

3. HUMAN RESOURCES AND ORGANIZATIONAL MANAGEMENT

3.1 A Break Down of Posts per Department and Divisions

DEPARTMENT	NO. OF POTS PER DIVISION	TOTAL	FILLED
Office of the Mayor Office of the Speaker	Secretary	1	1
	Secretary	1	1
Executive Services	Municipal Manager	1	1
	Secretary: Municipal Manager	1	1
	Strategic Manager	1	1
	Local Economic Development	1	1
	Special Programme Officer	1	1
	Communication Officer	1	0
	Assistant Municipal Manager	1	0
	Cleaner Messenger	5	5
Administration	Administration Manager	1	1
	Assistant Administrative Manager	1	0
	Senior Administrative Officer	1	1
	Administrative Officer	3	0
	Typist	2	2
	Receptionist	1	0
	Archives and Filing Clerk	1	1
	Duty Driver	2	1
	Assistant Manager Land use Planning	1	0
	Project Housing and Admin. Officer	1	0
	Senior Housing Clerk	2	2
	Housing Clerk	1	1
Human Resources	General Manager	1	1
	Skill Development Facilitator	1	0
	Human Resource Officer	1	1
	Personnel Officer	1	0
	Training Officer	1	0
	Typist/Clerk	1	0
Finance	Chief Financial Officer	1	1
	Secretary	1	0
	Assistant Manager	1	1
	Expenditure Accountant	1	1
	Principal Clerk	1	0
	Salaries Clerk	1	1
	Store man/ Buyer	1	0
	Creditors Clerk	1	1

	Project Clerk	1	0
	Budget Clerk	1	1
	Income Accountant	1	1
	Senior Clerk Debtor	1	1
	Credit Controller/ Debt Collector	1	1
	Data Clerk	1	0
	Enquiries Clerk	2	2
	Finance Clerk	2	2
	Cashier	3	2
	Senior Meter Reader	1	0
	Meter Reader	0	0
	Assistant Meter Reader	1	1
Engineering	Engineering Manager	1	1
	Secretary	1	0
	Assistant Engineering Manager	1	0
	Town Planner	1	0
	CAD Operator	1	0
	Project Clerk	1	0
	Supervisor Road and Storm Water	1	0
	Division Roads: Construction Operator & Storm Water	5	5
	Truck Drivers	2	2
	Tractor Drivers	2	1
	Workers	12	6
	Division Storm Water: Machine Tar Operator (Bomag)	1	1
	Tractor Driver	1	1
	Workers	6	4
	Division Park and Gardens: Supervisor	1	1
	Tractor Drivers	2	2
	Machine Operators	9	9
	Workers	6	3
	Division Building: Supervisor	1	0
	Handy man	1	1
	Workers	4	3
	Division Water: Senior Mechanic	1	0
	Mechanic Assistant	1	1
	Worker/Cleaner	1	1
Cathcart Unit	Division Public Works: Supervisor	1	1
	Caretaker	2	2
	Workers	8	7

Keiskammahoek Unit	Supervisor	1	0
	Workers	4	3
	Tractor Driver	2	1
	Workers	8	2
Kei Road Unit	Tractor Driver	1	0
	Workers	5	2
Electricity	General Manager	1	1
	Secretary/Clients Relations Officer	1	0
	Electrical Superintendent	1	1
	Senior Electrician	1	0
	Electrician	1	0
	Handyman Street Lights Maintenance	1	1
	Linesman	1	0
	Assistant	1	0
Protection Services	Assistant Manager	1	1
	Secretary	1	0
	Division Traffic: Traffic Chief	1	0
	Superintendent		
	Senior Traffic Officer	1	0
	Traffic Safety Officer	1	0
	Traffic Officer Grade 11	1	1
	Traffic Officer Grade 111	2	2
	Traffic Officers	6	0
	Traffic Warders	4	0
	Supervisor	1	1
	General Workers	2	1
	Supervisor Clerk	1	1
	Motor Vehicle Reg. Clerk	1	1
	Drivers Licence Clerk	1	0
	Enquiries Clerk	1	1
	Cleaner	1	1
	Division Disaster Management:		
	Disaster Management Officer	1	0
	Division Fire: Fire Rescue Officer	1	0
Fire Attendants		0	
Community Services	Assistant Manager	1	1
	Secretary	1	1
	Division Health: Senior Professional Nurse	1	1
	Professional Nurses	10	7
	Community Health Workers	3	3
	Senior Clinic Workers	3	3

	Division Library: Librarian	1	1
	Assistant Librarians	5	4
	Library Assistant / Cleaners	6	3
	Division Commonage: Senior Commonage Ranger	1	1
	Ranger	1	1
	Pound Master	1	1
	Workers	3	3
	Division Museum: Museum Curator	1	1
	Division Sport and Recreation: Sport Officer	1	1
	Division Cleansing: Superintendent	1	0
	Toilet Cleaners	4	2
	Refuse Tractor Drivers	3	1
	Supervisors	1	0
	Refuse Truck Driver	1	3
	Refuse Workers	23	23
	Street Sweepers	10	10
	Operator Solid Waste	1	1
	Solid Waste Site Worker	1	1
	TOTAL		189

The following training programmes were implemented for this financial year:

- Vending Machine Training, 5 staff members - R23 050.98
- PDP, 2 staff members– R492
- Examiner of Driver's Licence – R25 761.61
- IRP 5 Training – Pay Day – R3 400.00
- Administration- MSC College – R475.00

3.2. Municipal Manager and Section 57 Manager's Positions

	Position	Number of approved and budgeted post per position	Filled posts	Vacant posts
1.	Municipal manager	1	1	0
2.	Corporate service manager	1	1	0
3.	Finance manager	1	1	0
4.	Service delivery manager	1	1	0
5.	Strategic community and protection service manager	1	1	0

3.3 Technical staff registered with professional bodies

Technical Services	Total number of technical service Manager	Total number registered in the accredited professional body	Total number pending registration confirmation in the accredited professional body	Total number not yet registered in the accredited professional body
Service delivery	1	0	0	0
Electricity	1	2	0	0
Project Management	1	0	0	0

3.4. Pension and medical aids to which employees belong

Names of Pension Fund	Number of members	Names of Medical Aids	Number of members
Cape Joint Retirement Fund	17	Bonitas	36 and 1 Pensioner
SALA Pension Fund	52	Key Health	9 and 3 Pensioners
SAMWU Provident Fund	114	L.A Health	17and 10 Pensioners
		SAMWU Med	11

