

APPROVED ORGANISATIONAL STRUCTURE 2022

HEAD OFFICE

DEVELOPMENT, ENVIRONMENT AND TOURISM 2022

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24/08/2022

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24/08/2022

MEMBERS OF THE EXECUTIVE COUNCIL

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM
PURPOSE: TO ADMINISTER THE PROVINCIAL ECONOMIC, ENVIRONMENT AND TOURISM
FUNCTIONS:
1. Provide support to the Office of the MEC
2. Provide support to the Office of the HOD
3. Provide strategic and integrity management services in the province
4. Ensure integrated economic development services
5. Manage and oversee the provision of environmental and tourism services
6. Provide support to the MEC and support services
7. Manage and coordinate the implementation of strategic services
8. Provide financial management support services
9. Manage and coordinate the provision of communication services
POSTS:
1 x Head of Department SL 15
1 x Deputy Director SL 14
1 x Personal Assistant SL 7

number of posts - 12

HOOD'S SUPPORT SERVICES
PURPOSE: TO PROVIDE SUPPORT TO THE OFFICE OF THE HOD
FUNCTIONS:
1. Manage the Office of the HOD
2. Provide administrative support to the Office of the HOD
3. Provide secretariat services to the HOD
POSTS:
1 x Director SL 13
1 x Deputy Director SL 11
1 x Administrative Officer SL 7

MEC'S SUPPORT SERVICES
PURPOSE: TO PROVIDE SUPPORT TO THE OFFICE OF THE MEC
FUNCTIONS:
1. Provide administrative and secretarial support services to the MEC
2. Provide media liaison services to the MEC
3. Manage the administrative activities in the Office of the MEC
SEE PAGE 2

DIRECTORATE: RISK AND INTEGRITY
PURPOSE: TO PROVIDE RISK AND INTEGRITY MANAGEMENT SERVICES
FUNCTIONS:
1. Develop, coordinate and monitor the implementation of risk management strategies
2. Ensure compliance to risk management strategies
3. Develop and manage the implementation of mitigation strategies
4. Manage anti fraud and corruption services
POSTS:
1 x Director SL 13
2 x Deputy Director SL 11
4 x Assistant Director SL 9

BRANCH: INTEGRATED ECONOMIC DEVELOPMENT SERVICES
PURPOSE: TO ENSURE INTEGRATED ECONOMIC DEVELOPMENT SERVICES IN THE PROVINCE
FUNCTIONS:
1. Stimulate economic growth through sector development
2. Administer fair and healthy business practices
3. Ensure enterprise development and economic growth
4. Achieve a conducive environment for sustainable economic growth and ensure economic research and knowledge management
SEE PAGE 3

BRANCH: ENVIRONMENTAL AFFAIRS AND TOURISM
PURPOSE: TO MANAGE AND OVERSEE THE PROVISION OF ENVIRONMENTAL AFFAIRS
FUNCTIONS:
1. Manage environmental quality, environmental compliance and enforcement
2. Manage biodiversity, conservation and natural resources
3. Ensure tourism development, protection and regulation
SEE PAGE 4

CHIEF DIRECTORATE: CORPORATE SERVICES
PURPOSE: TO PROVIDE CORPORATE MANAGEMENT SUPPORT SERVICES
FUNCTIONS:
1. Provide human resource management and development services
2. Manage the provision of employee relations and welfare services
3. Manage and facilitate the provision of security and facility services
4. Manage and provide information technology and records services
5. Render legal services
SEE PAGE 5

DIRECTORATE: FINANCIAL MANAGEMENT (CFO)
PURPOSE: TO MANAGE FINANCIAL MANAGEMENT SERVICES
FUNCTIONS:
1. Provide internal control and compliance services
2. Provide financial accounting services
3. Provide management accounting services
4. Render of supply chain and asset services
SEE PAGE 7

DIRECTORATE: COMMUNICATION SERVICES
PURPOSE: TO MANAGE AND COORDINATE THE PROVISION OF COMMUNICATION SERVICES
FUNCTIONS:
1. Render marketing and advertising services
2. Render corporate communication services
3. Manage communication and graphic design services
4. Manage and facilitate public relations services
POSTS:
1 x Director SL 13
1 x Deputy Director SL 11
2 x Assistant Director SL 9
1 x Administrative Officer SL 7



MEC'S SIGNATURE
(APPROVAL)

24/8/2022

DATE

Number of posts - 10

MEC'S SUPPORT SERVICES PURPOSE: TO PROVIDE SUPPORT TO THE OFFICE OF THE MEC FUNCTIONS: 1. Provide administrative and secretarial support services to the MEC 2. Provide media liaison services to the EA 3. Manage the administrative activities in the Office of the EA POSTS: 1 x Director SL 13



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SUB-DIRECTORATE: PRIVATE OFFICE PURPOSE: TO PROVIDE ADMINISTRATIVE AND SECRETARIAL SUPPORT SERVICES TO THE MEC FUNCTIONS: 1. Provide secretarial support to the MEC 2. Provide administrative support and receptionist services in the office of the MEC 3. Provide support to the MEC with regard to preparation for meetings 4. Support the MEC with private obligations 5. Provide assistance to the MEC with community work POSTS 1 X Private and Appointment Secretary SL 12 (CONTRACT) 1 X Community Outreach and Legislature Support SL 11 (CONTRACT) 1 X Receptionist SL 5 (CONTRACT) 1 X Household Aide SL 3 (CONTRACT)	SUB-DIRECTORATE: MEDIA LIAISON PURPOSE: TO PROVIDE MEDIA LIAISON SERVICES TO THE EA FUNCTIONS: 1. Provide media liaison service to the EA 2. Monitor and analyse reporting in the media on the portfolio of the EA 3. Prepare and coordinate responses on matters relating to the portfolio 4. Participate in GCIS Forums POSTS 1 X Media Liaison Officer SL 12 (CONTRACT)	SUB-DIRECTORATE: ADMINISTRATIVE SERVICES (PERMANENT STAFF) PURPOSE: TO MANAGE THE ADMINISTRATIVE ACTIVITIES IN THE OFFICE OF THE EA FUNCTIONS: 1. Provide administrative support to the EA 2. Provide registry support services in the Office of the EA 3. Provide messenger / driver services in the Office of the EA 4. Provide logistical support for meetings POSTS 1 X Administrative Support and Coordination SL 11 1 X Registry Clerk SL 5 1 X Messenger / Driver SL 4 (CONTRACT) 1 X Food Aid Services SL 3 (CONTRACT)
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 M. Stead
 24/08/2022
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Number of : 6

BRANCH: INTEGRATED ECONOMIC DEVELOPMENT SERVICES
PURPOSE: TO ENSURE INTEGRATED ECONOMIC DEVELOPMENT SERVICES IN THE PROVINCE
FUNCTIONS:

1. Stimulate economic growth through sector development
2. Administer fair and healthy business practices
3. Ensure enterprise development and economic empowerment services
4. Achieve a conducive environment for sustainable employment generating economic growth and ensure economic research and knowledge management

POSTS:

1 x Deputy Director General SL 15
 1 x Personal Assistant SL 7


 M. Stead
 24/08/2022
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CHIEF DIRECTORATE: TRADE & SECTOR DEVELOPMENT PURPOSE: TO STIMULATE ECONOMIC GROWTH, THROUGH TRADE AND SECTOR DEVELOPMENT FUNCTIONS: 1. Coordinate the industrialisation programmes and enhance the competitiveness of the industries 2. Facilitate trade and investment promotion services 3. Stimulate the economy through Sector and Industry development SEE PAGE 3.1	CHIEF DIRECTORATE: BUSINESS REGULATION AND GOVERNANCE PURPOSE: TO ADMINISTER FAIR AND HEALTHY BUSINESS PRACTICES FUNCTIONS 1. Manage liquor affairs and business regulations services 2. Render consumer protection services SEE PAGE 3.2	CHIEF DIRECTORATE: ENTERPRISE DEVELOPMENT AND ECONOMIC EMPOWERMENT PURPOSE: TO ENSURE ENTERPRISE DEVELOPMENT AND ECONOMIC EMPOWERMENT SERVICES FUNCTIONS: 1. Monitor the implementation of SMME's & Cooperatives development 2. Promote economic transformation and ensure inclusive economy SEE PAGE 3.3	DIRECTORATE: ECONOMIC RESEARCH, PLANNING AND CO-ORDINATION PURPOSE: TO ACHIEVE A CONDUCTIVE ECONOMIC FOR SUSTAINABLE EMPLOYMENT GENERATING ECONOMIC GROWTH AND ENSURE ECONOMIC RESEARCH AND KNOWLEDGE MANAGEMENT FUNCTIONS: 1. Develop and review the macro economic strategies and plans 2. Ensure integrated economic planning interventions 3. Facilitate impact assessments on key economic 4. Provide support for local economic development through the District Development Model (DDM) 5. Ensure the economic research and knowledge management POSTS: 1 x Director SL 13 3 x Deputy Director SL 12
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Number of posts - 12

CHIEF DIRECTORATE: TRADE & SECTOR DEVELOPMENT
PURPOSE: TO STIMULATE ECONOMIC GROWTH, THROUGH TRADE AND SECTOR DEVELOPMENT
FUNCTIONS:
1. Coordinate the industrialisation programmes and enhance the competitiveness of the industries
2. Facilitate trade and investment promotion services
3. Stimulate the economy through Sector and Industry development
POSTS:
1 x Chief Director SL 14
1 x Personal Assistant SL 7

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DIRECTORATE: INDUSTRIAL COMPETITIVENESS PURPOSE: TO COORDINATE THE INDUSTRIALISATION PROGRAMMES AND ENHANCE THE COMPETITIVENESS OF THE INDUSTRIES FUNCTIONS: 1. Develop and design competitiveness programmes 2. Coordinate implementation of industry competitiveness programmes 3. Evaluate the impact of industry competitiveness programmes POSTS: 1 x Director SL 13 2 x Deputy Director SL 12	DIRECTORATE: TRADE AND INVESTMENT PROMOTION PURPOSE: TO FACILITATE TRADE AND INVESTMENT PROMOTION SERVICES FUNCTIONS: 1. Develop and review trade and investment policies, strategies and programmes 2. Manage and monitor customized incentive packages 3. Develop and monitor trade promotion strategies 4. Support and coordinate trade and investment promotion on various sectors 5. Monitor and evaluate trade and investment programmes by implementing agencies POSTS: 1 x Director SL 13 2 x Deputy Director SL 12	DIRECTORATE: SECTOR DEVELOPMENT PURPOSE: TO STIMULATE THE ECONOMY THROUGH SECTOR AND INDUSTRY DEVELOPMENT FUNCTIONS: 1. Develop and review of prioritised sector strategies 2. Promote the beneficiation of raw materials 3. Design the implementation plans 4. Monitor and evaluate sector strategies and implement agencies 5. Coordinate the implementation of industrialisation programmes POSTS: 1 x Director SL 13 3 x Deputy Director SL 12
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Number of posts - 14



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CHIEF DIRECTORATE: BUSINESS REGULATION AND GOVERNANCE
PURPOSE: TO ADMINISTER FAIR AND HEALTHY BUSINESS PRACTICES
FUNCTIONS
1. Manage liquor affairs and business regulations services 2. Render consumer protection services
POSTS:
1 x Chief Director SL 14 1 x Personal Assistant SL 7

DIRECTORATE: LIQUOR AFFAIRS AND BUSINESS REGULATIONS
PURPOSE: TO MANAGE LIQUOR AFFAIRS AND BUSINESS REGULATIONS SERVICES
FUNCTIONS:
1. Manage and monitor liquor compliance 2. Manage liquor licensing administration 3. Manage liquor related education and awareness programmes 4. Render secretariat services to the liquor and appeals boards 5. Manage compliance with legislation related to business regulations 6. Manage and monitor the administration of business regulations
POSTS:
1 x Director SL 13 3 x Deputy Director SL 12 1 x Assistant Director SL 10 1 x Admin Officer: Secretariat SL 7
SEE PAGES FOR DISTRICTS POSTS
1.4 2.4 3.4 4.4 5.5

DIRECTORATE: CONSUMER AFFAIRS
PURPOSE: TO RENDER CONSUMER PROTECTION SERVICES
FUNCTIONS:
1. Manage consumer protection and secretariat services 2. Provide consumer education and awareness programmes 3. Manage inspectorate services
POSTS:
1 x Director SL 13 3 x Deputy Director SL 12 1 x Assistant Director SL 10 1 x Administrative Officer SL 7
SEE PAGES FOR DISTRICTS POSTS
1.4 2.4 3.4 4.4 5.5



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Number of posts - 12



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**CHIEF DIRECTORATE: ENTERPRISE
DEVELOPMENT AND ECONOMIC
EMPOWERMENT**

**PURPOSE: TO ENSURE ENTERPRISE
DEVELOPMENT AND ECONOMIC
EMPOWERMENT SERVICES**

FUNCTIONS:

1. Monitor the implementation of SMME's & Cooperatives development
2. Promote economic transformation and ensure inclusive economy

POSTS:

1 x Chief Directorate SL 14
1 x Personal Assistant SL 7

DIRECTORATE: ENTERPRISE DEVELOPMENT

**PURPOSE: TO MONITOR THE IMPLEMENTATION OF SMME's &
COOPERATIVES DEVELOPMENT**

FUNCTIONS:

1. Development and promotion of cooperatives and SMME's policy and strategy
2. Ensure monitoring and evaluation of cooperatives and SMME programmes implemented by Sector Departments, Municipalities and Entities

POSTS:

1 x Director SL 13
2 x Deputy Director SL 12
2 x Assistant Director SL 10

DIRECTORATE: ECONOMIC EMPOWERMENT

**PURPOSE: TO PROMOTE ECONOMIC
TRANSFORMATION AND ENSURE INCLUSIVE
ECONOMY**

FUNCTIONS:

1. Promotion of Economic Empowerment Programmes
2. Monitor and evaluate implementation of Broad Based Black Economic Empowerment
3. Develop and support of economic transformation programmes targeting designated groups
4. Management of township and rural economy

POSTS:

1 x Director SL 13
2 x Deputy Director SL 12
2 x Assistant Director SL 10

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Number of posts - 2

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BRANCH: ENVIRONMENTAL AFFAIRS AND TOURISM
PURPOSE: TO MANAGE AND OVERSEE THE PROVISION OF ENVIRONMENTAL AFFAIRS AND TOURISM SERVICES
FUNCTIONS:
 1. Manage environmental quality management, empowerment, compliance, enforcement, planning and research
 2. Manage biodiversity, conservation and natural resources
 3. Ensure tourism development, promotion and regulation
 4. Ensure the integration of environment objectives in national, provincial and local government planning
POSTS:
 1 x Deputy Director General SL 15
 1 x Personal Assistant SL 7

CHIEF DIRECTORATE: INTEGRATED ENVIRONMENTAL MANAGEMENT PURPOSE: TO MANAGE ENVIRONMENTAL QUALITY, EMPOWERMENT, COMPLIANCE, ENFORCEMENT, PLANNING AND RESEARCH FUNCTIONS: 1. Ensure the management of environmental air quality, land uses and waste regulatory services 2. Ensure the provision of environmental empowerment services 3. Ensure compliance and enforcement of environmental legislation and environmental authorizations 4. Ensure the integration of environment objectives in national, provincial and local government planning SEE PAGE 4.1	CHIEF DIRECTORATE: BIODIVERSITY AND CONSERVATION PURPOSE: TO MANAGE BIODIVERSITY, CONSERVATION AND NAURAL RESOURCES FUNCTIONS: 1. Manage the development of provincial protected areas 2. Manage and provide commercial development services 3. Manage and coordinate biodiversity services 4. Manage wildlife resource services SEE PAGE 4.2	CHIEF DIRECTORATE: TOURISM PURPOSE: TO ENSURE TOURISM DEVELOPMENT, PROMOTION AND REGULATION FUNCTIONS: 1. Ensure tourism planning, policy development and regulation services 2. Ensure tourism development and transformation services SEE PAGE 4.3	DIRECTORATE: ENVIRONMENTAL RESEARCH, PLANNING AND CO-ORDINATION PURPOSE: TO ENSURE THE INTEGRATION OF ENVIRONMENT OBJECTIVES IN NATIONAL, PROVINCIAL AND LOCAL GOVERNMENT PLANNING FUNCTIONS: 1. Facilitate cooperative and corporate governance and promote implementation of intergovernmental sector programmes 2. Develop environmental legislation, procedures, systems and guide evidence-based environmental decision-making processes 3. Undertake and co-ordinate over-arching environmental research and development activities required for coordination and environmental planning 4. Develop and manage environmental information 5. Develop strategies, plans and programmes for climate change management POSTS: 1 x Director SL 13 5 x Control Environmental Officers Grade A (OSD) 1 x Environmental Officer Production Grade A (OSD)
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CHIEF DIRECTORATE: INTEGRATED ENVIRONMENTAL MANAGEMENT PURPOSE: TO MANAGE ENVIRONMENTAL QUALITY, EMPOWERMENT, COMPLIANCE, ENFORCEMENT, PLANNING AND RESEARCH FUNCTIONS: 1. Ensure the management of environmental air quality, land uses and waste regulatory services 2. Ensure the provision of environmental empowerment services 3. Ensure compliance and enforcement of environmental legislation and environmental authorizations 4. Ensure the integration of environment objectives in national, provincial and local government planning POSTS: 1 x Chief Director SL 14 1 x Personal Assistant SL 7
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DIRECTORATE: ENVIRONMENTAL QUALITY MANAGEMENT PURPOSE: TO ENSURE THE MANAGEMENT OF ENVIRONMENTAL AIR QUALITY, LAND USES AND WASTE MANAGEMENT REGULATORY SERVICES FUNCTIONS: 1. Develop, manage and implement integrated environmental management tools 2. Manage the processing of environmental authorizations, exemptions and environmental management programmes 3. Provide pollution and waste management regulatory services and waste recycling initiative support 4. Provide air quality management regulatory and support services POSTS: 1 x Director SL 13 13 x Control Environmental Officer Grade A (OSD) 3 x Environmental Officer (Specialised Production) (OSD) 8 x Environmental Officer Grade A (OSD) 2 x Administrative Officer SL 7
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DIRECTORATE: ENVIRONMENTAL EMPOWERMENT SERVICES PURPOSE: TO ENSURE THE PROVISION OF ENVIRONMENTAL EMPOWERMENT SERVICES FUNCTIONS: 1. Ensure environmental governance and municipal support programmes 2. Coordinate and Facilitate environmental education and awareness programmes 3. Coordinate and facilitate environmental special programmes POSTS: 1 x Director SL13 3 x Control Environmental Officer Grade A (OSD) 1 x Environmental Officer Specialised Production (OSD) SEE PAGES FOR DISTRICTS POSTS 1.3 2.3 3.3 4.3 5.3
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DIRECTORATE: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT PURPOSE: TO ENSURE COMPLIANCE AND ENFORCEMENT OF ENVIRONMENTAL LEGISLATION AND ENVIRONMENTAL AUTHORIZATIONS FUNCTIONS: 1. Ensure compliance monitoring of authorizations, permits and licenses 2. Ensure enforcement of environmental legislation 3. Conduct environment investigations 4. Ensure management of emergency incidences 5. Manage state veteran services POSTS: 1 x Director SL13 7 x Control Environmental Officer Grade A (OSD) 1 x Administration Officer SL 7 1 x State Veteran SL 11 SEE PAGES FOR DISTRICTS POSTS 1.3 2.3 3.3 4.3 5.3
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Number of posts- 44

CHIEF DIRECTORATE: BIODIVERSITY AND CONSERVATION
PURPOSE: TO MANAGE BIODIVERSITY, CONSERVATION AND NAURAL RESOURCES
FUNCTIONS:
1. Manage the development of provincial protected areas
2. Manage and provide commercial development services
3. Manage and coordinate biodiversity services
4. Manage wildlife resource services
POSTS:
1 x Chief Director SL 14
1 x Personal Assistant SL 7


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(RECOMMEND)
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DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT PURPOSE: TO MANAGE AND DEVELOP PROVINCIAL PROTECTED AREAS FUNCTIONS: 1. Manage the implementation of protected areas regulations 2. Provide and monitor the implementation of parks activities 3. Manage and provide hospitality and tourism services 4. Monitor provincial nature reserves infrastructure 5. Monitor and evaluate compliance of tourism norms and standards POSTS: 1 x Director SL13 1 x Control Environmental Officer Grade A (OSD) • Cluster Manager (Capricorn and Sekhukhune) 1 x Control Environmental Officer Grade A (OSD) • Cluster Manager (Waterberg) 1 x Control Environmental Officer Grade A (OSD) • Cluster Manager (Mopani and Vhembe) 2 x Control Environmental Officer Grade A (OSD) • (People and Parks) 1 x Deputy Director: Operations Management SL12 1 x Assistant Director: Chief Quality Assurance Practitioner SL9	DIRECTORATE: COMMERCIAL DEVELOPMENT PURPOSE: TO MANAGE AND PROVIDE COMMERCIAL DEVELOPMENT SERVICES FUNCTIONS: 1. Manage and Facilitate planning, development and marketing of commercial products 2. Manage bookings and reservations services POSTS: 1 x Director SL13 2 x Deputy Director SL12 1 x Assistant Director: Product Development SL 9 1 x Assistant Director: Sales and Marketing SL 9 3 x Cluster Sales Officer SL7 1 x Project Administration Officer SL 7 2 x Bookings and Reservation Officer SL7	DIRECTORATE: BIODIVERSITY MANAGEMENT PURPOSE: TO MANAGE AND COORDINATE BIODIVERSITY SERVICES FUNCTIONS: 1. Provide biodiversity scientific services 2. Manage the implementation of protected area establishment POSTS: 1 x Director 13 1 x Scientific Manager (OSD) 6 x Scientific Production (OSD) 2 x Scientific Technician (OSD) 4 x Control Environmental Officer Grade A (OSD) 1 x Environmental Officer Production Grade A (OSD)	DIRECTORATE: WILDLIFE RESOURCES MANAGEMENT PURPOSE: TO MANAGE WILDLIFE RESOURCE SERVICES FUNCTIONS: 1. Manage wildlife resources and permits system 2. Manage and monitor hunting industry and damage causing animals. POSTS: 1 x Director SL13 2 x Control Environmental Officer Grade A (OSD) 3 x Environmental Officer Grade A (OSD) 1 x Senior Permit Officer SL7 1 x Permit Clerk SL5
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(APPROVAL)

24/08/2022
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Number of posts - 16


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(RECOMMEND)

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CHIEF DIRECTORATE: TOURISM
PURPOSE: TO ENSURE TOURISM DEVELOPMENT, PROMOTION AND REGULATION
FUNCTIONS:
1. Ensure tourism planning, policy development and regulation services
2. Ensure tourism development and transformation services
POSTS:
1 x Chief Director SL 14
1 x Personal Assistant SL 7

DIRECTORATE: TOURISM PLANNING AND REGULATIONS	DIRECTORATE: TOURISM DESTINATION DEVELOPMENT AND TRANSFORMATION
PURPOSE: TO ENSURE TOURISM PLANNING, POLICY DEVELOPMENT AND REGULATION SERVICES	PURPOSE: TO ENSURE TOURISM DEVELOPMENT AND TRANSFORMATION SERVICES
FUNCTIONS:	FUNCTIONS:
1. Ensure tourism policy and strategy development	1. Oversee the implementation of national and provincial tourism strategies
2. Provide tourism knowledge management services	2. Facilitate tourism destination development
3. Promote and ensure compliance to tourism quality services norms and standards	3. Promote implementation of responsible tourism practices
4. Ensure impact monitoring of tourism projects and programmes	4. Facilitate enablers for tourism growth
5. Serve as Provincial Tourist Guide Registrar	5. Ensure implementation of targeted tourism capacity building, awareness and transformation programmes
6. Oversee registration of tourism businesses	
POSTS:	POSTS:
1 x Director SL 13	1 x Director SL 13
2 x Deputy Director SL 12	2 x Deputy Director SL 12
2 x Assistant Director SL 10	2 x Assistant Director SL 10
2 x Tourism Officer SL 7	2 x Tourism Officer SL 7


MEC'S SIGNATURE
(APPROVAL)

24/08/2022
DATE

Number of posts - 23

CHIEF DIRECTORATE: CORPORATE SERVICES
PURPOSE: TO PROVIDE CORPORATE MANAGEMENT SUPPORT SERVICES

FUNCTIONS:

1. Provide human resource management and development services
2. Manage the provision of employee relations and wellness services
3. Manage and facilitate the provision of security and facility services
4. Manage and provide information technology and records services
5. Render legal services

POSTS:

1 x Chief Director SL 14
1 x Personal Assistant SL 7

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PURPOSE: TO PROVIDE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES FUNCTIONS: 1. Manage human resource planning and recruitment services 2. Administer conditions of service 3. Coordinate the implementation of skills development and bursary 4. Provide organisational development services 5. Coordinate the implementation of performance management system SEE PAGE 5.1	DIRECTORATE: EMPLOYEE RELATIONS AND WELLNESS PURPOSE: TO MANAGE THE PROVISION OF EMPLOYEE RELATIONS AND WELLNESS SERVICES FUNCTIONS: 1. Provide safety, health, environment, risk and quality services, Hiv, Aids, STI & TB (HAST) and COIDA 2. Provide employee wellness and HPM programme services 3. Manage and facilitate the provision of employee relations services SEE PAGE 5.2	DIRECTORATE: SECURITY AND FACILITY MANAGEMENT PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF SECURITY AND FACILITY SERVICES FUNCTIONS: 1. Provide physical and information security management services 2. Manage the provision of work environment and facility services 3. Manage records and knowledge services SEE PAGE 5.3	DIRECTORATE: INFORMATION TECHNOLOGY MANAGEMENT PURPOSE: TO MANAGE AND PROVIDE INFORMATION TECHNOLOGY SERVICES FUNCTIONS: 1. Manage the information technology infrastructure security services 2. Develop and implement information systems 3. Develop and implement ICT governance 4. Co-ordinate and implement departmental geographical information science (GIS) systems POSTS: 1 x Director SL 13 2 x Deputy Director SL 11 2 x Assistant Director SL 9 1 x System Analyst SL 9 1 x Application Developer SL 9 1 x GIS Technician (Production) grade A (OSD) 1 x Database Administrator SL 7 2 x Network Controller SL 7
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DIRECTORATE: LEGAL SERVICES
PURPOSE: TO RENDER LEGAL SERVICES

FUNCTIONS:

1. Render litigation and legal advisory services
2. Provide oral and written legal opinion
3. Render contracts management services
4. Provide legal administrative services on criminal proceedings
5. Manage appeals

POSTS:

1 x Director SL 13
3 x Legal Administration Officer OSD



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(APPROVAL)

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Number of posts - 22

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
PURPOSE: TO PROVIDE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES
FUNCTIONS:
1. Manage human resource planning and recruitment services
2. Administer conditions of service
3. Coordinate the implementation of skills development and bursary
4. Provide organisational development services
5. Coordinate the implementation of performance management system
POSTS:
1 x Director SL 13


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(RECOMMEND)

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SUB-DIRECTORATE: HUMAN RESOURCE RECRUITMENT AND PLANNING
PURPOSE: TO MANAGE HUMAN RESOURCE PLANNING AND RECRUITMENT SERVICES
FUNCTIONS:
1. Develop and implement human resource plans 2. Manage recruitment and selection processes 3. Manage HR information services
POSTS
1 x Deputy Director SL 11 1 x Assistant Director SL 9 3 x Personnel Practitioner SL 7

SUB-DIRECTORATE: SKILLS DEVELOPMENT AND BURSARY
PURPOSE: TO COORDINATE THE IMPLEMENTATION OF SKILLS DEVELOPMENT AND BURSARY
FUNCTIONS:
1. Manage career planning and talent programmes 2. Manage the implementation of internship, learnership and traineeship 3. Administer internal and external bursaries 4. Manage workplace learning programmes 5. Manage and coordinate adult education training 6. Manage the development of workplace skills plan
POSTS
1 x Deputy Director SL 11 1 x Assistant Director SL 9 1 x Skills Development Officer SL 7

SUB-DIRECTORATE: PERFORMANCE MANAGEMENT
PURPOSE: TO RENDER PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS
FUNCTIONS:
1. Manage and implement performance evaluation results 2. Manage the development of performance contract 3. Ensure quality assurance on performance reviews and assessment 4. Manage evaluation and moderation performance
POSTS
1 x Deputy Director SL 11 1 x Assistant Director SL 9 2 x Personnel Practitioner SL 7

SUB-DIRECTORATE: CONDITIONS OF SERVICES
PURPOSE: TO ADMINISTER CONDITIONS OF SERVICES
FUNCTIONS:
1. Administer service benefits 2. Render leave management 3. Manage termination of services
POSTS
1 x Deputy Director SL 11 1 x Assistant Director SL 9 3 x Personnel practitioners SL 7

SUB-DIRECTORATE: ORGANISATIONAL DEVELOPMENT
PURPOSE: TO PROVIDE ORGANISATIONAL DEVELOPMENT SERVICES
FUNCTIONS:
1. Manage organisational structure 2. Provide work efficiency services 3. Manage job evaluation services 4. Manage the development and implementation of improved processes 5. Coordinate the development of job descriptions
POSTS
1 x Deputy Director SL 11 2 x Assistant Director SL 9 1 x Workstudy Officer SL 7


MEC'S SIGNATURE
(APPROVAL)

24/08/2022
DATE

number of posts - 8


HOD'S SIGNATURE
(RECOMMEND)

24/08/2022
DATE

DIRECTORATE: EMPLOYEE RELATIONS AND WELLNESS
PURPOSE: TO MANAGE THE PROVISION OF EMPLOYEE RELATIONS AND WELLNESS SERVICES
FUNCTIONS
1. Provide safety, health, environment, risk and quality services, HIV, AIDS, STI & TB (HAST) and COVIDA
2. Provide employee wellness and HPM programme services
3. Manage and facilitate the provision of employee relations services
POSTS:
1 x Director SL 13

SUB-DIRECTORATE: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ), HAST & COVIDA PURPOSE: TO PROVIDE SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY SERVICES (SHERQ) & COVIDA FUNCTIONS: 1. Promote occupational health and safety 2. Promote safe work place environment 3. Identify and control occupational risks and conduct quality assurance 4. Manage injuries on duty and compensation for occupational injuries and diseases 5. Provide HIV/AIDS, sexually transmitted infections, tuberculosis (HAST) services POSTS 1 x Deputy Director SL 11 1 x Administrative Officer SL 7	SUB-DIRECTORATE: EMPLOYEE WELLNESS PURPOSE: TO PROVIDE EMPLOYEE WELLNESS AND HPM PROGRAMME SERVICES FUNCTIONS: 1. Develop strategies to ensure the overall physical wellbeing of employees 2. Provide psycho-social services 3. Provide work-life balance services 4. Promote organisational wellness 5. Provide and health and productivity management (HPM) services POSTS 1 x Deputy Director SL 11 1 x Assistant Director SL 9	SUB-DIRECTORATE: EMPLOYEE RELATIONS PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF EMPLOYEE RELATIONS SERVICES FUNCTIONS: 1. Manage the provisions of labour remedial services 2. Manage strike, disputes and grievances 3. Manage implementation of arbitration 4. Monitor the implementation of collective bargaining and agreements 5. Manage formal and informal misconduct allegations 6. Facilitate disciplinary processes POSTS: 1 x Deputy Director SL 11 2 x Assistant Director SL 9
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Number of posts - 36

HOD'S SIGNATURE
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DIRECTORATE: SECURITY AND FACILITY MANAGEMENT
PURPOSE: TO MANAGE AND FACILITATE THE PROVISION OF SECURITY AND FACILITY SERVICES
FUNCTIONS:
1. Provide physical and information security management services
2. Manage the provision of work environment and facility services
3. Manage records and knowledge services
POSTS:
1 x Director SL 13

SUB-DIRECTORATE: PHYSICAL AND INFORMATION SECURITY MANAGEMENT
PURPOSE: TO PROVIDE PHYSICAL AND INFORMATION SECURITY MANAGEMENT SERVICES
FUNCTIONS:
1. Render physical security management services
2. Manage access control
3. Render firearms administration services
4. Render the implementation of the minimum information security standards (MISS)
5. Manage information security services
6. Facilitate security awareness programmes
POSTS:
1 x Deputy Director SL 11
3 x Assistant Director SL 9
3 x Physical Security Officer SL 7
2 x Information Officer SL 7

SUB-DIRECTORATE: WORK ENVIRONMENT AND FACILITY SERVICES
PURPOSE: TO MANAGE THE PROVISION OF WORK ENVIRONMENT AND FACILITY SERVICES
FUNCTIONS:
1. Manage the provision of work environment
2. Manage facility and lease
3. Manage telecommunication services
4. Manage the maintenance of the facilities
POSTS:
1 x Deputy Director SL 11
2 x Assistant Director SL 9
3 x Admin Officer (Office Support) SL 7
1 x Artisan Production Grade A (OSD)
2 x Telecom Operator SL 4
2 x General Assistant SL 2
3 x Cleaner SL 2

SUB-DIRECTORATE: RECORDS AND KNOWLEDGE MANAGEMENT
PURPOSE: TO MANAGE RECORDS AND KNOWLEDGE
FUNCTIONS:
1. Manage maintenance of general and human records
2. Manage disposal of general and human records
3. Manage registry services
4. Manage the development, implementation and maintenance of departmental file plan
5. Provide knowledge management services
POSTS:
1 x Deputy Director SL 11
3 x Assistant Director SL 9
2 x Records Officer SL 7
4 x Registry Clerk SL 5
2 x Messenger Driver SL 4


MEC'S SIGNATURE
(APPROVAL)

24/08/2022
DATE

Number of posts - 15

DIRECTORATE: STRATEGIC MANAGEMENT PURPOSE: TO MANAGE AND COORDINATE THE IMPLEMENTATION OF STRATEGIC SERVICES
FUNCTIONS: 1. Oversee strategic planning & reporting services 2. Ensure the development and review of policies 3. Ensure monitoring and evaluation programmes 4. Oversee the provision of service delivery improvements programmes 5. Ensure special programmes services
POSTS: 1 x Director SL 13


HOD'S SIGNATURE
(RECOMMEND)

24/08/2022
DATE

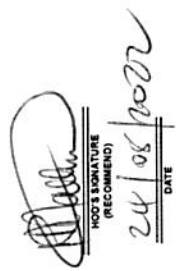
SUB-DIRECTORATE: STRATEGIC PLANNING & REPORTING PURPOSE: TO OVERSEE STRATEGIC PLANNING & REPORTING SERVICES FUNCTIONS: 1. Develop and maintain strategic planning and reporting guidelines 2. Co-ordinate and facilitate strategic and operational planning processes 3. Coordinate and consolidate strategic reports 4. Monitor and facilitate reporting on departmental programmes and activities 5. Provide organisational performance strategic inputs POSTS: 1 x Deputy Director SL 11 1 x Assistant Director SL 9	SUB-DIRECTORATE: POLICY COORDINATION PURPOSE: TO ENSURE THE DEVELOPMENT AND REVIEW OF POLICIES FUNCTIONS: 1. Manage and coordinate policy development processes 2. Facilitate and coordinate the review of departmental policies 3. Provide and support units on policy development POSTS: 1 x Deputy Director SL 11 1 x Assistant Director SL 9	SUB-DIRECTORATE: MONITORING AND EVALUATION PURPOSE: TO ENSURE MONITORING AND EVALUATION PROGRAMMES FUNCTIONS: 1. Develop, manage and maintain M & E Frameworks and systems 2. Develop and implement monitoring and evaluation principles and practices 3. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes 4. Collect, store, analyse and disseminate research and M & E information 5. Coordinate and consolidate performance monthly, quarterly and annual reports 6. Establish and maintain intergovernmental relations 7. Evaluate impact of LDP Programmes on economic development 8. Monitor and evaluate performance of State Owned Entities POSTS: 1 x Deputy Director SL 11 2 x Assistant Director SL 9	SUB-DIRECTORATE: SERVICE DELIVERY IMPROVEMENT PURPOSE: TO OVERSEE THE PROVISION OF SERVICE DELIVERY IMPROVEMENTS PROGRAMMES FUNCTIONS: 1. Manage service delivery improvement programmes 2. Develop and monitor the implementation of service delivery improvements plans 3. Manage and monitor the implementation of service standards 4. Provide departmental help desk services 5. Manage service delivery complaints POSTS: 1 x Deputy Director SL 11 1 x Assistant Director SL 9 2 x Service Delivery Improvement Officer SL 7 1 x Help Desk SL 5	SUB-DIRECTORATE: SPECIAL PROGRAMMES PURPOSE: TO ENSURE SPECIAL PROGRAMMES FUNCTIONS: 1. Manage the implementation of special programmes 2. Monitor the implementation of employment equity plans 3. Promote the programmes of people with disability, women, youth, elderly person and children 4. Provide change management services POSTS: 1 x Deputy Director SL 11 1 x Assistant Director SL 9
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APPROVED STRUCTURE FOR FINANCIAL MANAGEMENT (CFO) CHIEF DIRECTORATE 2022


 DIRECTOR'S SIGNATURE (APPROVAL)

24/08/2022
 DATE

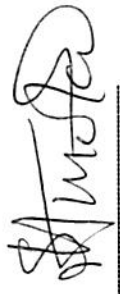
Number of posts - 28


 CFO'S SIGNATURE (RECOMMEND)
 24/08/2022
 DATE

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT (CFO)
PURPOSE: TO PROVIDE FINANCIAL MANAGEMENT SUPPORT SERVICES
FUNCTIONS:
1. Provide internal control and compliance services
2. Provide financial accounting services
3. Provide management accounting services
4. Render of supply chain and asset services
POSTS:
1 x Chief Director SL 14
1 x Personal Assistant SL 7

DIRECTORATE: INTERNAL CONTROL AND COMPLIANCE PURPOSE: TO PROVIDE INTERNAL CONTROL AND COMPLIANCE SERVICES FUNCTIONS: 1. Provide financial assurance services 2. Monitor compliance and promote good governance 3. Coordinate internal and external audit services 4. Monitor the implementation of financial policy and procedures 5. Monitor the financial delegations POSTS: 1 x Director SL 13 2 x Deputy Director SL 11 2 x Assistant Director SL 9	DIRECTORATE: FINANCIAL ACCOUNTING SERVICES PURPOSE: TO PROVIDE FINANCIAL ACCOUNTING SERVICES FUNCTIONS: 1. Manage creditor's payments, payable and accrual register 2. Manage unwanted expenditure register 3. Provide salary administration and payroll audit services 4. Administer books, suspense accounts and financial reporting 5. Manage cash, bank reconciliation and bookkeeping services 6. Administer departmental liabilities and debt management services POSTS: 1 x Director SL 13 2 x Deputy Director SL 11 4 x Assistant Director SL 9 1 x Financial Administrative Officer SL 7 2 x Accounting Clerk SL 5	DIRECTORATE: MANAGEMENT ACCOUNTING SERVICES PURPOSE: TO PROVIDE MANAGEMENT ACCOUNTING SERVICES FUNCTIONS: 1. Manage revenue and budget planning services 2. Manage reconciliation of revenue 3. Manage and monitor the implementation of budget 4. Monitor, evaluate, report, revenue and expenditure trends POSTS: 1 x Director SL 13 2 x Deputy Director SL 11 3 x Assistant Director SL 9 2 x Financial Administrative Officer SL 7	DIRECTORATE: SUPPLY CHAIN AND ASSETS MANAGEMENT PURPOSE: TO RENDER SUPPLY CHAIN AND ASSET SERVICES FUNCTIONS: 1. Provide demand management services 2. Provide acquisition management services 3. Provide and manage purchase services 3. Manage contract and performance services 4. Provide fleet management services 5. Manage asset and inventory services SEE PAGE 7.1
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DIRECTORATE: SUPPLY CHAIN AND ASSETS MANAGEMENT
PURPOSE: TO RENDER SUPPLY CHAIN AND ASSET SERVICES
FUNCTIONS: 1. Provide demand management services 2. Provide acquisition management services 3. Provide and manage purchase services 3. Manage contract and performance services 4. Provide fleet management services 5. Manage asset and inventory services
POSTS: 1 x Director SL 13



MEC'S SIGNATURE
(APPROVAL)

24/08/2022
DATE

Number of posts - 37



HOD'S SIGNATURE
(RECOMMEND)

24/08/2022
DATE

SUB-DIRECTORATE: DEMAND MANAGEMENT PURPOSE: TO PROVIDE DEMAND MANAGEMENT SERVICES. FUNCTIONS: 1. Provide market research and analysis 2. Develop and manage annual procurement plans 3. Provide guidance in the development of specification and Terms of Reference (TOR) 4. Render secretarial services to the Bid Specification Committee 5. Provide guidance on sourcing strategy POSTS: 1 x Deputy Director SL 11 2 x Assistant Director SL 9 2 x Financial Administrative Officer SL 7	SUB-DIRECTORATE: PURCHASE MANAGEMENT PURPOSE: TO PROVIDE PURCHASE MANAGEMENT SERVICES. FUNCTIONS: 1. Manage the requisition of goods and services 2. Prepare documents for payment 3. Manage purchase services POSTS: 1 x Deputy Director SL 11 1 x Assistant Director SL 9 4 x Financial Administrative Officer SL 7	SUB-DIRECTORATE: FLEET MANAGEMENT PURPOSE: TO PROVIDE FLEET MANAGEMENT SERVICES FUNCTIONS: 1. Manage fleet acquisition services 2. Manage vehicle operations and customer services 3. Manage subsidised and GG fleet services 4. Render vehicle inspections / audit services 5. Manage fleet disposal services POSTS: 1 x Deputy Director SL 11 2 x Assistant Director SL 9 2 x Transport Officer SL 7 1 x Artisan (Production) Grade A (OSD)	SUB-DIRECTORATE: ASSET AND INVENTORY MANAGEMENT. PURPOSE: TO MANAGE ASSETS AND INVENTORY SERVICES. FUNCTIONS: 1. Manage departmental assets acquisition process 2. Manage inventory and biological assets 3. Manage transfer of assets 4. Render physical verification 5. Maintenance of assets register 6. Facilitate and manage the safeguard of assets 7. Identify assets disposal POSTS: 1 x Deputy Director SL 11 2 x Assistant Director SL 9 2 x Administration Officer SL 7 2 x Provisioning Administrative Clerk SL 5 2 x Store Assistant SL 3
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