

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:  
BRANCH: FINANCIAL MANAGEMENT SERVICES**

<p><b>BRANCH: FINANCIAL MANAGEMENT SERVICES</b> PURPOSE: TO RENDER FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage and facilitate the provision of internal control services.</li> <li>2. Manage financial administration and accounting services.</li> <li>3. Provide supply chain management services.</li> </ol>	<p>1 Chief Financial Officer (SL15) 1 Personal Assistant (SL7)</p>	<p><b>DIRECTORATE: INTERNAL CONTROL AND COMPLIANCE</b> PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF INTERNAL CONTROL SERVICES</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage governance services.</li> <li>2. Manage assurance services.</li> <li>3. Manage financial systems.</li> </ol> <p>SEE PAGE 5.1</p>	<p><b>CHIEF DIRECTORATE: FINANCIAL ADMINISTRATION AND ACCOUNTING</b> PURPOSE: TO MANAGE FINANCIAL ADMINISTRATION AND ACCOUNTING SERVICES</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage and facilitate the provision of management accounting services.</li> <li>2. Manage and facilitate the provision of financial accounting services.</li> </ol> <p>SEE PAGE 5.2</p>	<p><b>CHIEF DIRECTORATE: SUPPLY CHAIN MANAGEMENT</b> PURPOSE: TO PROVIDE SUPPLY CHAIN MANAGEMENT SERVICES</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage Demand, Acquisition and Contract Management.</li> <li>2. Manage logistics and assets services.</li> </ol> <p>SEE PAGE 5.3</p>
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HOD Signature

Date: 14/10/20

MEC Signature

Date: 2021/10/20

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:  
DIRECTORATE: INTERNAL CONTROL AND COMPLIANCE**

<p align="center"><b>DIRECTORATE: INTERNAL CONTROL AND COMPLIANCE</b></p> <p align="center"><b>PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF INTERNAL CONTROL SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage governance services.</li> <li>2. Manage assurance services.</li> <li>3. Manage financial systems.</li> </ol> <p><b>1 Director (SL13)</b></p>
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<p align="center"><b>SUB-DIRECTORATE: GOVERNANCE SERVICES</b></p> <p><b>PURPOSE: TO MANAGE GOVERNANCE SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Establish and intergrated internal control.</li> <li>2. Delegation framework.</li> <li>3. Institutional governance.</li> <li>4. Financial and financial related systems.</li> </ol> <p><b>1 Deputy Director (SL11)</b>  <b>1 Assistant Director (SL9)</b>  <b>1 Admin Officer (SL7)</b></p>
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<p align="center"><b>SUB-DIRECTORATE: ASSURANCE SERVICES</b></p> <p><b>PURPOSE: TO MANAGE ASSURANCE SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Assurance services facilitation</li> <li>2. Institutional oversight and other related committees.</li> <li>3. Financial information retention.</li> </ol> <p><b>1 Deputy Director (SL11)</b>  <b>1 Assistant Director (SL9)</b>  <b>1 Admin Officer (SL7)</b></p>
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<p align="center"><b>SUB-DIRECTORATE: SYSTEMS CONTROL</b></p> <p><b>PURPOSE: TO MANAGE FINANCIAL SYSTEMS.</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage departmental code structure.</li> <li>2. Implement systems security.</li> <li>3. Manage systems reconciliation.</li> <li>4. Communicate systems development.</li> <li>5. Coordinate the departmental system user forum.</li> </ol> <p><b>1 Deputy Director (SL11)</b>  <b>2 Assistant Director (SL9)</b>  <b>2 Senior State Accountant (SL8)</b></p>
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**HOD Signature**  


**Date:** 2021/10/20

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**Date:** 2021/10/20

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

**CHIEF DIRECTORATE: FINANCIAL ADMINISTRATION AND ACCOUNTING SERVICES**  
 PURPOSE: TO MANAGE FINANCIAL ADMINISTRATION AND ACCOUNTING SERVICES

**FUNCTIONS:**  
 1. Manage and facilitate the provision of management accounting services.  
 2. Manage and facilitate the provision of financial accounting services.

- 1 Chief Director (SL 14)
- 1 Personal Assistant (SL7)

**DIRECTORATE: MANAGEMENT ACCOUNTING**  
 PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF MANAGEMENT ACCOUNTING SERVICES

**FUNCTIONS:**  
 1. Manage budget planning and implementation services.  
 2. Manage budget monitoring and reporting services.  
 3. Provide financial fraud and losses management.

SEE PAGE 5.2.1

**DIRECTORATE: FINANCIAL ACCOUNTING AND ADMINISTRATION**  
 PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF FINANCIAL ACCOUNTING SERVICES

**FUNCTIONS:**  
 1. Provide salary administration services.  
 2. Provide creditors payments.  
 3. Provide housing finance and contractual payments.  
 4. Provide bookkeeping and financial accounting services.

SEE PAGE 5.2.2

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Date: 14/10/21

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

<p><b>DIRECTORATE: MANAGEMENT ACCOUNTING</b>  <b>PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF MANAGEMENT ACCOUNTING SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage budget planning and implementation services.</li> <li>2. Manage budget monitoring and reporting services.</li> <li>3. Provide financial fraud and losses management</li> </ol> <p>1 Director (SL 13)</p>
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<p><b>SUB-DIRECTORATE: BUDGET PLANNING AND IMPLEMENTATION SERVICES</b>  <b>PURPOSE: TO MANAGE BUDGET PLANNING AND IMPLEMENTATION SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Prepare budget statement and data base.</li> <li>2. Prepare and capture adjustment budget in the financial systems.</li> <li>3. Align code SCOA to budget structure.</li> <li>4. Capture itemised budget into systems.</li> <li>5. Prepare annual cashflow.</li> </ol> <p>1 Deputy Director (SL 11) 2 Assistant Director (SL9)</p>	<p><b>SUB-DIRECTORATE: BUDGET MONITORING &amp; REPORTING</b>  <b>PURPOSE: TO MANAGE BUDGET MONITORING AND REPORTING SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Prepare monthly in-year monitoring reports.</li> <li>2. Prepare funding requisition in line with the approved cash flow.</li> <li>3. Consolidate inputs for application of annual roll over funds.</li> <li>4. Prepare submission of virement or strifling application.</li> <li>5. Prepare weekly YTD reports.</li> <li>6. Co-ordinate and prepare achievability exercise and MTEF hearing.</li> <li>7. Prepare quarterly audit and Portfolio Committee reports.</li> <li>8. Prepare appropriation statements.</li> </ol> <p>1 Deputy Director (SL 11) 1 Assistant Director (SL9)</p>	<p><b>SUB-DIRECTORATE: FINANCIAL FRAUD AND LOSSES MANAGEMENT</b>  <b>PURPOSE: To provide financial fraud and losses management.</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage the debtors age analysis.</li> <li>2. Manage the issuing of debtors statements.</li> <li>3. Develop and coordinate revenue budget</li> <li>4. Manage the identification, collection, recording and banking of revenue.</li> <li>5. Reconcile all revenue due to the department.</li> </ol> <p>1 Deputy Director (SL11) 1 Assistant Director (SL9) 2 Senior Static Accountant (SL6)</p>
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Date: 16/10/20

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Date: 20/11/20

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:  
DIRECTORATE: FINANCIAL ACCOUNTING AND ADMINISTRATION**

<p><b>DIRECTORATE: FINANCIAL ACCOUNTING AND ADMINISTRATION</b>  <b>PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF FINANCIAL ACCOUNTING SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide salary administration services.</li> <li>2. Provide creditors payments.</li> <li>3. Provide housing finance and contractual payments.</li> <li>4. Provide bookkeeping and financial accounting services.</li> </ol> <p>1 Director (SL13)</p>
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<p><b>SUB-DIRECTORATE: SALARIES SERVICES</b>  <b>PURPOSE: TO MANAGE SALARIES SERVICES.</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage allowances.</li> <li>2. Manage payroll.</li> <li>3. Manage deductions.</li> </ol> <p>1 Deputy Director (SL11)                  2 Assistant Director (SL9)                  2 Senior State accountant (SL8)                  7 State accountant (SL7)</p>
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<p><b>SUB-DIRECTORATE: CREDITORS SERVICES</b>  <b>PURPOSE: TO MANAGE CREDITORS SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage order payments.</li> <li>2. Manage sundry payments.</li> </ol> <p>1 Deputy Director (SL11)                  2 Assistant Director (SL9)                  2 Senior State Accountant (SL8)                  4 State Accountant (SL7)</p>
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<p><b>SUB-DIRECTORATE: HOUSING FINANCE AND CONTRACTUAL PAYMENTS</b>  <b>PURPOSE: TO MANAGE HOUSING FINANCE AND CONTRACTUAL PAYMENTS</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Administer conditional grants.</li> <li>2. Authorise and generate beneficiaries reports on HSS.</li> <li>3. Process payment claims in BAS.</li> <li>4. Reconcile payment claims between HSS and BAS.</li> <li>5. Manage Integrated Human Settlement grants.</li> <li>6. Monitor Housing Expenditure.</li> </ol> <p>1 Deputy Director (SL11)                  4 Assistant Director (SL9)                  4 Senior State Accountant (SL8)                  10 State Accountant (SL7)</p>
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<p><b>SUB-DIRECTORATE: BOOKKEEPING AND FINANCIAL ACCOUNTING SERVICES</b>  <b>PURPOSE: TO PROVIDE BOOKKEEPING AND FINANCIAL ACCOUNTING SERVICES</b></p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Manage monthly closure of the books.</li> <li>2. Render VAT returns.</li> <li>3. Manage bank reconciliation process.</li> <li>4. Reconcile control and suspense accounts.</li> <li>5. Maintain chart of accounts.</li> <li>6. Compile financial statements.</li> <li>7. Coordinate with Treasury and Auditor General of financial statements matters.</li> </ol> <p>1 Deputy Director (SL11)                  2 Assistant Director (SL9)                  2 Senior State Accountant (SL8)</p>
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 Date: 14/10/20  
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APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:  
 CHIEF DIRECTORATE: SUPPLY CHAIN MANAGEMENT

<p><b>CHIEF DIRECTORATE: SUPPLY CHAIN MANAGEMENT</b>                  PURPOSE: TO PROVIDE SUPPLY CHAIN MANAGEMENT SERVICES</p>
<p><b>FUNCTIONS:</b>                  1. Manage Demand, Acquisition and Contract Management.                  2. Manage logistics and assets services.</p>
<p>1 Chief Director (SL14)                  1 Personal Assistant (SL7)</p>

<p><b>DIRECTORATE: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT SERVICES</b>                  PURPOSE: To Manage Demand, Acquisition And Contract Management</p>	<p><b>DIRECTORATE: LOGISTICS, ASSET AND FLEET SERVICES</b>                  PURPOSE: TO MANAGE LOGISTICS AND ASSET SERVICES</p>
<p><b>FUNCTIONS:</b>                  1. Manage Demand services.                  2. Manage Acquisition services.                  3. Manage contracts services.</p>	<p><b>FUNCTIONS:</b>                  1. Manage logistics services.                  2. Manage asset services.                  3. Manage fleet services.</p>
<p>SEE PAGE 5.3.1</p>	<p>SEE PAGE 5.3.2</p>

HOD Signature



Date: 11/10/21

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Date: 2021/10/20

No. of Posts: 2

**APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:  
DIRECTORATE: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT SERVICES**

<b>DIRECTORATE: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT SERVICES</b>
<b>PURPOSE:</b> To Manage Demand, Acquisition And Contract Management.
<b>FUNCTIONS:</b>
<ol style="list-style-type: none"> <li>1. Manage Demand services.</li> <li>2. Manage Acquisition services.</li> <li>3. Manage contracts services.</li> </ol>
1 Director (SL13)

<b>SUB-DIRECTORATE: DEMAND SERVICES</b>
<b>PURPOSE:</b> TO MANAGE DEMAND SERVICES
<b>FUNCTIONS:</b>
<ol style="list-style-type: none"> <li>1. Implement the transversal preferential procurement policies/ plans.</li> <li>2. Draft specification/terms of reference for approval of Bids.</li> <li>3. Render secretariat services to the Bid Specification Services.</li> <li>4. Conduct market research for the department in respect of goods and services to be procured.</li> </ol>
1 Deputy Director (SL11) 1 Assistant Director (SL9) 1 Senior Admin Officer (SL8) 2 Admin Officer (SL7)

<b>SUB-DIRECTORATE: ACQUISITION SERVICES</b>
<b>PURPOSE:</b> TO MANAGE ACQUISITION SERVICES.
<b>FUNCTIONS:</b>
<ol style="list-style-type: none"> <li>1. Administer quotation based and open bids procurement.</li> <li>2. Render secretariat services to the Bid Evaluation and Adjudication Committees.</li> <li>3. Ensure effective procurement of goods and services.</li> <li>4. Facilitate the publication of bidding information on the departmental website, provincial tender bulletin and other media platforms.</li> </ol>
1 Deputy Director (SL11) 2 Assistant Director (SL9) 3 Senior Admin Officer (SL8) 3 Admin Officer (SL7) 2 Admin Clerk (SL5)

<b>SUB-DIRECTORATE: CONTRACT MANAGEMENT</b>
<b>PURPOSE:</b> TO MANAGE CONTRACT SERVICES.
<b>FUNCTIONS:</b>
<ol style="list-style-type: none"> <li>1. Facilitate the development of service level agreements.</li> <li>2. Monitor vendors to deliver according to specification.</li> <li>3. Manage contract register.</li> <li>4. Monitor supplier performance inline with contract.</li> <li>5. Render secretariat services to contract management committees.</li> <li>6. Ensure compliance to regulatory requirements in respect of all procurement.</li> </ol>
1 Deputy Director (SL11) 1 Assistant Director (SL9) 1 Admin Officer (SL7)

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**Date:** 14/11/21

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APPROVED ORGANISATIONAL STRUCTURE: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS:  
 DIRECTORATE: LOGISTICS, ASSET AND FLEET SERVICES

<b>DIRECTORATE: LOGISTICS, ASSET AND FLEET SERVICES</b>
<b>PURPOSE: TO MANAGE LOGISTICS AND ASSET SERVICES</b>
<b>FUNCTIONS:</b>
1. Manage logistics services. 2. Manage asset services. 3. Manage fleet services.
1 Director (SL 13)

<b>SUB-DIRECTORATE: LOGISTICS SERVICES</b>
<b>PURPOSE: TO MANAGE LOGISTICS SERVICES</b>
<b>FUNCTIONS:</b>
1. Provide and distribute goods. 2. Process transaction for consumable items and services. 3. Conduct stocktaking. 4. Manage internal and external requisition. 5. Process orders and invoices. 6. Manage LOGIS system
1 Deputy Director (SL 11) 1 Assistant Director (SL 9) 2 Senior Admin Officer (SL 8) 2 Admin Officer (SL 7) 2 Admin Clerk (SL 5)

<b>SUB-DIRECTORATE: ASSET SERVICES</b>
<b>PURPOSE: TO MANAGE ASSET SERVICES</b>
<b>FUNCTIONS:</b>
1. Classify and verify asset. 2. Manage cash and non cash additions. 3. Provide disposal and transfer of asset. 4. Manage asset loss register.
1 Deputy Director (SL 11) 2 Assistant Director (SL 9) 2 Senior Admin Officer (SL 8) 2 Admin Officer (SL 7) 1 Admin Clerk (SL 5)

<b>SUB-DIRECTORATE: FLEET SERVICES</b>
<b>PURPOSE: TO MANAGE FLEET SERVICES.</b>
<b>FUNCTIONS:</b>
1. Manage departmental fleet. 2. Manage subsidized vehicles.
1 Deputy Director (SL 11) 1 Assistant Director (SL 9) 1 Senior Admin Officer (SL 8) 3 Admin Clerk (SL 5) 2 Driver (SL 4)

HOD Signature

Date: 20/10/20

  
 MEC Signature

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