

### Office of the MEC: DETEA

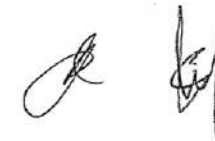
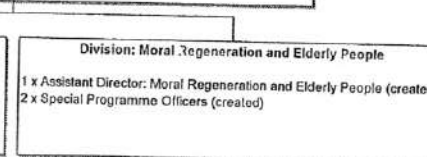
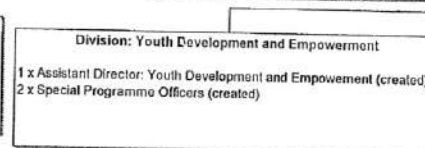
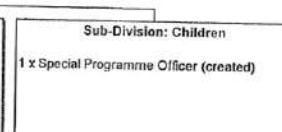
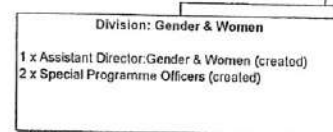
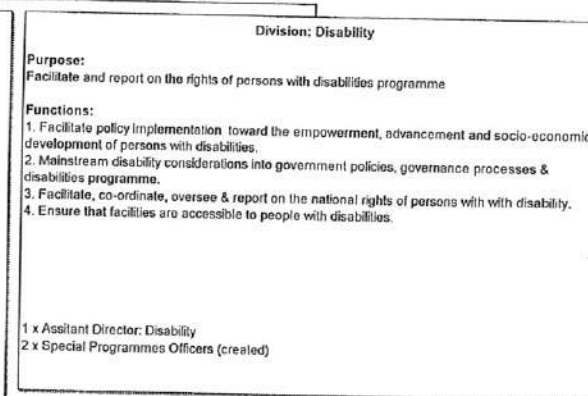
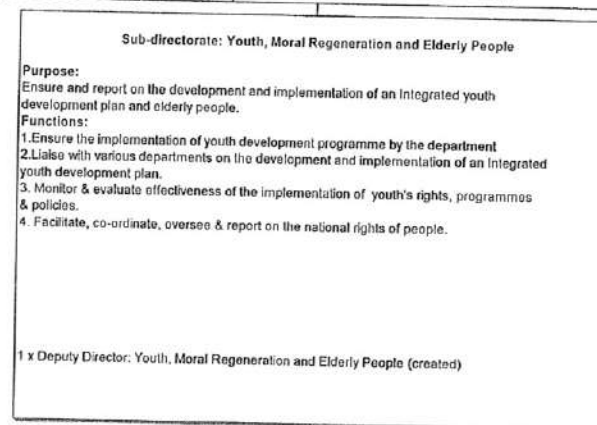
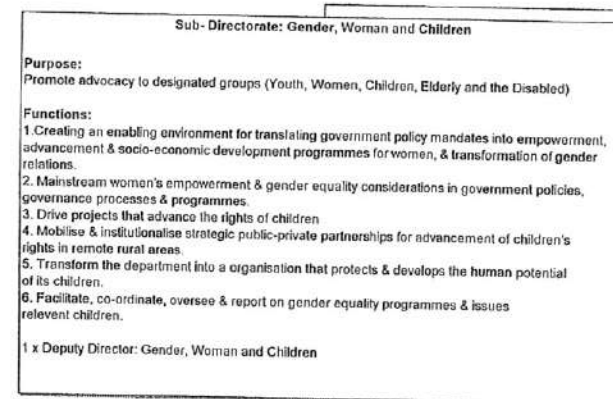
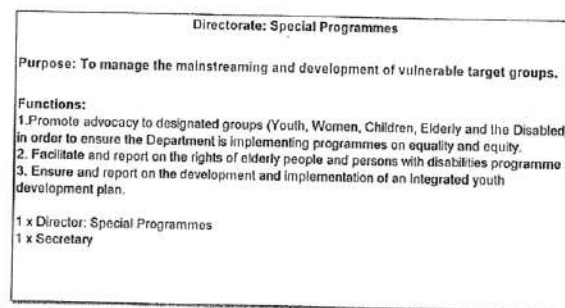
**Purpose:** To manage the office and render support services to the MEC.

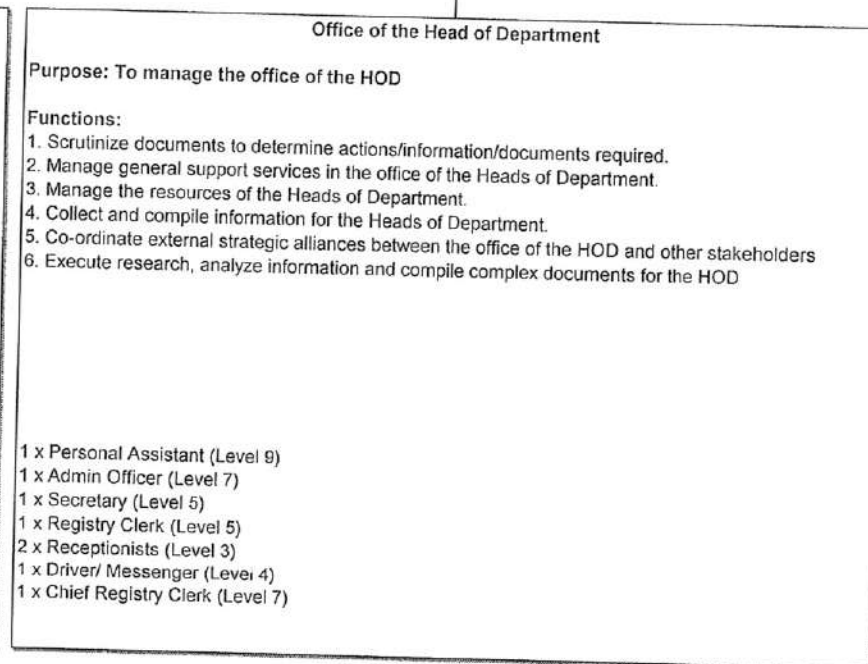
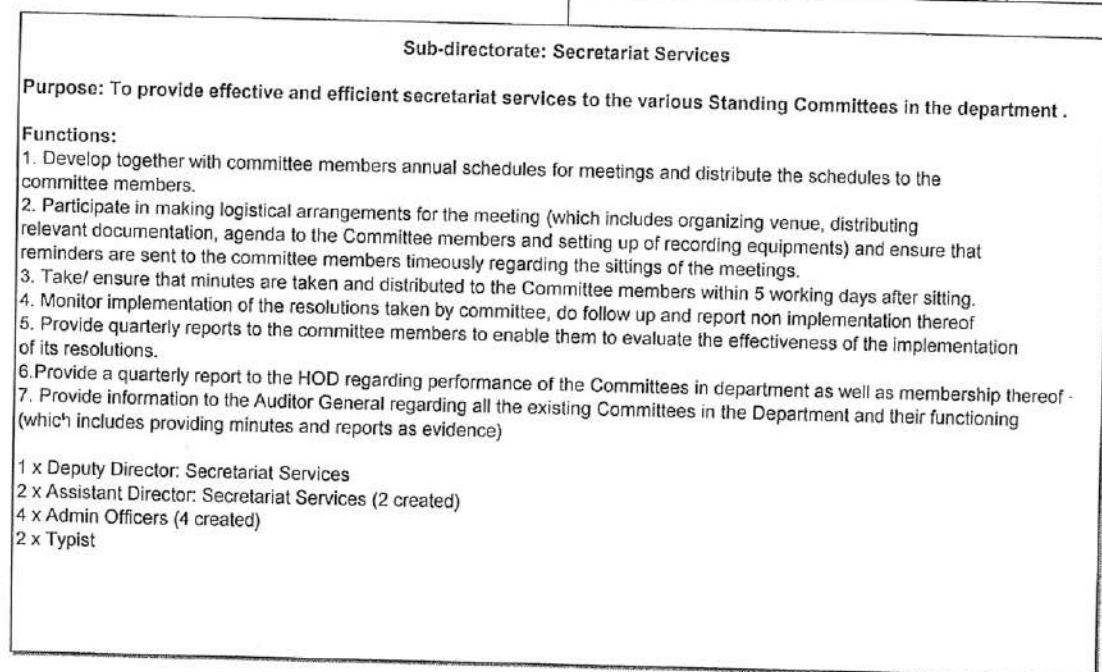
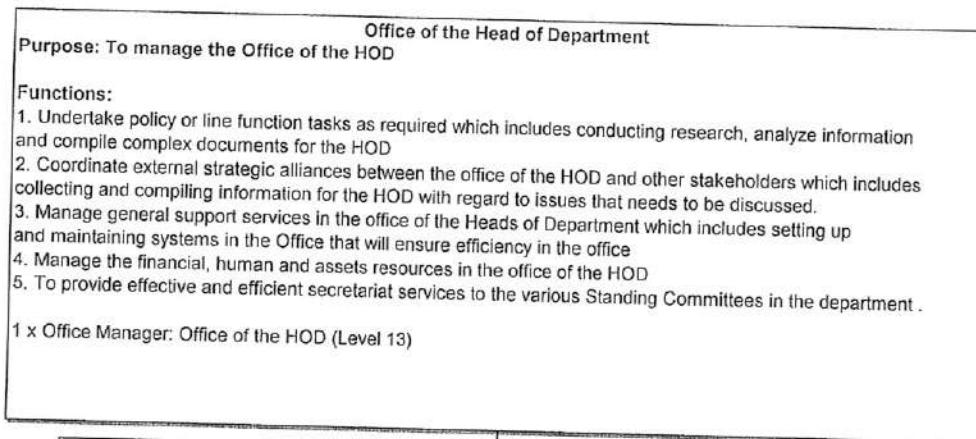
**Functions:**

1. Ensure that administrative support is rendered to the executing authority on Parliamentary/ Legislature and Cabinet/ Executive Council matters
2. Ensure that the required administrative functions are performed within the office of the executive council
3. Assist the executing council with his or her constituency work
4. Assist the executing authority with matters emanating from his or her portfolio and official matters emanating from other activities , eg participation in national and international forums and structures

- 1 x Office Manager (Level 13)
- 1 x Parliamentary/ Media Liaison Officer (Level 11)
- 1 x Personal Assistant (Level 11)
- 1 x Registry Clerk ( Level 7)
- 1 x Receptionist (Level 7)
- 1 x Driver/ Messenger (Level 5)

*[Handwritten initials]*





**Directorate: Internal Audit**

**Purpose:** To effectively plan, manage and perform audit functions

**Functions:**

1. Perform forensic and governance auditing
2. Perform compliance and performance auditing
3. Perform IT and Environmental auditing

1 x Director: Internal Audit  
1 x Admin Officer (Level 7)  
1 x Secretary (Level 5)

**Sub-directorate: Compliance and Performance Audit**

**Purpose:**  
Perform compliance and performance auditing

**Functions:**

1. Perform compliance and regulatory audit to assist the department to achieve its objective
2. Perform performance audit in order to ensure that standard and objective set by the department are achieved efficiently, effectively and economically
3. Render consultative services in respect to compliance and performance audit

1 x Deputy Director: Compliance and Performance Audit

**Division: Performance Audit**

1 x Assistant Directors  
2 x Senior Auditors  
2 x Auditors  
2 x Audit Clerks

**Division: Compliance Audit**

2x Assistant Directors  
2 x Senior Auditors  
2 x Auditors  
2 x Audit Clerks

**Sub-directorate: Forensic and Governance Audit**

**Purpose:**  
Perform forensic and governance auditing

**Functions:**

1. Perform adhoc and forensic investigations in order to assist the department to achieve its objective by detecting and preventing irregular activities
2. Contribute to the organisation's governance process by evaluating and improving through which values and goals are established

1 x Deputy Director: Forensic and Governance Audit

**Division: Forensic Audit**

1 x Assistant Director  
1 x Senior Auditor  
1 x Auditor  
1 x Audit Clerk

**Division: Governance and Risk Audit**

1 x Assistant Director  
1 x Senior Auditor  
1 x Auditor  
1 x Audit Clerk

**Sub-directorate: IT and Environmental Audit**

**Purpose:**  
Perform IT and Environmental auditing

**Functions:**

1. Perform IT auditing in order to ensure that the systems that are used enable the department to achieve its objectives
2. Perform environmental auditing in order to ensure that the systems that are used enable the department to achieve its objectives

1 x Deputy Director: Forensic and Governance Audit

**Division: IT Audit**

1 x Assistant Director  
1 x Senior Auditor  
1 x Auditor  
1 x Audit Clerk

**Division: Environmental Audit**

2 x Assistant Directors  
2 x Senior Auditors  
2x Auditors  
2 x Audit Clerks

**Directorate: Risk Management**

**Purpose:** Coordinate a periodic risk assessment exercise within the department and ensure implementation of mitigating actions for the identified risks.

**Functions:**

1. Develop and manage a comprehensive process of identifying and reporting on the risks that impact on organisational performance.
2. Develop and implement risk management framework and supporting policies.
3. Facilitate the compilation of strategic and operational risk register
4. Develop, maintain and ensure the implementation of the Department's Monitoring and Evaluation Policy.
5. Analyse and submit a non-financial performance reports (monthly, quarterly and annually) against the Outcome Based- Plan.
6. Report all risk management matters including findings, risk positions and recommendations to the relevant stakeholders

1 x Director: Risk Management (to JE)  
1 x Secretary (Level 5)

**Sub-directorate: Risk**

**Purpose:** Coordinate a periodic risk assessment exercise within the department and ensure implementation of mitigating actions for the identified risks.

**Functions:**

1. Develop and manage a comprehensive process of identifying and reporting on the risks that impact on organisational performance.
2. Develop and implement risk management framework and supporting policies.
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1 x Deputy Director: Risk  
2 x Risk Practitioner (Level 9)

**Sub-directorate: Risk**

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6. Report all risk management matters including findings, risk positions and recommendations to the relevant stakeholders

1 x Deputy Director: Risk (Level 11)  
2 x Risk Practitioner (Level 9)



Directorate: Security Services , Fraud and Anti-Corruption

Purpose: To provide security services and prevent Fraud and Anti-Corruption in the department

Functions:

1. Identify all the risks, vulnerabilities and threats to the Security of the department.
2. Devise all security measures and procedures for the department based on the security policy
3. Coordinate and monitor the implementation of the Minimum Information Security Standards (MISS)
4. Ensure prevention of Fraud and Corruption in the department
5. Ensure financial disclosure for the SMS members and all the officials in the Department.

1 x Director: Security Services and Fraud, Anti-Corruption (Level 13)  
1 x Secretary

Sub-directorate: Physical and Information Security

Purpose: Provide security services in the entire department.

Functions:

1. Ensure the provision and monitoring of physical security that includes access control, guarding and patrolling
2. Implement technical surveillance counter measures
3. Develop security measures and procedure as well as awareness
4. Provide Personnel security in the department
5. Ensure the vetting of contractors, posts identified to have sensitive information and ensure proper record keeping thereof .
6. Provide a report of all the vetting done in the department which include officials who did not disclose the information as required

1 x Deputy Director: Physical, Personnel and Information Security (Level 11)

Sub-directorate: Fraud and Anti-Corruption

Purpose:

Ensure prevention of Fraud and Corruption in the department.

Functions:

1. Investigate all corruption, fraud, theft in the department
2. Compile investigation reports for internal disciplinary hearings, civil and criminal proceedings as well as to serve as Chief witness in the departmental hearing and criminal cases.
3. Develop and implement the theft, fraud and anti-corruption strategies.

1 x Deputy Director: Fraud and Anti-Corruption (Level 11)

Division: Physical and Personnel Security

1 x Assistant Director: Physical and Personnel Security (Level 9)  
3 x Security Administration Officers  
4 x Security Supervisors  
24 x Security Guards (Level 3)

Division: Vetting Administration

1 x Assistant Director: Vetting Administration (Level 9)  
2 x Vetting Administration Officers (Level 7)

Division: Information Security

1 x Assistant Director: Information Security 9 (Level 10)  
2 x Information Security Officer

Division: Fraud and Anti-Corruption Investigations

1 x Assistant Director (Level 9)  
2 x Investigators (Level 8)

Division: Fraud and Anti-Corruption Investigations

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2 x Investigators (Level 8)

Branch: Economic Development

Purpose: To stimulate economic development within the Free State province.

Functions:

1. Ensure that the department has the required business intelligence, strategic plans, operational plans, programmes and strategies on economic development.
2. Promote economic development
3. Promote the development of the tourism sector
4. Regulate business compliance and promotion of consumer rights
5. Manage the resources of the branch which includes the budget, personnel and assets

1 x Deputy-Director-General: Economic Development (Level 15)

1 x Office Manager (Level 9)

1 x Secretary (Level 5)

Chief Directorate: Integrated Economic Development

Purpose: To promote economic development

Functions:

1. Support and promote industrial and sectoral development through collaboration with industry stakeholders.
2. Facilitate the development of industries in the Free State.
3. Ensure coordination of sector specific development funding

1x Chief Director: Economic Development (Level 14)

1 x Personal Assistant (Level 7)

1 x Secretary (Level 5)

Chief Directorate: Economic Research and Planning

Purpose: To ensure that the department has the required business intelligence, strategic plans, operational plans, programmes and strategies on economic development.

Functions:

1. Undertake research and manage the research output
2. Conduct economic planning
3. Regulate business compliance and promotion of consumer rights.

1x Chief Director: Economic Research and Planning (Level 14)

1 x Personal Assistant (Level 7)

1 x Secretary (Level 5)

Chief Directorate: Small Business Development

Purpose: To stimulate growth and development of small businesses in the FSPG

Functions:

1. Manage service centers and coordinate LED within municipalities
2. Facilitate the development and growth of small businesses
3. Ensure registration of businesses and facilitate stakeholder management

1 x Chief Director: Small Business Development (Level 14)

1 x Personal Assistant (Level 7)

1 x Secretary (Level 5)



**Chief Directorate: Integrated Economic Development**

**Purpose:** To promote economic development

**Functions:**

1. Support and promote industrial and sectoral development through collaboration with industry stakeholders.
2. Facilitate the development of industries in the Free State.
3. Ensure coordination of sector specific development funding

1x Chief Director: Economic Development (Level 14)  
1 x Personal Assistant (Level 7)  
1 x Secretary (Level 5)

**Directorate: Development Support and Coordination of Funding**

**Purpose:** Ensure coordination of sector specific development funding.

**Functions:**

1. Coordination of sector specific development funding
2. Evaluation of proposals
3. Partnership facilitation
4. Coordination and sourcing of donor-funding.
5. Ensure the implementation of trade agreements between the province and foreign countries.
6. Investment incentives

1 x Director: Development Support and Coordination of Funding (Level 13)  
1 x Secretary (Level 5)

**Directorate: Industrial Development Support**

**Purpose:** To facilitate the development of industries in the Free State.

**Functions:**

1. Industrial development plans for specific sectors.
2. Coordinate manufacturing technology
3. Analyse and develop logistics systems and frameworks for industrial technology
4. Facilitation of industrial development infrastructure.
5. Develop investor opportunities packages
5. Export development initiatives

1x Director: Industrial Development Support (Level 13)  
1 x Secretary (Level 5)

**Sector Development Directorate**

**Purpose:** To support and promote industrial and sectoral development through collaboration with industry stakeholders.

**Functions:**

1. Develop and continuously update sector development plans (i.e Mining, Agric, Service, Manufacturing, Retail, Telecommunication, Arts and Culture and Textile)
2. Coordinate sector specific forums
3. Ensure value analysis and development
4. Develop investor opportunities packages
5. Export development initiatives with FDC
6. Promotion and marketing of packages

1 x Director: Sector Development (Level 13)  
1 x Secretary (Level 5)

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**Directorate: Development Support and Coordination of Funding**

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**Functions:**

Functions:

1. Coordination of sector specific development funding
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3. Partnership facilitation
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6. Investment incentives

1 x Director: Development Support and Coordination of Funding (Level 13)  
1 x Secretary (Level 5)

**Sub-directorate: Development and Funding**

1 x Deputy Director  
2 x Assistant Director  
4 x Trade Advisors

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4. Facilitation of industrial development infrastructure.
5. Develop investor opportunities packages
5. Export development initiatives

1x Director: Industrial Development Support (Level 13)  
1 x Secretary (Level 5)

**Sub-Directorate: Industrial Development**

**Functions:**

1. Support long-term industrial and economic development
2. Develop industrial regions/parks and strengthen existing ones
3. Create an appropriate environment for foreign direct and domestic investment
4. Ensure the formulation of policies to provide a clear framework with regard to the development of industrial parks.
5. Build up- and down-stream linkages in strategic value chains
6. Manage the resources of the sub-directorate which includes the budget, personnel and assets

1 x Deputy Director: Industrial Development (Level 11)  
2 x Assistant Directors (Level 9)  
2 x Trade Advisors (Level 7)

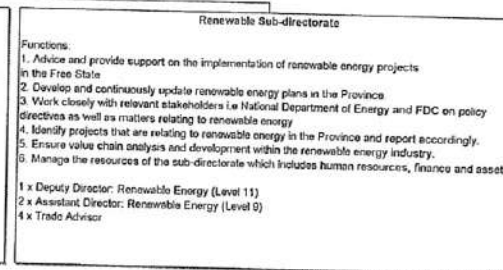
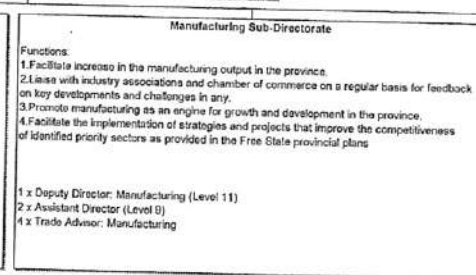
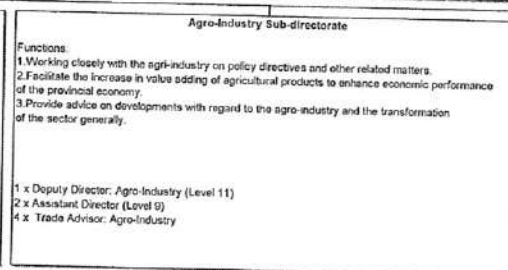
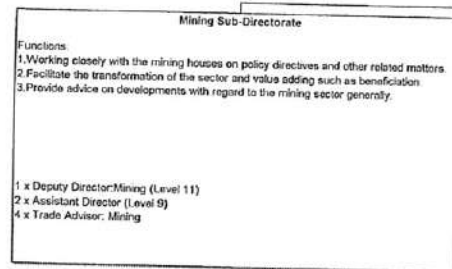
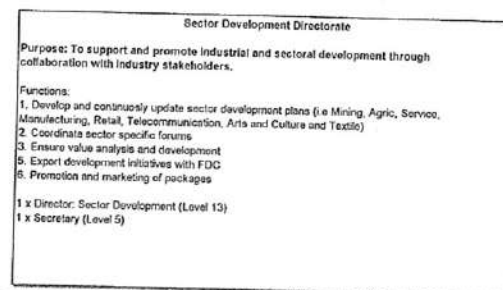
**Sub-Directorate: Industrial Development**

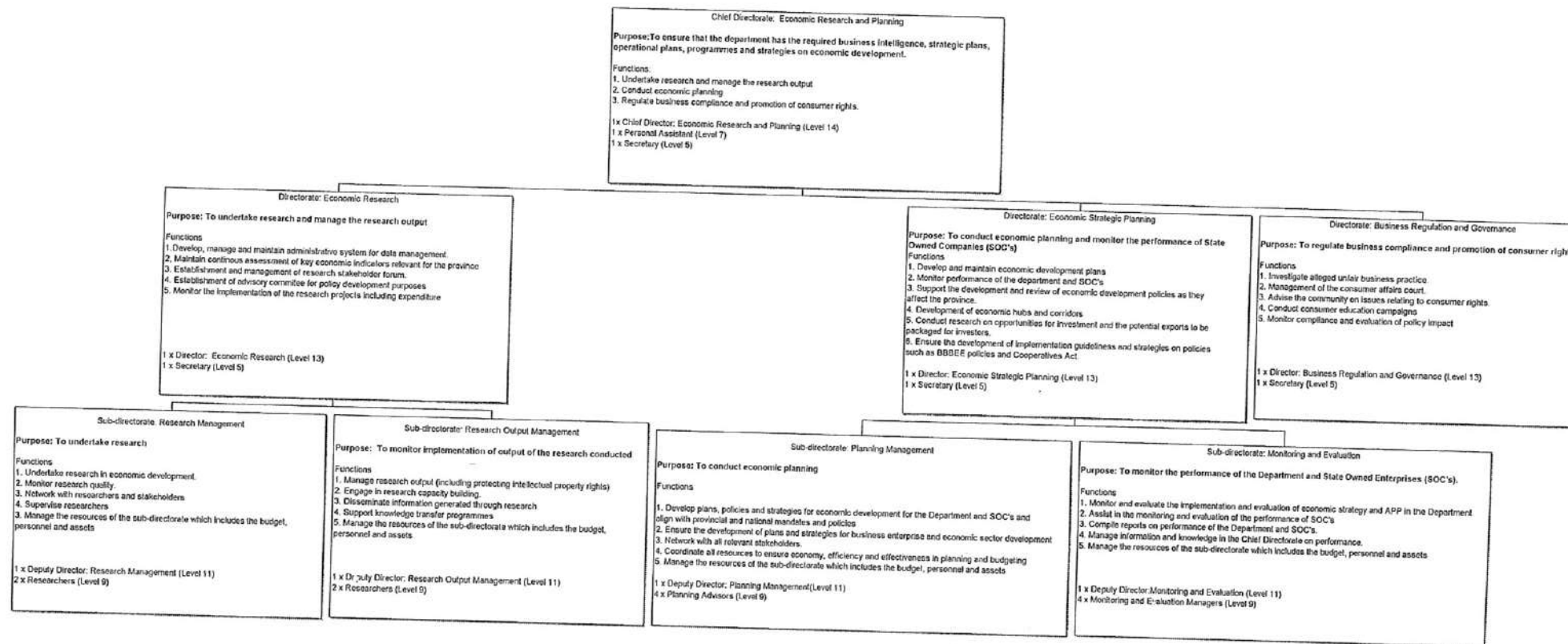
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1 x Deputy Director: Industrial Development (Level 11)  
2 x Assistant Director (Level 9)  
2 x Trade Advisors (Level 7)







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**Directorate: Business Regulation and Governance**

**Purpose:** To regulate business compliance and promotion of consumer rights.

**Functions:**

1. Investigate alleged unfair business practice.
2. Management of the consumer affairs court.
3. Advise the community on issues relating to consumer rights.
4. Conduct consumer education campaigns
5. Monitor compliance and evaluation of policy impact

1 x Director: Business Regulation and Governance (Level 13)  
1 x Secretary (Level 5)

**Sub-Directorate: Education & Research**

**Purpose:** Advise the community on issues relating to Consumer rights and conduct consumer education campaigns.

**Functions:**

1. Conduct research on consumer complaints
2. Establish liaison with communities on consumer education affairs.
3. Provide information on policy formulation for consumer education and information function.
4. Educate consumers about their rights in terms of different legislations.
5. Market the Consumer Court as well as the Office of the Consumer Protector.

1 x Deputy Director: Education and Research (Level 11)  
2 x Assistant Director: (Level 9)  
2 x Senior Trade and Industry Advisor (Level 8)  
2 x Trade and Industry Advisor (level 7)

**Sub-Directorate: Investigation**

**Purpose:** Conduct consumer investigation on cases received

**Functions:**

1. Receive consumer complaints.
2. Investigate alleged unfair business practices.
3. Render prosecution of business on behalf of consumer.

1 x Deputy Director: Investigation  
2 x Assistant Director: Investigations  
2 x Senior Trade and Industry Advisor  
6 x Investigators

**Sub-Directorate: Enforcement**

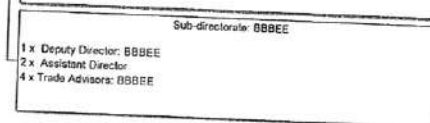
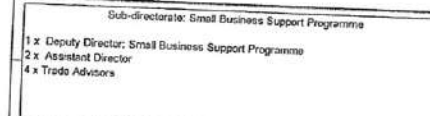
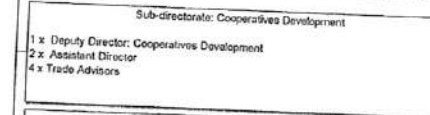
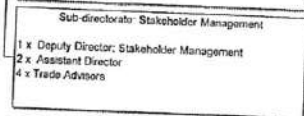
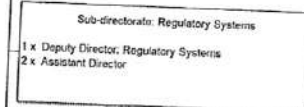
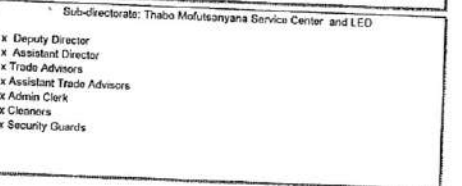
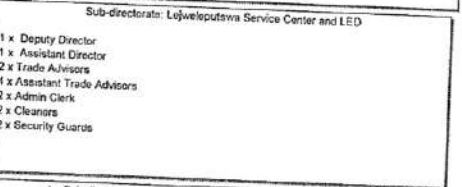
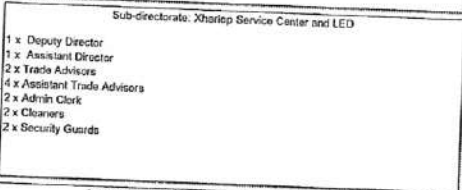
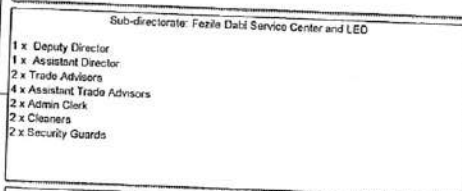
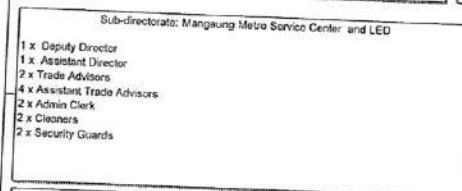
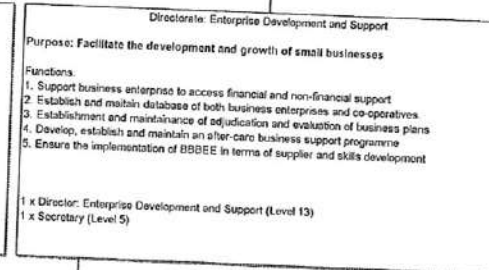
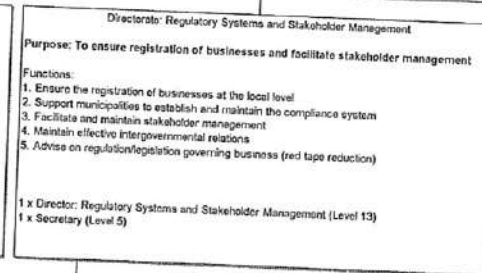
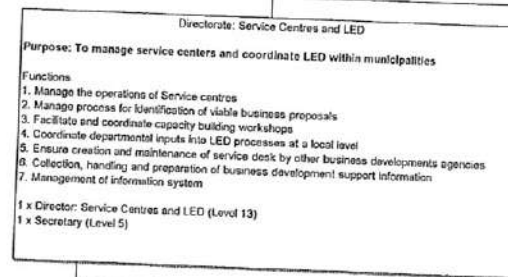
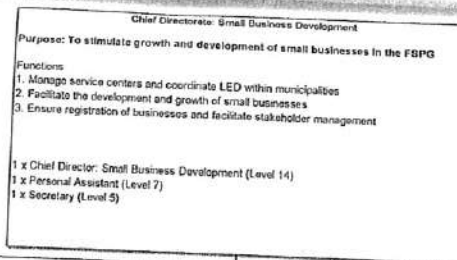
**Purpose:** Monitor compliance and evaluation of policy impact.

**Functions:**

1. Adjudication of consumer cases elevated to Court.
2. Protection of consumers rights on purchasing of goods and service by service providers.
3. Elimination of perpetuation of unfair business practices.
4. Conduct research on best practices for consumer prosecution of consumer legislation.

1 x Deputy Director: Enforcement (not JE)  
1 x Prosecutor (not JE)  
2 x Senior Trade and Industry Advisor: Enforcement  
4 x Trade and Industry Advisor  
2 x Data Typists (Level 3)





Branch: Environment and Conservation

**Purpose:** Manage the Environment Branch, in order to lead sustainable development of the environment for a better life for all in the province

**Functions:**

1. To ensure the regulation and management of all biodiversity, protected area and conservation matters in a manner that facilitates sustainable economic growth and development.
2. To regulate, manage and ensure the provision of environmental management services in the province by contributing to sustainable development, livelihoods support, green and inclusive economic growth by facilitating skills development, employment creation and infrastructure development
3. To grow the tourism sector's absolute contribution to the provincial economy.

1 x Deputy Director-General: Environment and Conservation (Level 15)  
1 x Office Manager (Level 9)  
1 x Secretary (Level 5)

Chief Directorate: Biodiversity and Protected Areas Management

**Purpose:** To ensure the regulation and management of all biodiversity, protected areas and conservation matters in a manner that facilitates sustainable economic growth and development.

**Functions:**

1. Manage all Protected Areas through effective implementation of the National Environment Management: Protected Areas Act (NEMPAA) and other related prescripts.
2. Promote and regulate the sustainable use of biological, cultural and generic resources in the interest of sustainable development.

1 x Chief Director: Biodiversity Management and Protected Areas (Level 14)  
1 x Personal Assistant (Level 7)  
1 x Secretary (Level 5)

Chief Directorate: Environmental Quality and Protection

**Purpose:** To regulate, manage and ensure the provision of environmental management services in the province by contributing to sustainable development, livelihoods support, green and inclusive economic growth by facilitating skills development, employment creation and infrastructure development

**Functions:**

1. Promote sustainable development through integrated environmental management.
2. Facilitate and ensure provincial sustainable development and greening policy processes, initiatives and departmental objectives are incorporated into the strategic planning instruments at national, provincial and local level.
3. Develop, implement and facilitate environmental empowerment programmes and projects

1 x Chief Directorate: Environmental Quality and Protection (to be JE)  
1 x Personal Assistant (Level 7)  
1 x Secretary (Level 5)

Chief Directorate: Tourism Development and Support

**Purpose:** To grow the tourism sector's absolute contribution to the provincial economy.

**Functions:**

1. Development and implementation of effective tourism policies
2. Ensuring tourism growth through the application of effective domestic tourism strategies
3. Ensuring development of tourism facilities
4. Development and implementation of rural tourism accompanied by responsible tourism practices and quality assurance standards
5. Ensuring transformation of the tourism sector
6. Manage and support Departmental Resorts.

1 x Chief Director: Tourism Development and Support  
1 x Personal Assistant (Level 7)  
1 x Secretary (Level 5)





**Chief Directorate: Biodiversity and Protected Areas Management**

**Purpose:** To ensure the regulation and management of all biodiversity, protected areas and conservation matters in a manner that facilitates sustainable economic growth and development.

**Functions:**

1. Manage all Protected Areas through effective implementation of the National Environment Management: Protected Areas Act (NEMPAA) and other related prescripts.
2. Promote and regulate the sustainable use of biological, cultural and generic resources in the interest of sustainable development.

- 1 x Chief Director: Biodiversity Management and Protected Areas (Level 14)
- 1 x Personal Assistant (Level 7)
- 1 x Secretary (Level 5)

**Directorate: Protected Areas**

**Purpose:** To manage all Protected Areas through effective implementation of the National Environment Management: Protected Areas Act (NEMPAA) and other related prescripts

**Functions:**

1. Manage provincial protected Areas through sustainable and ecological sound principles.
2. Support the establishment, development and management of conservation areas (Protected areas, Biospheres, wetlands and all sensitive areas)
3. Develop and implement infrastructure plan for resorts and protected areas
4. Manage and support Departmental Resorts.

- 1 x Director: Protected Area (Level 13)
- 1 x Secretary (Level 5)

**Directorate: Biodiversity Management and Conservation**

**Purpose:** Promote and regulate the sustainable use of biological and cultural and generic resources in the interest of economic growth and sustainable development

**Functions:**

1. Ensure biodiversity compliance and enforcement
2. Regulate the utilisation of eco-system and biodiversity through permitting.
3. Provide biodiversity scientific research and support services.

- 1 x Director: Biodiversity Management and Conservation
- 1 x Secretary (Level 5)

**Directorate: Protected Areas**

**Purpose:** To manage all Protected Areas through effective implementation of the National Environmental Management: Protected Areas Act (NEMPAA) and other related prescripts

**Functions:**

1. Manage provincial protected areas through sustainable and ecological sound principles.
2. Support the establishment, development and management of conservation areas (Protected areas, Biospheres, wetlands and all sensitive areas)
3. Develop and implement infrastructure plan for resorts and protected areas
4. Manage and support Departmental Resorts

1 x Director: Protected Areas (Level 13)  
1 x Secretary (Level 5)

**Game Management and Capture**

1 x Assistant Director

**Game Capture**

1 x Game Capture  
1 x Admin Clerk (created)  
1 x Nature Conservator  
1 x Auction (created)  
7 x Senior Foreman  
10 x Reserve Assistants (created)

**Game Culling**

1 x Culling Manager  
2 x Reserve Assistants

**Sub-directorate: Protected Areas (East)**

**Purpose:** Manage Provincial Protected Areas through sustainable & ecologically sound principles.

**Functions:**

1. Overall management of protected areas through sustainable and ecologically sound principles.
2. Effective implementation of the National Environmental Management: Protected Areas Act (NEMPAA) and the Free State Ordinance.
3. Develop and implement integrated Management Plan for all Protected Areas

1 x Deputy Director: Protected Areas Management (East)  
1 x Admin Clerk (Level 5)

**Sub-directorate: Protected Areas (West)**

**Purpose:** Manage Provincial Protected Areas through sustainable & ecologically sound principles.

**Functions:**

1. Overall management of protected areas through sustainable and ecologically sound principles.
2. Effective implementation of the National Environmental Management: Protected Areas Act (NEMPAA) and the Free State Ordinance.
3. Develop and implement integrated Management Plan for all Protected Areas

1 x Deputy Director: Protected Areas Management (West)  
1 x Admin Clerk (Level 5)

**Sub-directorate: Protected Areas Development and Support**

**Purpose:** To support the establishment, development and management of conservation areas (Protected Areas, Biospheres, Wetlands and all sensitive areas)

**Functions:**

1. Facilitate the development and effective management of important sites and protected areas.
2. Implement Stewardship programmes in the province

1 x Deputy Director: Protected Areas Development and Support

**Sub-directorate: Infrastructure Development and Maintenance**

**Purpose:** To develop and implement infrastructure plan for resorts and protected areas.

**Functions:**

1. Co-ordinate, plan and monitor infrastructure for resorts and protected areas
2. Maintain infrastructure in resorts and protected areas

1 x Deputy Director: Infrastructure Development and Maintenance

**Sub-directorate: Resort Management**

**Purpose:** To manage and support Departmental Resorts.

**Functions:**

1. Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists
2. Ascertain that all Provincial resorts are graded in order to improve and maintain their standards.
3. Identify new resorts to be established
4. Develop and implement a database of visitor statistics and keep track of the of the tourism trends in the industry so as to determine the needs of the industry
5. Assist in the implementation of tariffs in the resorts

1 x Deputy Director: Eco-Tourism

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**Sub-directorate: Protected Areas (East)**

**Purpose:** Manage Provincial Protected Areas through sustainable & ecologically sound principles.

**Functions**

1. Overall management of protected areas through sustainably and ecologically sound principles
2. Effective implementation of the National Environmental Management Protected Areas Act (NEMPAA) and the Free State Ordinance.
3. Develop and implement integrated Management Plan for all Protected Areas.

1 x Deputy Director: Protected Areas Management (East)  
1 x Admin Clerk (Level 5)

**WILLEM PRETORIUS NATURE RESERVE**

1 x Reserve Manager  
1 x Admin Clerk  
3 x Nature Conservators  
2 x General Foreman  
2 x Driver  
3 x Game Ranger (3 created)  
16 x Reserve Assistants (1 created)  
1 x Asset Officer (created)

**MARIA MOROKA NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservators  
1 x Asset Officer (created)  
2 x Admin Clerk  
5 x Game Ranger (1 created)  
1 x General Foreman  
8 x Reserve Assistants (2 created)  
1 x Driver

**STERKFONTEINDAM NATURE RESERVE**

1 x Reserve Manager  
1 x Asset Officer (created)  
1 x Admin Clerk  
2 x General Foreman (1 created)  
16 x Reserve Assistants (7 created)  
1 x Driver  
1 x Handyman

**KOPPIES DAM NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservators  
1 x Asset Officer (created)  
2 x Admin Clerk (created)  
3 x Game Ranger  
1 x Driver  
3 x General Foreman (1 created)  
9 x Reserve Assistants

**SEEKOEIVLEI NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservators  
1 x Asset Officer (created)  
1 x Admin Clerk (created)  
2 x General Foreman  
9 x Reserve Assistants  
1 x Driver

**ERFENIS DAM NATURE RESERVE**

1 x Reserve Manager  
1 x Nature Conservator  
1 x Asset Officer (created)  
1 x Admin Clerk (created)  
2 x General Foreman  
10 x Reserve Assistants (2 created)  
6 x Protected Areas Clerks  
1 x Driver

**CALEDON NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservator (1 created)  
1 x Asset Officer (created)  
2 x General Foreman  
5 x Reserve Assistants  
2 x Protected Areas Clerks  
6 x Reserve Assistants

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**Sub-directorate: Protected Areas (West)**

**Purpose:** Manage Provincial Protected Areas through sustainable & ecologically sound principles .

**Functions:**

1. Overall management of protected areas through sustainably and ecologically sound principles.
2. Effective implementation of the National Environmental Management: Protected Areas Act (NEMPAA) and the Free State Ordinance.
3. Develop and implement Integrated Management Plan for all Protected Areas.

1 x Deputy Director: Protected Areas Management (West)  
1 x Admin Clerk (Level 5)

**GARIEP NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservators  
1 x Asset Officer (created)  
2 x Admin Clerk (1 created)  
2 x Senior Foreman  
12 x Reserve Assistant (created)

**SOETDORING NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservators (1 created)  
1 x Asset Officer (created)  
2 x Game Ranger  
2 x General Foreman  
1 x Driver (1 created)

**SANDVELD NATURE RESERVE**

1 x Reserve Manager  
3 x Nature Conservators  
1 x Asset Officer (created)  
1 x Admin Clerk  
1 x Driver  
3 x General Foreman  
4 x Game Rangers  
14 x Reserve Assistants (2 created)

**RUSTFONTEIN DAM NATURE RESERVE**

1 x Reserve Manager  
2 x Nature Conservators  
1 x Asset Officer (created)  
1 x Admin Clerk  
2 x General Foreman  
3 x Game Rangers  
12 x Reserve Assistants (2 created)  
8 x Protected Areas Clerks

**BARTHURST NATURE RESERVE**

1 x Reserve Manager  
1 x Asset Officer (created)  
1 x Admin Clerk  
6 x Reserve Assistants (2 created)

**KALKFONTEIN DAM NATURE RESERVE**

1 x Reserve Manager  
1 x Nature Conservator (1 created)  
1 x Asset Officer (created)  
2 x Protected Areas Clerks  
1 x General Foreman  
3 x Reserve Assistants (2 created)

**TUSSEN DIRE RIVIERE NATURE RESERVE**

1 x Reserve Manager  
1 x Asset Officer (created)  
2 x Admin Clerk (1 created)  
3 x Nature Conservators  
3 x General Foreman  
3 x Game Rangers  
16 x Reserve Assistants (2 created)  
1 x Driver

**Sub-directorate: Protected Areas Development and Support**

**Purpose:** To support the establishment, development and management of conservation areas (Protected Areas, Biospheres, Wetlands and all sensitive areas)

**Functions:**

1. Facilitate the development and effective management of important sites and protected areas.
2. Implement Stewardship programmes in the province.

1 x Deputy Director: Protected Areas Development and Support

**Division: Protected Area Expansion**

1 x Assistant Director: Protected Area Expansion  
3 x Environmental Officers

**Division: Protected Area Support and Game Farm Development**

1 x Assistant Director: Protected Area Development  
3 x Environmental Officers

**Sub-directorate: Infrastructure Development and Maintenance**

**Purpose:** To develop and implement infrastructure plan for resorts and protected areas.

**Functions:**

1. Co-ordinate, plan and monitor infrastructure for resorts and protected areas.
2. Maintain infrastructure in resorts and protected areas

1 x Deputy Director: Infrastructure Development and Maintenance

**Division: Maintenance & Construction**

1 x Assistant Director: Maintenance and Construction  
1 x Chief Artisan (Construction Manager)  
2 x Senior Artisans (Construction)  
15 x Handyman (Construction)  
1 x Chief Artisan (Maintenance Manager)  
2 x Senior Artisan Maintenance (Supervisors)  
15 x Handyman (Maintenance)

**Division: Infrastructure Project Management**

1 x Assistant Director: Infrastructure Planning  
1 x Chief Technician: Infrastructure Planning and Development  
1 x Chief Technician: Project Monitoring and Evaluation

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Sub-directorate: Resort Management

Purpose: To manage and support Departmental Resorts.

Functions:

1. Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists.
2. Ascertain that all Provincial resorts are graded in order to improve and maintain their standards.
3. Identify new resorts to be established
4. Develop and implement a database of visitor statistics and keep track of the of the tourism trends in the industry so as to determine the needs of the industry.
5. Assist in the determination of tariffs in the resorts.

1 x Deputy Director: Eco-Tourism

WILLEM PRETORIUS RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
2 x Admin Clerk  
2 x Driver (2 created)  
12 x Eco-Tourism Clerks  
3 x General Foreman  
20 x Resort Assistants

MARIA MOROKA RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
2 x Senior Admin Clerk  
1 x Driver  
3 x Eco-Tourism Clerks  
1 x General Foreman (1 created)  
20 x Resort Assistants (20 created)

STERKFONTEIN RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
2 x Admin Clerk  
1 x Driver  
6 x Eco-Tourism Clerks  
3 x General Foreman  
20 x Resort Assistants

KOPPIESDAM RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
1 x Admin Clerk  
1 x Driver  
8 x Eco-Tourism Clerks (3 created)  
1 x Senior General Foreman  
20 x Resort Assistants

SEEKOEVLIE RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
1 x Admin Clerk  
1 x Driver  
3 x Eco-Tourism Clerks  
1 x General Foreman  
5 x Resort Assistants

SOETDORING RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer  
2 x Admin Clerk (created)  
2 x Driver (2 created)  
12 x Eco-Tourism Clerks  
2 x General Foreman  
16 x Resort Assistants

GARIEP RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
1 x Admin Clerk (1 created)  
1 x Driver (1 created)  
3 x Eco-Tourism Clerks  
1 x Senior General Foreman  
10 x Resort Assistants

TUSSEN DIE RIVIERE RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer (created)  
1 x Admin Clerk  
1 x Driver  
3 x Eco-Tourism Clerks  
1 x General Foreman  
10 x Resort Assistants

SANDVELD RESORT

1 x Resort Manager (Level 10)  
1 x Asset Officer  
2 x Senior Admin Clerk  
1 x Driver  
6 x Eco-Tourism Clerks  
2 x General Foreman (1 created)  
25 x Resort Assistants (22 created)

**Directorate: Biodiversity Management and Conservation**

**Purpose:** Promote and regulate the sustainable use of biological and cultural and generic resources in the interest of economic growth and sustainable development

**Functions:**

1. Ensure biodiversity compliance and enforcement
2. Regulate the utilisation of eco-system and biodiversity through permitting.
3. Provide biodiversity scientific research and support services.

1 x Director: Biodiversity Management and Conservation  
1 x Secretary (Level 5)

**Sub-directorate: Biodiversity Specialist and Criminal Investigations**

**Purpose:** Ensure biodiversity compliance and enforcement

**Functions:**

1. Monitor compliance with conditions of Biodiversity permits.
2. Conduct specialist and criminal investigations of offences related to trade, poaching and trafficking of Fauna and Flora.

1 x Deputy Director: Biodiversity Specialist and Criminal Investigations  
1 x Admin Officer (Data Capturer)

**Sub-Directorate: Biodiversity Regulation**

**Purpose:** Regulate the utilisation of eco-system and biodiversity through permitting.

**Functions:**

1. Regulate trade in species by managing and overseeing Biodiversity Permitting and authorisation.
2. Problem animal management and control.
3. Conduct audits and inspections of facilities to verify compliance.

1 x Deputy Director: Biodiversity Regulation

**Sub-directorate: Biodiversity Scientific Research and Support**

**Purpose:** Provide biodiversity scientific research and support services.

**Functions:**

1. Monitor, investigate and render a specialist advisory and support services by the multidisciplinary Biodiversity Research.
2. Conduct research directed at identified, valuation & prioritizing biodiversity.
3. Conduct research directed at management for sustainability (the minimum requirements of different ecosystems & species to persist into the future)
4. Conduct research directed at identifying & qualifying current & future pressures on Biodiversity and Ecosystem Services.

1 x Deputy Director: Scientific Research





**Sub-directorate: Biodiversity Specialist and Criminal Investigations**

**Purpose:** Ensure biodiversity compliance and enforcement

**Functions:**

1. Monitor compliance with conditions of Biodiversity permits.
2. Conduct specialist and criminal investigations of offences related to trade, poaching and trafficking of Fauna and Flora.

1 x Deputy Director: Biodiversity Specialist and Criminal Investigations  
1 x Admin Officer (Data Capturer)

**Division: Specialist and Criminal Investigations**

1 x Assistant Director: Special and Criminal Investigations  
4 x Environmental Officer: Specialist Investigations for Priority Crime Investigations

**Division: Biodiversity Compliance and Monitoring**

1 x Assistant Director: Biodiversity Compliance and Monitoring  
4 x Environmental Officers



**Sub-Directorate: Biodiversity Regulation**

**Purpose:** Regulate the utilisation of eco-system and biodiversity through permitting.

**Functions:**

1. Regulate trade in species by managing and overseeing Biodiversity Permitting and authorisation.
2. Problem animal management and control.
3. Conduct audits and inspections of facilities to verify compliance.

1 x Deputy Director: Biodiversity Regulation

**Division: Biodiversity Regulation (East)**

1 x Assistant Director: Biodiversity Regulation  
3 x Biodiversity Officer Production

**Division: Biodiversity Regulation (West)**

1 x Assistant Director: Biodiversity Regulation  
3 x Biodiversity Officer Production

**Division: Permit Administration**

1 x Assistant Director: Permit Administration  
3 x Permit Officer (PH, Export, Import, CITES etc)  
1 x Admin Clerk (Data Capturer)  
2 x Admin Clerk (Filing)  
1 x Admin Clerk (Revenue)

**Division: Problem Animal Management**

1 x Chief Nature Conservator  
2 x Biodiversity Officer Production

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**Sub-directorate: Biodiversity Scientific Research and Support**

**Purpose:** Provide biodiversity scientific research and support services.

**Functions:**

1. Monitor, investigate and render a specialist advisory and support services by the multidisciplinary Biodiversity Research.
2. Conduct research directed at identified, valuation & prioritizing biodiversity.
3. Conduct research directed at management for sustainability (the minimum requirements of different ecosystems & species to persist into the future)
4. Conduct research directed at identifying & qualifying current & future pressures on Biodiversity and Ecosystem Services.

1 x Deputy Director: Scientific Research

**Division: Ecological Services**

1 x Assistant Director (OSD)  
2 x Reserve Ecologist (OSD)  
2 x Regional Ecologist (OSD)  
2 x Alien Species Ecologist (OSD)  
4 x Resource Use Ecologist (OSD)  
2 x Botanist (OSD)

**Division: Specialist Services A**

1 x Assistant Director (OSD)  
1 x Herpetologist Ecologist (OSD)  
4 x Fish Scientist (OSD)  
2 x Invertebrate Specialist (OSD)  
2 x Amphibian Scientist (OSD)

**Division: Specialist Services B**

1 x Assistant Director (OSD)  
3 x Mammalogist (OSD)  
2 x Ornithologist (OSD)  
2 x State Veterinarian



Chief Directorate: Environmental Quality and Protection

**Purpose:** To regulate, manage and ensure the provision of environmental management services in the province by contributing to sustainable development, livelihoods support, green and inclusive economic growth by facilitating skills development, employment creation and infrastructure development

**Functions:**

1. Promote sustainable development through integrated environmental management.
2. Facilitate and ensure provincial sustainable development and greening policy processes, initiatives and departmental objectives are incorporated into the strategic planning instruments at national, provincial and local level.
3. Develop, implement and facilitate environmental empowerment programmes and projects

1 x Chief Directorate: Environmental Quality and Protection (to be JE)  
1x Personal Assistant (Level 7)  
1 x Secretary (Level 5)

Directorate: Environmental Management

**Purpose:** To promote sustainable development through integrated environmental management...

**Functions:**

1. Ensure effective environmental impact management.
2. Ensure compliance with environmental legislation.
3. Improve air quality through implementation of air quality legislation and policies.
4. Prevent pollution and ensure waste management policies and legislation are implemented.

1 x Director: Environmental Management  
1 x Secretary

Directorate: Environmental Planning and Co-ordination

**Purpose:** Facilitate and ensure provincial sustainable development and greening policy processes, initiatives and departmental objectives are incorporated into the strategic planning instruments at national, provincial and local level.

**Functions:**

1. Supporting of Environmental Information management and reporting.
2. Promotion of sustainable development through the facilitation of intergovernmental coordination and environmental planning processes.
3. Promote, co-ordinate and manage an effective responses to climate change

1 x Director: Environmental Planning and Co-ordination  
1 x Secretary

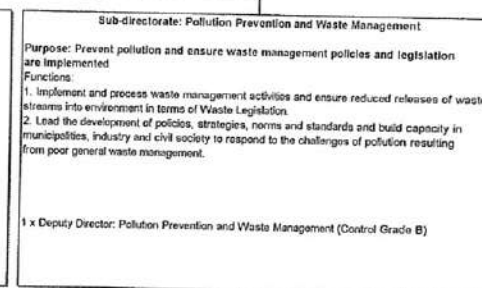
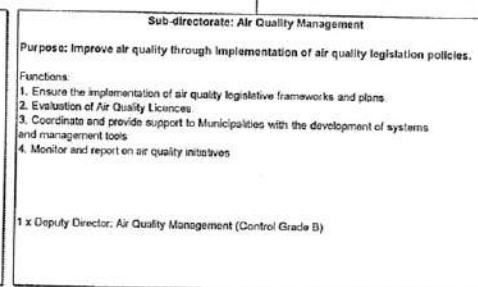
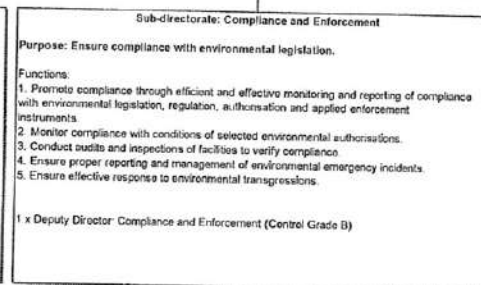
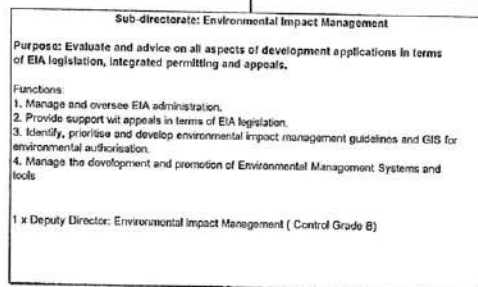
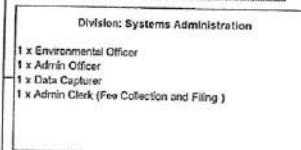
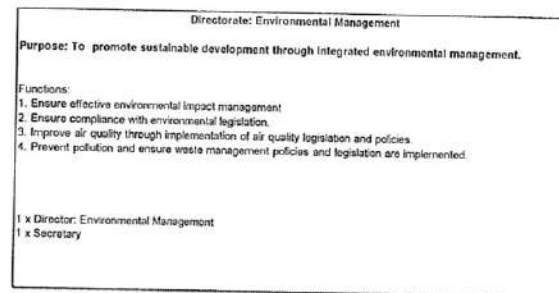
Directorate: Environmental Empowerment Services

**Purpose:** To develop and implement and facilitate environmental empowerment programmes and projects

**Functions:**

1. Management of awareness and aftercare services.
2. Management of environmental education programmes.
3. Management and facilitation of environmental projects and programmes.

1 x Director: Environmental Empowerment Services  
1 x Secretary



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### Sub-directorate: Environmental Impact Management

**Purpose:** Evaluate and advice on all aspects of development applications in terms of EIA legislation, integrated permitting and appeals.

**Functions:**

1. Manage and oversee EIA administration.
2. Provide support wit appeals in terms of EIA legislation.
3. Identify, prioritise and develop environmental impact management guidelines and GIS for environmental authorisation.
4. Manage the development and promotion of Environmental Management Systems and tools

1 x Deputy Director: Environmental Impact Management ( Control Grade B)

#### Environmental Impact Management (West)

1 x Environmental Officer: (Control Gr A)  
5 x Environmental Officer

#### Environmental Impact Management (East)

1 x Environmental Officer (Control Gr A)  
5 x Environmental Officer



**Sub-directorate: Compliance and Enforcement**

**Purpose:** Ensure compliance with environmental legislation.

**Functions:**

1. Promote compliance through efficient and effective monitoring and reporting of compliance with environmental legislation, regulation, authorisation and applied enforcement instruments.
2. Monitor compliance with conditions of selected environmental authorisations.
3. Conduct audits and inspections of facilities to verify compliance.
4. Ensure proper reporting and management of environmental emergency incidents.
5. Ensure effective response to environmental transgressions.

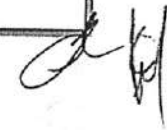
1 x Deputy Director: Compliance and Enforcement (Control Grade B)

**Division: Compliance Monitoring**

1 x Environmental Officer (Grade A): Compliance Monitoring  
4 x Environmental Officer

**Division: Environmental Compliance**

1 x Environmental Officer (Grade A): Environmental Compliance  
5 x Environmental Compliance



**Sub-directorate: Air Quality Management**

**Purpose:** Improve air quality through implementation of air quality legislation policies.

**Functions:**

1. Ensure the implementation of air quality legislative frameworks and plans.
2. Evaluation of Air Quality Licences.
3. Coordinate and provide support to Municipalities with the development of systems and management tools
4. Monitor and report on air quality initiatives

1 x Deputy Director: Air Quality Management (Control Grade B)

**Division: Air Quality Planning**

1 x Assistant Director: Air Quality  
2 x Environmental Officer

**Division: Air Quality Licensing**

1 x Assistant Director: Air Quality Licensing  
2 x Environmental Officers





**Sub-directorate: Pollution Prevention and Waste Management**

**Purpose: Prevent pollution and ensure waste management policies and legislation are implemented**

**Functions:**

1. Implement and process waste management activities and ensure reduced releases of waste streams into environment in terms of Waste Legislation.
2. Lead the development of policies, strategies, norms and standards and build capacity in municipalities, industry and civil society to respond to the challenges of pollution resulting from poor general waste management.

1 x Deputy Director: Pollution Prevention and Waste Management (Control Grade B)

**Division: Waste Planning and Municipal Support**

1 x Assistant Director: Waste Planning and Municipal Support  
3 x Environmental Officer

**Division: Waste Management and Pollution Control**

1 x Assistant Director: Waste Management and Pollution Control  
4 x Environmental Officers

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**Directorate: Environmental Planning and Co-ordination**

**Purpose:** Facilitate and ensure provincial sustainable development and greening policy processes, initiatives and departmental objectives are incorporated into the strategic planning instruments at national, provincial and local level.

**Functions:**

1. Supporting of Environmental Information management and reporting.
2. Promotion of sustainable development through the facilitation of intergovernmental coordination and environmental planning processes.
3. Promote, co-ordinate and manage an effective responses to climate change

1 x Director: Environmental Planning and Co-ordination  
1 x Secretary

**Sub-directorate: Environmental Coordination and Information Management**

**Purpose:** To support environmental information management and reporting.

**Functions:**

1. Reporting of state of the environment
2. Compilation of the Environmental Implementation Plan and reporting thereof.
3. Compilation of required statutory reports for the environment.
4. Coordination of Outcome activities
5. Development, implementation and maintenance of an integrated environmental information system

1 x Deputy Director: Environmental Coordination and Information Management  
2 x Environmental Officer  
1 x GIS Specialist  
1 x Data Administrator

**Sub-Directorate: Environmental and Integrated Planning**

**Purpose:** Promotion of sustainable development through the facilitation of intergovernmental coordination and environmental planning.

**Functions:**

1. Evaluation and support to municipal Integrated Development Plans and Spatial Development Frameworks.
2. Facilitation and management of processes to inform planning initiatives, such as SEA's and Environmental Management Frameworks.
3. Development of Provincial, Regional and Municipal spatial Biodiversity Plans and Reports.
4. Coordination and planning of key strategic environmental projects

1 x Deputy Director: Environmental and Integrated Planning  
1 x Town and Regional Planner  
1 x Environmental Officer  
2 x Environmental Officer Production

**Sub-Directorate: Climate Change**

**Purpose:** To promote, co-ordinate and manage an effective responses to climate change.

**Functions:**

1. Develop and implement provincial climate change policies and programmes
  2. Facilitate and coordinate provincial climate change adaption responses in relevant sectors.
  3. Facilitate and coordinate provincial climate change mitigation responses in relevant sectors.
  4. Monitor, report and evaluate effectiveness of national and provincial climate change adaption and mitigation responses.
- empowerment programmes targeted at vulnerable groups.

1 x Deputy Director: Climate Change (Control Grade B)  
1 x Environmental Officer Control: Adaption (Control Grade A)  
1 x Environmental Officer Control: Mitigation (Control Grade A)

**Directorate: Environmental Empowerment Services**

**Purpose:** To develop and implement and facilitate environmental empowerment programmes and projects

**Functions:**

1. Management of awareness and aftercare services.
2. Management of environmental education programmes.
3. Management and facilitation of environmental projects and programmes.

1 x Director: Environmental Empowerment Services

1 x Secretary

**Sub-directorate: Environmental Education**

**Purpose:** Management of environmental education programmes.

**Functions:**

1. Provision of environmental education programmes in schools.
2. Development and implementation of school outreach programmes.
3. Development of school environmental resources materials.
4. Maintenance of Environmental Education Centres.

1 x Deputy Director: Environmental Education

**Sub-directorate: Environmental Capacity Development**

**Purpose:** The management of awareness and aftercare services.

**Functions:**

1. Development, coordination and monitoring the delivery and aftercare services to environmental stakeholders.
2. Development and support of the sustainable resource use.
3. Development, coordination and monitoring of the delivery of awareness campaigns.
4. Support and development of environmental clubs.

1 x Deputy Director: Environmental Capacity Development

**Sub-directorate: Environmental Programmes and Projects**

**Purpose:** Management and facilitation of environmental projects and programmes.

**Functions:**

1. Implement and maintain the horticulture project ( Karee Nursery)
2. Coordinate and facilitate sector EPWP and all "Working for Programmes"
3. Facilitate the development of environmental projects through the use of labour intensive methods targeting the unemployed, youth, women, the disabled and SMME's

1 x Deputy Director: Environmental Programmes and Projects

**Sub-directorate: Environmental Education**

**Purpose:** Management of environmental education programmes.

**Functions:**

1. Provision of environmental education programmes in schools.
2. Development and implementation of school outreach programmes.
3. Development of school environmental resources materials.
4. Maintenance of Environmental Education Centres.

1 x Deputy Director: Environmental Education

**Division: School Outreach Programmes**

1 x Assistant Director: School Outreach Programmes  
4 x Environmental Officer

**Division: Environmental Education Centres**

1 x Assistant Director: EE Centres  
5 x Environmental Officer (5 centres)  
5 x Centre Admin Clerks  
5 x Centre Cleaners  
5 x Groundsman



**Sub-directorate: Environmental Capacity Development**

**Purpose:** The management of awareness and aftercare services.

**Functions:**

1. Development, coordination and monitoring the delivery and aftercare services to environmental stakeholders.
2. Development and support of the sustainable resource use.
3. Development, coordination and monitoring of the delivery of awareness campaigns.
4. Support and development of environmental clubs.

1 x Deputy Director: Environmental Capacity Development

**Division: Environmental Awareness and Aftercare Support**

1 x Assistant Director: Environmental Awareness and Aftercare Support  
5 x Senior Environmental Officer

**Division: Conservancy Development and Support**

1 x Assistant Director: Conservancy Development and Support  
2 x Nature Conservator



**Sub-directorate: Environmental Programmes and Projects**

**Purpose:** Management and facilitation of environmental projects and programmes.

**Functions:**

1. Implement and maintain the horticulture project ( Karee Nursery)
2. Coordinate and facilitate sector EPWP and all "Working for Programmes"
3. Facilitate the development of environmental projects through the use of labour intensive methods targeting the unemployed, youth, women, the disabled and SMME's

1 x Deputy Director: Environmental Programmes and Projects

**Division: EPWP Programme**

1 x Assistant Director: EPWP Programme  
1 x Admin Clerk  
2 x EPWP Implementation

**Division: Environmental Special Projects**

1 x Assistant Director: Environmental Special Projects  
2 x Environmental Officer  
2 x Nature Conservator

**Division: Horticulture Programme: Karee Nursery**

1 x Assistant Director

**Infrastructure Management**

1 x Admin Clerk ( Bookings, Maintenance)  
1x Chief Horticulturist  
1 x Admin Clerk  
1x Foreman  
15 x Farm Aid 11

**Production**

1x Chief Horticulturist  
1 x Admin Clerk  
1x Foreman  
15 x Farm Aid 11

**Services**

5 x Chief Horticulturist  
5 x Horticulturist

**Chief Directorate: Tourism Development and Support**

**Purpose:** To grow the tourism sector's absolute contribution to the provincial economy.

**Functions:**

1. Development and implementation of effective tourism policies
2. Ensuring tourism growth through the application of effective domestic tourism strategies
3. Ensuring development of tourism facilities
4. Development and implementation of rural tourism accompanied by responsible tourism practices and quality assurance standards
5. Ensuring transformation of the tourism sector
6. Manage and support Departmental Resorts.

1 x Chief Director: Tourism Development and Support  
1 x Personal Assistant (Level 7)  
1 x Secretary (Level 5)

**Directorate: Tourism Planning & Management**

**Purpose:** To facilitate Tourism and promote Tourism education and capacity building.

**Functions:**

1. Conduct research for information and knowledge management.
2. Development of policies and regulatory frameworks for tourism in the province.
3. Manage tourism institutional partnership and capacity building.
4. Capacitate and enhance tourism through the registration and training of tour guides.
5. Monitor implementation of tourism regulatory frameworks.

1 x Director: Tourism Planning and Management  
1 x Secretary (Level 5)

**Directorate: Tourism Growth & Development**

**Purpose:** To ensure tourism growth through application of effective domestic tourism

**Functions:**

1. Develop Niche tourism product.
2. Develop rural tourism.
3. Manage information on tourism products.
4. Ensure responsible tourism.
5. Develop tourism quality assurance standards frameworks.
6. Manage the tourism transport system.

1 x Director: Tourism Growth and Development  
1 x Secretary (Level 5)

**Directorate: Tourism Sector Transformation**

**Purpose:** To ensuring transformation of the Tourism sector

**Functions:**

1. Develop tourism human capacity.
2. Manage tourism charter targets.
3. Manage and implement provincial tourism awareness campaigns.
4. Manage and monitor tourism service excellence standards.
5. Develop and implement community beneficiation programmes.

1 x Director: Tourism Sector Transformation  
1 x Secretary (Level 5)





**Directorate: Tourism Planning & Management**

**Purpose:** To facilitate Tourism and promote Tourism education and capacity building.

**Functions:**

1. Conduct research for information and knowledge management.
2. Development of policies and regulatory frameworks for tourism in the province.
3. Manage tourism institutional partnership and capacity building.
4. Capacitate and enhance tourism through the registration and training of tour guides.
5. Monitor implementation of tourism regulatory frameworks.

1 x Director: Tourism Planning and Management

1 x Secretary (Level 5)

**Sub-directorate: Tourism Policy Monitoring & Evaluation**

**Purpose:** To monitor implementation of tourism regulatory frameworks.

**Functions:**

1. Monitor implementation of tourism regulatory frameworks and ensure compliance thereof.
2. Manage registration of tourist guide and compliance.
3. Ensure tourist guide training as according to legislation.

1 x Deputy Director: Tourism Policy Monitoring and Evaluation

2 x Assistant Directors: Tourism Policy Monitoring and Evaluation

1 x Registrar: Office of the Registrar

4 x Tourism Officers: Tourism Policy Compliance

**Sub-directorate: Tourism Policy and Strategy Development**

**Purpose:** To Development of policies and regulatory frameworks for tourism in the province.

**Functions:**

1. Manage and conduct tourism research to inform policy and strategy development.
2. Develop and review tourism related policies and strategies for implementation.
3. Inform tourism planning with relevant tourism information.

1 x Deputy Director: Tourism Policy and Strategy Development

2 x Assistant Directors: Tourism Policy and Strategy Development

3 x Tourism Officers: Tourism Policy, Research and Development

2 x Tourism Strategy Development



**Directorate: Tourism Growth & Development**

**Purpose:** To ensure tourism growth through application of effective domestic tourism

**Functions:**

1. Develop Niche tourism product.
2. Develop rural tourism.
3. Manage information on tourism products.
4. Ensure responsible tourism.
5. Develop tourism quality assurance standards frameworks.
6. Manage the tourism transport system.

1 x Director: Tourism Growth and Development  
1 x Secretary (Level 5)

**Sub-directorate: Tourism Product Development**

**Purpose:** Develop & implement tourism growth programme.

**Functions:**

1. Ensure Niche tourism product development.
2. Development of rural tourism.
3. Management of tourism product information.
4. Ensure enterprise and community development in rural areas.
5. Ensure access to tourism product information.

1 x Deputy Director: Tourism Product Development  
2 x Assistant Directors: Tourism Product Development  
4 x Tourism Officers: Rural Tourism and Product Development

**Sub-directorate: Tourism Support Programmes**

**Purpose:** Develop and implement responsible tourism programmes, Quality Assurance & transport support systems.

**Functions:**

1. Ensure application of best practices in the tourism sector.
2. Assist in monitoring the tourism transport system.
3. Provide inputs in the Tourism Quality Assurance standards framework.

1 x Deputy Director: Tourism Support Programmes  
2 x Assistant Director: Tourism Support Programmes  
4 x Tourism Officers

**Directorate: Tourism Sector Transformation**

**Purpose:** To ensuring transformation of the Tourism sector

**Functions:**

1. Develop tourism human capacity.
2. Manage tourism charter targets.
3. Manage and implement provincial tourism awareness campaigns.
4. Manage and monitor tourism service excellence standards.
5. Develop and implement community beneficiation programmes.

1 x Director: Tourism Sector Transformation  
1 x Secretary (Level 5)

**Sub-directorate: Tourism Human Capacity Dev & Community Beneficiation**

**Purpose:** To develop and implement community beneficiation programmes.

**Functions:**

1. Develop and implement tourism skills enhancement & community beneficiation programmes.
2. Ensure availability of adequate capable and competetive human capital.

1 x Deputy Director: Tourism Human Capacity Dev & Community Beneficiation  
2 x Assistant Directors  
6 x Tourism Officer

**Sub-directorate: Tourism Awareness**

**Purpose:** To manage and implement provincial tourism awareness campaigns.

**Functions:**

1. Develop and implement strategies for dissemination of tourism awareness programmes.
2. Ensure access to finance for all tourism related issues in the province.

1 x Deputy Director: Tourism Awareness  
2 x Assistant Director: Tourism Awareness  
4 x Tourism Officers



**Chief Directorate: Human Resource Management**

**Purpose:** To ensure the availability of skilled, healthy, representative and motivated employees, as well as organisational efficiency.

**Functions:**

1. To ensure appropriate and timely selection and recruitment processes, administering of conditions of service and monitoring adherence to relevant HR prescripts.
2. To ensure the development, optimal performance and wellbeing of all employees
3. Manage Information Technology and systems of the department.

1 x Chief Director: Human Resource Management (Level 14)  
1 x Personal Assistant (Level 7)  
1 x Secretary (Level 5)

**Directorate: Human Resource Administration**

**Purpose:** To ensure appropriate and timely selection & recruitment processes, as administering of conditions of services & monitoring adherence to relevant HR prescripts.

**Functions:**

1. Manage the human resource provisioning in the Department (Recruitment and Selection)
2. Administer conditions service in the department.
3. Ensure proper monitoring and compliance with the Human Resource policies
4. Do establishment control
5. Provide support services, including HR Registry and Messenger services in the department.

1x Director: Human Resource Administration (Level 13)  
1 x Secretary (Level 5)

**Directorate : Organisational and Human Resource Development**

**Purpose:** To ensure the development, optimal performance and wellbeing of all employees.

**Functions:**

1. Ensure a supportive work environment that will improve employee wellness in the workplace.
2. Ensure optimal development of all employees and ensure the administration of bursaries, learnerships and internships and ABET
3. Provide an organisational development services, including maintenance of the organisational structure
4. Ensure proper implementation of Performance Management and Development System in the department for salary level 1-12 employees and SMS members

1 x Director: OHRD (Level 13)  
1 x Secretary (Level 5)

**Directorate: Performance Monitoring and Evaluation**

**Purpose:** To monitor and evaluate the performance of the Department (including the Public Entities) against the Strategic Plan and provide a report thereof

**Functions:**

1. Develop the Strategic Plan and the Annual Performance plan of the department.
2. Analyse the achievements indicated in the Strategic Plan, the Annual Performance Plan and provide a report thereof
3. Develop and monitor the implementation of the Service Delivery Improvement Plan
4. Provide support to all programmes regarding project implementation

1 x Director: Performance Monitoring and Evaluation (Level 13)  
1 x Secretary (Level 5)

**Directorate: Human Resource Administration**

**Purpose:** To ensure appropriate and timely selection & recruitment processes, as administering of conditions of services & monitoring adherence to relevant HR prescripts.

**Functions:**

1. Manage the human resource provisioning in the Department (Recruitment and Selection)
2. Administer conditions service in the department.
3. Ensure proper monitoring and compliance with the Human Resource policies
4. Do establishment control
5. Provide support services, including HR Registry and Messenger services in the department

1x Director: Human Resource Administration (Level 13)  
1 x Secretary (Level 5)

**Sub-directorate : Human Resource Provisioning and Conditions of Service**

**Purpose:** Manage the human resource provisioning in the Department (Recruitment and Selection)

**Functions:**

1. Manage recruitment, selection, transfers, promotions, terminations and staff establishment
2. Administer leave, housing, injury on duty, resettlement and administer Persal
3. Provide support services, including HR Registry and Messenger services in the department

1 x Deputy Director: Sub-directorate : HR Provisioning and Conditions of Service (Level 11)

**Sub-directorate: Human Resource Practices**

**Purpose:** Ensure proper monitoring and compliance with the Human Resource policies

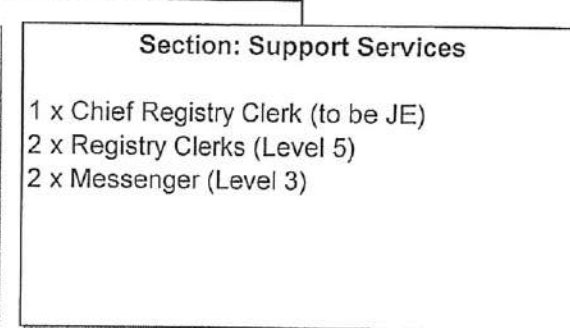
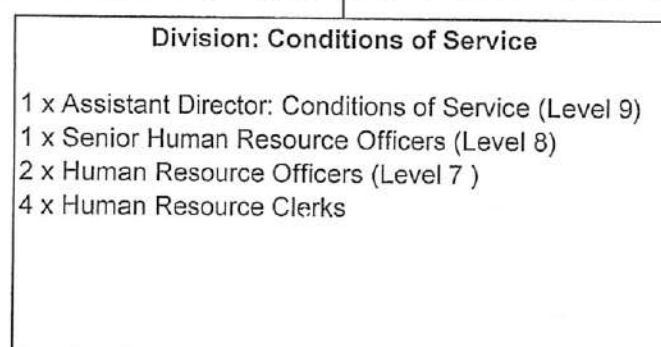
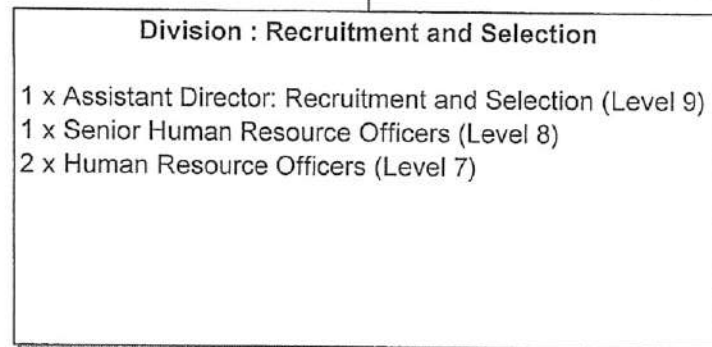
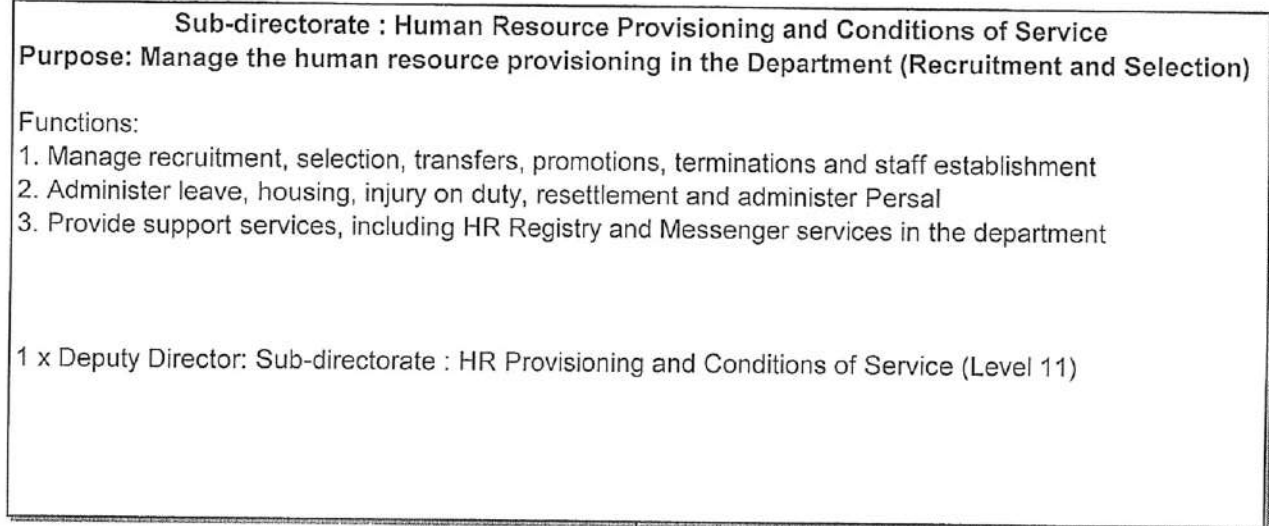
**Functions:**

1. Monitor, evaluate and report on Human Resource Management policies, and procedures
2. Develop the Human Resource Plan of the Department (inc EE Plan)
3. Formulate HR policies and procedures
4. Conduct workshops on HR policies and procedures and advise thereof
5. Co-ordinate the compilation of inputs to the Annual report

1 x Deputy Director: HR Practices (Level 11)

**Division: Labour Relations**

2 x Assistant Director: Labour Relations (Level 9)  
4 x Labour Relations Officers (Level 7)



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**Sub-directorate: Human Resource Practices**

Purpose: Ensure proper monitoring and compliance with the Human Resource policies

**Functions:**

1. Monitor, evaluate and report on Human Resource Management policies, and procedures
2. Develop the Human Resource Plan of the Department (inc EE Plan)
3. Formulate HR policies and procedures
4. Conduct workshops on HR policies and procedures and advise thereof
5. Co-ordinate the compilation of inputs to the Annual report

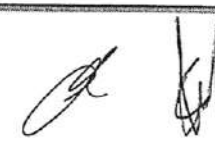
1 x Deputy Director: HR Practices (Level 11)

**Division: Human Resource Practice**

1x Assistant Director: HR Practice (Level 9)  
2 x Senior Human Resource Practitioners (Level 8)  
2 x Human Resource Practitioners (Level 7)

**Division: Human Resource Monitoring and Evaluation**

1 x Assistant Director: HR Monitoring and Evaluation (Level 9)  
2 x Senior Human Resource Practitioners (Level 8)  
2 x Human Resource Practitioners (Level 7)

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**Directorate : Organisational and Human Resource Development**

**Purpose:** To ensure the development, optimal performance and wellbeing of all employees.

**Functions:**

1. Ensure a supportive work environment that will improve employee wellness in the workplace.
2. Ensure optimal development of all employees and ensure the administration of bursaries, learnerships and internships and ABET
3. Provide an organisational development services, including maintenance of the organisational structure
4. Ensure proper implementation of Performance Management and Development System in the department for salary level 1-12 employees and SMS members

1 x Director: OHRD (Level 13)

1 x Secretary (Level 5)

**Sub-directorate: Human Resource Development**

**Purpose:** Ensure optimal development of all employees and ensure the administration of bursaries, learnerships and internships

**Functions:**

1. Manage workplace skills plan in the Department
2. Manage learnerships, internships and ABET within the department
3. Identify, prioritise and implement training needs according to the allocated budget
4. Manage the administration of the departmental database for bursaries, learnerships and internships
5. Ensure proper implementation of PMDS for salary level 1-12 employees and SMS members

1 x Deputy Director: HRD (Level 11)

**Sub-directorate: Organisational Development**

**Purpose:** Provide an organisational development services, including maintenance of the organisational structure

**Functions:**

1. Advise management on the development of the organisational structure
2. Evaluate posts so as to ensure that work of equal value is remunerate equally
3. Ensure business process engineering

1 x Deputy Director: Organisational Development (Level 11)

**Sub-directorate: Employee Health and Wellness**

**Purpose:** Ensure a supportive work environment that will improve employee wellness in the workplace

**Functions**

1. Ensure compliance with the departmental policy and guidelines in accordance with the requirements of Act 85 of 1993 and its regulations.
2. Provide reports to top management with regard to OHS programmes
3. Develop, implement and maintenance of occupational health and safety policies
4. Provision of occupational health and safety training and awareness
5. Conduct occupational health and safety investigations
6. Ensure the development, optimal performance and wellbeing of all employees which also includes sporting activities in the department

1 x Deputy Director: EHWP (Level 11)



**Sub-directorate: Human Resource Development**

**Purpose:** Ensure optimal development of all employees and ensure the administration of bursaries, learnerships and internships

**Functions:**

1. Manage workplace skills plan in the Department
  2. Manage learnerships, internships and ABET within the department
  3. Identify, prioritise and implement training needs according to the allocated budget
  4. Manage the administration of the departmental database for bursaries, learnerships and internships
  5. Ensure proper implementation of PMDS for salary level 1-12 employees and SMS members
- 1 x Deputy Director: HRD (Level 11)

**Division: Training Programs**

1 x Assitant Director: Training and Development (Level 9)  
1 x Senior Training Officer  
4 x Training Officers (Level 7)

**Division: Learnerships and Internships**

1 x Assitant Director: Learnerships and Internships (Level 9)  
3 x HRD Officers

**Division: PMDS**

1 x Assistant Director: PMDS (Level 9)  
4 x PMDS Officers (Level 7)





**Sub-directorate: Organisational Development**

**Purpose:** Provide an organisational development services, including maintenance of the organisational structure

**Functions:**

1. Advise management on the development of the organisational structure
2. Evaluate posts so as to ensure that work of equal value is remunerate equally
3. Ensure business process engineering

1 x Deputy Director: Organisational Development (Level 11)

**Division: Job Evaluation**

1 x Assistant Director: Job Evaluation (Level 9)  
2 x Job Analysts (Level 7)

**Division: Organisational Development**

1 x Organisational Development Specialist (Level 9)  
2 x Organisational Development Practitioners (Level 7)



**Sub-directorate: Employee Health and Wellness**

**Purpose:** Ensure a supportive work environment that will improve employee wellness in the workplace

**Functions**

1. Ensure compliance with the departmental policy and guidelines in accordance with the requirements of Act 85 of 1993 and its regulations.
2. Provide reports to top management with regard to OHS programmes
3. Develop, implement and maintenance of occupational health and safety policies
4. Provision of occupational health and safety training and awareness
5. Conduct occupational health and safety investigations
6. Ensure the development, optimal performance and wellbeing of all employees which also includes sporting activities in the department

1 x Deputy Director: EHWP (Level 11)

**Division: SHERQ (Safety, Environment, Risk and Quality)**

1 x Assistant Director: SHERQ (to be re-evaluated)  
1 x Senior OHS Officer (Level 8)  
2 x SHERQ Officers (Level 7)

**Division: HIV and AIDS**

1 x Assistant Director: HIV and AIDS (OSD )  
2 x HIV and AIDS Co-ordinators (Level 7)

**Division: Wellness Management**

1 x Assistant Director: Wellness Management (level 9)  
2 x Wellness Practitioners (Level 7)  
2 x Health and Productivity Practitioners (Level 8)



Directorate: Performance Monitoring and Evaluation

**Purpose:** To monitor and evaluate the performance of the Department (including the Public Entities) against the Strategic Plan and provide a report thereof

**Functions:**

1. Develop the Strategic Plan and the Annual Performance plan of the department.
2. Analyse the achievements indicated in the Strategic Plan, the Annual Performance Plan and provide a report thereof
3. Develop and monitor the implementation of the Service Delivery Improvement Plan
4. Provide support to all programmes regarding project implementation

1 x Director: Performance Monitoring and Evaluation (Level 13)  
1 x Secretary (Level 5)

Sub-directorate: Strategic Planning

**Purpose:**  
Develop the Strategic Plan and the Annual Performance plan of the department.

**Functions:**

1. Facilitate and co-ordinate the department's inputs to the Provincial Outcome-Based Plan, SOPA and MEC budget injunctions.
2. Develop and maintain strategic planning and reporting guidelines
3. Analyse, consolidate and submit the Department's Strategic Plan, Annual Performance Report and the Annual Report.
4. Coordinate and facilitate strategic and operational planning processes within the Department.
5. Facilitate the successful implementation of the Department's Strategic Plan/ Annual Performance Plan
6. Conduct research towards improving strategic planning within the Department in line with internal best practices
7. Develop and implement capacity building programmes towards improving strategic planning within the Department

1 x Deputy Director: Strategic Planning (Level 11 Provincial benchmark)  
2 x Strategic Planning Specialist (Level 9 Provincial benchmark)  
4 x Strategic Planning Practitioner (Level 7 Provincial benchmark)

Sub-directorate: Service Delivery Improvement

**Purpose:**  
Develop and monitor the implementation of the Service Delivery Improvement Plan

**Functions:**

1. Develop, maintain and ensure the implementation of the Department's Service Delivery Charter and Service Delivery Improvement Plan.
2. Analyse, monitor and report on the extent to which the above are complied with in the Department.
3. Develop and provide customer care and complaints management strategy and processes.
4. Develop and implement the Department's Citizens Participation Strategy and processes
5. Facilitate, coordinate and monitor Balho Pele initiatives.
6. Conduct customer satisfaction surveys

1 x Deputy Director: Service Delivery Improvement (Level 11 Provincial benchmark)  
2 x Service Delivery Specialist (Level 9 Provincial benchmark)  
4 x Service Delivery Practitioners (Level 7 Provincial benchmark)

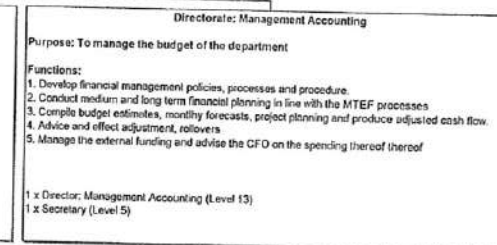
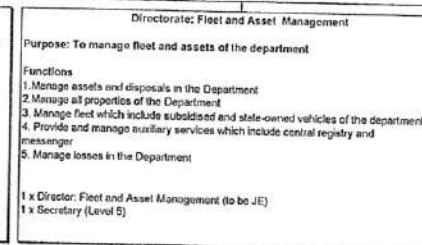
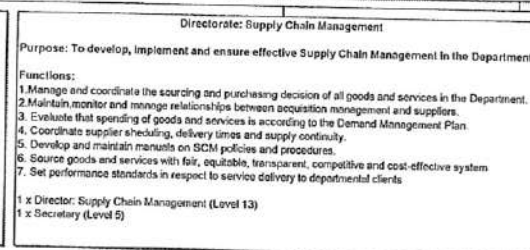
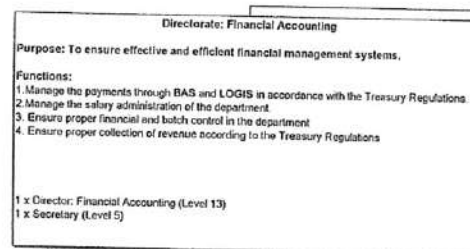
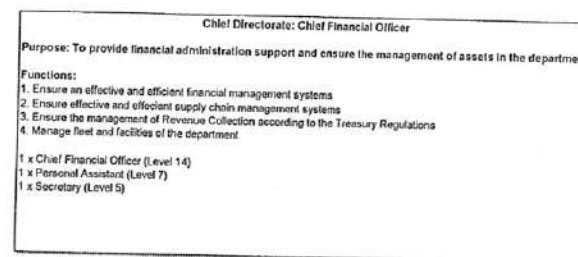
Sub-directorate: Monitoring and Evaluation (incl Entities monitoring)

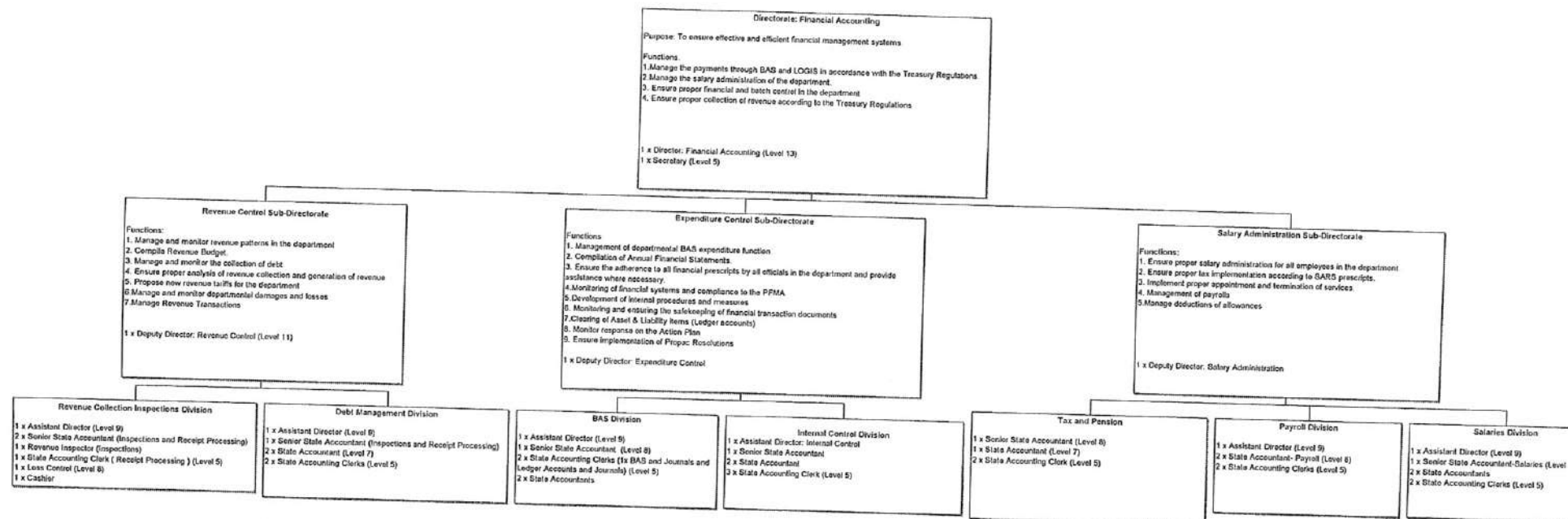
**Purpose:**  
Analyse the achievements indicated in the Strategic Plan, the Annual Performance Plan and provide a report thereof

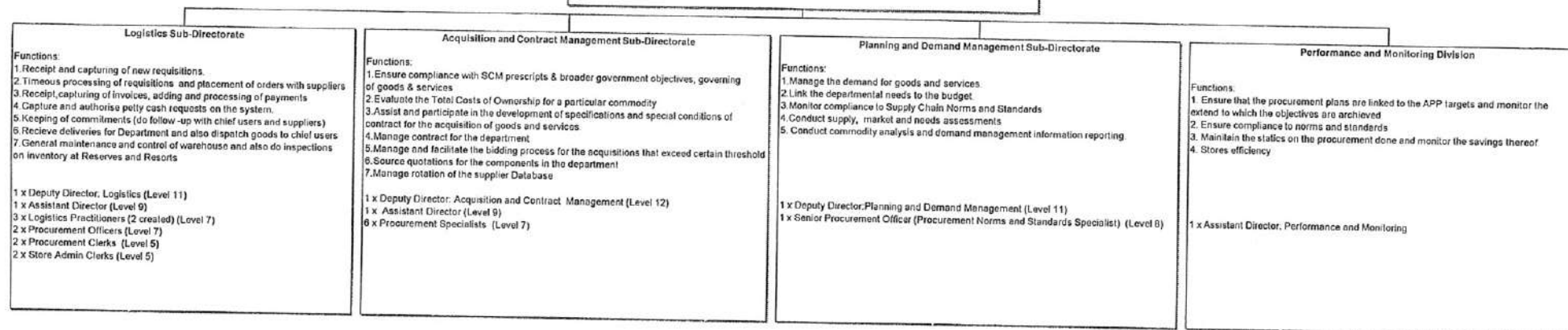
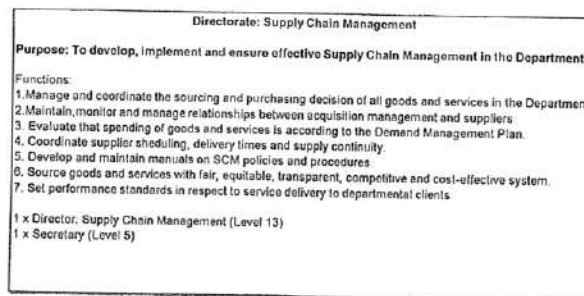
**Functions:**

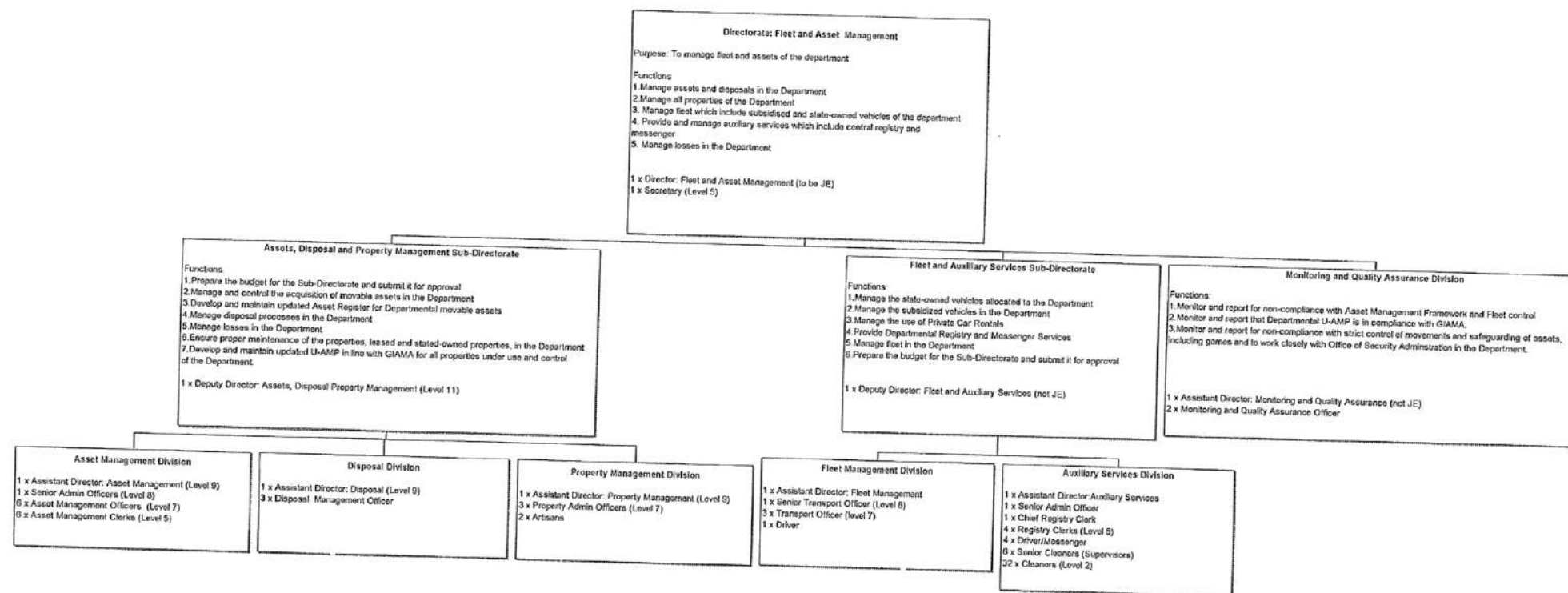
1. Develop, maintain and ensure the implementation of the Department's Monitoring and Evaluation Policy.
2. Analyse and submit a non-financial performance reports (monthly, quarterly and annually) against the Outcome Based- Plan.
3. Monitor and evaluate the implementation of departmental programmes and activities against Government Programme of Actions, Cluster Projects and SOPA and MEC budget injunctions
4. Facilitate and coordinate the development of the Department's Annual Report
5. Collect and disseminate research documents on monitoring and evaluation

1 x Deputy Director: Monitoring and Evaluation (Level 11 Provincial benchmark)  
2 x Monitoring and Evaluation Specialist (Level 9 Provincial benchmark)  
4 x Monitoring and Evaluation Practitioners (Level 7 Provincial benchmark)











### Directorate: Management Accounting

**Purpose:** To manage the budget of the department

**Functions:**

1. Develop financial management policies, processes and procedure.
2. Conduct medium and long term financial planning in line with the MTEF processes
3. Compile budget estimates, monthly forecasts, project planning and produce adjusted cash flow.
4. Advice and effect adjustment, rollovers
5. Manage the external funding and advise the CFO on the spending thereof thereof

1 x Director: Management Accounting (Level 13)

1 x Secretary (Level 5)

### Budget Management Sub-directorate

**Functions**

1. Ensure the management of financial planning and budgetary control.
2. Ensure appropriate budget allocation on BAS and assist Managers on the managemetrn of their budget.
3. Ensure the alignment of the budget with the strategic objectives and priorities of the department.
4. Ensure compliance with the PFMA and Division of Revenue

1 x Deputy Director: Budget Management

1 x Assistant Director

3 x State Accountants

### Pay Master General and Cash Flow Management Division

**Functions**

1. Ensure proper allocation of income.
2. Ensure proper allocation of expenditure.
3. Ensure sufficient cash flow for departmental activities

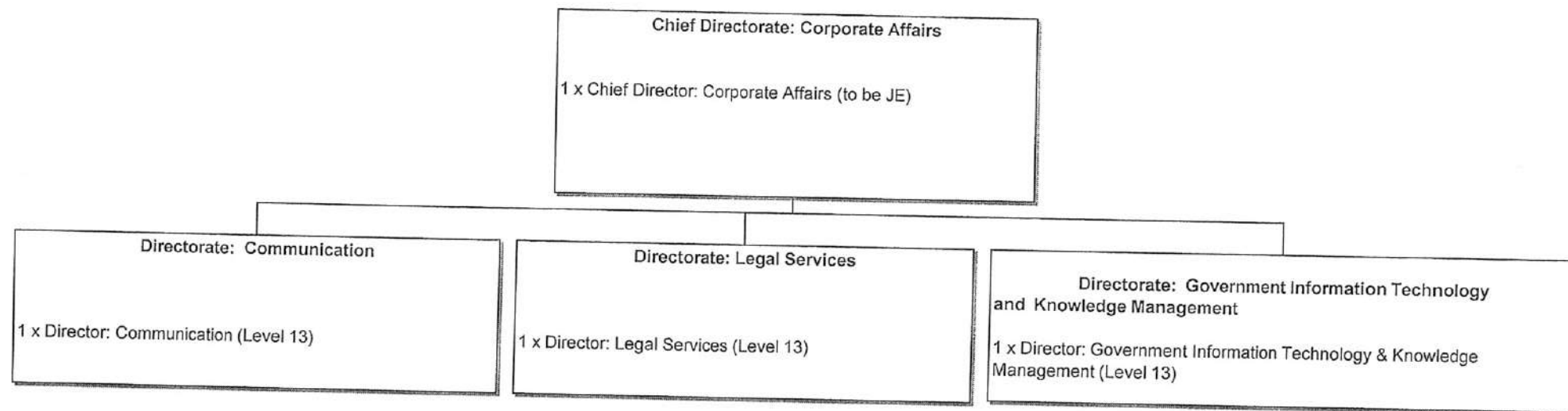
1 x Assistant Director

2 x State Accountants

2 x State Accounting Clerks







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**Directorate: Communication**

**Purpose:** To develop and manage effective corporate communication, marketing and public relations programmes in the department.

**Functions:**

1. Ensure effective internal and external communications
2. Ensure a comprehensive and coherent media and liaison services
3. Plan and manage the production of communication material i.e. print and multimedia.

1 x Director: Communication (Level 13)  
1 x Secretary

**Sub-directorate: Stakeholder Management**

**Purpose:**

To ensure effective internal and external communications

**Functions:**

1. Management of stakeholder database.
2. Manage the MEC's outreach programme
3. Co-ordinating and managing all the departmental events
3. Coordinate and managing departmental campaigns
4. Drafting and writing of speeches for the MEC and the HOD
5. Ensure effective internal communication (staff and entities)

1 x Deputy Director: Stakeholder Management

**Sub-directorate: Media Liaison**

**Purpose:**

Ensure a comprehensive and coherent media and liaison services

**Functions:**

1. Managing effective media liaison
2. Developing and issuing media statements
3. Media monitoring
4. Improve reach and impact of departments programmes and activities
5. Enhancing departmental presence in the social media

1 x Deputy Director: Media Liaison  
2 x Assistant Director  
2 x Communication Officer

**Sub-directorate: Brand and Reputation Management**

**Purpose:**

Plan and manage the production of communication material i.e. print and multimedia.

**Functions:**

1. Develop and produce exhibitions concept.
2. Design and monitoring of all promotional material.
3. Co-ordinating production and distribution of departmental publications
4. Monitoring compliance to corporate identity

1 x Deputy Director: Brand and Reputation Management  
2 x Assistant Director  
2 x Communication Officers

1 x Assistant Director  
2 x Communication Officers

1 x Senior Help Desk Officer  
2 x Help Desk Clerks

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### Directorate: Legal Services

**Purpose:**

To provide legal opinion and advise on intergovernmental relations matters

**Functions:**

1. To advise the department on issues relating to legislative and contract drafting
2. Ensure that all civil and criminal cases are handled and resolved timeously.
- 3 To foster relations between DETEA, local governments, other government departments, private sector, NGOs, International partners, and Entities

1 x Director: Legal Services (Level 13)

1 x Secretary (Level 5)

### Sub-directorate: Legislative and Contract Drafting

**Purpose:**

To advise the department on issues relating to legislative and contract drafting

**Functions:**

1. Provide advise on the interpretation and drafting of legislation
2. Draft and edit contracts on behalf of the Department.
3. Assist on the interpretation of the awards referred to.
4. Assist line functions in drafting of policies

1 x Deputy Director: Legislative and Contract Drafting

2 x Legal Admin Officers (2 created)

### Sub-directorate: Legal Services and Litigation

**Purpose:**

Ensure that all civil and criminal cases are handled and resolved timeously.

**Functions:**

1. Brief the State Attorneys on civil cases referred to them.
2. Monitor compliance and implementation on legislations affecting the department
3. Attend all litigation in favour and against the Department.

1 X Deputy Director: Legal Services and Litigation (created)

2 x Legal Admin Officer (2 created)



