ENSURE THE IMPLEMENTATION OF HUMAN SETTLEMENTS PROGRAMMES AND PROJECTS - REGION A</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and implement human settlement subsidy programmes. 2. Manage human settlement projects and provide technical and professional support. 3. Manage the provision of integrated sustainable human settlements in the Districts. <p>SEE PAGE 2.3</p>	<p>CHIEF DIRECTORATE: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT - REGION B</p> <p>PURPOSE: TO OVERSEE AND ENSURE THE IMPLEMENTATION OF HUMAN SETTLEMENTS PROGRAMMES AND PROJECT - REGION B</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage human settlement projects and provide technical and professional support. 2. Manage and implement human settlement subsidy programmes. 3. Manage the provision of integrated sustainable human settlements in the Districts. <p>SEE PAGE 2.4</p>
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HOD Signature: 
Date: 16/10/20
MEC Signature: 
Date: 2024/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS;
 CHIEF DIRECTORATE: HUMAN SETTLEMENTS PLANNING, PERFORMANCE AND STAKEHOLDER MANAGEMENT

CHIEF DIRECTORATE: HUMAN SETTLEMENTS PLANNING, PERFORMANCE AND STAKEHOLDER MANAGEMENT
PURPOSE: TO OVERSEE AND ENSURE HUMAN SETTLEMENTS PLANNING, DELIVERY, PERFORMANCE AND STAKEHOLDER MANAGEMENT
FUNCTIONS:
1. Develop integrated planning and human settlements performance management.
2. Provide stakeholder management and develop human settlements capacity.
1 Chief Director (SL 14)
1 Personal Assistant (SL 7)

DIRECTORATE: SUSTAINABLE HUMAN SETTLEMENTS PLANNING AND PERFORMANCE MANAGEMENT	DIRECTORATE: STAKEHOLDER ENGAGEMENT & CAPACITY DEVELOPMENT
PURPOSE: TO DEVELOP INTEGRATED PLANNING AND HUMAN SETTLEMENTS PERFORMANCE MANAGEMENT	PURPOSE: TO PROVIDE STAKEHOLDER MANAGEMENT AND DEVELOP HUMAN SETTLEMENTS CAPACITY
FUNCTIONS:	FUNCTIONS:
1. Provide quality assurance, monitoring and evaluation	1. Manage and coordinate municipalities and contractor capacity development program, human settlement accreditation
2. Provide human settlements technical services	2. Provide human settlement stakeholder engagement.
3. Manage and facilitate human settlements planning, land assembly and co-ordination of IDP human settlement chapters.	
4. Manage the Performance Reporting of Human Settlement Programs.	
SEE PAGE 2.1.1	SEE PAGE 2.1.2

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APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: HUMAN SETTLEMENTS PLANNING AND PERFORMANCE MANAGEMENT

<p>DIRECTORATE: SUSTAINABLE HUMAN SETTLEMENTS PLANNING AND PERFORMANCE MANAGEMENT PURPOSE: TO DEVELOP INTEGRATED PLANNING AND HUMAN SETTLEMENTS PERFORMANCE MANAGEMENT</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide quality assurance, monitoring and evaluation 2. Provide human settlements technical services 3. Manage and facilitate human settlements planning, land assembly and co-ordination of IDP human settlement chapters. 4. Manage the Performance Reporting of Human Settlement Programs. 	1 Director (SL13)
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<p>SUB-DIRECTORATE: QUALITY ASSURANCE, MONITORING AND EVALUATION PURPOSE: TO PROVIDE QUALITY ASSURANCE, MONITORING AND EVALUATION</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and co-ordinate the development of house plans and specifications. 2. Manage and facilitate the housing programs, norms and standards. 3. Manage and facilitate the housing program procedure manuals 4. Develop cost break down of miles stones 5. Monitor and Evaluate Human Settlement Programs. 	1 Chief Architect (OSD) 5 Professional Architect (OSD)
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<p>SUB-DIRECTORATE: HUMAN SETTLEMENTS TECHNICAL SERVICES SUPPORT PURPOSE: TO PROVIDE HUMAN SETTLEMENTS TECHNICAL SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and coordinate the geotech reports 2. Manage the geotech variations 3. Manage and coordinate the NHRC enrolment 4. Manage and coordinate ground water protocol reports 5. Verify development areas 6. Develop project scope 	1 Chief Engineer (OSD) 5 Professional Engineer (OSD)
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<p>SUB-DIRECTORATE: HUMAN SETTLEMENTS PLANNING PURPOSE: TO MANAGE AND FACILITATE HUMAN SETTLEMENTS PLANNING, LAND ASSEMBLY AND CO-ORDINATION OF IDP HUMAN SETTLEMENT CHAPTERS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Facilitate and support the development of human settlements chapters in Municipal Integrated Development Plan 2. Develop and maintain the Human Settlements Grant Business Plan and Infrastructure Development Plan 3. Conduct project feasibility, readiness assessments and undertake land suitability analysis studies. 4. Coordinate and maintain the Housing Demand Database and needs register. 5. Develop, review and advice on the development of Human Settlements multiyear plans. 6. Develop, implement and maintain credible human settlements information system 7. Manage the registration of projects with the NHRC. 8. Coordinate environmental impact assessment, township establishment, quantity surveying services etc. 	1 Chief Town and Regional Planner (OSD) 5 Town and Regional Planner (OSD)
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<p>SUB-DIRECTORATE: HUMAN SETTLEMENTS PERFORMANCE REPORTING PURPOSE: TO MANAGE THE PERFORMANCE REPORTING OF HUMAN SETTLEMENTS PROGRAMS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Coordinate and manage program progress reports 2. Manage the performance information of housing programs. 3. Manage and coordinate reports to internal and external stakeholders. 	1 Deputy Director (SL11) 1 Assistant Director (SL10) 5 Senior Admin Officer (SL8)
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HOD Signature

Date: 12/10/21

MEC Signature

Date:

2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT

<p>DIRECTORATE: STAKEHOLDER ENGAGEMENT & CAPACITY DEVELOPMENT</p> <p>PURPOSE: TO PROVIDE STAKEHOLDER MANAGEMENT AND DEVELOP HUMAN SETTLEMENTS CAPACITY</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and coordinate municipalities and contractor capacity development program, human settlement accreditation 2. Provide human settlement stakeholder engagement. 3. Develop, facilitate and monitor the implementation of Human Settlements policies and undertake needs research. <p>1 Director (SL 13)</p>

<p>SUB-DIRECTORATE: HUMAN SETTLEMENT CAPACITY DEVELOPMENT</p> <p>PURPOSE: TO MANAGE AND COORDINATE MUNICIPALITIES AND CONTRACTOR CAPACITY DEVELOPMENT PROGRAM, HUMAN SETTLEMENT ACCREDITATION</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Facilitate service provider and Municipality training in housing delivery. 2. Manage capacity building for provincial and Municipality officials on human Settlement matters. 3. Provide support to existing accredited Municipalities and emerging municipalities applying for accreditation 4. Manage the development of emerging contractors and cooperatives 5. Manage train the trainer program in Human Settlement project. 6. Monitor and evaluate the impact of pilot projects. <p>1 Deputy Director (SL 11) 3 Assistant Director (SL 10) 3 Capacity Development Practitioner (SL 8)</p>	<p>SUB-DIRECTORATE: HUMAN SETTLEMENT STAKEHOLDER ENGAGEMENT</p> <p>PURPOSE: TO PROVIDE HUMAN SETTLEMENT STAKEHOLDER ENGAGEMENT</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Promote and coordinate human settlements programmes plans. 2. Provide support to and build the capacity of municipalities and other stakeholders 3. Promote and coordinate social facilitation. <p>1 Deputy Director (SL 11) 1 Assistant Director (SL 9)</p>	<p>SUB-DIRECTORATE: HUMAN SETTLEMENTS NEEDS ANALYSIS</p> <p>PURPOSE: TO DEVELOP, FACILITATE AND MONITOR THE IMPLEMENTATION OF HUMAN SETTLEMENTS POLICIES AND UNDERTAKE NEEDS RESEARCH</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage the implementation of housing policy, strategy and guidelines, housing norms and standards. 2. Provide advice and policy interpretation to the department, stakeholders and municipalities 3. Develop and review provincial human settlements policies and input on legislation 4. Coordinate and manage human settlements market analysis / research products 5. Develop and maintain human settlement delivery-related (external) knowledge management systems. 6. Evaluate the implementation of human settlements (external) policies and strategies <p>1 Deputy Director (SL 11) 5 Assistant Director (SL 10)</p>
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HOD Signature: 
Date: 14/10/2020


MEC Signature: 

Date: 20/10/2020

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
CHIEF DIRECTORATE: HUMAN SETTLEMENTS ADMINISTRATION AND PROPERTY MANAGEMENT


<p>CHIEF DIRECTORATE: HUMAN SETTLEMENTS ADMINISTRATION AND PROPERTY MANAGEMENT</p> <p>PURPOSE: TO RENDER HUMAN SETTLEMENTS ADMINISTRATION SERVICES AND MANAGE STATE OWNED IMMOVABLE PROPERTIES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage and administer human settlement properties and assets. 2. Manage human settlement Subsidy administration, claims and human settlement secretariat. 	<p>1 Chief Director (SL 14)</p> <p>1 Personal Assistant (SL 7)</p>
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<p>DIRECTORATE: HUMAN SETTLEMENT PROPERTY MANAGEMENT</p> <p>PURPOSE: TO MANAGE AND ADMINISTER HUMAN SETTLEMENT PROPERTIES AND ASSETS</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide effective and efficient lease agreement management and property disposal. 2. Provide effective transfer of ownership for low cost housing. 3. Provide secretariat to human settlement programmes, rental housing tribunal and statutory bodies. <p>SEE PAGE 2.2.1</p>	<p>DIRECTORATE: HUMAN SETTLEMENT SUBSIDY ADMINISTRATION</p> <p>PURPOSE: TO MANAGE HUMAN SETTLEMENT SUBSIDY ADMINISTRATION AND CLAIMS MANAGEMENT</p> <p>FUNCTIONS</p> <ol style="list-style-type: none"> 1. Manage Human Settlement Subsidy Administration and Housing Subsidy System (HSS). 2. Manage the processing of human settlement claims. <p>SEE PAGE 2.2.2</p>
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HOD Signature: _____

Date: 12/12/21



MEC Signature: _____

2021.12.21

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: HUMAN SETTLEMENT PROPERTY MANAGEMENT

DIRECTORATE: HUMAN SETTLEMENT PROPERTY MANAGEMENT
PURPOSE: TO MANAGE AND ADMINISTER HUMAN SETTLEMENT PROPERTIES AND ASSETS
FUNCTIONS:
1. Provide effective and efficient lease agreement management and property disposal.
2. Provide effective transfer of ownership for low cost housing.
3. Provide secretariat to human settlement programmes, rental housing tribunal and statutory bodies.
1 Director (SL13)

SUB-DIRECTORATE: PROPERTY DISPOSAL AND LEASING
PURPOSE: TO PROVIDE EFFECTIVE AND EFFICIENT LEASE MANAGEMENT AND PROPERTY DISPOSAL
FUNCTIONS:
1. Develop asset register for pre 1994, social and rental housing.
2. Ensure management of disposal of pre 1994 housing properties.
3. Manage conveyancers and property valuers.
4. Manage devolution and transfer of properties to beneficiaries/Municipalities.
5. Manage housing rentals.
1 Deputy Director (SL11)
2 Assistant Director (SL10)
2 Housing Subsidy Practitioner (SL8)
1 Human Settlement Inspector (SL8)

SUB-DIRECTORATE: REGISTRATION AND TENURE SERVICES
PURPOSE: TO PROVIDE EFFECTIVE TRANSFER OF OWNERSHIP FOR LOW COST HOUSING
FUNCTIONS:
1. Ensure and manage verification of beneficiaries.
2. Manage the transfer of low cost housing properties through registration and endorsement.
3. Monitor and evaluate the performance of projects in line with SLAs
4. Manage transfer project information and records.
1 Deputy Director (SL11)
2 Assistant Director (SL10)
3 Senior Admin Officer (SL8)
4 Admin Officer (SL7)

SUB-DIRECTORATE: HUMAN SETTLEMENT SECRETARIAT
PURPOSE: TO PROVIDE SECRETARIAT TO HUMAN SETTLEMENT PROGRAMMES, RENTAL HOUSING TRIBUNAL AND STATUTORY BODIES
FUNCTIONS:
1. Manage and administer the provision of secretarial services to Statutory Bodies.
2. Coordinate technical assessment with regards to Rental Tribunal.
3. Promote stability in the rental sector by resolving disputes.
4. Provide secretariat services to human settlement programmes.
1 Deputy Director (SL12)
2 Assistant Director (SL10)
3 Case Manager (SL8)
1 Control Property Inspector (SL8)
1 Clerk of the Tribunal (SL6)

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Date: 2021/10/20

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Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: HUMAN SETTLEMENT SUBSIDY ADMINISTRATION

DIRECTORATE: HUMAN SETTLEMENT SUBSIDY ADMINISTRATION
PURPOSE: TO MANAGE HUMAN SETTLEMENT SUBSIDY ADMINISTRATION AND CLAIMS MANAGEMENT
FUNCTIONS
1. Manage Human Settlement Subsidy Administration and Housing Subsidy System (HSS).
2. Manage the processing of human settlement claims.
1 Director (SL13)

SUB-DIRECTORATE: SUBSIDY ADMINISTRATION	SUB-DIRECTORATE: HUMAN SETTLEMENTS CLAIMS MANAGEMENT
PURPOSE: TO MANAGE HUMAN SETTLEMENT SUBSIDY ADMINISTRATION AND HOUSING SUBSIDY SYSTEM (HSS)	PURPOSE: TO MANAGE THE PROCESSING OF HUMAN SETTLEMENT CLAIMS
FUNCTIONS:	FUNCTIONS:
1. Manage application processes, generate of beneficiary list and needs register.	1. Register and approve contracts on HSS.
2. Manage and maintain Housing Subsidy System (HSS).	2. Manage the processing of human settlement claims.
3. Manage the provision of financially- linked subsidy programmes (FLISP).	3. Maintain the Human Settlements Subsidy System (HSS) with updated, credible financial and non-financial data.
4. Provide HSS support to accredited Municipalities and Districts Offices	4. Maintain the claims tracking system.
5. Normalization of housing beneficiaries.	5. Facilitate extension, reduction and termination of projects.
1 Deputy Director (SL11)	1 Deputy Director (SL11)
1 Assistant Director (SL10)	2 Assistant Director (SL9)
3 Human Settlement Subsidy Practitioner (SL8)	2 Construction Contract Practitioner (SL8)
1 HSS Analyst (SL8)	3 Admin Officer (SL7)
22 Admin Officer (SL7)	11 Admin Clerk (SL5)

HOD Signature: 
Date: 14/10/21

MEC Signature: 
Date: 20.1.2021

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
CHIEF DIRECTORATE: HUMAN SETTLEMENT DEVELOPMENT REGION A**

CHIEF DIRECTORATE: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT - REGION A PURPOSE: TO OVERSEE AND ENSURE THE IMPLEMENTATION OF HUMAN SETTLEMENTS PROGRAMMES AND PROJECTS - REGION A	FUNCTIONS: 1. Manage and implement human settlement subsidy programmes. 2. Manage human settlement projects and provide technical and professional support. 3. Manage the provision of integrated sustainable human settlements in the Districts.
1 Chief Director (SL14) 1 Personal Assistant (SL7)	

DISTRICT: CAPRICORN PURPOSE: TO MANAGE HUMAN SETTLEMENT PROJECTS AND PROVIDE TECHNICAL AND PROFESSIONAL SUPPORT	FUNCTIONS: 1. Ensure the verification of beneficiaries. 2. Monitor, evaluate and advice on the implementation of human settlement projects in alignment with signed SLAs / contracts. 3. Manage project information and records. 4. Plan, facilitate and coordinate the implementation of the EPWP in housing projects. 5. Quality assure houses constructed. 6. Facilitate and coordinate the development of infrastructure projects for human settlements. 7. Manage and oversee the work of implementing agencies. 8. Provide advice on the development of Human Settlements multiyear plans. 9. Ensure the availability of coordinates (location) of projects.	1 Director (SL13) 4 Chief Construction Project Manager (OSD) 8 Construction Project Manager (OSD)
DISTRICT: WATERBERG PURPOSE: TO MANAGE HUMAN SETTLEMENT PROJECTS AND PROVIDE TECHNICAL AND PROFESSIONAL SUPPORT	FUNCTIONS: 1. Ensure the verification of beneficiaries. 2. Monitor, evaluate and advice on the implementation of human settlement projects in alignment with signed SLAs / contracts. 3. Manage project information and records. 4. Plan, facilitate and coordinate the implementation of the EPWP in housing projects. 5. Quality assure houses constructed. 6. Facilitate and coordinate the development of infrastructure projects for human settlements. 7. Manage and oversee the work of implementing agencies. 8. Provide advice on the development of Human Settlements multiyear plans. 9. Ensure the availability of coordinates (location) of projects.	1 Director (SL13) 5 Chief Construction Project Manager (OSD) 10 Construction Project Manager (OSD)
DISTRICT: SEKHUKHUNE PURPOSE: TO MANAGE HUMAN SETTLEMENT PROJECTS AND PROVIDE TECHNICAL AND PROFESSIONAL SUPPORT	FUNCTIONS: 1. Ensure the verification of beneficiaries. 2. Monitor, evaluate and advice on the implementation of human settlement projects in alignment with signed SLAs / contracts. 3. Manage project information and records. 4. Plan, facilitate and coordinate the implementation of the EPWP in housing projects. 5. Quality assure houses constructed. 6. Facilitate and coordinate the development of infrastructure projects for human settlements. 7. Manage and oversee the work of implementing agencies. 8. Provide advice on the development of Human Settlements multiyear plans. 9. Ensure the availability of coordinates (location) of projects.	1 Director (SL13) 4 Chief Construction Project Manager (OSD) 8 Construction Project Manager (OSD)

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2021/10/20

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
CHIEF DIRECTORATE: HUMAN SETTLEMENT DEVELOPMENT REGION B**

CHIEF DIRECTORATE: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT - REGION B
PURPOSE: TO OVERSEE AND ENSURE THE IMPLEMENTATION OF HUMAN SETTLEMENTS PROGRAMMES AND PROJECT - REGION B
FUNCTIONS: <ol style="list-style-type: none"> 1. Manage human settlement projects and provide technical and professional support. 2. Manage and implement human settlement subsidy programmes. 3. Manage the provision of integrated sustainable human settlements in the Districts.
1 Chief Director (SL14) 1 Personal Assistant (SL7)

DISTRICT: VHEMBE PURPOSE: TO MANAGE HUMAN SETTLEMENT PROJECTS AND PROVIDE TECHNICAL AND PROFESSIONAL SUPPORT FUNCTIONS: <ol style="list-style-type: none"> 1. Ensure the verification of beneficiaries. 2. Monitor, evaluate and advice on the implementation of human settlement projects in alignment with signed SLAs /contracts. 3. Manage project information and records. 4. Plan, facilitate and coordinate the implementation of the EPWP in housing projects. 5. Quality assure houses constructed. 6. Facilitate and coordinate the development of infrastructure projects for human settlements 7. Manage and oversee the work of implementing agencies. 8. Provide advice on the development of Human Settlements multiyear plans. 9. Ensure the availability of coordinates (location) of projects. 	DISTRICT: MOPANI PURPOSE: TO MANAGE HUMAN SETTLEMENT PROJECTS AND PROVIDE TECHNICAL AND PROFESSIONAL SUPPORT FUNCTIONS: <ol style="list-style-type: none"> 1. Ensure the verification of beneficiaries. 2. Monitor, evaluate and advice on the implementation of human settlement projects in alignment with signed SLAs / contracts. 3. Manage project information and records. 4. Plan, facilitate and coordinate the implementation of the EPWP in housing projects. 5. Quality assure houses constructed. 6. Facilitate and coordinate the development of infrastructure projects for human settlements 7. Manage and oversee the work of implementing agencies. 8. Provide advice on the development of Human Settlements multiyear plans. 9. Ensure the availability of coordinates (location) of projects.
1 Director (SL13) 4 Chief Construction Project Manager (OSD) 8 Construction Project Manager (OSD)	1 Director (SL13) 5 Chief Construction Project Manager (OSD) 10 Construction Project Manager (OSD)

HOD Signature
Date: 21/01/24

MEC Signature