

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
CHIEF DIRECTORATE: COOPERATIVE GOVERNANCE SUPPORT**

CHIEF DIRECTORATE: COOPERATIVE GOVERNANCE SUPPORT
PURPOSE: TO MONITOR, SUPPORT AND EVALUATE THE PERFORMANCE OF MUNICIPALITIES

FUNCTIONS:

1. Monitor and support Municipal financial viability
2. Monitor, support and evaluate performance of Municipalities.
3. Coordinate and provide institutional capacity building initiatives in Municipalities

1 Chief Director (SL14)
 1 Personal Assistant (SL7)

DIRECTORATE: MUNICIPAL FINANCE
PURPOSE: TO MONITOR AND SUPPORT Municipal FINANCIAL VIABILITY

FUNCTIONS:

1. Provide support to Municipalities on financial management and compliance with related Legislations.
2. Monitor Municipal financial sustainability.
3. Manage the implementation of Municipal financial support programmes and projects.
4. Coordinate annual Municipal audits.
5. Monitor functionality of Municipal Public Accounts Committees.

SEE PAGE 4.3.1

DIRECTORATE: MUNICIPAL PERFORMANCE MONITORING AND EVALUATION
PURPOSE: TO MONITOR, SUPPORT AND EVALUATE PERFORMANCE OF MUNICIPALITIES

FUNCTIONS:

1. Provide support on the implementation of Municipal performance management system and evaluation.
2. Implement the Municipal performance monitoring framework.
3. Facilitate submission of statutory reports.
4. Develop Provincial Policy and Legislation for Local Government
5. Monitor interventions in Municipalities in accordance with applicable legislations.



SEE PAGE 4.3.2

DIRECTORATE: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING
PURPOSE: TO COORDINATE AND PROVIDE INSTITUTIONAL CAPACITY BUILDING INITIATIVES IN MUNICIPALITIES

FUNCTIONS:

1. Coordinate capacity assessments
2. Monitor and implement capacity building initiative and frameworks.

SEE PAGE 4.3.3

HOD Signature: 
 Date: 12/10/20
 MFC Signature: 
 Date: 2021/10/20

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: MUNICIPAL FINANCE**

DIRECTORATE: MUNICIPAL FINANCE
PURPOSE: TO MONITOR AND SUPPORT Municipal FINANCIAL VIABILITY

FUNCTIONS:

1. Provide support to Municipalities on financial management and compliance with related Legislations.
2. Monitor Municipal financial sustainability.
3. Manage the implementation of Municipal financial support programmes and projects.
4. Coordinate annual Municipal audits.
5. Monitor functionality of Municipal Public Accounts Committees.

1 Director (SL13)

DISTRICT A: CAPRICORN 1 Deputy Director (SL12) 2 Assistant Director (SL10) 1 Municipal Finance Practitioner (SL8)	DISTRICT B: MOPANI 1 Deputy Director (SL12) 2 Assistant Director (SL10) 1 Municipal Finance Practitioner (SL8)	DISTRICT C: VHEMBE 1 Deputy Director (SL12) 2 Assistant Director (SL10) 1 Municipal Finance Practitioner (SL8)	DISTRICT D: WATERBERG 1 Deputy Director (SL12) 2 Assistant Director (SL10) 1 Municipal Finance Practitioner (SL8)	DISTRICT E: SEKHUKHUNE 1 Deputy Director (SL12) 2 Assistant Director (SL10) 1 Municipal Finance Practitioner (SL8)
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HOD Signature 
 Date: 14/10/21

MEC Signature 
 Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
 DIRECTORATE: MUNICIPAL PERFORMANCE MONITORING AND EVALUATION

DIRECTORATE: MUNICIPAL PERFORMANCE MONITORING AND EVALUATION
PURPOSE: TO MONITOR, SUPPORT AND EVALUATE PERFORMANCE OF MUNICIPALITIES

FUNCTIONS:

1. Provide support on the implementation of Municipal performance management system and evaluation.
2. Implement the Municipal performance monitoring framework.
3. Facilitate submission of statutory reports.
4. Develop Provincial Policy and Legislation for Local Government
5. Monitor interventions in Municipalities in accordance with applicable legislations.

1 Director (SL13)

DISTRICT A :CAPRICORN	DISTRICT B :MOPANI	DISTRICT C :VHEMBE	DISTRICT D :WATERBERG	DISTRICT E :SEKHUKHUNE
1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Monitoring & Evaluation Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Monitoring & Evaluation Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Monitoring & Evaluation Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Monitoring & Evaluation Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Monitoring & Evaluation Practitioner (SL8)

HOD Signature

 Date: 2021/10/20

MEC Signature

 Date: 2021/10/20


**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING**


DIRECTORATE: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING
PURPOSE: TO COORDINATE AND PROVIDE INSTITUTIONAL CAPACITY BUILDING INITIATIVES IN MUNICIPALITIES

FUNCTIONS:
 1. Coordinate capacity assessments.
 2. Monitor and implement capacity building initiative and frameworks.

1 Director (SL13)

DISTRICT A: CAPRICORN	DISTRICT B: MOPANI	DISTRICT C: VHEMBE	DISTRICT D: WATERBERG	DISTRICT E: SEKHUKHUNE
1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Capacity Building Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Capacity Building Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Capacity Building Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Capacity Building Practitioner (SL8)	1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Capacity Building Practitioner (SL8)

HOD Signature

Date: 14/10/20

MEC Signature

Date: 2021/10/20

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS;
CHIEF DIRECTORATE: DEMOCRATIC GOVERNANCE AND DISASTER MANAGEMENT**

CHIEF DIRECTORATE: DEMOCRATIC GOVERNANCE & DISASTER MANAGEMENT
PURPOSE: TO COORDINATE INTERGOVERNMENTAL RELATIONS, PUBLIC PARTICIPATION AND GOVERNANCE

- FUNCTIONS:**
1. Provide support to elections and governance programmes.
 2. Coordinate the implementation of community development programmes.
 3. Manage Provincial disaster management services.

- 1 Chief Director (SL14)
- 1 Personal Assistant (SL7)

DIRECTORATE: DEMOCRATIC GOVERNANCE
PURPOSE: TO PROVIDE SUPPORT TO ELECTIONS AND GOVERNANCE PROGRAMMES

- FUNCTIONS:**
1. Provide support to municipalities on Public Participation.
 2. Facilitate Elections and Intergovernmental Relations.

SEE PAGE 4.4.1

DIRECTORATE: COMMUNITY DEVELOPMENT PROGRAMMES
PURPOSE: TO COORDINATE THE IMPLEMENTATION OF COMMUNITY DEVELOPMENT PROGRAMMES

- FUNCTIONS:**
1. Monitor and evaluate the implementation of community development programmes.
 2. Coordinate special projects, campaigns and corporate support.
 3. Coordinate dissemination of information through districts and local co-ordinators.
 4. Market and profile the work of CDWs in districts.
 5. Provide support and monitor Municipalities to respond to community concerns.

SEE PAGE 4.4.2

DIRECTORATE: DISASTER MANAGEMENT & FIRE SERVICES
PURPOSE: TO MANAGE PROVINCIAL DISASTER MANAGEMENT SERVICES

- FUNCTIONS:**
1. Manage disaster risk assessment and reduction.
 2. Manage Institutional capacity for disaster risk management.
 3. Manage disaster response and recovery.
 4. Manage and coordinate fire services.

SEE PAGE 4.4.3

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Date:

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 Date: 2021/10/20

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS;
DIRECTORATE: DEMOCRATIC GOVERNANCE**

DIRECTORATE: DEMOCRATIC GOVERNANCE PURPOSE: TO PROVIDE SUPPORT TO ELECTIONS AND GOVERNANCE PROGRAMMES
FUNCTIONS: 1. Provide support to municipalities on Public Participation. 2. Facilitate Elections and Intergovernmental Relations.
1 Director (SL13)

SUB-DIRECTORATE: PUBLIC PARTICIPATION PURPOSE: TO PROVIDE SUPPORT TO MUNICIPALITIES ON PUBLIC PARTICIPATION
FUNCTIONS: 1. Facilitate the establishment and monitor the performance of ward committees. 2. Provide co-ordination and support to ward councillors and ward committees. 3. Facilitate and manage the provincial ward committees support programme. 4. Provide support Mayoral and Councilor Izimbizo.
1 Deputy Director (SL11) 5 Assistant Director (SL10) 2 Admin Officer (SL7)

SUB-DIRECTORATE: ELECTIONS & INTERGOVERNMENTAL CO-ORDINATION PURPOSE: TO FACILITATE ELECTIONS & INTERGOVERNMENTAL RELATIONS
FUNCTIONS: 1. Co-ordinate and support Provincial and District IGR structures. 2. Manage the devolution and assignment of powers and functions. 3. Facilitate and co-ordinate Municipal grading. 4. Monitor and support adherence to good governance practices in Municipalities. 5. Provide support the Municipal Demarcation Board in the assessment of Municipalities powers, functions, ward delimitations and Municipal boundary re-determinations. 6. Provide support to Municipalities to promote and manage international relations. 7. Provide support to the IEC during the election processes.
1 Deputy Director (SL11) 5 Assistant Director (SL10) 1 Intergovernmental Co-ordinator (SL8) 1 Admin Officer (SL7)

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

No. of Posts: 17

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: COMMUNITY DEVELOPMENT PROGRAMMES**

DIRECTORATE: COMMUNITY DEVELOPMENT PROGRAMMES
PURPOSE: TO COORDINATE THE IMPLEMENTATION OF COMMUNITY DEVELOPMENT PROGRAMMES

FUNCTIONS:

1. Monitor and evaluate the implementation of community development programmes.
2. Coordinate special projects, campaigns and corporate support.
3. Coordinate dissemination of information through districts and local coordinators.
4. Market and profile the work of CDWs in districts.
5. Provide support and monitor Municipalities to respond to community concerns

1 Director (SL13)
 2 Deputy Director (SL11)

DISTRICT A: CAPRICORN
 SEE PAGE 4.4.2.1

DISTRICT B : MOPANI
 SEE PAGE 4.4.2.2

DISTRICT C : VHEMBE
 SEE PAGE 4.4.2.3

DISTRICT D: WATERBERG
 SEE PAGE 4.4.2.4

DISTRICT E: SEKHUKHUNE
 SEE PAGE 4.4.2.5

Nobu
 HOD Signature
 Date: 14/10/20

Phumani
 MEC Signature
 Date: 20/11/20

No. of Posts: 3

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

DISTRICT A: CAPRICORN	
1 Assistant Director (SL10)	
BLOUBERG	
1 Local Coordinator (SL8)	
22 CDW (SL6)	
LEPELLE-NKUMPI	
1 Local Coordinator (SL8)	
30 CDW (SL6)	
MOLEMOLE	
1 Local Coordinator (SL8)	
16 CDW (SL6)	
POLOKWANE	
1 Local Coordinator (SL8)	
45 CDW (SL6)	

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

DISTRICT B : MOPANI
1 Assistant Director (SL10)

BA-PHALABORWA 1 Local Coordinator (SL8) 19 CDW (SL6)	GREATER GIYANI 1 Local Coordinator (SL8) 31 CDW (SL6)	GREATER LETABA 1 Local Coordinator (SL8) 30 CDW (SL6)	MARULENG 1 Local Coordinator (SL8) 14 CDW (SL6)	GREATER TZANEEN 1 Local Coordinator (SL8) 35 CDW (SL6)
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HOD Signature
Date: 14/10/20

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Date: 20/11/2020

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

DISTRICT C : VHEMBE	
1 Assistant Director (SL 10)	
COLLINS CHABANE	
1 Local Coordinator (SL8)	
13 CDW (SL6)	
MAKHADO	
1 Local Coordinator (SL8)	
38 CDW (SL6)	
MUSINA	
1 Local Coordinator (SL8)	
12 CDW (SL6)	
THULAMELA	
1 Local Coordinator (SL8)	
42 CDW (SL6)	

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Date: 24/10/21

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Date: 20/11/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DISTRICT D: WATERBERG

DISTRICT D: WATERBERG
1 Assistant Director (SL 10)

BELA-BELA 1 Local Coordinator (SL8) 09 CDW (SL6)	LEPHALALE 1 Local Coordinator (SL8) 13 CDW (SL6)	MOGALAKWENA 1 Local Coordinator (SL8) 32 CDW (SL6)	MODIMOLLE/MOOKGOPONG 1 Local Coordinator (SL8) 14 CDW (SL6)	THABAZIMBI 1 Local Coordinator (SL8) 12 CDW (SL6)
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Date: 14/10/21


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MEC Signature

Date: 2021/10/20

APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DISTRICT E: SEKHUKHUNE

DISTRICT E: SEKHUKHUNE
1 Assistant Director (SL 10)

ELIAS MOTSWALEDI 1 Local Coordinator (SL8) 31 CDW (SL6)	EPHRIAM MOGALE 1 Local Coordinator (SL8) 16 CDW (SL6)	FETAKGOMOTUBATSE 1 Local Coordinator (SL8) 39 CDW (SL6)	MAKHUDUTHAMAGA 1 Local Coordinator (SL8) 31 CDW (SL6)
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HOD Signature: 
Date: 14/10/20
MEC Signature: 
Date: 20/10/20

No. of Posts: 122

**PROPOSED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:
DIRECTORATE: DISASTER MANAGEMENT & FIRE SERVICES**

<p>DIRECTORATE: DISASTER MANAGEMENT & FIRE SERVICES PURPOSE: TO MANAGE PROVINCIAL DISASTER MANAGEMENT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Manage disaster risk assessment and reduction. 2. Manage institutional capacity for disaster risk management. 3. Manage disaster response and recovery. 4. Manage and coordinate life services. <p>1 Director (SL13)</p>	<p>SUB-DIRECTORATE: DISASTER RISK ASSESSMENT & REDUCTION PURPOSE: TO MANAGE DISASTER RISK ASSESSMENT AND REDUCTION</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Ensure that all stakeholders compile integrated disaster risk management plans. 2. Determine priority risks areas. 3. Develop disaster risk reduction plans. 4. Implement and monitor disaster risk reduction programmes and plans. <p>1 Deputy Director (SL12) 2 Assistant Director (SL10) 4 Disaster Management Practitioner (SL8) 2 Admin Officer (SL7)</p>	<p>SUB-DIRECTORATE: INSTITUTE CAPACITY & INFORMATION SERVICES PURPOSE: TO MANAGE INSTITUTE CAPACITY FOR DISASTER RISK MANAGEMENT.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide an institutional resource data base. 2. Co-ordinate information exchange between Stakeholders. 3. Co-ordinate education, training and research in disaster risk management. <p>1 Deputy Director (SL12) 2 Assistant Director (SL10) 2 System Controller (SL8) 2 Data Processor (SL7) 2 Data Capturer (SL6)</p>
<p>SUB-DIRECTORATE: RESPONSE AND RECOVERY PURPOSE: TO MANAGE DISASTER RESPONSE AND RECOVERY</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Implement a uniform approach to the dissemination of early warnings. 2. Create guidelines and mechanism for the assessment, classification, declaration and review of disasters. 3. Implement all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner. 4. Establish standardised and regulated relief measures. 5. Co-ordinate integrated and multi-agency response management. <p>1 Deputy Director (SL12) 2 Assistant Director (SL10) 2 Disaster Practitioner (SL8)</p>	<p>SUB-DIRECTORATE: INSTITUTE CAPACITY & INFORMATION SERVICES PURPOSE: TO MANAGE INSTITUTE CAPACITY FOR DISASTER RISK MANAGEMENT.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide an institutional resource data base. 2. Co-ordinate information exchange between Stakeholders. 3. Co-ordinate education, training and research in disaster risk management. <p>1 Deputy Director (SL12) 2 Assistant Director (SL10) 2 System Controller (SL8) 2 Data Processor (SL7) 2 Data Capturer (SL6)</p>	<p>SUB-DIRECTORATE: FIRE SERVICES COORDINATION PURPOSE: TO MANAGE AND COORDINATE FIRE SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Conduct research, development and implementation of a strategic fire services framework. 2. Establish the development, implementation, monitoring and evaluation mechanism of National standards for fire services. 3. Provide advice to National, Provincial and Municipal structure on fire Brigade Services issues. 4. Implement fire services capacity building related processes and establish a fire services information management system. 5. Appoint and regulate Category of Authorised Persons(CAPS). <p>1 Deputy Director (SL12) 1 Assistant Director (SL10) 1 Fire Services Practitioner (SL8)</p>

HOD Signature


Date: 14/10/21

MEC Signature


Date: 2021/10/20