

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELITE OFFICES: VHEMBE DISTRICT

SATELITE OFFICES: VHEMBE DISTRICT
PURPOSE: TO RENDER ADMINISTRATION SERVICES TO
SATELITE OFFICES.

FUNCTIONS:
1. Manage administration services to the Traditional Councils.
2. Manage financial support to the Traditional Councils.

MALAMULELE SATELITE OFFICE	HLANGANANI SATELITE OFFICE	MUTALE SATELITE OFFICE
SEE PAGE 3.2A	SEE PAGE 3.2B	SEE PAGE 3.2C

HOD Signature

Date: 14/10/21

MEC Signature

Date: 2021/10/20

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

MALAMULELE SATELLITE OFFICE
1 Head of Satellite (SL5)
1 State Accountant (SL7)
1 Cleaner (SL2)

MAMABE TRADITIONAL COUNCIL	MHINGA TRADITIONAL COUNCIL	MUDABULA TRADITIONAL COUNCIL	MULAMULA TRADITIONAL COUNCIL	TSIKONELLO TRADITIONAL COUNCIL	XIGALO TRADITIONAL COUNCIL
1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)
1 Cleaner (SL2)					
GIJDJANA TRADITIONAL COUNCIL	MTITITI TRADITIONAL COUNCIL	MADONTSI TRADITIONAL COUNCIL	MUKHOMI TRADITIONAL COUNCIL	XIKUNDU TRADITIONAL COUNCIL	
1 Finance Clerk (SL5)	1 Senior Admin Officer (SL8)	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Senior Admin Officer (SL8)	
1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)	

HOD Signature: 
Date: 2021/10/21
MEC Signature: 
Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: HLANGANANI

HLANGANANI SATELLITE OFFICE

1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

MULI TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

ELIMSHIRLEY TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

NKHENSANI TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

MASAKONA TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

NTHABALALA TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

HLANGANANI SATELLITE OFFICE CONTINUES...

SEE PAGE 3.2 B1

KHOMANANI TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

MULIMA TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

BUNGENI TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

MASHAMBA TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

KUTAMA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

HOD Signature

Date: 14/08/21

MSC Signature

Date: 2021/09/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: HLANGANANI

HLANGANANI SATELLITE OFFICE CONTINUES...

SINTHUMULE TRADITIONAL COUNCIL	MANGULWANI TRADITIONAL COUNCIL	TIYANI TRADITIONAL COUNCIL
1 Senior Admin Officer (SL8) 1 Finance Clerk (SL5) 1 Cleaner(SL2)	1 Finance Clerk (SL5) 1 Cleaner(SL2)	1 Finance Clerk (SL5) 1 Cleaner(SL2)
RIBUNGWANA TRADITIONAL COUNCIL	NKANYANI TRADITIONAL COUNCIL	
1 Finance Clerk (SL5) 1 Cleaner(SL2)	1 Finance Clerk (SL5) 1 Cleaner(SL2)	

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Date: 14/10/21

MEC Signature

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Date: 2021/10/20

No. of Posts: 11

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICE: MUTALE

MUTALE SATELLITE OFFICE

1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

THENGWWE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

RAMBUDA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

MANENZHE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

KHAKHU TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

TSHIKUNDAMALEMA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

MAKUYA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

MUTELE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

NGWEKHULU TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

HOD Signature

Date: 14/10/21

MEC Signature

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
TRADITIONAL COUNCIL: VHEMBE

TRADITIONAL COUNCIL: VHEMBE
PURPOSE: TO RENDER ADMINISTRATIVE SUPPORT SERVICES

FUNCTIONS

1. Provide administrative services to the Council
2. Manage financial matters
3. Administer Traditional Court proceedings
4. Administration of initiation school
5. Manage Traditional Council events

MPHEPHU TRADITIONAL COUNCIL	TSHEWASE TRADITIONAL COUNCIL	LWABONGO TRADITIONAL COUNCIL	TSHEKHUMA TRADITIONAL COUNCIL	HAUTSHE TRADITIONAL COUNCIL	DANYANA TRADITIONAL COUNCIL	TSHEWUPPE TRADITIONAL COUNCIL
1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)

MPHEPHU TRADITIONAL COUNCIL	MULENDE TRADITIONAL COUNCIL	NESENGANI TRADITIONAL COUNCIL	TSIANDA TRADITIONAL COUNCIL	WASA TRADITIONAL COUNCIL	MASIJAU TRADITIONAL COUNCIL
1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Finance Clerk (SLB) 1 Cleaner (SLC)	1 Senior Admin Officer (SLB) 1 Cleaner (SLC)

HOD Signature: 
Date: 16/10/20
H.E.C. Sigthaba
Date: 20/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS;
SATELLITE OFFICES: MOPANI DISTRICT

SATELLITE OFFICES: MOPANI
PURPOSE: TO RENDER ADMINISTRATION SERVICES TO SATELLITE OFFICES.
FUNCTIONS:
1. Manage administration services to the Traditional Councils.
2. Manage financial support to the Traditional Councils.

BA-PHALABORWA SATELLITE OFFICE	GREATER RITAVI SATELLITE OFFICE	GREATER BOLOBEDU SATELLITE OFFICE
SEE PAGE 3.3A	SEE PAGE 3.3B	SEE PAGE 3.3C


HOD Signature

Date: 14/10/21


MEC Signature

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: BA-PHALABORWA

BA-PHALABORWA SATELLITE OFFICE

1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

MAJEJE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk(SL5)
1 Cleaner(SL2)

BA-PHALABORWA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner(SL2)

BA-SHAI TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner(SL2)

BA-MASENEKE TRADITIONAL COUNCIL

1 Finance Clerk(SL5)
1 Cleaner(SL2)

BA-SELOANE TRADITIONAL COUNCIL

1 Finance Clerk(SL5)
1 Cleaner(SL2)

BALEPYE TRADITIONAL COUNCIL

1 Finance Clerk(SL5)
1 Cleaner(SL2)

HOD Signature

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Date: 14/10/21

MEC Signature

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Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: GREATER RITAVI

GREATER RITAVI SATELLITE OFFICE

1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

BAKGAGA-BA-MAAKE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

BANARENG BA SEKORORO TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

BATLHABINE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

VALOYI TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

NYAVANA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

BANARENG-BA-LETSOALO TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

BAKONI-BA-MAMETJA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Cleaner (SL2)

NKUNA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

SEBELA TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

HOD Signature

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Date:

14/10/21

MEC Signature

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Date:

2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: GREATER BOLOBEDU

GREATER BOLOBEDU SATELLITE OFFICE
1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

MODJADUI TRADITIONAL COUNCIL	MAMAILA-MPHOTWANA TRADITIONAL COUNCIL	PHOOKO TRADITIONAL COUNCIL	MAMAILA-KOLOBETONA TRADITIONAL COUNCIL
1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)
1 Cleaner (SL2)			
RAPHAHELO TRADITIONAL COUNCIL	PHEEHA TRADITIONAL COUNCIL	SEKGOPO TRADITIONAL COUNCIL	MAHUNTSI TRADITIONAL COUNCIL
1 Finance Clerk (SL5)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Finance Clerk (SL5)
1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)

HOD Signature

Date: 14/10/24

MEC Signature

Date: 20/10/20

No. of Posts: 20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
TRADITIONAL COUNCIL: MOPANI

TRADITIONAL COUNCIL: MOPANI									
PURPOSE: TO RENDER ADMINISTRATIVE SUPPORT SERVICES									
<ol style="list-style-type: none"> 1. Provide administrative services to the Council 2. Manage financial matters 3. Administer Traditional Court proceedings 4. Administration of mission schools 5. Manage Traditional Council events 									
SIVANDHANI TRADITIONAL COUNCIL		KHAKHIALA TRADITIONAL COUNCIL		MATHEBULALA TRADITIONAL COUNCIL		MAHUMANI TRADITIONAL COUNCIL		DZUMENI TRADITIONAL COUNCIL	
1 Finance Clerk (SL5)		1 Finance Clerk (SL5)		1 Senior Admin Officer (SLB)		1 Senior Admin Officer (SLB)		1 Senior Admin Officer (SLB)	
1 Cleaner (SL2)		1 Cleaner (SL2)		1 Cleaner (SL2)		1 Cleaner (SL2)		1 Finance Clerk (SL5)	
								1 Cleaner (SL2)	
MASWANGANYI TRADITIONAL COUNCIL		KILANEKI TRADITIONAL COUNCIL		HOMU TRADITIONAL COUNCIL		MABUNDI TRADITIONAL COUNCIL		MSENGI TRADITIONAL COUNCIL	
1 Finance Clerk (SL5)		1 Senior Admin Officer (SLB)		1 Senior Admin Officer (SLB)		1 Senior Admin Officer (SLB)		1 Finance Clerk (SL5)	
1 Cleaner (SL2)		1 Cleaner (SL2)		1 Cleaner (SL2)		1 Cleaner (SL2)		1 Cleaner (SL2)	

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELITE OFFICES: CAPRICORN DISTRICT

SATELITE OFFICES: CAPRICORN

PURPOSE: TO RENDER ADMINISTRATION SERVICES TO SATELITE OFFICES.

FUNCTIONS:

1. Manage administration services to the Traditional Councils.
2. Manage financial support to the Traditional Councils.

BLOUBERG SATELITE OFFICE	MANKWENG SATELITE OFFICE	LEPELLE NKUMPI SATELITE OFFICE
SEE PAGE 3.4A	SEE PAGE 3.4B	SEE PAGE 3.4C

HOD Signature

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Date: 14/10/21

MEC Signature

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Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITES OFFICES: BLOUBERG

BLOUBERG SATELLITE OFFICE
1 Head of Satellite (SL6)
1 Sate Accountant (SL7)
1 Cleaner (SL2)

SEAKAMELA TRADITIONAL COUNCIL	MAKGATHO TRADITIONAL COUNCIL	KIBI TRADITIONAL COUNCIL
1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Senior Admin Officer (SL 8)
1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)
MANTHATA TRADITIONAL COUNCIL	BABIRWA TRADITIONAL COUNCIL	BAHANANWA TRADITIONAL COUNCIL
1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Senior Admin Officer (SL 8)
1 Cleaner (SL2)	1 Cleaner (SL2)	1 Finance Clerk (SL5)
		1 Cleaner (SL2)

HOD Signature
Date: 14/10/20

HSC Signature

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: MANKWENG

MANKWENG SATELLITE OFFICE
1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

MOLEPO TRADITIONAL COUNCIL	MAKGOMA TRADITIONAL COUNCIL	MANKWENG TRADITIONAL COUNCIL	BAKGAGA BA MOTHAPO TRADITIONAL COUNCIL
1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)	1 Cleaner (SL2)	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)
1 Cleaner (SL2)		1 Cleaner (SL2)	1 Cleaner (SL2)

MOTHEBA TRADITIONAL COUNCIL	BJATLADI TRADITIONAL COUNCIL	DIKGALE TRADITIONAL COUNCIL
1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)
1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)
1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)

HOD Signature

Date: 14/10/21

MEO Signature

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: LEPELLE NKUMPI

LEPELLE NKUMPI SATELLITE OFFICE

1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

NDLOVU TRADITIONAL COUNCIL

1 Senior Admin Officer (SL 8)
1 Cleaner (SL2)

DITLOU MACHIDI TRADITIONAL COUNCIL

1 Senior Admin Officer (SL 8)
1 Cleaner (SL2)

MPHAHLELE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL 8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

MATHABATHA TRADITIONAL COUNCIL

1 Finance Clerk (SL5)
1 Cleaner (SL2)

MAFEFE TRADITIONAL COUNCIL

1 Senior Admin Officer (SL 8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

ZEBEDIELA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL 8)
1 Finance Clerk (SL5)
1 Cleaner (SL2)

MAJA TRADITIONAL COUNCIL

1 Senior Admin Officer (SL 8)
1 Cleaner (SL2)

BATAU-BA-SELOANE TRADITIONAL COUNCIL

1 Finance Clerk(SL5)
1 Cleaner (SL2)

HOD Signature

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Date

15/10/21

MEC Signature

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Date:

2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
TRADITIONAL COUNCIL: CAPRICORN

<p>TRADITIONAL COUNCIL: CAPRICORN</p> <p>PURPOSE: TO RENDER ADMINISTRATIVE SUPPORT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide administrative services to the Council. 2. Manage financial matters. 3. Administer Traditional Court proceedings. 4. Administration of initiation schools. 5. Manage Traditional Council events.
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<p>MARABA TRADITIONAL COUNCIL</p> <p>1x Finance Clerk (SL5)</p> <p>1 x Cleaner (SL2)</p>

<p>BAKONE BA MATLALA A THABA TRADITIONAL COUNCIL</p> <p>1x Senior Admin Officer (SL8)</p> <p>1x Finance Clerk (SL5)</p> <p>1 x Cleaner (SL2)</p>

<p>RAMOKGOPA TRADITIONAL COUNCIL</p> <p>1x Senior Admin Officer (SL8)</p> <p>1x Finance Clerk (SL5)</p> <p>1 x Cleaner (SL2)</p>

<p>MASHASHANE TRADITIONAL COUNCIL</p> <p>1x Senior Admin Officer (SL8)</p> <p>1x Finance Clerk (SL5)</p> <p>1 x Cleaner (SL2)</p>
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<p>MOLEJJI TRADITIONAL COUNCIL</p> <p>1x Senior Admin Officer (SL8)</p> <p>1x Finance Clerk (SL5)</p> <p>1 x Cleaner (SL2)</p>

<p>MACHAKA TRADITIONAL COUNCIL</p> <p>1x Senior Admin Officer (SL8)</p> <p>1x Finance Clerk (SL5)</p> <p>1 x Cleaner (SL2)</p>

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HOD Signature

Date:

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MEC Signature

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SATELITE OFFICES: WATERBERG
PURPOSE: TO RENDER ADMINISTRATION SERVICES TO
SATELITE OFFICES.

FUNCTIONS:

1. Manage administration services to the Traditional Councils.
2. Manage financial support to the Traditional Councils.

LEPHALALE SATELITE OFFICE	MOGALAKWENA SATELITE OFFICE
SEE PAGE 3.5A	SEE PAGE 3.5B

HOD: Signature

Date: 14/10/21

MEC Signature

Date: 2021/10/20

No. of Posts: 0

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
SATELLITE OFFICES: LEPHALALE

LEPHALALE SATELLITE OFFICE
1 Head of Sate-lite (SL9) 1 State Accountant (SL7) 1 Cleaner (SL2)

SELEKA TRADITIONAL COUNCIL	SHONGWANE TRADITIONAL COUNCIL
1 Senior Admin Officer (SL8) 1 Finance Clerk (SL5) 1 Cleaner (SL2)	1 Senior Admin Officer (SL8) 1 Finance Clerk (SL5) 1 Cleaner (SL2)

HOD Signature 

Date: 14/07/21

MEC Signature 

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS;
SATELLITE OFFICES: MOGALAKWENA

MOGALAKWENA SATELLITE OFFICE
1 Head of Satellite (SL9)
1 State Accountant (SL7)
1 Cleaner (SL2)

BABIRWA TRADITIONAL COUNCIL	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)
	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)

BAKONE TRADITIONAL COUNCIL	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)	1 Senior Admin Officer (SL8)
	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)	1 Finance Clerk (SL5)
	1 Cleaner (SL2)	1 Cleaner (SL2)	1 Cleaner (SL2)

HOD Signature 
Date: 14/10/21
MEC Signature 
Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS;
TRADITIONAL COUNCIL: WATERBERG

TRADITIONAL COUNCIL: WATERBERG
PURPOSE: TO RENDER ADMINISTRATIVE SUPPORT SERVICES

FUNCTIONS:

1. Provide administrative services to the Council.
2. Manage financial matters.
3. Administer Traditional Court proceedings.
4. Administration of initiation schools.
5. Manage Traditional Council events.

LEKALAKALA TRADITIONAL COUNCIL

1x Finance Clerk (SL5)
1 x Cleaner (SL2)

BAKENBERG TRADITIONAL COUNCIL

1xSenior Admin Officer (SL8)
1x Finance Clerk (SL5)
1 x Cleaner (SL2)

MAPELA TRADITIONAL COUNCIL

1xSenior Admin Officer (SL8)
1x Finance Clerk (SL5)
1 x Cleaner (SL2)

HOD Signature

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Date: 14/10/21

MEC Signature

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Date: 2021/10/20

No. of Posts: 8

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
TRADITIONAL AFFAIRS: KING/QUEENSHIP SUPPORT**

**KING/QUEENSHIP SUPPORT
PURPOSE: TO RENDER ADMIN SUPPORT TO QUEENSHIP
AND KINGSHIP**

- Functions:
1. Provide administrative support services.
 2. Render efficient and effectiveness of Financial Management
 3. Ensure the facilitation of Disputes Resolution
 4. Render events management

**KING'S OFFICE: SEKHUKHUNE
PURPOSE: TO PROVIDE SUPPORT SERVICES IN THE KING'S OFFICE**

FUNCTIONS:

1. Facilitate the dispute resolution between Senior Traditional Leadership.
2. Render protocol services.
3. Render communication services.
4. Provide administration support services.
5. The provision of events management services.
6. Render financial service

- 1x Deputy Director (SL11)
- 2x Assistant Director (SL10)
- 1x Senior State Accountant (SL8)
- 2x Protocol Officer (SL8)
- 1x Personal Assistant (SL7)
- 1x Receptionist (SL4)
- 1x Driver/Messenger (SL4)
- 1x Driver (SL3)
- 2x Cleaner (SL2)
- 2x Groundsman (SL2)

**KING'S OFFICE: VHEMBE
PURPOSE: TO PROVIDE SUPPORT SERVICES IN THE KING'S OFFICE**

FUNCTIONS:

1. Facilitate the dispute resolution between Senior Traditional Leadership.
2. Render protocol services.
3. Render communication services.
4. Provide administration support services.
5. The provision of events management services.
6. Render financial service

- 1x Deputy Director (SL11)
- 2x Assistant Director (SL10)
- 1x Senior State Accountant (SL8)
- 2x Protocol Officer (SL8)
- 1x Personal Assistant (SL7)
- 1x Receptionist (SL4)
- 1x Driver/Messenger (SL4)
- 1x Driver (SL3)
- 2x Cleaner (SL2)
- 2x Groundsman (SL2)

**QUEENSHIP OFFICE: MODJADI
PURPOSE: TO PROVIDE SUPPORT SERVICES IN THE
QUEEN'S OFFICE**

FUNCTIONS:

1. Facilitate the dispute resolution between Senior Traditional Leadership.
2. Render protocol services.
3. Render communication services.
4. Provide administration support services.
5. The provision of events management services
6. Render financial service

- 1x Deputy Director (SL11)
- 2x Assistant Director (SL10)
- 1x Senior State Accountant (SL8)
- 2x Protocol Officer (SL8)
- 1x Personal Assistant (SL7)
- 1x Receptionist (SL4)
- 1x Driver/Messenger (SL4)
- 1x Driver (SL3)
- 2x Cleaner (SL2)
- 2x Groundsman (SL2)

HOD Signature

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Date: 24/10/2021

MEC Signature

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Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
CHIEF DIRECTORATE: ANTHROPOLOGICAL SERVICES AND HOUSES OF TRADITIONAL LEADERS

**CHIEF DIRECTORATE: ANTHROPOLOGICAL SERVICES AND
HOUSES OF TRADITIONAL LEADERS**
**PURPOSE: TO PROVIDE ANTHROPOLOGICAL SERVICES AND
HOUSE OF TRADITIONAL LEADERS**

FUNCTIONS:

1. Render Anthropological Services.
2. Render administrative support to the Houses of Traditional Leaders.
3. Render secretariat services to the Houses of Traditional Leaders.

- 1 Chief Director (SL 14)
- 1 Personal Assistant (SL 7)

DIRECTORATE: ANTHROPOLOGICAL SERVICES
**PURPOSE: TO RENDER ANTHROPOLOGICAL
SERVICES**

Functions:

1. Coordinate the events of Traditional Leaders
2. Facilitate conflict resolutions of Traditional Leaders.
3. Manage the recognition of Traditional Communities and Traditional Leaders.
4. Coordinate and monitor initiation schools

SEE PAGE 3.7.1

DIRECTORATE: HOUSES OF TRADITIONAL LEADERS
**PURPOSE: Render secretariat services to the Houses of Traditional
Leaders.**

Functions:

1. Provide support to Traditional Leadership Institutions.
2. Render secretariat services to the Houses of Traditional Leaders.
3. Render administrative support to the Houses of Traditional Leaders.

SEE PAGE 3.7.2

HOD Signature

Date: 14/10/21

MEC Signature

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: ANTHROPOLOGICAL SERVICES

DIRECTORATE: ANTHROPOLOGICAL SERVICES

PURPOSE: TO RENDER ANTHROPOLOGICAL SERVICES

Functions:

1. Coordinate the events of Traditional Leaders
2. Facilitate conflict resolutions of Traditional Leaders.
3. Manage the recognition of Traditional Communities and Traditional Leaders.
4. Coordinate and monitor initiation schools

1 Director (SL13)

DISTRICT A: SEKHUKHUNE	DISTRICT B: VHEMBE	DISTRICT C: MOPANI	DISTRICT D: CAPRICORN	DISTRICT E: WATERBERG
1 Chief Ethnologist (SL12) 1 Ethnologist (SL9) 1 Administrative Officer (SL7)	1 Chief Ethnologist (SL12) 1 Ethnologist (SL9) 1 Administrative Officer (SL7)	1 Chief Ethnologist (SL12) 1 Ethnologist (SL9) 1 Administrative Officer (SL7)	1 Chief Ethnologist (SL12) 1 Ethnologist (SL9) 1 Administrative Officer (SL7)	1 Chief Ethnologist (SL12) 1 Ethnologist (SL9) 1 Administrative Officer (SL7)

HOD Signature

Date:

MEC Signature

Date:

DIRECTORATE: HOUSES OF TRADITIONAL LEADERS
PURPOSE: Render secretariat services to the Houses of Traditional Leaders.

- Functions:**
1. Provide support to Traditional Leadership Institutions.
 2. Render secretariat services to the Houses of Traditional Leaders.
 3. Render administrative support to the Houses of Traditional Leaders.

1 Director (SL13)

SUB-DIRECTORATE: TRADITIONAL LEADERS RESOURCE ADMINISTRATION

PURPOSE: To provide support to Traditional Leadership Institutions.

FUNCTIONS:

1. Design, Facilitate and implement Capacity Building Initiatives.
2. Enhance Functionality of Houses and TCs.
3. Support the preservation of indigenous Knowledge and ceremonies.
4. Facilitate rural development initiatives.

- 1 Deputy Director (SL11)
- 2 Assistant Director (SL9)
- 2 Senior Admin Officer (SL8)

SUB-DIRECTORATE: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS

PURPOSE: Render secretariat services to the Houses of Traditional Leaders.

Functions:

1. Render secretariat services to the Houses of Traditional Leaders.
2. Facilitate the Elections of Provincial and Local Houses.
3. Facilitate and monitor participation of Traditional Leaders in Municipalities.
4. Conduct genealogical investigation on matters referred to the committees of the House.
5. Facilitate resolutions of disputes.

- 1 Deputy Director (SL12)
- 2 Assistant Director (SL10)
- 3 Admin Officer (SL7)
- 2 Researcher (SL8)
- 2 Personal Assistant (Chairperson & Deputy Chairperson) (SL7)
- 3 Committee Secretary (SL5)
- 2 Driver (SL4)

SUB-DIRECTORATE: ADMINISTRATION OF THE HOUSES OF TRADITIONAL LEADERS

PURPOSE: Render administrative support to the Houses of Traditional Leaders

1. Conduct investigation on cases referred to the House.
2. Provide Administrative support to the Houses
3. Support and monitor the establishment of Houses of Traditional Leaders.
4. Coordinate and manage events of Traditional Leaders.

- 1 Deputy Director (SL11)
- 2 Assistant Director (SL9)

HOD Signature

[Signature]

Date:

14/10/21

MEC Signature

[Signature]

Date:

2021/10/20