

**DETAILED EXECUTIVE STRUCTURE  
FOR  
LEKWA TEEMANE LOCAL MUNICIPALITY**

# Vision Statement

*"To create a responsive and caring municipality for all who live in it"*

# Mission Statement

*To render Services effectively and Efficiently in a sustainable manner to our community*

*To promote developmental local government through community participation*

# VALUES DECLARATION

\* We as the Leaders and Employees of LTLM stand for the following

- INTEGRITY
- HONESTY, TRANSPARENCY and Accountability
- Zero-tolerance to corruption
- Zero-tolerance to laziness
- Performance excellence
- Customer centric
- Passion to serve
- respect

# KEY ORGANISATIONAL CHALLENGES

- Low Staff Productivity**
- Aging Staff (work force)**
- Low Skills Base**
- High Vacancy Rate**
- Lack of Risk Management Plan**
- Lack of Discipline among Staff**
- Lack of Internal Audit Function**
- Lack of Customer Care**

# LEKWA TEEMANE COUNCIL

OFFICE OF THE MAYOR

MUNICIPAL MANAGER

PA TO THE MUNICIPAL  
MANAGER

DIRECTORATE  
COMMUNITY  
SERVICES

DIRECTORATE  
CORPORATE  
SUPPORT  
SERVICES

DIRECTORATE  
DEVELOPMENT  
PLANNING AND HUMAN  
SETTLEMENT

DIRECTORATE  
FINANCES

DIRECTORATE  
TECHNICAL  
SERVICES

**MAYOR'S OFFICE**

**DRIVER (5)**

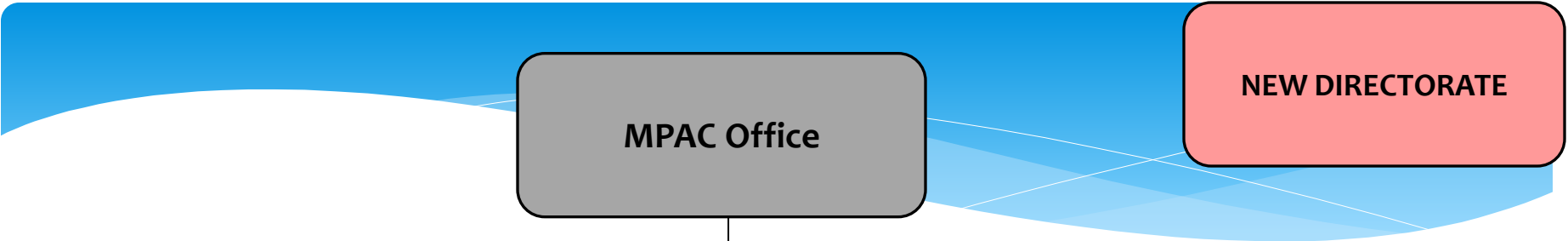
**PA: MAYOR (8)**

**MANAGER IN THE OFFICE  
OF THE MAYOR (2)**

**Public Participation  
Officer (6)**

**ADMINISTRATOR (6)**

**SPECIAL PROGRAMME  
AND YOUTH  
COORDINATOR (3)**



**NEW DIRECTORATE**

**MPAC Office**

**Administrator (8)**

**Manager/Research (2)**

**MPAC Coordinator (5)**





**MUNICIPAL MANAGER**

**SECRETARY (8)**

**PA: MUNICIPAL MANAGER  
(4)**

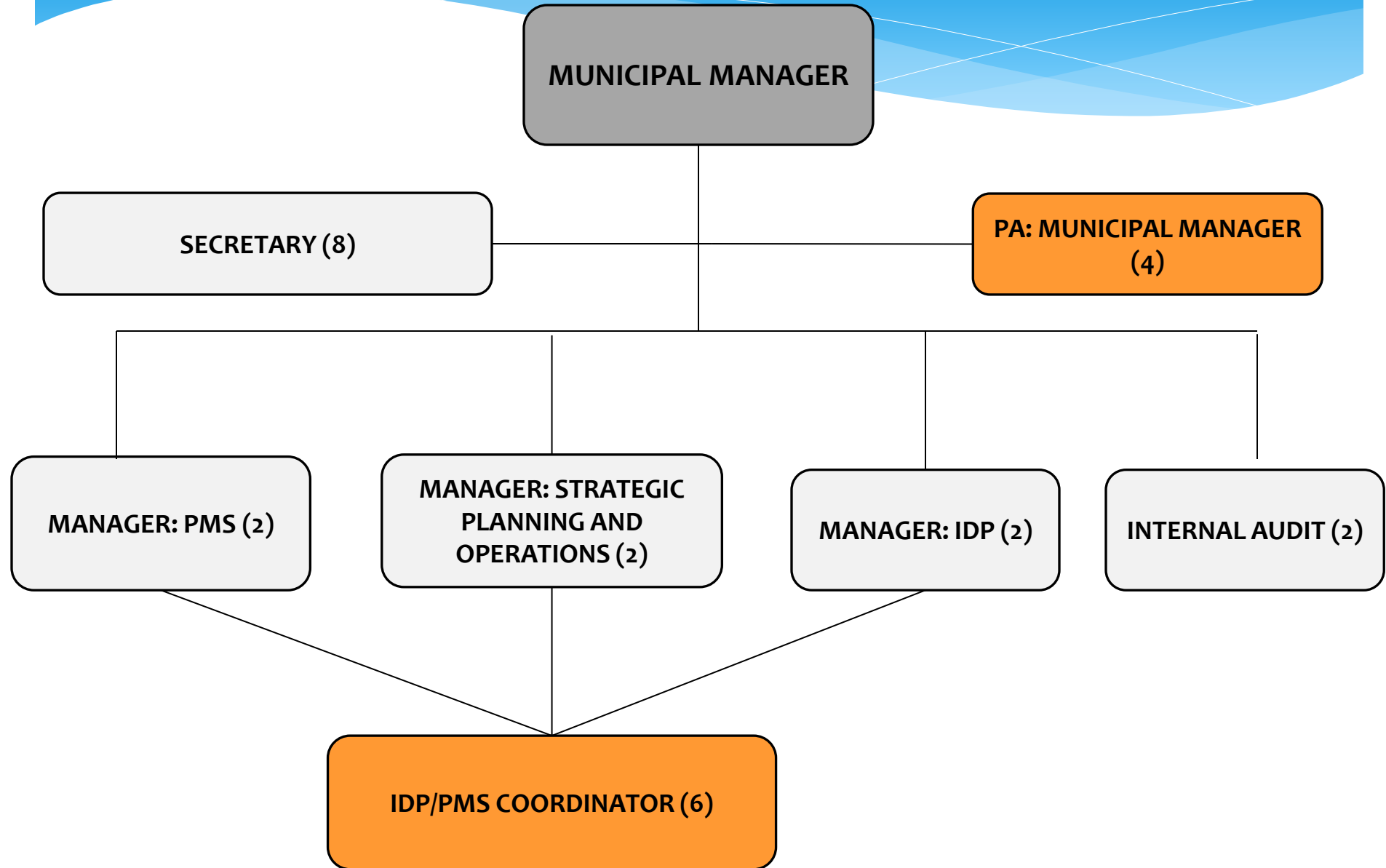
**MANAGER: PMS (2)**

**MANAGER: STRATEGIC  
PLANNING AND  
OPERATIONS (2)**

**MANAGER: IDP (2)**

**INTERNAL AUDIT (2)**

**IDP/PMS COORDINATOR (6)**



**DIRECTOR: DEVELOPMENT  
PLANNING AND HUMAN  
SETTLEMENT**

**NEW DIRECTORATE**

**SECRETARY (8)**

**MANAGER: TOWN  
PLANNING (2)**

**MANAGER: HOUSING  
AND PROPERTY  
ADMINISTRATION (2)**

**MANAGER: VALUATION  
SERVICES**

**MANAGER: TOWN PLANNING**

**NEW DIRECTORATE**

**TOWN PLANNING  
ADMINISTRATOR (8)**

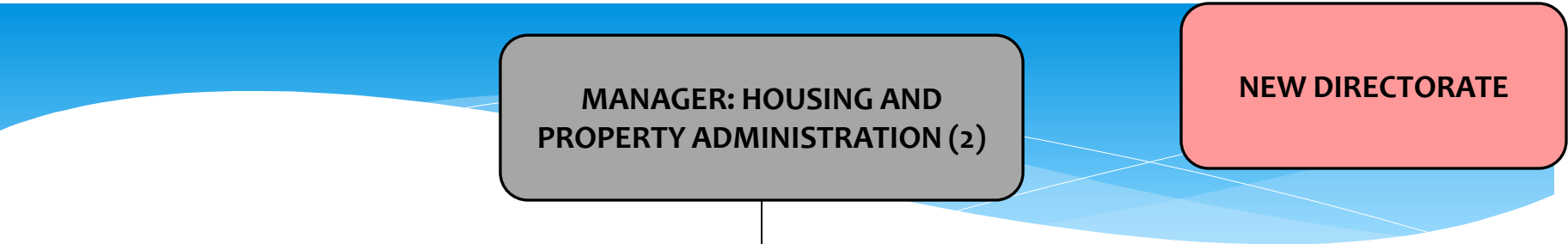
**SENIOR BUILDING  
INSPECTOR (3)**

**TOWN PLANNER: LAND  
USE MANAGEMENT AND  
DEVELOPMENT (3)**

**2X BUILDING  
INSPECTORS (5)**

**ADVERTISING  
INSPECTOR (5)**

**2X ASSISTANT TOWN  
PLANNER (5)**



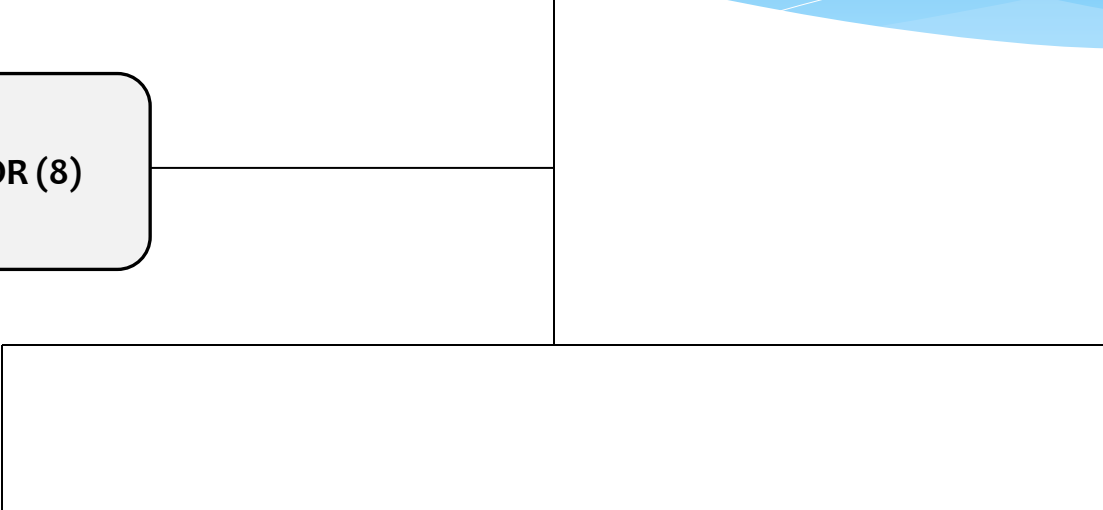
**NEW DIRECTORATE**

**MANAGER: HOUSING AND  
PROPERTY ADMINISTRATION (2)**

**ADMINISTRATOR (8)**

**HOUSING AND SUBSIDY  
ADMINISTRATION OFFICER (5)**

**PROPERTY AND LAND  
ADMINISTRATION OFFICER (5)**



**NEW DIRECTORATE**

**MANAGER: PROPERTY  
VALUATION**

**ADMINISTRATOR (8)**

**CANDIDATE VALUER:  
RATING**

**CANDIDATE VALUER:  
RATING**



**NEW DIRECTORATE**

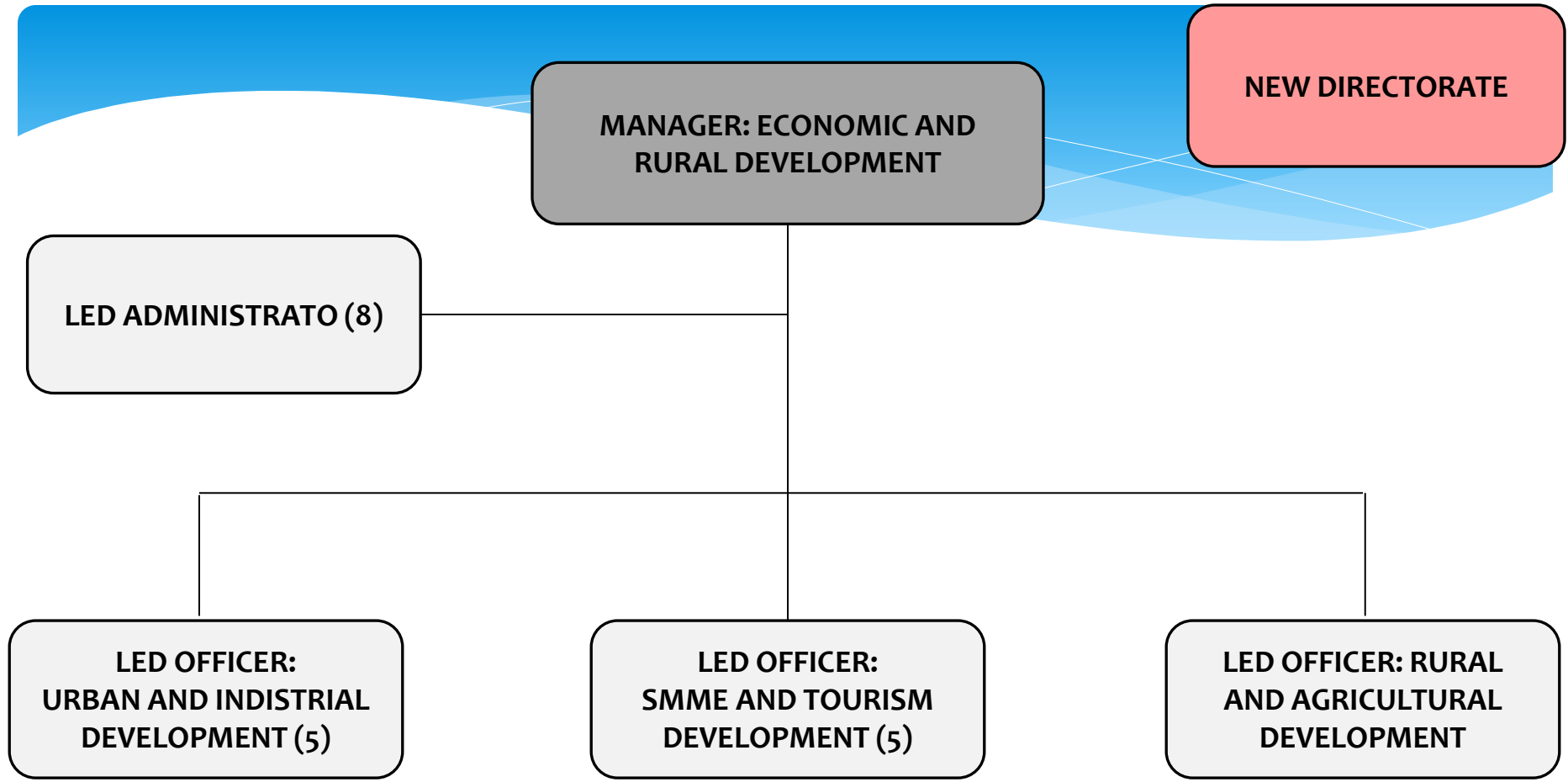
**MANAGER: ECONOMIC AND  
RURAL DEVELOPMENT**

**LED ADMINISTRATO (8)**

**LED OFFICER:  
URBAN AND INDUSTRIAL  
DEVELOPMENT (5)**

**LED OFFICER:  
SMME AND TOURISM  
DEVELOPMENT (5)**

**LED OFFICER: RURAL  
AND AGRICULTURAL  
DEVELOPMENT**



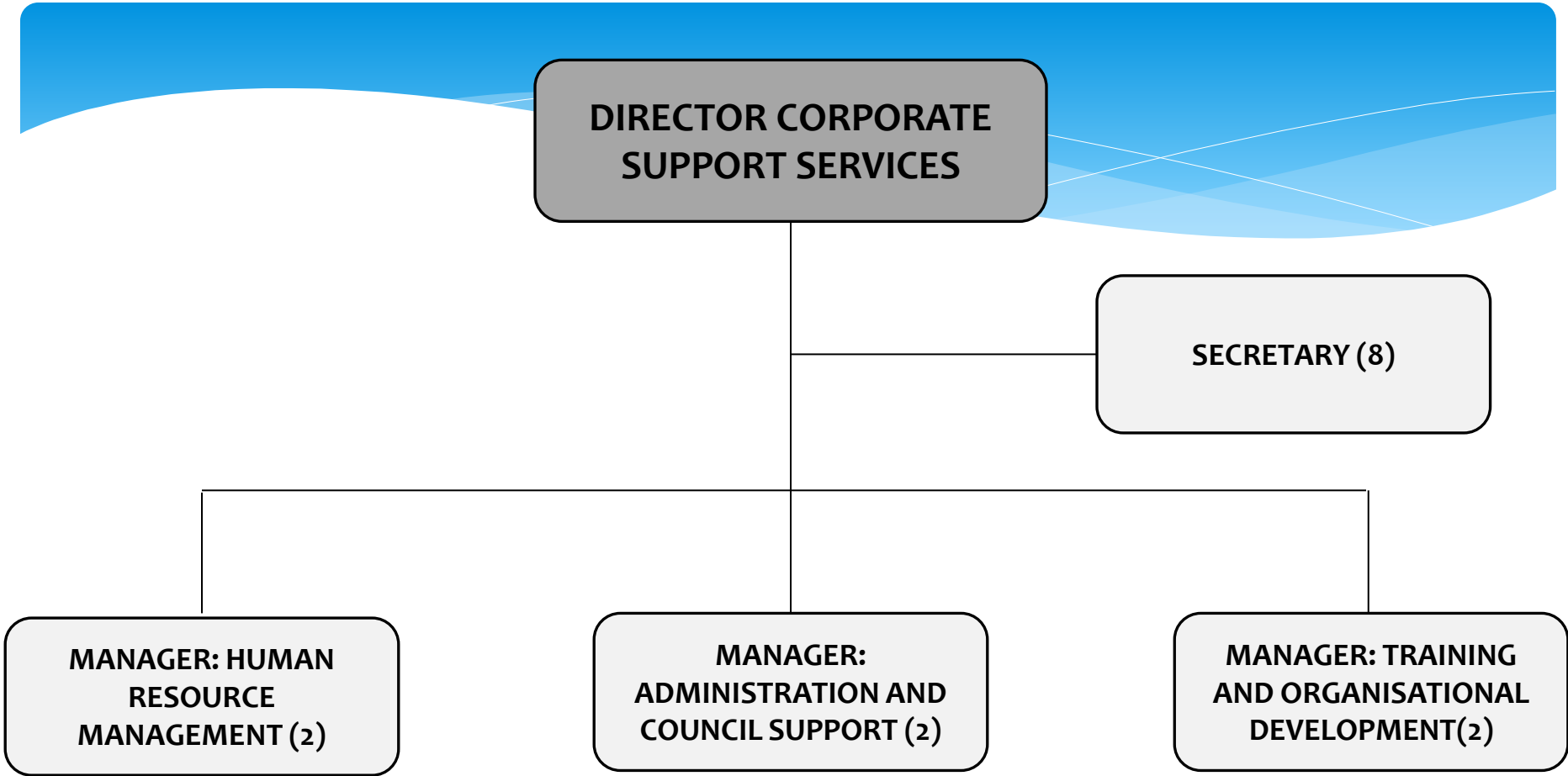
**DIRECTOR CORPORATE  
SUPPORT SERVICES**

**SECRETARY (8)**

**MANAGER: HUMAN  
RESOURCE  
MANAGEMENT (2)**

**MANAGER:  
ADMINISTRATION AND  
COUNCIL SUPPORT (2)**

**MANAGER: TRAINING  
AND ORGANISATIONAL  
DEVELOPMENT(2)**



**MANAGER: HUMAN  
RESOURCE MANAGEMENT (2)**

**SECRETARY (8)**

**ASSISTANT MANAGER:  
LABOUR RELATIONS (4)**

**OHS AND EMPLOYEE  
WELLNESS OFFICER (6)**

**2X PERSONNEL CLERK (8)**



**MANAGER: ADMINISTRATION  
AND COUNCIL SUPPORT (2)**

**SECRETARY (8)**

**IT SUPPORT  
OFFICER (4)**

**COORDINATOR:  
ADMINISTRATION AND  
COUNCIL SUPPORT (4)**

**2X IT  
INTERNS**

**2X SWITCHBOARD  
OPERATOR (9)**

**REGISTRY  
CLERK (8)**

**RECORDS AND  
ARCHIVES CLERK  
(8)**

**4X CALL CENTRE  
OPERATOR (11)**

**16X CLEANERS**

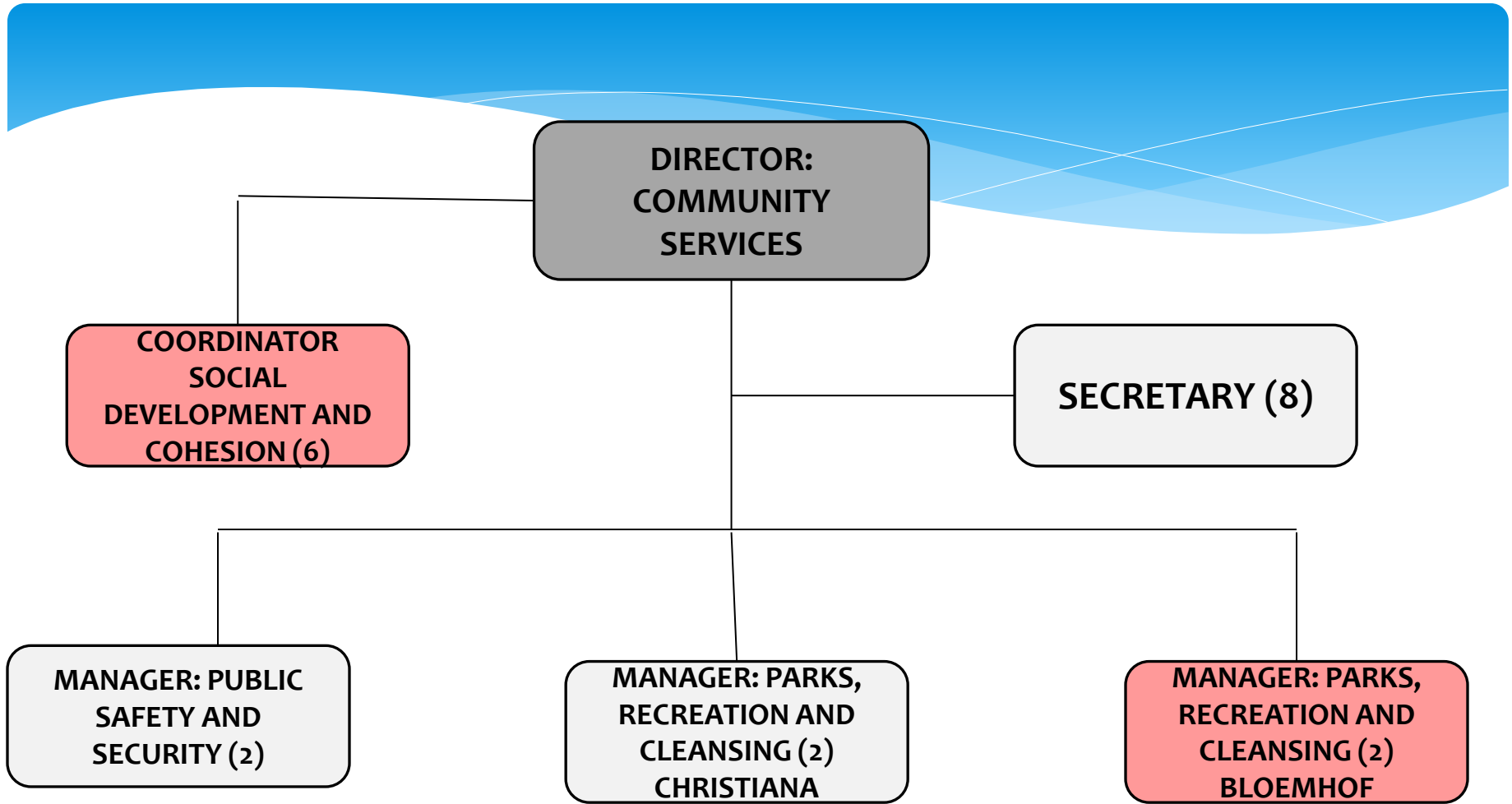
**NEW SECTION IN  
CORPORATE SERVICES**

**MANAGER:  
TRAINING AND  
ORGANISATIONAL  
DEVELOPMENT**

**SECRETARY (8)**

**SKILLS DEVELOPMENT  
FACILITATOR (5)**

**ORGANISATIONAL  
DEVELOPMENT OFFICER  
(5)**



**MANAGER: PUBLIC  
SAFETY AND SECURITY**

**SECRETARY (8)**

**SUPERINTENDENT:  
PUBLIC SAFETY (3)**

**2 SENIOR LICENCES  
OFFICERS (6)**

**6 LICENSING CLERKS  
(8)**

**2 VEHICLE TESTING  
OFFICERS(5)**

**2 PIT ASSISSTANTS  
(14)**

**2 DRIVER LICENSE  
TESTING OFFICER (5)**

**10 LAW  
ENFORCEMENT  
OFFICERS (5)**

**MANAGER: PARKS, RECREATION  
AND CLEANSING  
(BLOEMHOF)**

**SUPERVISOR (6)**

**TEAM LEADER:  
ENVIRONMENT & H/H  
REFUSE REMOVAL (8)**

**3X DRIVERS**

**20X GENERAL  
WORKERS**

**TEAM LEADER:  
PARKS, STADIUMS &  
CEMETERIES (8)**

**DRIVER (11)**

**20X GENERAL  
WORKERS (15)**

**SEPTIC TANKS &  
BUCKET SERVICES**

**2X DRIVERS (11)**

**6X GENERAL  
WORKERS**

**2X LIBRARIANS (5)**

**4X ASSISTANT  
LIBRARIANS (8)**

**MANAGER: PARKS, RECREATION  
AND CLEANSING  
(CHRISTIANA)**

**SUPERVISOR (6)**

**TEAM LEADER:  
ENVIRONMENT & H/H  
REFUSE REMOVAL (8)**

**2X DRIVERS**

**12X GENERAL  
WORKERS**

**TEAM LEADER:  
PARKS, STADIUMS &  
CEMETERIES (8)**

**DRIVER (11)**

**18X GENERAL  
WORKERS (15)**

**SEPTIC TANKS &  
BUCKET SERVICES**

**3X DRIVERS (11)**

**3X GENERAL  
WORKERS**

**2X LIBRARIANS (5)**

**4X ASSISTANT  
LIBRARIANS (8)**

**DIRECTOR: TECHNICAL SERVICES**

**SECRETARY**

**MANAGER: TECHNICAL SERVICES (2)  
BLOEMHOF**

**MANAGER: PMU**

**MANAGER: TECHNICAL SERVICES (2)  
CHRISTIANA**

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graph TD; PMU[PROJECT MANAGER PMU (2)] --- AC[ADMINISTRATOR / COORDINATOR (6)]; PMU --- PT[PROJECT TECHNICIAN (3)];
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**PROJECT MANAGER  
PMU (2)**

**ADMINISTRATOR /  
COORDINATOR (6)**

**PROJECT TECHNICIAN  
(3)**



**MANAGER:  
TECHNICAL SERVICES (2)  
BLOEMHOF**

**SECRETARY (8)**

**2X SUPERVISOR:  
WATER BULK &  
RETICULATION (6)**

**2X SUPERVISOR:  
SEWER BULK &  
RETICULATION (6)**

**STORES AND ADMIN  
OFFICER (6)**

**5X GENERAL  
WORKERS**

**6X GENERAL  
WORKERS**

**MANAGER:  
TECHNICAL SERVICES (2)  
CHRISTIANA**

**SECRETARY (8)**

**SUPREVISOR: WATER  
PURIFICATION, BULK  
& RETICULATION (6)**

**SUPERVISOR: WATER  
METERS, LEAKS, REPAIRS  
& RESTRICTIONS (6)**

**SUPERVISOR: SEWER  
BULK &  
RETICULATION (6)**

**STORES AND ADMIN  
OFFICER (6)**

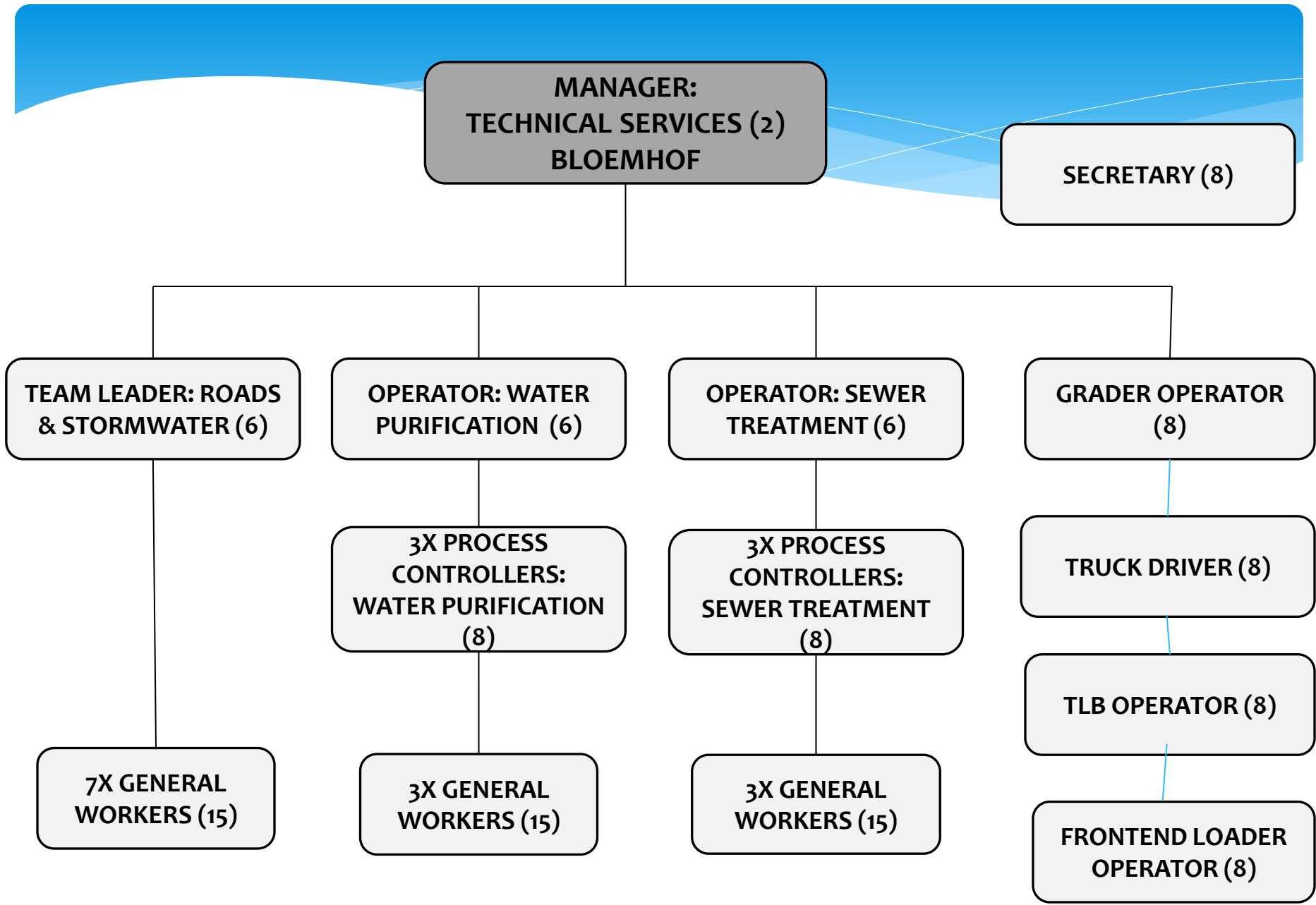
**ASSISTANT  
SUPERVISOR (8)**

**3X GENERAL  
WORKERS (15)**

**4X GENERAL  
WORKERS (15)**

**5X GENERAL  
WORKERS (15)**

**STORES AND ADMIN  
ASSISTANT (15)**



**MANAGER:  
TECHNICAL SERVICES (2)  
BLOEMHOF**

**SECRETARY (8)**

**TEAM LEADER: ROADS  
& STORMWATER (6)**

**OPERATOR: WATER  
PURIFICATION (6)**

**OPERATOR: SEWER  
TREATMENT (6)**

**GRADER OPERATOR  
(8)**

**7X GENERAL  
WORKERS (15)**

**3X PROCESS  
CONTROLLERS:  
WATER PURIFICATION  
(8)**

**3X GENERAL  
WORKERS (15)**

**3X PROCESS  
CONTROLLERS:  
SEWER TREATMENT  
(8)**

**3X GENERAL  
WORKERS (15)**

**TRUCK DRIVER (8)**

**TLB OPERATOR (8)**

**FRONTEND LOADER  
OPERATOR (8)**

**MANAGER:  
TECHNICAL SERVICES (2)  
CHRISTIANA**

**SECRETARY (8)**

**SUPERVISOR: ROADS  
AND SORMWATER (8)**

**GRADER OPERATOR (8)**

**TRUCK DRIVER (8)**

**TLB OPERATOR (8)**

**7X GENERAL  
WORKERS (TEAM<sub>1</sub>) (15)**

**7X GENERAL  
WORKERS (TEAM<sub>2</sub>) (15)**

**FRONTEND LOADER OPERATOR (8)**

**2X GENERAL WORKERS (15)**

**MANAGER:  
TECHNICAL SERVICES (2)  
BLOEMHOF**

**SENIOR ELECTRICIAN (3)**

**ELECTRICIAN:  
LIGHT/HEAVY  
CURRENT (6)**

**2X ASSISTANT  
ELECTRICIAN (8)**

**2X GENERAL  
WORKERS (15)**

**ARTISAN MECHANIC  
(6)**

**ASSISTANT  
MECHANIC (8)**

**2X GENERAL  
WORKER (15)**

**HANDYMAN (8)**

**2X GENERAL  
WORKERS (15)**

**MANAGER:  
TECHNICAL SERVICES (2)  
CHRISTIANA**

**SENIOR ELECTRICIAN  
(3)**

**ELECTRICIAN (5)**

**ASSISTANT  
ELECTRICIAN (8)**

**2X GENERAL  
WORKERS**

**MECHANICAL OFFICER (5)**

**ASSISTANT ARTISAN:  
MECHANIC (8)**

**2X GENERAL  
WORKERS**

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graph TD; CFO[CHIEF FINANCIAL OFFICER] --- Sec[SECRETARY]; CFO --- M1[MANAGER: REVENUE AND BILLING]; CFO --- M2[MANAGER: BUDGET AND FINANCIAL MANAGEMENT]; CFO --- M3[MANAGER: SUPPLY CHAIN MANAGEMENT]; CFO --- M4[MANAGER: EXPENDITURE MANAGEMENT]; CFO --- M5[MANAGER: CREDIT CONTROL; DEBT COLLECTION AND INDIGENT SUPPORT];
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**CHIEF FINANCIAL OFFICER**

**SECRETARY**

**MANAGER:  
REVENUE AND  
BILLING**

**MANAGER:  
BUDGET AND  
FINANCIAL  
MANAGEMENT**

**MANAGER:  
SUPPLY CHAIN  
MANAGEMENT**

**MANAGER:  
EXPENDITURE  
MANAGEMENT**

**MANAGER: CREDIT  
CONTROL; DEBT  
COLLECTION AND  
INDIGENT SUPPORT**

**MANAGER: REVENUE AND BILLING**

**ACCOUNTANT: BILLING AND REVENUE  
CHRISTIANA**

**ACCOUNTANT: BILLING AND REVENUE  
BLOEMHOF**

**CLERK:  
ENQUIRIES (7)**

**CLERK: CASHIER/  
METER READING/  
DATA CAPTURING (7)**

**CLERK:  
ENQUIRIES (7)**

**CLERK: CASHIER/  
METER READING/  
DATA CAPTURING (7)**

**2X CASHIER (9)  
RELIEF CASHIER (9)**

**DATA CAPTURER (9)**

**2X CASHIER (9)**

**DATA CAPTURER (9)**

**4 METER READERS**

**INTERN**

**4 METER READERS**



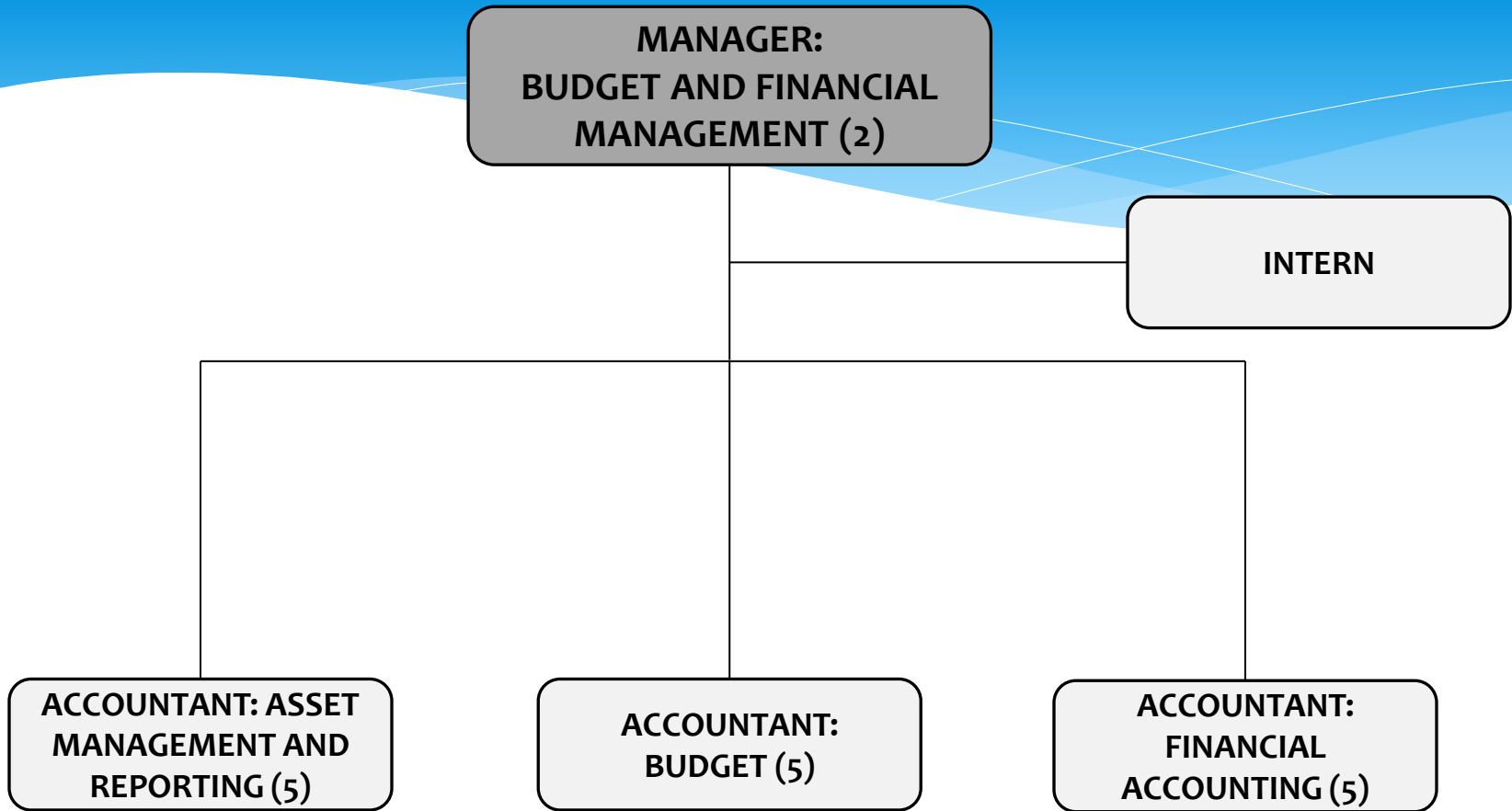
**MANAGER:  
BUDGET AND FINANCIAL  
MANAGEMENT (2)**

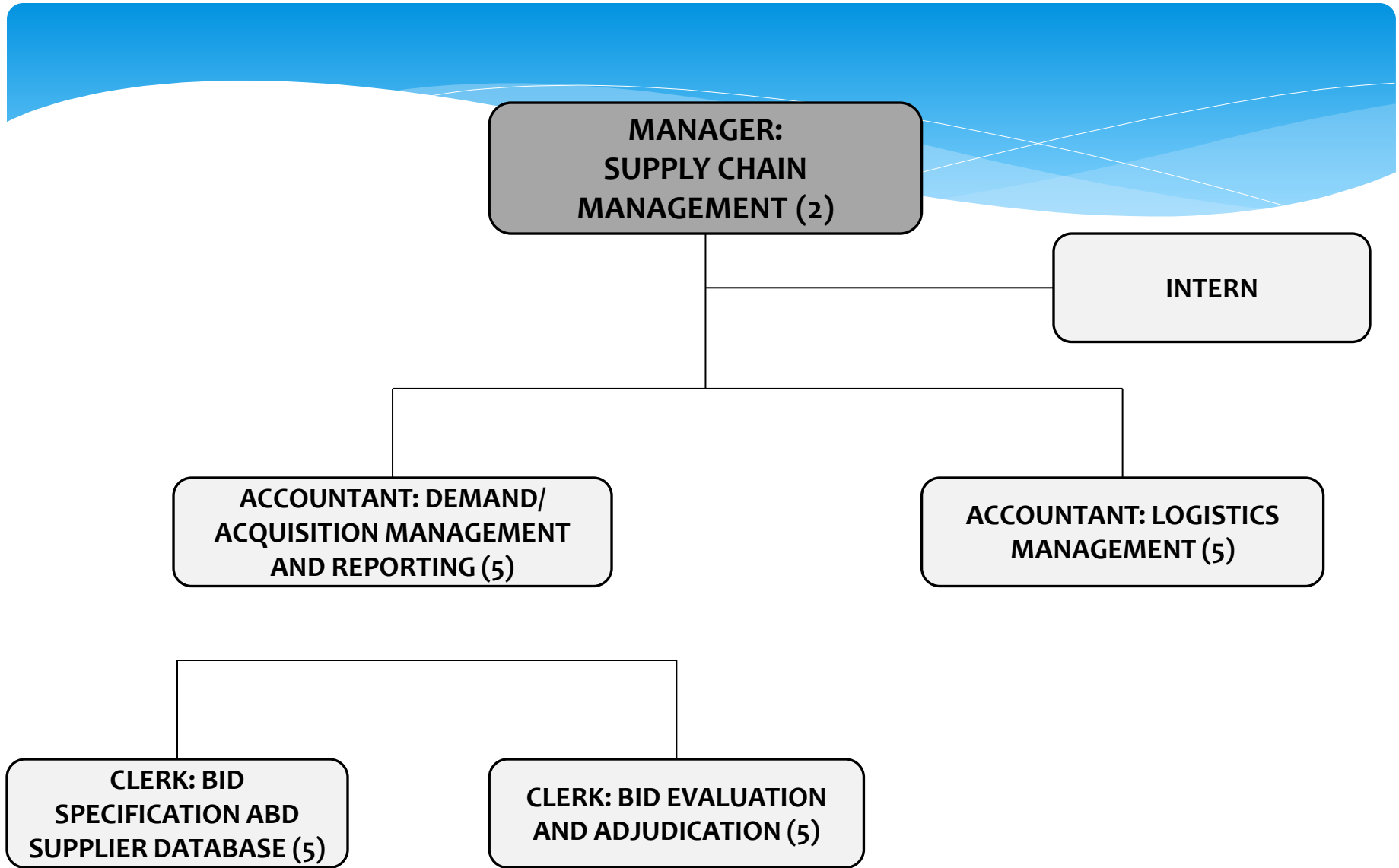
**INTERN**

**ACCOUNTANT: ASSET  
MANAGEMENT AND  
REPORTING (5)**

**ACCOUNTANT:  
BUDGET (5)**

**ACCOUNTANT:  
FINANCIAL  
ACCOUNTING (5)**





**MANAGER: CREDIT CONTROL; DEBT  
COLLECTION AND INDIGENT  
SUPPORT**

**INTERN**

**ACCOUNTANT: CREDIT CONTROL;  
DEBT COLLECTION AND INDIGENT  
SUPPORT (5) CHRISTIANA**

**ACCOUNTANT: CREDIT CONTROL;  
DEBT COLLECTION AND INDIGENT  
SUPPORT (5) BLOEMHOF**

**CLERK:  
INDIGENT  
SUPPORT (7)**

**CLERK: CREDIT  
CONTROL AND  
DEBT (7)**

**CLERK:  
INDIGENT  
SUPPORT (7)**

**CLERK: CREDIT  
CONTROL AND  
DEBT (7)**

**MANAGER:  
EXPENDITURE MANAGEMENT**

**INTERN**

**ACCOUNTANT:  
PAYROLL (5)**

**ACCOUNTANT:  
CREDITORS AND VAT (5)**

**CLERK: PAYROLL (7)**

**CLERK: CREDITORS  
AND VAT (7)**

**CLERK: FILLING (9)**