

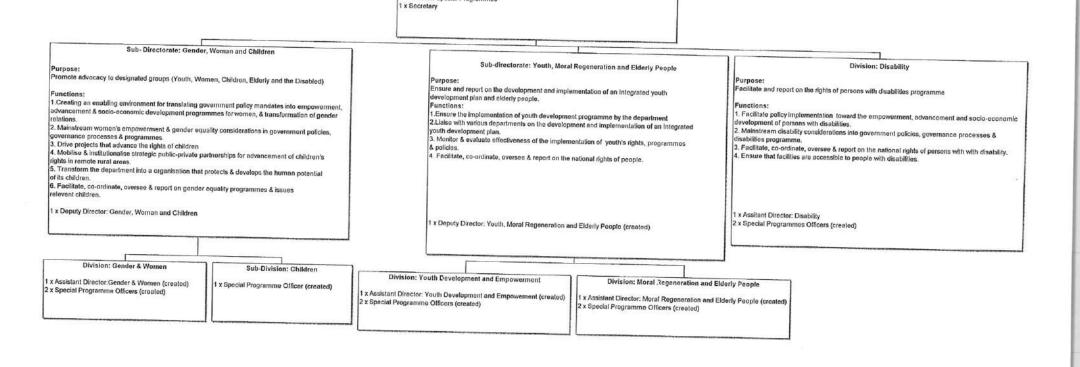


Office of the MEC: DETEA

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 Cabiinet/ Executive
- 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 (Leve! 5)



Directorate: Special Programmes Purpose: To manage the mainstreaming and development of vulnerable target groups.

1.Promote advocacy to designated groups (Youth, Women, Children, Elderly and the Disabled) in order to ensure the Department is implementing programmes on equality and equity. 2. Facilitate and report on the rights of alderly people and persons with disabilities programme 3. Ensure and report on the development and implementation of an integrated youth

Functions:

development plan.

1 x Director: Special Programmes



Office of the Head of Department

Purpose: To manage the Office of the HOD

#### Functions:

- 1. Undertake policy or line function tasks as required which includes conducting research, analyze information and compile complex documents for the HOD
- 2. Coordinate external strategic alliances between the office of the HOD and other stakeholders which includes collecting and compiling information for the HOD with regard to issues that needs to be discussed.
- 3. Manage general support services in the office of the Heads of Department which includes setting up and maintaining systems in the Office that will ensure efficiency in the office
- 4. Manage the financial, human and assets resources in the office of the HOD
- 5. To provide effective and efficient secretariat services to the various Standing Committees in the department .
- 1 x Office Manager: Office of the HOD (Level 13)

Sub-directorate: Secretariat Services

Purpose: To provide effective and efficient secretariat services to the various Standing Committees in the department .

#### Functions:

- 1. Develop together with committee members annual schedules for meetings and distribute the schedules to the committee members.
- 2. Participate in making logistical arrangements for the meeting (which includes organizing venue, distributing relevant documentation, agenda to the Committee members and setting up of recording equipments) and ensure that reminders are sent to the committee members timeously regarding the sittings of the meetings.
- 3. Take/ ensure that minutes are taken and distributed to the Committee members within 5 working days after sitting.
- 4. Monitor implementation of the resolutions taken by committee, do follow up and report non implementation thereof
- 5. Provide quarterly reports to the committee members to enable them to evaluate the effectiveness of the implementation
- 6. Provide a quarterly report to the HOD regarding performance of the Committees in department as well as membership thereof 7. Provide information to the Auditor General regarding all the existing Committees in the Department and their functioning
- (which includes providing minutes and reports as evidence)
- 1 x Deputy Director: Secretariat Services
- 2 x Assistant Director: Secretariat Services (2 created)
- 4 x Admin Officers (4 created)
- 2 x Typist

Office of the Head of Department

Purpose: To manage the office of the HOD

#### Functions:

- 1. Scrutinize documents to determine actions/information/documents required.
- 2. Manage general support services in the office of the Heads of Department.
- 3. Manage the resources of the Heads of Department.
- 4. Collect and compile information for the Heads of Department.
- 5. Co-ordinate external strategic alliances between the office of the HOD and other stakeholders
- 6. Execute research, analyze information and compile complex documents for the HOD
- 1 x Personal Assistant (Level 9)
- 1 x Admin Officer (Level 7)
- 1 x Secretary (Level 5)
- 1 x Registry Clerk (Level 5)
- 2 x Receptionists (Level 3)
- 1 x Driver/ Messenger (Level 4)
- 1 x Chief Registry Clerk (Level 7)

#### Directorate: Internal Audit

Purpose: To effectively plan, manage and perform audit functions

#### Functions:

- 1. Perform forensic and governance audiling
- 2. Perform compliance and performance auditing
- 3. Perform IT ans 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

#### Function

- 1. Perform compliance and regulatory audit to assist the department to achieve its objective
- 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 Auditiors
- 2 x Auditors
- 2 x Audit Clerks

Division: Compliance Audit

- 2x Assistant Directors
- 2 x Senior Auditors 2 x Auditors
- 2 x Audil Clerks

# Sub-directorate: Forensic and Governance Audit

#### Purpose:

Perform forensic and governance auditing

#### Functions

- Perform adhoc and forensic investigations in order to assist the department to achieve its objective by detecting and preventing irregular activities
   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

# Sub-directorate: IT and Environmental Audit

#### Purpose:

Perform IT ans Environmental auditing

#### Functions:

- Perform IT auditing in order to ensure that the systems that are used enable the department to achieve its objectives
- 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: 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
- x Auditor
- 1 x Audit Clerk

### 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

R

# Directorate: Risk Management

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

#### Functions:

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

## 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
- 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)
- 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: 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-directprate: Physical and Information Security Purpose: Provide security services in the entire department. Sub-directorate: Fraud and Anti-Corruption 1. Ensure the provision and monitoring of physical security that includes access control, Purpose: Ensure prevention of Fraud and Corruption in the department. 2. Implement technical surveillance counter measures 3. Develop security measures and procedure as well as awareness Functions: 5. Ensure the vetting of contractors, posts identified to have sensitive information and ensure proper 1. Investigate all corruption, fraud, theft in the department 2. Compile investigation reports for internal disciplinary hearings, civil and criminal 6. Provide a report of all the vetting done in the department which include officials who 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: Physical, Personnel and Information Security (Level 11) 1 x Deputy Director: Fraud and Anti-Corruption (Level 11) Division: Physical and Personnel Security Division: Fraud and Anti-Corruption Investigations 1 x Assistant Director: Physical and Personnel Security (Level 9) 3 x Security Administration Officers 1 x Assistant Director (Level 9) 4 x Security Supervisors 2 x Investigators (Level 8) 24 x Security Guards (Level 3) Division: Fraud and Anti-Corruption Investigations Division: Vetting Administration 1 x Assistant Director (Level 9) 1 x Assistant Director: Vetting Administration (Level 9) 2 x Investigators (Level 8) 2 x Vetting Administration Officers (Level 7) Division: Information Security 1 x Assistant Director: Information Security 9 (Level 10) 2 x Information Security Officer

Functions:

guarding and patrolling

record keeping thereof.

4. Provide Personnel security in the department

did not disclose the information as required

### Branch: Economic Development

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

- 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:

 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 functing
- 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

- 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

- 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 functing
- 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 functing.

#### 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:

- 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.

- 1. Develop and continuosly 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)

Directorate: Development Support and Coordination of Funding

Purpose: Ensure coordination of sector specific development functing.

## Functions:

## 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)

Sub-directorate: Development and Funding

- 1 x Deputy Director
- 2 x Assistant Director
- 4 x Trade Adivsors

Sub-directorate: Development and Funding

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

Sub-directorate: Development and Funding

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

# 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)

# 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 (Level7)

# 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 Director (Level 9)
- 2 x Trade Advisors (Level 7)

I ky

Sector Development Directorate Purpose: To support and promote industrial and sectoral development through collaboration with industry stakeholders. Novelop and continuosly update sector development plans (i.e. Mining, Agric, Service, Manufecturing, Retail, Telecommunication, Arts and Culture and Textile)
 Coordinate sector specific forums Ensure value analysis and development Export development initiatives with FDC
 Promotion and marketing of packages 1 x Director: Sector Development (Level 13) 1 x Secretary (Level 5)

Fundamental Number of the mining houses on policy directives and other related matters. 2. Facilitate the transformation of the sector and value adding such as beneficiation. 3. Provide advice on developments with regard to the mining sector generally. 1 x Deputy Director:Mining (Level 11) 2 x Assistant Director (Level 9) 4 x Trade Advisor: Mining

Mining Sub-Directorate

Functions.

1. Working closely with the agri-industry on policy directives and other related matters.

2. Faciliste the increase in value adding of agricultural products te enhance economic performance of the provinced economy.

3. Provide advice on developments with regard to the agre-industry and the transformation. of the sector generally.

Agro-Industry Sub-directorate

1 x Deputy Director: Agro-Industry (Level 11) 2 x Assistant Director (Level 9) 4 x Trade Advisor: Agro-Industry

Manufacturing Sub-Directorate

Functions:

1. Facilitate increase in the manufacturing output in the province.

2. Liaise with inclustry associations and chamber of commerce on a regular basis for feedback on key developments and challenges in any.

3. Promote manufacturing as an engine for growth and development in the province,

4. Facilitate the implementation of strategies and projects that improve the competitiveness of identified priority sectors as provided in the Free State provincial plans.

1 x Deputy Director: Manufacturing (Level 11) 2 x Assistant Director (Level 9) 4 x Trade Advisor: Manufacturing

Renewable Sub-directorate

Functions:

1. Advice and provide support on the implementation of renowable energy projects

n the Free State In the ree uses

2. Develop and continuously update renovable energy plans in the Province

3. Work closely with relevant stakeholders i.e National Department of Energy and FDC on policy

Work closely with relevant stakeholders is Platonal Department of Energy and PDD on policy directives as well as matters relating to renewable energy;
 Identify projects that are relating to renewable energy in the Province and report accordingly.
 Ensure value chain analysis and development within the renewable energy industry.
 Manage the resources of the sub-directionale which includes human resources, finance and assets.

1 x Deputy Director: Renewable Energy (Level 11) 2 x Assistant Director: Renewable Energy (Level 9) 4 x Trade Advisor

Chief Directorate: Economic Research and Planning Purpose:To ensure that the department has the required business intelligence, strategic plans, rational plans, programmes and strategies on economic development. Undertake research and manage the research output Conduct economic planning
 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)

Purpose: To undertake research and manage the research output Functions Functions
1. Overlop, manage and maintain administrative system for data management.
2. Maintain continous assessment of key condmis indicators relevant for the province
3. Establishment and management of research stakeholder forum.
4. Establishment of dindisory committee for policy development purposes
5. Monitor the implementation of the research projects including expenditure 1 x Director: Economic Research (Level 13) 1 x Secretary (Level 5)

Purpose: To conduct economic planning and monitor the performance of State Owned Companies (SOC's) Owner Companies pourus
Functions
1. Develop and maintain economic development plans
2. Monter performance of the department and SOC's
3. Support the development and review of economic development policies as they

Directorate: Economic Strategic Planning

3. support the development and review of economic development policies as they affect the province.
4. Development of economic hubs and corridors.
5. Conduct research on cipportunities for investment and the potential exports to be packaged for investices.
6. Ensure the development of implementation guideliness and strategies on policies such as BBBEE policies and Cooperafiles 5.

1 x Director: Economic Strategic Planning (Level 13) 1 x Secretary (Level 5)

Directorate: Business Regulation and Governance

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

Functions

1. Investigate altigod unlair 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. Research Management

urpose: To undertake research

Functions

1. Undertake research in economic development.

 Monitor research quality.
 Network with researchers and stakeholders. 4. Supervise researchers

Manage the resources of the sub-directorate which includes the budget, ersonnel and assets

1 x Deputy Director: Research Management (Level 11) 2 x Researchers (Level 9)

Sub-directorate: Research Output Management

urpose: To monitor implementation of output of the research conducted

Functions

1. Manager research output (including protecting intellectual properly rights)

2. Engage in research capacity building.

3. Disseminate information generated through research

4. Support knowledge transfer programmes

5. Manage the resources of the sub-directorate which includes the budget, personnel masses.

1 x Dr puty Director: Research Output Management (Level 11) 2 x Researchers (Level 9)

Sub-directorate: Planning Management

Purpose: To conduct economic planning

Develop plans, policies and strategies for economic development for the Department and SOC's and olign with provincial and national mandates and policies
 Ensure the development of plans and strategies for business enterprise and economic sector development
 Network with all reterrant statisholders.

Network with all residuals statistics.
 A coordinate of resources to ensure openomy, efficiency and effectiveness in planning and budgeting in Manage the resources of the sub-directorate which includes the budget, personnel and assets.

1 x Deputy Director: Planning Management(Level 11) 4 x Planning Advisors (Level 9)

Sub-directorate: Monitoring and Evaluation

Purpose: To monitor the performance of the Department and State Owned Enterprises (SOC's).

Functions

1. Monitor and evaluate the implementation and evaluation of connemic strategy and APP in the Department.

2. Assist in the mentioning and evaluation of the performance of SOC's

3. Compile reports on performance of the Department and SOC's.

4. Manage information and showledge in the Chief Directorate on performance.

5. Manage the resources of the sub-directorate which includes the budget, personnel and assets.

X Deputy Director:Monitoring and Evaluation (Level 11)
 4 x Monitoring and E-aluation Managers (Level 9)

Directorate: Business Regulation and Governance

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

#### Functions:

- 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 consumereducation campaigns.

- 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. Education consumers about their rights in terms of different legislations.
- 5. Market the Consumer Court as well as the Office of the Consumer
- 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

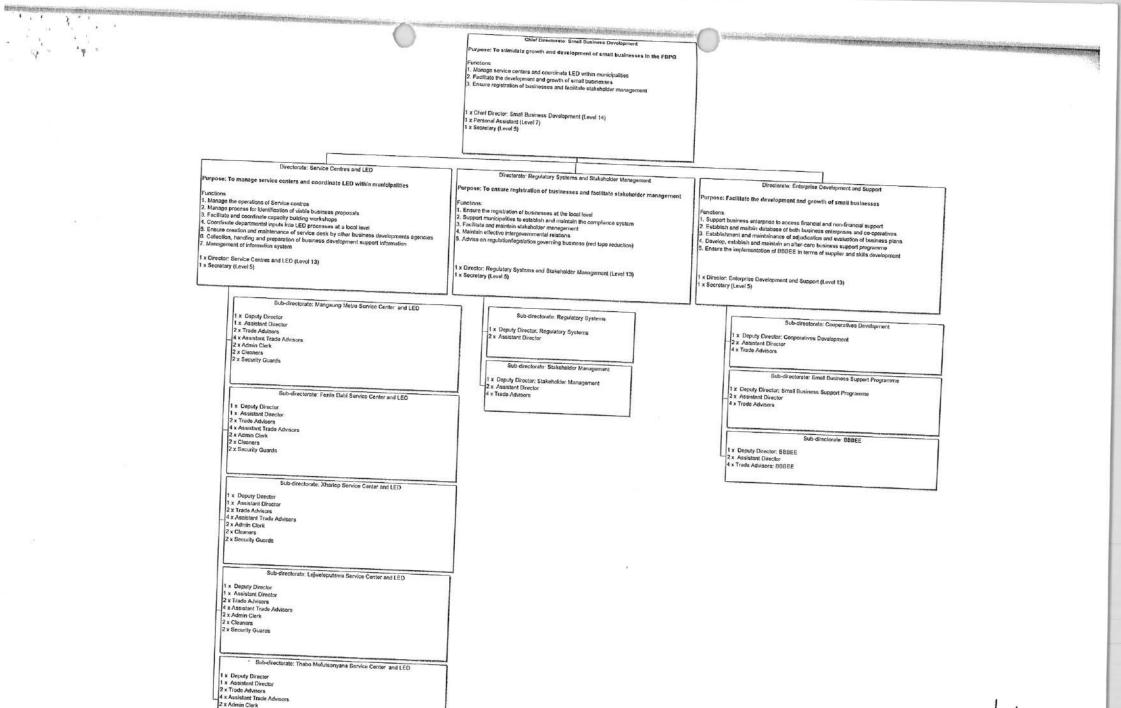
Purpose: Conduct consumer investigation on cases received Functions:

- 1. Receive consumer complains.
- 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)



2 x Cleaners 2 x Security Guards R W

### Branch: Environment and Conservation

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

- 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 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.

- 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

- Promote sustainable development through integrated environmental management
- 2. Facilitate and ensure provincial sustainable development and greening policy processes, initiatives and departmental a to whate any provinces assembly the enorment and greening pointy processes, minimizes and objectives are incorporated into the strategic planning instruments at national, provincial and local level.
   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)

# Chief Directorate: Tourism Development and Support

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

#### Functions,

- Development and implementation of effective tourism policies
- Ensuring tourism growth through the application of affective domestic tourism strategies 3. Ensuring development of tourism facilities
- 4. Development and implementation of rural tourism accampanied by responsible tourism practices and quality assurance standards
- 5. Ensuring transformation of the tourism sector
- 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 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
- 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)

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

1. Manager provincial protected Areas through suntainable and ecotogical bound principles.

2. Cospositive establishment, development and management et conservation areas d'hidrocted aixes. Bourbrers, victisco sa drait e nesson areas;

2. Ourseppe and informat in d'assistante parts de retoris and protected areas.

3. Una super and support Dispatimental Research. 1 x Onector: Protected Area (Level 13) 1 x Socretary (Level 5) GameManagement and Capture

1 xAssistant Director Game Capture

1 s Game Capture

1 s Admin Cert (crosted)
1 s Admin Cert (crosted)
1 s Nature Consonator
1 s Attean (created)
2 s Service Foreman
18 x Reserve Assistants (created) Game Culting 1 x Cuting Manager 2 x Reserve Assalants

repose: Manage Provinctal Protected Areas through sustainable & ecologically sound principles

Punctions:

1 Oversitandpoment of protected areas prough asutamably and acologically early early propiets.

2 Silenches engineersalion of the National Environmental Management, Protected Areas Act (HENPAN).

3 Dorellop and Implament lescopted Management Plan to as Protected Areas.

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

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

Fundaces

- County in annagement of protected areas strongly assistantly and ecologically sound principles

- County in annagement of the National Environmental Management Protected Aview Act (NE MPAA)

- Develop and Incidence infograted Management Plan for all Protected Aview

- Develop and Incidence infograted Management Plan for all Protected Aview

1x Deputy Director, Protected Area's Management (West)
1x Admin Clork (Lavet 5)

Purpose: To support the establishment, development and management of concernation areas (Protected Areas, (Sieghbers, Mittaids and all sensitive areas). If Sealthies to bedstored and diction management of important sies and protected area. In anchorant Sewardship programmes as the province.

is Deputy Director, Protected Areas Development and Repport

Sub-directorate: Intrastructure Development and Mointenance Purpose: To develop and implement infrastructure plan for resorts and protected

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

Ex Deputy Director Inhastructure Development and Maintenance

Sub-directorate: Report Management Purpose: To manage and support Departmental Resorts.

Functions

I. Ensure effective management and marketing of all departmental resorts in order to altract provinced controlled and international lounds.

I. Received that of Provinced resorts are graded in order to immove and manufact their standards.

I. Received that of Provinced resorts are graded in order to immove and manufact their standards.

I. Associate that in the advantage of resort attacks and skeep track of two of the fourism principle in the industry so as to immove the received of the orderly.

A associate the determination of seelfs is the investor.

1x Deputy Director Eco-Tourism

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)
- 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 (1created) 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 (1created) 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 Clark (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 Reser = 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
- 6 x Reserve Assistants
- 2 x Protected Areas Clerks
- 6 x Reserve Assistants

## Sub-directorate; Protected Areas (West)

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

- Overall management of protected areas through sustainably and ecologically sound principles.
- 2. Effective implementation of the National Environmental Management: Protected Areas Act (NEMPAA)
- 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 reated)

## 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 Foremen
- 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 (Maitenance Manager)
- 2 x Senior Artisan Maitenance (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



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
- 8 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

## SEEKOEVLEI 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

- Ensure biodiversity compliance and enforcement
- 2. Regulate the utilisation of eco-system and blodiversity through permitting.
- 3. Provide biodiversity scientific research and support services.
- 1 x Director: Biodiversity Management and Conservation 1 x Secretary (Level 5)

Sub-directorate: Biodivesity Specialist and Criminal Investigations

Purpose: Ensure biodiversity compliance and enforcement

#### Functions:

- Monitor compliance with conditions of Biodiversity permits.
- 2. Conduct specialist and criminal investigations of offences related to trade, peaching and trafficking of Fauna and Flora.
- 1 x Deputy Director: Biodivesrity 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.
- 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.

- 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: Scientic Research

# Sub-directorate: Biodivesity 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: Biodivesrity 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: Blodiversity Regulation

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

#### Functions:

- Regulate trade in species by managing and overseeing Biodiversity Permitting and authorisation.
   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

# 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: Scientic 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

Of M

# 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:

- 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 manag...

#### Functions:

- 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.

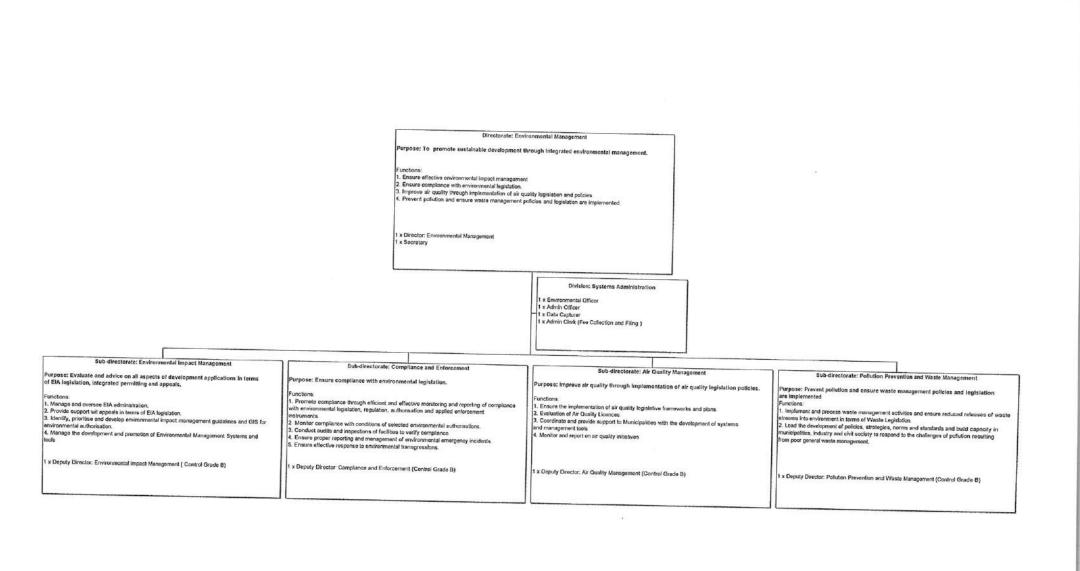
#### Functions:

- Supporting of Environmental Information management and reporting.
- 2. Promotion of sustainable development through the facilitation of intergovermental 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

- Management of awareness and aftercare services.
- Management of environmental education programmes.
- 3. Management and facilitation of environmental projects and programmes.
- 1 x Director: Environmental Empowerment Services
- 1 x Secretary



de

# 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 Evironmental Officer: (Control Gr A)
- 5 x Environmental Officer

# Environmental Impact Management (East)

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

AM

# 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

dw

# 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



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 intergovermental 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.

- 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 maltenance 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 Spartial Development Frameworks. 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 climage change adaption responses in relevant sectors.
- 3. Facilitate and coordinate provincial climate change mitigation responses in relevant sectors.
- 4. Minitor, report and evaluate effectivess 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 Gade A)
- 1 x Environmentla Officer Control: Mitigation (Control Grade A)

Directorate: Environmental Empowerment Services

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

#### Functions:

- 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 programes in schools.
- Development and implementation of school outreach programmes.
- Development of school environmental resources materials.
- 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.

#### unctions:

- 1. Implement and maintain the horticulture project ( Karee Nursery)
- 2. Coordinate and facilitate sector EPWP and all "Working for Programmes"
- 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

SH

# Sub-directorate: Environmental Education

Purpose: Management of environmental education programmes.

# Functions:

- 1. Provision of environmental education programes 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 Prgrammes**

- 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.

- 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 accampanied by responsible tourism practices and quality assurance standards
- 5. Ensuring transformation of the tourism sector
- 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:

- 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 ehance 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

- 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 beneficiantion 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 ehance 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.
- 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.

- 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.
- 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.

- 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 beneficiantion 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 beneficiantion 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.

- 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 proscripts. Functions:

- Manage the human resource provisioning in the Department (Recruitment and Selection)
   Aminister conditions service in the department.
- Ensure propoer 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, leanerships and ABET

  3. Provide an organisational development services, including maintenance of the organisational structure.
- 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

- 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
- 3. Develop and monitor the implementation of the Service Delivery Improvement Plan
- 4. Provide support to all programmes regarding project implementation
- 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 .

- 1. Manage the human resource provisioning in the Department (Recruitment and Selection)
- 2 Aminister conditions service in the department.
- 3. Ensure propoer 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:

- 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 propoer monitoring and compliance with the Human Resource policies Functions:

- 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)

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)

## Division: Recruitment and Selection

- 1 x Assistant Director: Recruitment and Selection (Level 9)
- 1 x Senior Human Resource Officers (Level 8)
- 2 x Human Resource Officers (Level 7)

## Division: Conditions of Service

- 1 x Assistant Director: Conditions of Service (Level 9)
- 1 x Senior Human Resource Officers (Level 8)
- 2 x Human Resource Officers (Level 7)
- 4 x Human Resource Clerks

## Section: Support Services

- 1 x Chief Registry Clerk (to be JE)
- 2 x Registry Clerks (Level 5)
- 2 x Messenger (Level 3)

do

## Sub-directorate: Human Resource Practices

Purpose: Ensure propoer 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)





Directorate: Organisational and Human Resource Development

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

#### Functions:

- 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, leanerships 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, leanerships and internships

#### Functions:

- 1. Manage workplace skills plan in the Department
- 2. Manage leanerships, internships and ABET within the department
- 3. Identify, prioritise and implement training needs according to the allocated budget
- Manage the administration of the departmental database for bursaries, leanerships and internships
- 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, inlouding 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

- 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
- 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)

d. W

# Sub-directorate: Human Resource Development

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

## Functions:

- 1. Manage workplace skills plan in the Department
- 2. Manage leanerships, internships and ABET within the department
- Identify, prioritise and implement training needs according to the allocated budget
- 4. Manage the administration of the departmental database for bursaries, leanerships 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: Leanerships and Internships

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

Division: PMDS

1 x Assistant Director: PMDS (Level 9)

4 x PMDS Officers (Level 7)

a kil

# Sub-directorate: Organisational Development

Purpose: Provide an organisational development services, inlouding 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)

S

## Sub-directorate: Employee Health and Wellness

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

## **Functions**

- 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 Productivitiy Practitioners (Level 8)

AW

## 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

- . 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
- 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 Batho 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

- 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)

Chief Directorate: Chief Financial Officer

Purpose: To provide financial administration support and ensure the management of assets in the department.

r uncroms.

1. Ensure an effective and efficient financial management systems

2. Ensure effective and efficient supply chain management systems

3. Ensure the management of Revenue Collection according to the Treasury Regulations

4. Manage feet and facilities of the department.

x Chief Financial Officer (Level 14) x Personal Assistant (Level 7) x Secretary (Level 5)

Directorate: Financial Accounting

Purpose: To ensure effective and efficient financial management systems.

runctions;
1. Manage this payments through BAS and LOGIS in accordance with the Tressury Regulations.
2. Manage this salary administration of the department.
3. Ensure proper financial and bach control in the department.
4. Ensure proper collection of revenue according to the Tressury Regulations.

1 x Director: Financial Accounting (Level 13) 1 x Secretary (Level 5)

Directorate: Supply Chain Management

Purpose: To develop, implement and ensure effective Supply Chain Management in the Department

Functions:

1. Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department.

2. Maintain monitor and manage relationships between acquisition management and suppliers.

3. Evaluate that spending of goods and services is according to the Demand Management Plan.

4. Coordinate supplier heading, delivery times and supply controluty.

5. Develop and maintain manustis on SCM policies and procedures.

6. Source goods and services with fair, equations, terraparent, complithe and cost-effective system.

7. Set performance standards in respect to service delivery to departmental clients.

1 x Director: Supply Chain Management (Level 13) 1 x Secretary (Level 5)

Directorate; Fleet and Asset Management

Purpose: To manage fleet and assets of the department

runctions.

J. Manage assets and disposals in the Department.

Z. Manage at proporties of the Department.

Z. Manage lets which include subsidiated and state-owned vehicles of the department.

4. Provide and manage auxiliary services which include central registry and.

5. Manage losses in the Department

1 x Director: Fleet and Asset Management (to be JE) 1 x Secretary (Level 5)

Directorate: Management Accounting

Purpose: To manage the budget of the department

Functions:

1. Develop financial management policies, processes and procedure.

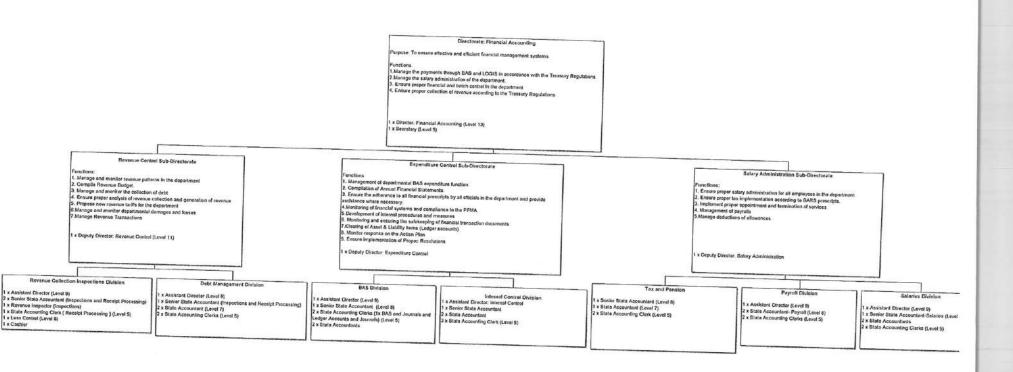
2. Conduct medium and long term financial planning in line with the MTEF processes.

3. Compile budget estimetes, monthly forecasts, project planning and produce adjusted eash flow.

4. Advice and effect adjustment, rotiovers.

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)



A.V

### Directorate: Supply Chain Management

Purpose: To develop, implement and ensure effective Supply Chain Management in the Department

- 1. Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department.
- 2. Maintain, monitor and manage relationships between acquisition management and suppliers Evaluate that spending of goods and services is according to the Demend Management Plan.
- Coordinate supplier sheduling, delivery times and supply continuity.
   Develop and maintain manuals on SCM policies and procedures.
- . Source goods and services with fair, equitable, transparent, competitive and cost-effective system.
- Set performance standards in respect to service delivery to departmental clients.
- x Director: Supply Chain Management (Level 13)
- x Secretary (Level 5)

#### Logistics Sub-Directorate

#### Functions

Receipt and capturing of new requisitions.

- Tree-special capturing of new requisitions and placement of orders with suppliers
   Receipt capturing of invoices, adding and processing of payments
- 4. Capture and authorise petty cash requests on the system.
- 5. Keeping of commitments (do follow-up with chief users and suppliers)
- Recieve deliveries for Department and also dispatch goods to chief users
- General maintenance and control of warehouse and also do inspections on inventory at Reserves and Resorts

- 1 x Deputy Director, Logislics (Level 11)
  1 x Assistant Director (Level 9)
  3 x Logislics Practitioners (2 created) (Lovel 7)
  2 x Procurement Officers (Level 7)
  2 x Procurement Clerks (Level 5)
- 2 x Store Admin Clerks (Level 5)

## Acquisition and Contract Management Sub-Directorate

#### Functions:

- 1. Ensure compliance with SCM prescripts & broader government objectives, governing of goods & services
  2. Evaluate the Total Costs of Ownership for a particular commodity
- Assist and participate in the development of specifications and special conditions of contract for the acquisition of goods and services.
- 4. Manage contract for the department 5.Manage and facilitate the bidding process for the acquisitions that exceed certain threshold
- Source quotations for the components in the department
   Manage rotation of the supplier Database
- 1 x Deputy Director: Acquisition and Contract Management (Level 12)
- 1 x Assistant Director (Level 9)
- 6 x Procurement Specialists (Level 7)

## Planning and Demand Management Sub-Directorate

- Manage the demand for goods and services.
- Link the departmental needs to the budget
   Monitor compliance to Supply Chain Norms and Standards
- 4. Conduct supply, market and needs assessments
- 5. Conduct commodity analysis and domand management information reporting.

## 1 x Deputy Director:Planning and Demand Management (Level 11)

1 x Senior Procurement Officer (Procurement Norms and Standards Specialist) (Level 8)

#### Performance and Monitoring Division

#### Functions:

- 1. Ensure that the procurement plans are linked to the APP targets and monitor the
- extend to which the objectives are archieved 2. Ensure compliance to norms and standards
- 3. Mainitain the statics on the procurement done and monitor the savings thereof 4. Stores efficiency

1 x Assistant Director, Performance and Monitoring

# Directorate: Fleet and Asset Management Purpose: To manage fleet and assets of the department Functions 1. Manage assets and deposals in the Department. 2.Manage assets and deposals in the Department. 3. Manage and properties of the Department 4. Provide and manage auxiliary services which include contral registry and measurement measurement Manage bases in the Department 1. x Director: Fluet and Asset Management (to be JE) 1. x Secretary (Level 5)

Assets, Disposal and Property Management Sub-Directorate Fleet and Auxiliary Services Sub-Directorate Functions:

1. Propore the budget for the Sub-Directorate and submit it for approval

2. Manage and control the acquestion of movable assets in the Department

3. Develop and maintain updated Asset Rejister for Departmental movable assets

4. Manage disposal processes in the Department

5. Manage hasses in the Oppartment

6. Ensure proper maintaneance of the properties, leased and stated-owned properties, in the Department

7. Develop and maintain updated U-AMP in time with GIAMA for all properties under use and control

of the Decorbinant. Monitoring and Quality Assurance Division Functions:

1. Monitor and report for non-compliance with Asset Management Framowerk and Fleet control.

2. Monitor and report that Departmental U-AMP is in compliance with GIAMA.

3. Monitor and report for non-compliance with strict control of movements and safeguarding of pasets, including games and to work closely with Office of Security Administration in the Department. Functions
I. Manage the state-owned vehicles allocated to the Department
2 Manage the subsidized vehicles in the Department
3 Manage the use of Private Car Rentelles
4 Provide Departmental Registry and Measenger Services
5 Manage fleet in the Department
6 Manage fleet in the Department
6 Registry 1 April 1 Provided Services
6 Manage fleet in the Department
6 Registry 1 Private Manage fleet 1 Private Manage fle 6.Prepare the budget for the Sub-Directorate and submit it for approval 1 x Deputy Director: Assets, Disposal Property Management (Level 11) 1 x Deputy Director: Fleet and Auxiliary Services (not JE) 1 x Assistant Director; Monitoring and Quality Assurance (not JE) 2 x Monitoring and Quality Assurance Officer Asset Management Division Disposal Division Fleet Management Division Auxiliary Services Division Property Management Division 1 x Assistant Director, Asset Management (Level 9) 1 x Senior Admin Officers (Level 8) 6 x Asset Management Officers (Level 7) 6 x Asset Management Clerks (Level 5) 1 x Assistant Director: Disposal (Level 9) 3 x Disposal Management Officer 1 x Assistant Director: Fleet Management 1 x Senior Transport Officer (Level 8) 3 x Transport Officer (level 7) X Assistant Director-Auxiliary Services
 X Senior Admin Officer
 X Chief Registry Clerk 1 x Assistant Director: Property Management (Level 9) 3 x Property Admin Officers (Level 7) 1 x Driver 4 x Registry Clerks (Level 5)
4 x Differi Measunger
6 x Senior Cleaners (Supervisors)
32 x Cleaners (Level 2)

1

R W

## 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 managemeth 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

de bal

Chief Directorate: Corporate Affairs

1 x Chief Director: Corporate Affairs (to be JE)

Directorate: Communication

Directorate: Legal Services

Directorate: Government Information Technology and Knowledge Management

1 x Director: Communication (Level 13)

1 x Director: Legal Services (Level 13)

1 x Director: Communication (Level 13)

A W

## 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
- 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 an impact of departments programmes and activities
- 5. Enhacing departmental presense 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

a W

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

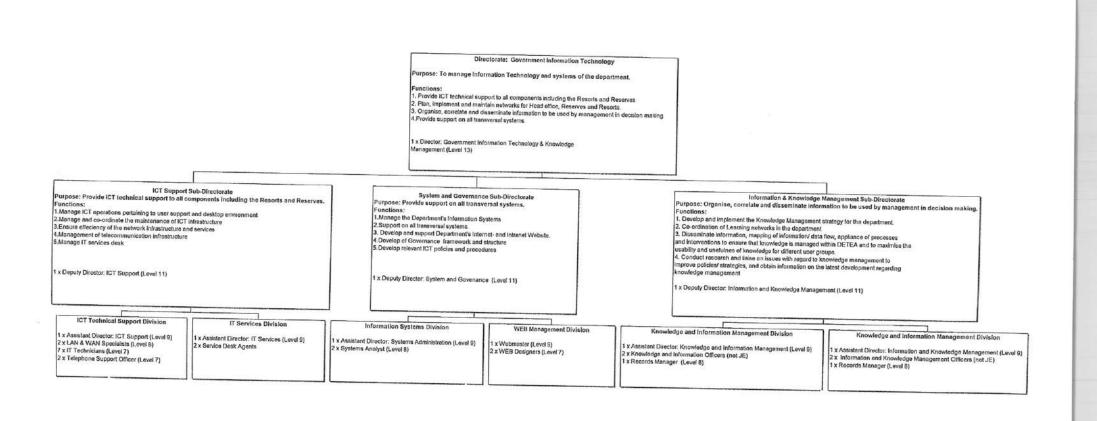
## Purpose:

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

## Functions:

- 1.Brief the State Attonerys 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)

Jan Jan



A 4