INFORMUS

FOR PSA MEMBERS: **DEPARTMENT OF COOPERATIVE GOVERNANCE (DCOG)**

05-05-2022

Request for inputs on organisational structure

Review: Organisational structure

The PSA had a meeting with the Deputy Director-General: Corporate Services on 4 May 2022 regarding information that the Department is going ahead to implement the structure, despite the consultation process not being concluded and the concerns raised by the PSA .

After some deliberations, it was agreed that the PSA will submit written inputs in respect of the concerns regarding the structure to the employer within seven days for further engagement. Members are requested to submit their inputs and concerns regarding the draft structure to Pumeza Tyali at PumezaT@ndmc.gov.za by **10 May 2022**. The draft structure is *attached* for ease of reference.

GENERAL MANAGER

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

DRAFT Organisation and Post Establishment

Ministry
(Posts: 18, Page: 2)

Director General
(Posts: 3, Page x)

- CD: Strategic and Executive Support (Posts: 17)
- CD: IGR, Projects and Stakeholder Coordination (Posts: 4)
- CD: Internal Audit (Posts: 8)
- Dir: Enterprise Risk Management (Posts: 2)

Branch: Coastal Operations & Support
(Posts: 41)

- CD: KwaZulu-Natal
- CD: Eastern Cape
- CD: Western Cape
- CD: Northern Cape

Branch: Inland Operations & Support
(Posts 39)

- CD: Gauteng
- CD: Free State
- CD: Mpumalanga
- CD: Limpopo
- CD: North West

Branch: Policy, Governance and Administration
(Posts: 94)

- CD: Municipal Funding & Revenue Support
- CD: Municipal Governance and Structures
- CD: Municipal Administration and Capacity
- CD: Planning and Policy Support
- CD: Knowledge Management & Monitoring and Reporting Systems

Branch: National Disaster Management Centre
(Posts: 32)

- Dir: Information Technology and Knowledge Management Services
- Dir: Disaster Risk Assessment and Early Warning
- CD: Policy, Institutional Development & Compliance Management
- CD: Disaster Risk Reduction & Capacity Development
- CD: Disaster Response & Recovery Coordination

Branch: Corporate Services
(Posts: 136)

- CD: Human Resource, Facilities and Security Management
- CD: ICT Management
- CD: Branding, Marketing & Communications
- CD: Legal Services

Branch: Chief Financial Officer
(Posts: 83)

- Dir: Internal Control
- CD: CWP Financial and Participant Coordination
- CD: Financial Management
- Dir: Supply Chain and Assets Management

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[redacted]

[redacted]

MINISTRY

1 X Minister COGTA
1 X Deputy Minister

[redacted]

1 X Chief of Staff L14
1 X Private and Appointment Secretary L13
1 X Media Liaison Officer L13
1 X Parliamentary Officer L13
1 X Community Outreach Officer L11
1 X Assistant Appointment and Admin Secretary L9
1 X Receptionist L5
2 X Household Aide L3

[redacted]

1 X Head of the Office of the DM L13
1 X Private and Appointment Secretary L11
1 X Parliamentary and Cabinet Support L11
1 X Community Outreach Officer L11
1 X Receptionist L5
2 X Household Aide L3

DIRECTOR GENERAL
(Posts: 32)

Purpose: To provide efficient & effective cooperative governance system that enables resilient, safe, sustainable, prosperous, cohesive, connected and climate smart communities

Functions:
1. Provide executive support to the Director General and governance structures.
2. Coordinate and support IGR, Special Projects and Stakeholder relations
3. Render internal audit services.
4. Render enterprise risk management services
5. Facilitate and coordinate intergovernmental relations to support the development, implementation and monitoring of integrated plans and capacity building programmes (Coastal Operations & Support)
6. Provide support and direction on the establishment and maintenance of efficient and effective municipal governance and administration policies and systems.
7. Promote an integrated and coordinated system of disaster management with special emphasis on prevention and mitigation by all role-players and stakeholders
8. Provide integrated and innovative corporate management solutions and services to enable the department to achieve its strategic and operational objectives.
9. Provide efficient and effective financial and supply chain management support service.

1 X Director General L16
1 X Personal Assistant L11
1 X Senior Admin Officer L8

[redacted]

[redacted]

1 X Chief Director L14
1 X Director IGR and Stakeholder Coordination L13
1 X Director Special Projects Coordination L13
1 X Admin Assistant L6

[redacted]

1 X Chief Director (Chief Audit Executive) L14
1 X Director L13
1 X Deputy Director L11
1 X Deputy Director L11
1 X ASD: Internal Audit L9
1 X Senior Internal Auditor L8
1 X Senior Internal Auditor L8
1 X Admin Assistant L6

[redacted]

1 X Director (Chief Risk Officer) L13
1 X Deputy Director L11

[redacted]

1 X CD: Head of the Office of the DG L14
1 X Deputy Director: Exec. Coordination

[redacted]

1 Director L13
1 Deputy Director: Gender Mainstreaming L11
1 Deputy Director: Planning and Reporting L11
1 Senior Planning Officer L8

[redacted]

1 X Director: Corporate Secretariat L13
2 X Deputy Director L11
1 X Senior Admin Officer L8

[redacted]

1 X Director: Inter-Governmental Coordination L13
2 X Deputy Director L11
1 X Senior Admin Officer L8

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Senior Admin Officer L8

BRANCH:
COASTAL OPERATIONS & SUPPORT
(Posts: 41)

Purpose: To facilitate and coordinate intergovernmental relations to support the development, implementation and monitoring of integrated plans and capacity building programmes

Functions:
1. Manage inter-governmental relations in support of the developmental objectives of government policies
2. Ensure improved service delivery through the development, implementation and monitoring of

1 X Deputy Director General L15
1 X DD: Branch Coordinator L11
1 X Executive Assistant L7

[redacted]

1 X Chief Director
3 X Director L13
4 X Deputy Director L11
2 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Senior Admin Assistant L7
1 X Admin Assistant L6

[redacted]

1 X Chief Director
3 X Director L13
4 X Deputy Director L11
2 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Senior Admin Assistant L7
1 X Admin Assistant L6

[redacted]

1 X Chief Director
2 X Director L13
1 X Deputy Director L11
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

1 X Chief Director
2 X Director L13
1 X Deputy Director L11
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

BRANCH:
INLAND OPERATIONS & SUPPORT
(Posts: 39)

Purpose: To facilitate and coordinate intergovernmental relations to support the development, implementation and monitoring of integrated plans and capacity building programmes

Functions:
1. Manage inter-governmental relations in support of the developmental objectives of government policies
2. Ensure improved service delivery through the development, implementation and monitoring of

1 X Deputy Director General L15
1 X DD: Branch Coordinator L11
1 X Executive Assistant L7

[redacted]

1 X Chief Director
2 X Director L13
2 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

1 X Chief Director
2 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

1 X Chief Director
2 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

1 X Chief Director
2 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

1 X Chief Director
2 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Project Coordinator L8
1 X Admin Assistant L6

BRANCH: POLICY, GOVERNANCE AND ADMINISTRATION
(Posts: 94)

Purpose: To provide support and direction on the establishment and maintenance of efficient and effective municipal governance and administration policies and systems

Functions:

1. Support and direct municipal funding and revenue support systems in accordance with Chapters 8 and 9 of the Municipal Systems Act, the Municipal Property Rates Act and the Municipal Finance Management Act.
2. Support and direct municipal governance and structures in accordance with Chapter 7 of the Municipal Structures Act and Chapters 3 and 106 of the Municipal Systems Act.
3. Support and direct municipal administration and capacity in accordance with Chapter 7 of the Municipal Systems Act.
4. Develop and implement planning frameworks and systems as provided for in Chapter 5 of the Municipal Systems Act, Municipal Demarcation Act and Spatial Planning and Land Use Management Act

1 X Deputy Director General L15
1 X DD: Branch Coordinator L11
1 X Executive Assistant L7

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1 X Chief Director L14
1 X Admin Assistant L6

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
1 X Director L13 3 X Deputy Director L11 3 X Assistant Director L9	1 X Director L13 1 X Deputy Director L11	1 X Director L13 2 X Deputy Director L11	1 X Director L13 1 X Deputy Director L11	1 X Director L13 3 X Deputy Director L11 9 X Assistant Director L9

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Director L13
3 X Deputy Director L11
3 X Assistant Director L9
3 X Senior Officers L8

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X Control GISC Technologist (OSD) L12
1 X Town & Regional Planner (OSD) L12
2 X Assistant Director L9
1 X Senior Planning Officer L8

[redacted]

1 X Director L13
2 X Deputy Director L11
2 X Assistant Director L9

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
2 X Deputy Director L11
2 X Assistant Director L9

[redacted]

1 X Director L13
2 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Officer L8

[redacted]

1 X Director L13
2 X Deputy Director L11
2 X Assistant Director L9

BRANCH: NATIONAL DISASTER MANAGEMENT CENTRE
(Posts: 32)

Purpose: To promote an integrated and coordinated system of disaster management with special emphasis on prevention and mitigation by all role-players and stakeholders

Functions:

1. Develop, strengthen, and manage the regulatory frameworks and oversee institutional arrangements relating to disaster risk management
2. Facilitate the development, assessment and implementation of multi-sectoral disaster risk reduction frameworks and plans and promote education, training and public awareness among role-players and communities to ensure disaster risk avoidance and built community resilience
3. Develop and oversee the implementation of all response and recovery strategies and projects following a disaster in an integrated and development manner.

1 X Head: NDMC L15
1 X DD: Branch Coordinator L11
1 X Executive Assistant L7

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[redacted]

[redacted]

[redacted]

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Deputy Director: System Developer L11
1 X Assistant Director: System Developer L9
1 X Junior Programmer L7

1 X Director L13
1 X Control GISC Technologist (OSD) L12

[redacted]

1 Chief Director L14
1 Admin Assistant L6

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Admin Assistant L6

[redacted]

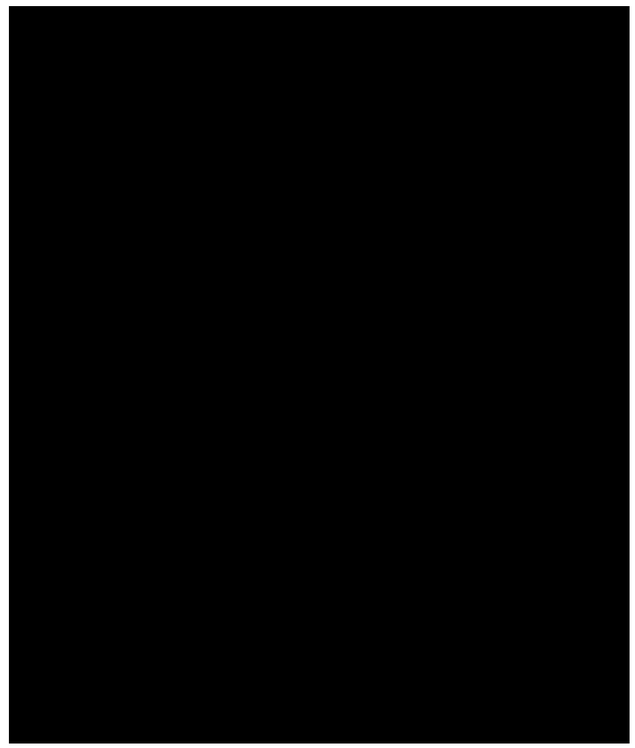
1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
2 X Deputy Director L11
1 X Assistant Director L9

[redacted]

1 X Director L13
2 X Deputy Director L11



1 X Chief Director L14
1 X Admin Assistant L6
1 X Director L13
1 X Assistant Director L9
1 X Senior Admin Officer L8

BRANCH: CORPORATE SERVICES
(Posts: 136)

Purpose: To provide integrated and innovative corporate management solutions and services to enable the department to achieve its strategic and operational objectives

Functions:
1. Provide a strategic human resource management and development support services
2. Provide ICT governance, business solutions, ICT infrastructure & services management and knowledge, information & records management.
3. Oversee and manage the provision of internal and external communication services.
4. Provide contract management, litigation support, facilities, and security management services to the department.

1 X DDG L15
1 X Dir: Governance and Policy Coordination L13
1 X DD: Branch Coordinator L11
1 X Executive Assistant L7

[redacted]

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13

Sub-Directorate: HR Planning and Organisational Design
1 X Deputy Director L11
1 X Assistant Director L9

Sub-Directorate: Labour Relations
1 X Deputy Director L11
1 X Assistant Director L9

Sub-Directorate: Gender, Disability and EHW
1 X Deputy Director L11

1 X Director L13

Sub- Directorate: Recruitment
1 X Deputy Director L11
1 X Assistant Director: Recruitment L9
2 X HR Practitioner L8
1 X Personnel Officer L6

Sub-Directorate: Remuneration & Conditions of Service
1 X Deputy Director L11
1 X Assistant Director: Remuneration & Condition of Service L9
1 X Chief Personnel Officer L8
1 X Senior Personnel Officer L7
1 X Personnel Officer L6
2 X HR Registry Clerk L5

1 X Director L13

Sub-Directorate: Personal Development and Training
1 X Deputy Director L11
2 X Assistant Director L9
2 X Personnel Officer L6

Sub-Directorate: Performance Management
1 X Deputy Director L11
1 X Assistant Director L9
2 X Personnel Officer L6

1 X Director L13
1 X Admin Assistant L6

1 X DD: Facilities & OHS Management L11
1 X ASD: Facilities Management L9
1 X Senior Admin Officer L8
1 X Admin Clerk: Facilities & OHS L5
1 X Handyman: Building & Maintenance L4
2 X General Work Assistant: Building & Maintenance L3
4 X Food Services Aid L3
1 X Food Services Aid (Seconded to Ministry) L2

1 X DD: Security Service L11
2 X Admin Officer: Security Service L7
~~12~~11 X Security Officer L3

1 X ASD: Transport & Travel Management L9
1 X Admin Officer: Travel & Transport L7
2 X Admin Clerk: Travel & Transport L5
3 X Messenger/Driver L4

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X DD: ICT Security Specialist L11
1 X DD: Governance, Risk, Audit and Project Management L11
1 X DD: Business Relationship Manager and Change Control L11
1 X ASD: Business Analyst and Project Administrator L9
1 X Governance and Compliance Analyst L6

[redacted]

1 X Director L13

1 X DD: Information Specialist L11
2 X DD: Developer (SharePoint, .Net, Java) L11
1 X ASD: Database Administrator L9
1 X Senior SharePoint Administrator L8

1 X DD: Information and Records Management L11
1 X ASD: Vetting and Screening Officer L9
1 X Senior Records Management Practitioner L8
3 X Imaging and records administrators L5
2 X Messengers L3

[redacted]

1 X Director L13
1 X DD: LAN/WAN/Internet/Security Implementation L11
1 X DD: ICT Infrastructure L11
1 X ASD: Windows Server / Azure / VMWare Engineer L9
1 X Senior Backup and Storage Administrator L8
1 X DD: ICT Service Management L11
1 X ASD: User Technical Support L9
1 X Senior ICT Technician L7
2 X ICT Technician L6
1 X ASD: ICT Administration and Incident Management L9
1 X ICT SLA and Contracts Administrator L8
1 X Printing Services Clerk L5
1 X Telecommunication Clerk L5
1 X ICT Procurement and Assets Officer L7
1 X ICT Assets Controller L6
1 X ICT Procurement and Finance Administrator L6

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X Deputy Director: Media Relations L11
1 X Deputy Director: Social Media L11
1 X Senior Events Support Officer L8
2 X Photographer/videographer L8

[redacted]

1 X Director L13
1 X DD: Departmental Communication and Website L11
1 X DD: Internal Communication & Corporate Identity L11
1 X Assistant Director: Graphic Designer L9
1 X Website and Intranet Admin Officer L6
2 X Telecom Operator L4
1 X Photographer/videographer L8

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X Legal Admin Officer OSD (Gr3/L7)

[redacted]

1 X Director L13
1 X Legal Admin Officer OSD (Gr4/L8)

[redacted]

1 X Director L13
1 X Snr Legal Admin Officer OSD (MR6/L12)
1 X Legal Admin Officer OSD (Gr5/L9)
1 X Legal Admin Officer OSD (Gr3/L7)

BRANCH: FINANCIAL AND SUPPLY CHAIN MANAGEMENT
(Posts:83)

Purpose: To provide efficient and effective financial and supply chain management support services

Functions:
1. Oversee CWP Programme implementation and financial administration.
2. Provide financial management services to the Department.
3. Provide supply chain and asset management services.
4. Maintain an effective, efficient, transparent financial internal control system

1 X Chief Financial Officer L15
1 X Branch Coordinator L11
1 X Executive Assistant L7

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1 X Director L13
Sub-Directorate: Demand Management, Supplier Performance & Reporting
1 X Deputy Director L11
1 X Senior SCM Practitioner L8
Sub-Directorate: Acquisition Management
1 X Deputy Director L11
1 X Assistant Director L9
3 X Senior SCM Practitioner L8
1 X Senior SCM Clerk L6
1 X SCM Clerk L5
1 X Food Services Aid L3
Sub-Directorate: Logistics Management
1 X Deputy Director L11
1 X Senior SCM Practitioner L8
1 X Senior SCM Clerk L6
2 X SCM Clerk L5
Sub-Directorate: Assets Management
1 X Deputy Director L11
1 X Assistant Director L9
1 X Senior SCM Practitioner L8
1 X SCM Practitioner L7
1 X SCM Clerk L5

[redacted]

1 X Director: Internal Control L13
1 X Deputy Director: Internal Control L11
1 X Assistant Director: Compliance and Losses L9
1 X Assistant Director: Audit, Planning & Reporting Coordination L9
1 X Assistant Director: Financial Batch Control &

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Chief Director L14
1 X Admin Assistant L6

[redacted]

1 X Director L13
1 X DD: CWP Implementation Coordination L11
1 X DD: CWP Monitoring and Reporting L11
1 X DD: Budget & Expenditure Administration L11
1 X Snr State Accountant L8
1 X Financial Control Clerk L5
1 X DD: Procurement & Assets Administration L9

[redacted]

1 X Director L13
1 X Deputy Director: Data Centre & Participant Admin L11
1 X Assistant Director: Participant Administration L9
1 X Senior Wage Officer L8
9 X Wage Administrator L5

[redacted]

1 X Director L13
1 X Deputy Director L11
1 X Assistant Director L9
1 X Senior Accounting Clerk L6

[redacted]

1 X Director L13

Sub-Directorate: Bookkeeping, Salaries & Systems Control
1 X Deputy Director L11
2 X Assistant Director L9
1 X Senior State Accountant L8
2 X Senior Accounting Clerk L6
3 X Accounting Clerk L5

Sub-Directorate: Payments & Revenue Management
1 X Deputy Director L11
1 X Assistant Director L9
2 X Senior State Accountant L8
2 X State Accountant L7
2 X Senior Accounting Clerk L6