

MEC : DEPARTMENT OF SAFETY AND SECURITY

DEPARTMENT OF SAFETY AND SECURITY

PURPOSE: TO PROMOTE EFFECTIVE OVERSIGHT OF THE PROVINCIAL SOUTH AFRICAN POLICE SERVICES.

FUNCTIONS:

1. Manage monitoring and evaluation of SAPS.
2. Manage social crime prevention and community policing strategies.
3. Manage corporate and regional services.
4. Manage financial matters of the department.
5. Render departmental security management services and monitor the provision of security services for government buildings.

Posts: 1 x Deputy Director- General
1 x Office Manager
1 x Secretary

SUPPORT STAFF TO THE MEC

- 1 x Senior Manager
- 1 x Media Liaison Officer/Parliamentary
- 1 x Appointment Secretary
- 1 x Secretary/Receptionist
- 1 x Registry Clerk
- 1 x Driver/Messenger

SUB BRANCH : MONITORING AND EVALUATION

PURPOSE : TO MANAGE MONITORING AND EVALUATION OF SAPS.

FUNCTIONS:

1. Monitor SAPS performance based on the SAPS operational plan, stakeholder survey and Afrika Concept.
2. Evaluate the functioning of SAPS and conduct research on SAPS performance.

Posts :

- 1 x General Manager
- 1 x Secretary

SUB BRANCH : COMMUNITY LIAISON

PURPOSE : TO MANAGE SOCIAL CRIME PREVENTION AND COMMUNITY POLICING STRATEGIES.

FUNCTIONS:

1. Manage the implementation of social crime prevention programmes / strategies.
2. Co-ordinate the functioning of CSF's/CPF's in the province.

Posts:

- 1 x General Manager
- 1 x Secretary

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

PURPOSE : TO MANAGE CORPORATE AND REGIONAL SERVICES.

FUNCTIONS :

1. Render communication services.
2. Ensure the implementation of policies relating to gender, youth, children, HIV and AIDS, the aged and the disabled people.
3. Co-ordinate departmental planning, policy analysis and development, and manage departmental programmes.
4. Render human resource management services.
5. Provide legal support services.
6. Co-ordinate and manage regional services, i.e. Ehlanzeni, Gert Sibande and Nkangala.

Posts:

- 1 x General Manager Level
- 1 x Secretary

DEPARTMENT OF SAFETY AND SECURITY

DIVISION : CHIEF FINANCIAL OFFICER

PURPOSE: TO MANAGE FINANCIAL MATTERS OF THE DEPARTMENT.

FUNCTIONS:

1. Render management accounting services.
2. Render financial accounting services.
3. Render supply chain management services.
4. Render risk management services in the department.

Posts:

1 x Chief Financial Officer
1 x Secretary

SUBDIVISION : SECURITY MANAGEMENT

PURPOSE : TO RENDER DEPARTMENTAL SECURITY MANAGEMENT SERVICES AND MONITOR THE PROVISION OF SECURITY SERVICES FOR GOVERNMENT BUILDINGS.

FUNCTIONS:

1. Render departmental security management services.
2. Monitor the provision of security services for government buildings.

Posts: 1 x Security Manager (Manager)
1 x Administration Officer

SECTION : DEPARTMENTAL SECURITY MANAGEMENT

PURPOSE : TO RENDER DEPARTMENTAL SECURITY MANAGEMENT SERVICES.

FUNCTIONS:

1. Formulate departmental security policy.
2. Ensure proper security.
3. Provide advice on security systems and general security measures within the department.
4. Ensure safety of departmental documentation, personnel, communication, computers and physical assets.
5. Conduct the vetting/screening of officials.
6. Conduct investigations on security related matters.

Posts : 1 x Security Manager (Assistant Manager)
3 x Vetting/Investigation Officer

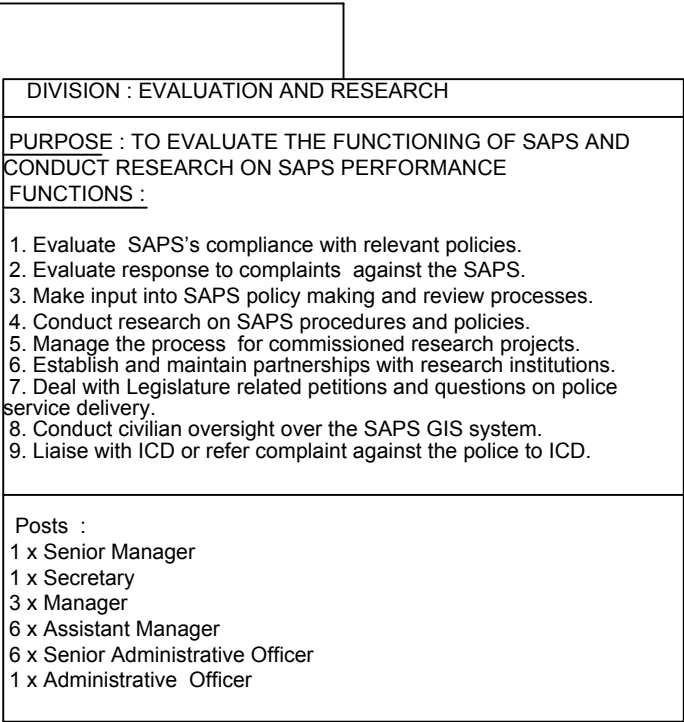
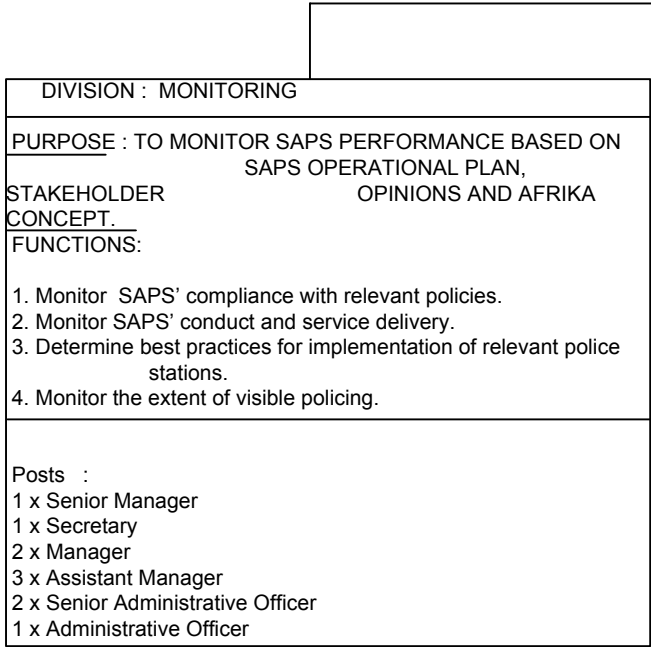
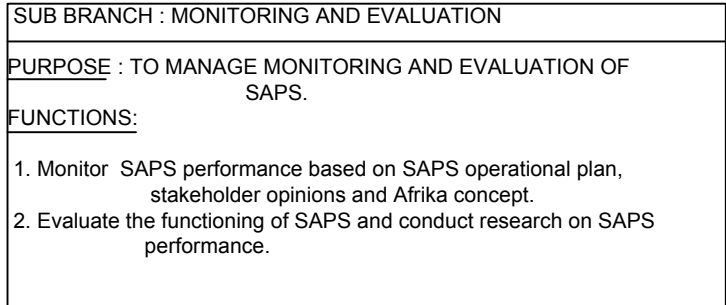
SECTION : SECURITY MONITORING SERVICES

PURPOSE : TO MONITOR THE PROVISION OF SECURITY SERVICES FOR GOVERNMENT BUILDINGS.

FUNCTIONS:

1. Ensure compliance by service providers to security contracts.
2. Provide advice on security infrastructure to client departments.
3. Monitor the provision of security services to members of the executive council.
4. Provide advice on security aspects of events management.

NB: Posts are allocated in the various regions.

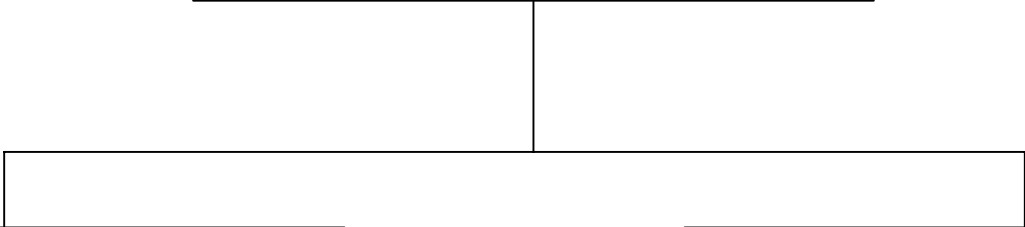


SUB BRANCH : COMMUNITY LIAISON

PURPOSE : TO MANAGE SOCIAL CRIME PREVENTION AND COMMUNITY POLICING STRATEGIES.

FUNCTIONS:

1. Manage the implementation of social crime prevention programmes / strategies.
2. Co-ordinate the functioning of CSF / CPF's in the province.



DIVISION : SOCIAL CRIME PREVENTION

PURPOSE : TO MANAGE THE IMPLEMENTATION OF SOCIAL CRIME PREVENTION PROGRAMMES / STRATEGIES.

FUNCTIONS:

1. Co-ordinate the implementation of social crime prevention programmes.
2. Co-ordinate policy analysis and development , and monitor the implementation of PCPF.
3. C-ordinate strategic and functioning of MAM structures.
4. Evaluate and support the social crime prevention programmes of municipalities.
5. Establish public and private partnerships which support crime prevention.
6. Monitor and evaluate the implementation of social crime projects and programmes.

Posts: 1 x Senior Manager
1 x Secretary

(NB: Posts are allocated in the regions.)

DIVISION : COMMUNITY POLICING

PURPOSE : TO CO-ORDINATE THE FUNCTIONING OF CSF/CPF's IN THE PROVINCE.

FUNCTIONS:

1. Advise the MEC on CSF/CPF matters.
2. Co-ordinate strategic and line functions of CSF/CPF structures.
3. Co-ordinate other state organs on crime prevention matters.

Posts: 1 x Senior Manager
1 x Secretary

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

PURPOSE : TO MANAGE CORPORATE AND REGIONAL SERVICES

FUNCTIONS :

1. Render communication services.
2. Ensure the implementation of policies relating to gender, youth, children, HIV and AIDS, the aged people and the disabled people.
3. Co-ordinate departmental planning, policy analysis and development, and manage departmental programmes.
4. Render human resource management services.
5. Provide legal support services.
6. Co-ordinate and manage regional services, i.e. Ehlanzeni, Gert Sibande and Nkangala.

HEAD OF DEPARTMENT

HEAD OF DEPARTMENT

DIVISION: COMMUNICATION

PURPOSE: TO RENDER COMMUNICATION SERVICES

FUNCTIONS:

1. Render information management, production and publication services.
2. Render media liaison and public relations services.

Posts :

1 x Senior Manager
1 x Secretary

SUBDIVISION : SPECIAL PROGRAMMES

PURPOSE: TO ENSURE THE IMPLEMENTATION OF POLICIES RELATING TO GENDER, AIDS, THE PEOPLE

FUNCTIONS:

1. Ensure the implementation of the National Gender policies.
2. Facilitate the integration of the disability in the entire development process.
3. Promote the status of children.
4. Ensure that resource allocation is considerate of youth development and empowerment.
5. Co-ordinate HIV and AIDS awareness in the department.
6. Facilitate the implementation of policies on the aged.

Posts :

1 x Manager
4 x Assistant Manager
1 x Administration Clerk

DIVISION : PLANNING AND PROGRAMME MANAGEMENT

PURPOSE: TO CO-ORDINATE DEPARTMENTAL PLANNING, POLICY ANALYSIS AND DEVELOPMENT, AND MANAGE DEPARTMENTAL PROGRAMMES.

FUNCTIONS:

1. Co-ordinate departmental planning, policy analysis and development.
2. Manage departmental programmes.

Posts:

1 x Senior Manager
1 x Secretary

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

PURPOSE : TO MANAGE CORPORATE AND REGIONAL SERVICES.

FUNCTIONS :

1. Render communication services.
2. Ensure the implementation of policies relating to gender, youth, children, HIV and AIDS, the aged people and the disabled people.
3. Co-ordinate departmental planning, policy analysis and development, and manage departmental projects and programmes.
4. Render human resource management services.
5. Provide legal support services.
6. Co-ordinate and manage regional services, i.e. Ehlanzeni, Gert Sibande and Nkangala.

HEAD OF DEPARTMENT

DIVISION : HUMAN RESOURCE MANAGEMENT

PURPOSE : TO RENDER HUMAN RESOURCE MANAGEMENT SERVICES.

FUNCTIONS:

1. Render human resource services.
2. Render human resource development and the Performance Management and Development System (PMDS) services.
3. Manage departmental records.
4. Promote sound labour relations and discipline

Posts:

1 x Senior Manager
1 x Secretary

DIVISION : LEGAL SERVICES

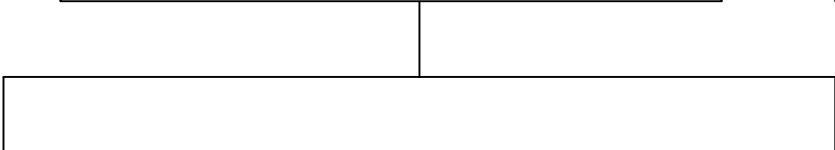
PURPOSE : TO PROVIDE LEGAL SUPPORT SERVICES.

FUNCTIONS:

1. Represent the department on legal litigation matters.
2. Provide advice on legal matters.
3. Monitor compliance to legislation and implementation.
4. Draft contracts and monitor compliance.
5. Provide advise on departmental policy development.
6. Provide the MEC with legal services and advise on constitutional matters.

Posts:

1 x Senior Manager (Principal Legal Officer)
1 x Secretary
1 x Senior Legal Officer
1 x Administrative Officer



DIVISION : COMMUNICATION

PURPOSE: TO RENDER COMMUNICATION SERVICES.

FUNCTIONS:

1. Render information management, production and publication services.
2. Render media liaison and public relations services.

SUBDIVISION : INFORMATION MANAGEMENT, PRODUCTION AND PUBLICATION

PURPOSE : TO RENDER INFORMATION MANAGEMENT PRODUCTION AND PUBLICATION SERVICES.

FUNCTIONS:

1. Develop and maintain departmental information database.
2. Manage and update departmental web page.
3. Produce departmental news letter and other publications.
4. Co-ordinate and ensure production and publication of departmental activities.

Posts :

- 1 x Manager
- 2 x Assistant Manager
- 2 x Communication Officer

SUBDIVISION : MEDIA LIAISON AND PUBLIC RELATIONS

PURPOSE : TO RENDER MEDIA LIAISON AND PUBLIC RELATIONS SERVICES.

FUNCTIONS:

1. Provide social crime prevention and other relevant messages to the media.
2. Facilitate the development of appropriate social crime prevention publications.
3. Develop and maintain good relations with the media.
4. Participate in communication forums.
5. Monitor media statements.
6. Manage departmental events.

Posts :

- 1 x Manager
- 2 x Assistant Manager
- 2 x Communication Officer

DIVISION : PLANNING AND PROGRAMME MANAGEMENT

PURPOSE: TO CO-ORDINATE DEPARTMENTAL PLANNING, POLICY ANALYSIS AND DEVELOPMENT, AND MANAGE DEPARTMENTAL PROGRAMMES

FUNCTIONS:

1. Co-ordinate departmental planning, policy analysis and development.
2. Manage departmental programmes.

SUBDIVISION : PLANNING

PURPOSE : TO CO-ORDINATE DEPARTMENTAL PLANNING, POLICY ANALYSIS AND DEVELOPMENT.

FUNCTIONS :

1. Formulate and maintain departmental planning processes.
2. Quantify departmental plans and strategies.
3. Make inputs to Policy making bodies.
4. Co-ordinate departmental development processes.

Posts :

- 1 x Manager
- 1 x Assistant Manager
- 1 x Administrative Officer

SUBDIVISION: PROGRAMME MANAGEMENT

PURPOSE: TO MANAGE DEPARTMENTAL PROGRAMMES.

FUNCTIONS:

1. Co-ordinate departmental programmes.
2. Monitor and evaluate the implementation of projects and programmes.
3. Develop and maintain departmental database.
4. Liaise with relevant stakeholders.
5. Conduct impact assessment of projects and programmes.

Posts :

- 1 x Manager
- 1 x Assistant Manager
- 1 x Administrative Officer

DIVISION : HUMAN RESOURCE MANAGEMENT

PURPOSE : TO RENDER HUMAN RESOURCE MANAGEMENT SERVICES

FUNCTIONS:

1. Render human resource services.
2. Render human resource development and the Performance Management and Development System (PMDS) services.
3. Manage departmental records.
4. Promote sound labour relations and discipline.

SUBDIVISION: HUMAN RESOURCE SERVICES

PURPOSE: TO RENDER HUMAN RESOURCE SERVICES.

FUNCTIONS :

1. Render service conditions and benefits.
2. Render human resource planning services.
3. Manage employee assistance programme.

Post :
1 x Manager

SUBDIVISION: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (PMDS)

PURPOSE: TO RENDER HUMAN RESOURCE DEVELOPMENT AND THE PMDS SERVICES.

FUNCTIONS:

1. Develop and monitor the implementation of skills audit.
2. Develop and monitor the implementation of skills plan.
3. Advise and support career path for employees.
4. Manage Bursaries for employees.
5. Manage departmental learnerships.
6. Monitor and provide advise on the implementation of the PMDS.
7. Render secretarial services to the moderating body and process quarterly PMDS ratings on

PERSAL.

Posts :

- 1 x Manager
- 2 x Assistant Manager (1HRD and 1 PMDS)
- 2 x Senior Training Officers
- 1 x Chief Personnel Officer

SUBDIVISION: RECORDS MANAGEMENT

PURPOSE : TO MANAGE DEPARTMENTAL RECORDS.

FUNCTIONS:

1. Develop and manage an electronic data base.
2. Manage the filing system.
3. Liaise with the National archives of South Africa.
4. Ensure safekeeping of information and documents.

Posts:

- 1 x Manager
- 1 x Assistant Manager
- 1 x Administrative Officer
- 2 x Registry Clerks

SUBDIVISION : LABOUR RELATIONS

PURPOSE : TO PROMOTE SOUND LABOUR RELATIONS AND DISCIPLINE.

FUNCTIONS :

1. Handle disputes and grievances.
2. Provide support on the implementation of the PSCBC Collective agreements.
3. Conduct investigations on misconduct cases.
4. Preside during disciplinary hearings.
4. Represent the department at the Bargaining Council.

Posts :

- 1 x Manager
- 1 x Assistant Manager
- 1 x Administrative Officer

SUBDIVISION: HUMAN RESOURCE SERVICES
 PURPOSE: TO RENDER HUMAN RESOURCE SERVICES.
 FUNCTIONS
 1. Render service conditions and benefits.
 2. Render human resource planning services.
 3. Manage employee assistance programme.

SECTION : SERVICE CONDITIONS AND BENEFITS
 PURPOSE: TO RENDER SERVICE CONDITIONS AND BENEFITS.
 FUNCTIONS
 1. Render leave administration services.
 2. Handle the following- housing and state - guarantee services.
 - termination of service
 - pension, and transfers.
 3. Deal with promotions.
 Posts :
 1 x Assistant Manager
 1 x Senior Personnel Practitioner
 2 x Personnel Officer

SECTION : HUMAN RESOURCE PLANNING
 PURPOSE: TO RENDER HUMAN RESOURCE PLANNING SERVICES
 FUNCTIONS
 1. Maintain the establishment on Persal.
 2. Render Persal control function.
 3. Handle recruitment and and selection processes.
 4. Develop human resource plans.
 Posts :
 1 x Assistant Manager
 1 x Senior Personnel Practitioner
 1 x Personnel Practitioner
 2 x Personnel Officer

SECTION : EMPLOYEE ASSISTANCE PROGRAMME
 PURPOSE : TO MANAGE THE EMPLOYEE ASSISTANCE PROGRAMME.
 FUNCTIONS:
 1. Manage addiction and substance abuse in the work place.
 2. Provide relevant support to HIV and AIDS affected people and family members in the work place.
 3. Provide counseling due to loss of a family member, trauma and identified problems in the work place.
 4. Manage stress in the work place.
 5. Provide relevant advice to management and employees.
 Posts :
 1 x Assistant Manager
 1 x Administrative Officer

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

EHLANZENI REGION

PURPOSE : TO CO-ORDINATE AND MANAGE REGIONAL SERVICES

FUNCTIONS

1. Manage the functioning of CSF/CPF in the region.
2. Manage the implementation of social crime prevention programmes.
3. Monitor the security services for government buildings.

Posts :

- 1 x Senior Manager
- 1 x Secretary
- 1 x State Accountant
- 1 x Personnel Practitioner
- 1 x General Assistant

SUBDIVISION: COMMUNITY POLICING

PURPOSE : TO MANAGE THE FUNCTIONING OF CSF / CPF'S IN THE REGION.

FUNCTIONS

1. Facilitate the establishment of community structures in the form of Multi-Agency Mechanisms.
2. Resuscitate and train CPF/CSF at municipal level.
3. Monitor SAPS conduct and service delivery.
4. Promote safety awareness campaigns (Schools, community, tourism, gender, moral regeneration, etc.)
5. Monitor SAPS utilization of financial and human resource.

Posts :

- 1 x Manager
- 1 x Assistant Manager
- 4 x Community Liaison Officer
- 1 x Administration Clerk

SUBDIVISION : SOCIAL CRIME PREVENTION

PURPOSE : TO MANAGE THE IMPLEMENTATION OF SOCIAL CRIME PROGRAMMES.

FUNCTIONS:

1. Establish public and private partnership which support crime prevention.
2. Facilitate the implementation of social crime projects and programmes.
3. Co-ordinate and facilitate the functioning of MAM structures.

Posts:

- 1 x Manager
- 1 x Assistant Manager
- 4 x Community Safety Officer
- 1 x Administration Clerk

SECTION : SECURITY MONITORING SERVICES

PURPOSE : TO MONITOR THE PROVISION OF SECURITY SERVICES FOR GOVERNMENT BUILDINGS.

FUNCTIONS:

1. Ensure compliance by service providers to security contracts.
2. Provide advice on security infrastructure to client departments.
3. Monitor the provision of security services to members of the executive council.
4. Provide advice on security aspects of events management.

Posts:

- 1 x Security Manager
- 7 x Security Monitoring Officer
- 1 x Administration Clerk

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

GERT SIBANDE REGION

PURPOSE : TO CO-ORDINATE AND MANAGE REGIONAL SERVICES

FUNCTIONS

1. Manage the functioning of CSF/CPF in the region.
2. Manage the implementation of social crime prevention programmes.
3. Monitor the provision of security services for government buildings.

Posts :

- 1 x Senior Manager
- 1 x Secretary
- 1 x State Accountant
- 1 x Personnel Practitioner
- 1 x General Assistant

SUBDIVISION: COMMUNITY LIAISON

PURPOSE : TO MANAGE THE FUNCTIONING OF CSF / CPF'S IN THE REGION.

FUNCTIONS

1. Facilitate the establishment of community structures in the form of Multi-Agency Mechanisms.
2. Resuscitate and train CPF/CSF at municipal level.
3. Monitor SAPS conduct and service delivery.
4. Promote safety awareness campaigns (Schools, community, tourism, gender, moral regeneration, etc.)
5. Monitor SAPS utilization of financial and human resource.

Posts :

- 1 x Manager
- 1 x Assistant Manager
- 4 x Community Liaison Officer
- 1 x Administration Clerk

SUBDIVISION : SOCIAL CRIME PREVENTION

PURPOSE: TO MANAGE THE IMPLEMENTATION OF SOCIAL CRIME PREVENTION PROGRAMMES.

FUNCTIONS:

1. Establish public and private partnership which support crime prevention.
2. Facilitate the implementation of social crime prevention projects and programmes.
3. Co-ordinate and facilitate the functioning of MAM structures.

Post:

- 1 x Manager
- 1 x Assistant Manager
- 6 x Community Safety Officer
- 1 x Administration Clerk

SECTION : SECURITY MONITORING SERVICES

PURPOSE : TO MONITOR THE PROVISION OF SECURITY SERVICES FOR GOVERNMENT BUILDINGS.

FUNCTIONS:

1. Ensure compliance by service providers to security contracts.
2. Provide advice on security infrastructure to client departments.
3. Monitor the provision of security services to members of the executive council.
4. Provide advice on security aspects of events management.

Posts:

- 1 x Security Manager
- 6 x Security Monitoring Officer
- 1 x Administration Clerk

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

NKANGALA REGION

PURPOSE : TO CO-ORDINATE AND MANAGE REGIONAL SERVICES

FUNCTIONS

1. Manage the functioning of CSF/CPF in the region.
2. Manage the implementation of social crime prevention programmes.
3. Monitor the security services for government buildings.

Posts :

- 1 x Senior Manager
- 1 x Secretary
- 1 x State Accountant
- 1 x Personnel Practitioner
- 2 x General Assistant

SUBDIVISION: COMMUNITY LIAISON

PURPOSE : TO MANAGE THE FUNCTIONING OF CSF / CPF'S IN THE REGION.

FUNCTIONS

1. Facilitate the establishment of community structures in the form of Multi-Agency Mechanisms.
2. Resuscitate and train CPF/CSF at municipal level.
3. Monitor SAPS conduct and service delivery.
4. Promote safety awareness campaigns (Schools, community, tourism, gender, moral regeneration, etc.)
5. Monitor SAPS utilization of financial and human resource.

Posts :

- 1 x Manager
- 1 x Assistant Manager
- 4 x Community Liaison Officer
- 1 x Administration Clerk

SUBDIVISION : SOCIAL CRIME PREVENTION

PURPOSE: TO MANAGE THE IMPLEMENTATION OF SOCIAL CRIME PREVENTION PROGRAMMES.

FUNCTIONS:

1. Establish public and private partnership which support crime prevention.
2. Facilitate the implementation of social crime prevention projects and programmes.
3. Co-ordinate and facilitate the functioning of MAM structures.

Posts:

- 1 x Manager
- 1 x Assistant Manager
- 5 x Community Safety Officer
- 1 x Administration Clerk

SECTION : SECURITY MONITORING SERVICES

PURPOSE : TO MONITOR THE PROVISION OF SECURITY SERVICES FOR GOVERNMENT BUILDINGS.

FUNCTIONS:

1. Ensure compliance by service providers to security contracts.
2. Provide advice on security infrastructure to client departments.
3. Monitor the provision of security services to members of the executive council.
4. Provide advice on security aspects of events management.

Posts:

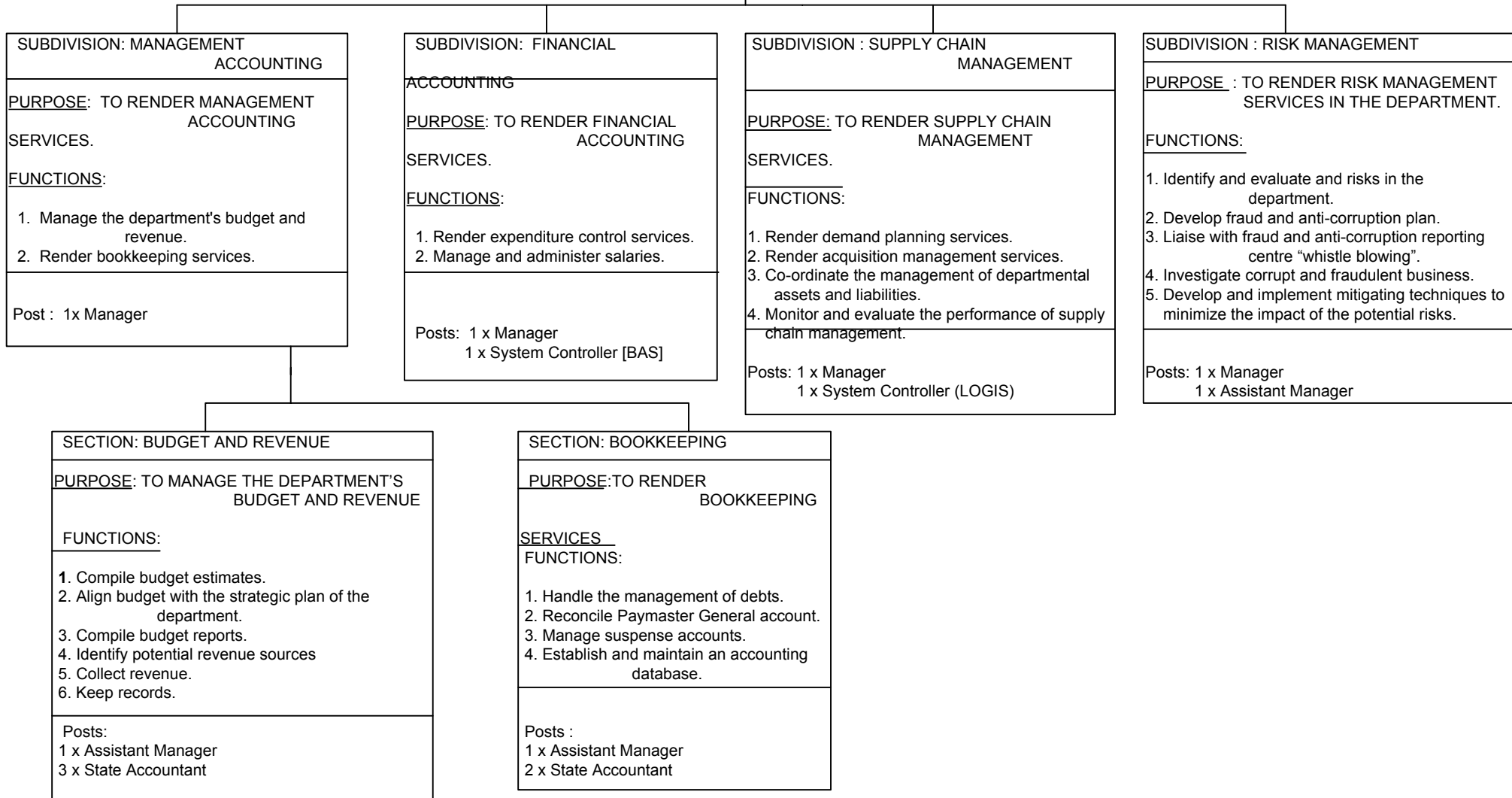
- 1 x Security Manager
- 6 x Security Monitoring Officer
- 1 x Administration Clerk

DIVISION : CHIEF FINANCIAL OFFICER

PURPOSE: TO MANAGE FINANCIAL MATTERS OF THE DEPARTMENT

FUNCTIONS:

1. Render management accounting services.
2. Render financial accounting services.
3. Render supply chain management services.
4. Render risk management services in the department.



SUBDIVISION : FINANCIAL ACCOUNTING

PURPOSE : TO RENDER FINANCIAL ACCOUNTING SERVICES.

FUNCTIONS:

1. Render expenditure control services.
2. Manage and administer salaries.

SECTION : EXPENDITURE

PURPOSE: TO RENDER EXPENDITURE CONTROL SERVICES.

FUNCTIONS:

1. Settle accounts for goods and services.
2. Monitor expenditure patterns in all units.
3. Reconcile creditors' accounts.
4. Compile expenditure control reports.
5. Break down the anticipated expenditure revenue.

Posts: 1 x Assistant Manager
3 x State Accountant

SECTION : SALARY ADMINISTRATION

PURPOSE: TO MANAGE AND ADMINISTER SALARIES.

FUNCTIONS:

1. Manage the PERSAL system.
2. Administer staff remuneration.
3. Manage ACB rejections.
4. Reconcile payments.
5. Keep records.

Posts:
1 x Assistant Manager
2 x State Accountant
1 x Senior accounting Clerk

SUBDIVISION : SUPPLY CHAIN MANAGEMENT

PURPOSE: TO RENDER SUPPLY CHAIN MANAGEMENT SERVICES.

FUNCTIONS:

1. Render demand planning services.
2. Render acquisition management services.
3. Co-ordinate the management of departmental assets and liabilities services.
4. Monitor and evaluate the performance of supply chain management.

SECTION : DEMAND MANAGEMENT

PURPOSE: TO RENDER DEMAND PLANNING SERVICES.

FUNCTIONS:

1. Develop and maintain database for suppliers.
2. Conduct market and commodity needs analysis.
3. Render vetting of suppliers services.
4. Draw tenders specification
5. Establish and maintain a database of price benchmarks.
6. Manage forecasting demand and replenishment of commodities.

Posts: 1 x Assistant Manager
2 x Senior Administrative Officer
3 x Administrative Officer

SECTION : ACQUISITION MANAGEMENT

PURPOSE: TO RENDER ACQUISITION MANAGEMENT SERVICES.

FUNCTIONS:

1. Develop a sourcing strategy.
2. Compile bid documents.
3. Obtain comprehensive quotations.
4. Invite, receive and evaluate tender responses.
5. Co-ordinate and monitor the adjudication process.

Posts : 1 x Assistant Manager
2 x Snr. Administrative Officer
3 x Administrative Officer

SECTION : ASSETS AND LIABILITIES MANAGEMENT

PURPOSE : TO CO-ORDINATE THE MANAGEMENT OF DEPARTMENTAL ASSETS AND LIABILITIES SERVICES.

FUNCTIONS:

1. Manage departmental assets.
2. Manage transport/fleet services.
3. Render logistical management.
4. Render auxiliary services.

Posts : 1 x Assistant Manager
2 x Senior Administrative Officer
4 x Administrative Officer
1 x Transport Officer (SAO)
1 x Transport Clerk
6 x Senior Administration Clerk
1 x Telecom Operator
1 x Messenger /Driver
8 x General Assistants

SECTION : SUPPLY CHAIN PERFORMANCE

PURPOSE: TO MONITOR AND EVALUATE THE PERFORMANCE OF SUPPLY CHAIN MANAGEMENT.

FUNCTIONS:

1. Ensure compliance regarding norms and standards.
2. Monitor store efficiency, cost variance per item, contract breach and savings generated.
3. Monitor cost efficiency of procurement processes.

Posts: 1 x Assistant Manager
1 x Administrative Officer

SUBBRANCH : CORPORATE AND REGIONAL SERVICES

PURPOSE : TO MANAGE CORPORATE AND REGIONAL SERVICES.

FUNCTIONS :

1. Render communication services.
2. Ensure the implementation of policies relating to gender, youth, children, HIV and AIDS, the aged and the disabled people.
3. Co-ordinate departmental planning, policy analysis and development, and manage departmental programmes.
4. Render human resource management services.
5. Provide legal support services.
6. Co-ordinate and manage regional services, i.e. Ehlanzeni, Gert Sibande and Nkangala.

EHLANZENI REGION

PURPOSE : TO CO-ORDINATE AND MANAGE REGIONAL SERVICES.

FUNCTIONS

1. Facilitate the establishment of community structures in the form of Multi-Agency Mechanisms.
2. Resuscitate and provide capacity to CPF/CSF at municipal level.
3. Promote safety awareness campaigns (Schools, community, tourism, gender, moral regeneration, etc.).
4. Monitor the provision of security services for government buildings.
5. Render financial and administrative support services.

Posts :

- 1 x Senior Manager
- 2 x Manager
- 2 x Assistant Manager
- 1 x Regional Security Manager (Assistant Manager)
- 4 x Community Safety Officer
- 4 x Community Liaison Officer
- 7 x Security Monitoring Officer
- 1 x Administration Clerk (Security)
- 1 x Personnel Practitioner
- 1 x State Accountant
- 2 x Administration Clerk
- 1 x General Assistant

GERT SIBANDE REGION

PURPOSE : TO CO-ORDINATE AND MANAGE REGIONAL SERVICES.

FUNCTIONS

1. Facilitate the establishment of community structures in the form of Multi-Agency Mechanisms.
2. Resuscitate and provide capacity to CPF/CSF at municipal level.
3. Promote safety awareness campaigns (Schools, community, tourism, gender, moral regeneration, etc.)
4. Monitor the provision of security services for government buildings.
5. Render financial and administrative support services.

Posts:

- 1 x Senior Manager
- 2 x Manager
- 2 x Assistant Manager
- 1 x Regional Security Manager
- 4 x Community Safety Officer
- 4 x Community Liaison Officer
- 6 x Security Monitoring Officer
- 1 x Administration Clerk (Security)
- 1 x Personnel Practitioner
- 1 x State Accountant
- 2 x Administration Clerk
- 1 x General Assistant

NKANGALA REGION

PURPOSE : TO CO-ORDINATE AND MANAGE REGIONAL SERVICES.

FUNCTIONS:

1. Facilitate the establishment of community structures in the form of Multi-Agency Mechanisms.
2. Resuscitate and provide capacity to CPF/CSF at municipal level.
3. Promote safety awareness campaigns (Schools, community, tourism, gender, moral regeneration, etc.)
4. Monitor the provision of security services for government buildings.
5. Render financial and administrative support services.

Posts:

- 1 x Senior Manager
- 2 x Manager
- 2 x Assistant Manager
- 1 x Regional Security Manager
- 4 x Community Safety Officer
- 4 x Community Liaison Officer
- 6 x Security Monitoring Officer
- 1 x Administration Clerk (Security))
- 1 x Personnel Practitioner
- 1 x State Accountant
- 2 x Administration Clerk
- 1 x General Assistant