

KWAZULU NATAL PROVINCIAL TREASURY

PURPOSE

To Promote economic development, good governance, social progress and improving living standards through accountability, efficiency and sustainability of the public finances and secure sound and sustainable management of the financial affairs of municipalities and municipal entities.

FUNCTIONS:

1. Provide provincial sustainable fiscal resources management services.
2. Provide provincial financial governance services.
3. Provide provincial internal audit services.
4. Provide municipal finance services.
5. Provide departmental corporate services.
6. Provide departmental financial management support services.
7. Provide intergovernmental relations.
8. Provide departmental risk management services.
9. Provide administrative support services to the HOD
10. Provide transversal ministerial support to the MEC.

POST:

- 1 x Head of Department (16)
1 x Personal Assistant (7)

OFFICE OF THE MEC**PURPOSE**

To provide transversal ministerial support services to the MEC.

FUNCTIONS:

1. Provide ministerial support services.
2. Provide effective parliamentary liaison services.
3. Provide media liaison services.

POST:

- 1 x Head of Ministry (13)
1 x Private Secretary and Appointment Secretary (12)
1 x Deputy Director: Administrative Support (11)
1 x Parliamentary Liaison Officer (11)
1 x Media Liaison Officer (12)
1 x Administrative Officer: Office of the MEC (8)
1 x Driver/Messenger (4)
1 x Receptionist (5)

OFFICE OF THE HOD: SUB DIRECTORATE**PURPOSE:**

To provide administrative support services to the HOD.

FUNCTIONS:

1. Provide diary and event co-ordination services to the HOD.
2. Liaise with the MEC to synchronise diaries, activities and tasks.
3. Receive and process all incoming correspondence and re-direct in accordance for action as required.
4. Provide travel and private support services to the HOD.
5. Provide office administrative support services to the HOD.
6. Provide professional reception service to visitors to the HOD.

POST:

- 1 x Deputy Director: Executive Support (11)
1 x Administrative Assistant (5)
1 x Driver/Messenger (4)

DIRECTORATE: INTERGOVERNMENTAL RELATIONS**PURPOSE:**

To provide intra and inter- governmental relations.

FUNCTIONS:

1. Co-ordinate and provide input documents to enable effective participation by MEC and HOD in the interdepartmental and intergovernmental forums.
2. Co-ordinate Treasury's representation on various cabinet clusters.
3. Co-ordinate Treasury's implementation of MFMA with DLGTA.
4. Co-ordinate outgoing and incoming international visits involving MEC and HOD.

POST:

- 1 x Director (13)
1 x Secretary (5)
1 x Deputy Director (11)

CHIEF DIRECTORATE : OFFICE OF THE CHIEF FINANCIAL OFFICER**PURPOSE:**

To provide transversal financial management support services to the department in terms of legislative mandates.

FUNCTIONS:

1. Provide financial management, accounting and performance management support services.
2. Provide supply chain management, asset management and loss control services.
3. Provide internal control services

POST:

- 1x Chief Financial Officer (14)
1 x Personal Assistant (7)

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**BRANCH: SUSTAINABLE FISCAL
RESOURCE MANAGEMENT SERVICES****PURPOSE:**

To enhance the effective and efficient administration of provincial fiscal resources.

FUNCTIONS:

- 1.Ensure the provisioning of infrastructure and Public, Private and Partnership in the province.
- 2.Ensure optimal, sustainable and equitable finance resource allocation, budget management, revenue generation, collection and accurate financial reporting by provincial departments.
- 3.Determine and evaluate economic parameters and social economic imperatives to inform resource allocation in the Province.
4. Provide executive support services to the branch.

POST:

- 1 x Deputy Director General (15)
1 x Personal Assistant (7)

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BRANCH: FINANCIAL GOVERNANCE**PURPOSE:**

To promote sound financial management practices in the province in accordance with various financial legislative mandates.

FUNCTIONS:

- 1.Promote and enforce transparency effective supply chain management in the province
2. Provide accounting practice and solution services throughout the province to ensure the improvement of transversal accounting procedures and processes.
3. Provide supporting interlinked financial systems support services.
4. Provide an integrated cash management and liabilities support services to institutions to ensure to ensure compliance with legislative mandates.
5. Provide strategic executive services to the entire branch in support of achieving the branch's strategic and service delivery objectives.

POST:

- 1 x Deputy Director General (15)
1 x Personal Assistant (7)

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**BRANCH: INTERNAL AUDIT AND
RISK MANAGEMENT****PURPOSE:**

To provide an effective and efficient provincial internal audit services.

FUNCTIONS:

1. Provide assurance services.
2. Provide risk and advisory services.
3. Provide Audit Committee Secretariat services, quality assurance, technical and strategic executive support to the entire branch in order to achieve strategic and service delivery objectives.

POST:

- 1 x Deputy Director General(15)
1 x Personal Assistant(7)

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CHIEF DIRECTORATE: MUNICIPAL FINANCE**PURPOSE:**

To enhance effective and efficient financial management in municipalities and municipal entities.

FUNCTIONS:

- 1.Oversee effective budget utilisation and compliance with financial management and reporting.
- 2.Ensure compliance with financial assets and liabilities and the provision of support to municipalities.
- 3.Provide administrative support to the entire branch

POST:

- 1 x Chief Director (14))
1 x Secretary (5)

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**CHIEF DIRECTORATE:
CORPORATE SERVICES****PURPOSE:**

To provide corporate services in the department.

FUNCTIONS:

- 1.Manage and monitor the provision of human resource management services.
2. Render outstanding legal professional guidance in operational matters of the department.
3. Provide information communication and technology management services.
4. Provide auxiliary services.
5. Manage Organisational development and business performance monitoring services.
6. Provide transversal and specialized security risk management services.
- 7.Provide corporate communications services.

POST:

- 1 x Chief Director (14)
1 x Personal Assistant (7)

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**DIRECTORATE : ORGANISATIONAL RISK AND
INTEGRITY MANAGEMENT SERVICES****PURPOSE:**

To provide departmental risk and integrity management services.

FUNCTIONS:

1. Manage and facilitate the development of organisational risk management policies, strategies and frameworks,
2. Develop and monitor organisational risk management implementation plan.
3. Monitor the implementation of risk assessment response strategies.
4. Facilitate the capacity building of departmental staff on organisational risk management policies, processes and procedures.
5. Develop and implement Fraud Prevention and Anti-Corruption strategies and programmes.
6. Manage the promotion of financial disclosure and monitor compliance with regard to gif register.

POST:

- 1 x Director (13)
1 x Administrative Assistant (5)
1 x Deputy Director (11)
1 x Risk Management Specialist(9)

Signature :

Date : 13/10/23

BRANCH: SUSTAINABLE FISCAL RESOURCE MANAGEMENT SERVICES

PURPOSE:

To enhance the effective and efficient administration of provincial fiscal resources.

FUNCTIONS:

- 1.Ensure the provisioning of infrastructure and Public, Private and Private in the province.
- 2.Ensure optimal, sustainable and equitable finance resource allocation, budget management, revenue generation, collection and accurate financial reporting by provincial departments.
- 3.Determine and evaluate economic parameters and social economic imperatives to inform resource allocation in the Province.
4. Provide executive support services to the branch.

POST:

- 1 x Deputy Director General (15)
- 1 x Personal Assistant (7)

CHIEF DIRECTORATE: INFRASTRUCTURE & PUBLIC, PRIVATE AND PARTNERSHIP SERVICES

PURPOSE:

To provide infrastructure management and Public, Private Partnership in the province.

FUNCTIONS:

1. Provide provincial infrastructure management services.
2. Provide municipal infrastructure management services.
3. Provide an integrated Public, Private Partnership services to institutions to ensure compliance with legislative mandates.

POST:

- 1 x Chief Director (14)
- 1 x Assistant Director: Infrastructure and Spatial Planning (9)
- 1 x Secretary (5)

See page 3

CHIEF DIRECTORATE: BUDGET AND PUBLIC FINANCE SERVICES

PURPOSE:

To ensure optimal, sustainable and equitable finance resource allocation, budget management, revenue generation, collection and accurate financial reporting by provincial departments.

FUNCTIONS:

1. Ensure optimal and sustainable budget management and accurate financial reporting by provincial departments.
2. Ensure optimal and sustainable generation of provincial own revenue.
3. Provide specialized advisory support services to provincial departments.

POST:

- 1 x Chief Director (14)
- 1 x Secretary (5)

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DIRECTORATE: PROVINCIAL ECONOMIC SERVICES

PURPOSE:

To determine and evaluate economic parameters and social-economic imperatives to inform provincial resource allocation.

FUNCTIONS:

1. Compile the annual provincial economic review and outlook.
2. Provide comprehensive economic analysis.
3. Provide quality for provincial policy development.
4. Provide inputs to the KZN estimates of provincial revenue and expenditure.
5. Maintain KZN database and economic models.
6. Conduct provincial economic feasibility and impact assessments.
7. Evaluate the intergovernmental systems and provide recommendations to the budget council.

POST:

- 1 x Director (13)
- 3 x Economic Specialist (11)(1 newly created)

SUB-DIRECTORATE: STRATEGIC EXECUTIVE SUPPORT SERVICES

PURPOSE:

To provide strategic executive service executive services for the branch in support of achieving strategic and service delivery objectives.

FUNCTIONS:

1. Provide administrative, financial, human resource and asset management support services for the branch.
2. Provide executive secretariat services.
3. Render research support.
4. Render training and development support for the branch.

POST:

- 1 x Deputy Director (11)
- 1 x Administrative Officer(8)

**CHIEF DIRECTORATE: INFRASTRUCTURE & PUBLIC, PRIVATE AND
PARTNERSHIP SERVICES**

PURPOSE:

To provide infrastructure management and Public, Private Partnership in the province.

FUNCTIONS:

1. Provide provincial infrastructure management services.
2. Provide municipal infrastructure management services.
3. Provide PPP projects technical advisory service throughout the province in terms of legislative mandates.

POST:

- 1 x Chief Director (14)
- 1 x Assistant Director: Infrastructure and Spatial Planning (9)
- 1 x Secretary (5)

SECTION: SECRETARIAL SUPPORT SERVICES

PURPOSE:

To provide secretarial support services to entire Assurance Services.

FUNCTIONS:

1. Provide secretarial receptionist support services to senior management team.
2. Provide clerical support services to the senior management team.
3. Remain up to date with regards to prescribed policies and procedures.

POST:

- 3 x Secretariat (5)

**DIRECTORATE:
PROVINCIAL INFRASTRUCTURE MANAGEMENT
SERVICES**

PURPOSE:

To provide provincial infrastructure management services.

FUNCTIONS:

1. Analyse provincial infrastructural needs.
2. Develop a provincial infrastructure delivery framework.
3. Co-ordinate and manage provincial infrastructure planning.
4. Monitor, evaluate and report on provincial infrastructure progress.
5. Maintain the provincial infrastructure database.

POST:

- 1 x Director (13)
- 2 x Provincial Infrastructure Specialist (11)

**DIRECTORATE:
MUNICIPAL INFRASTRUCTURE MANAGEMENT
SERVICES**

PURPOSE:

To provide municipal infrastructure management services.

FUNCTIONS:

1. Analyse municipal infrastructural needs.
2. Develop municipal infrastructure delivery framework.
3. Co-ordinate and manage municipal infrastructure planning.
4. Monitor, evaluate and report on municipal infrastructure progress.
5. Maintain the municipal infrastructure database.

POST:

- 1 x Director (13)
- 2 x Municipal Infrastructure Specialist (11)

**DIRECTORATE:
PUBLIC PRIVATE PARTNERSHIP PROJECT TECHNICAL
ADVISORY**

PURPOSE:

To provide PPP projects technical advisory service throughout the province in terms of legislative mandates.

FUNCTIONS:

1. Ensure the implementation and maintenance of PPP strategies, policies, guidelines, norms, standards and protocols.
2. Facilitate the procurement and implementation of PPP projects.
3. Monitor and evaluate PPP projects throughout the project cycle and ensure compliance contracts are in accordance with the contractual agreements.
4. Report on the PPP projects and the management of Institutional PPP agreements.

POST:

- 1 x Director (13)
- 3 x Project Co-ordinator (9)

CHIEF DIRECTORATE: BUDGET AND PUBLIC FINANCE

PURPOSE:

To ensure optimal, sustainable and equitable finance resource allocation, budget management, revenue generation, collection and accurate financial reporting by provincial departments.

FUNCTIONS:

1. Ensure optimal and sustainable budget management and accurate financial reporting by provincial departments.
2. Ensure optimal and sustainable generation of provincial own revenue.
3. Provide specialised advisory support services to provincial departments.

POST:

- 1 x Chief Director (14)
- 1 x Secretary (5)

SECTION: SECRETARIAL SUPPORT SERVICES

PURPOSE:

To provide secretarial support services to entire Assurance Services.

FUNCTIONS:

1. Provide secretarial receptionist support services to senior management team.
2. Provide clerical support services to the senior management team.
3. Remain up to date with regards to prescribed policies and procedures.

POST:

- 1 x Secretariat (5)

**DIRECTORATE:
PROVINCIAL BUDGET**

PURPOSE:

To ensure optimal and sustainable budget management and accurate financial reporting by provincial departments.

FUNCTIONS:

1. Evaluate budget submission and provide recommendations to Minister Committee on the Budget.
2. Provide input for preparation of the budget document.
3. Provide revenue inputs to monthly (IYM) and quarterly revenue budget performance report.
4. Monitor and evaluate provincial budget performance.
5. Ensure compliance with PFMA.
6. Compile annual Medium Term Expenditure Framework budget proposals.
7. Compile the Annual Treasury Budget preparation guideline circular.

POST:

- 2 x Director (13)(1 newly created)
- 1x Provincial Budget Co-ordinator(11)
- 8 x Provincial Budget Analyst (11)

**DIRECTORATE:
PUBLIC FINANCE**

PURPOSE:

To ensure optimal and sustainable generation of revenue.

FUNCTIONS:

1. Provide recommendations on the Provincial Fiscal Framework in terms of Provincial Borrowing Act, the Provincial Taxation Act.ect.
2. Monitor and evaluate own revenue generation and collection by provincial departments in terms of PFMA.
3. Research and develop research papers on revenue enhancement strategies.
4. Implement revenue enhancement strategies.
5. Provide management i.t.o. provincial revenue generation.
6. Participate in the review of equitable share formula.
7. Contribute to discuss on Dora (DIVISION OF REVENUE ACT)
8. Provide inputs regarding vertical and Horizontal division of revenue.

POST:

- 1 x Director (13)
- 1 x Revenue Analyst (11)

**DIRECTORATE:
SPECIALISED ADVISORY SUPPORT SERVICES**

PURPOSE:

To provide specialised advisory support services to provincial departments.

FUNCTIONS:

1. Manage the implementation of a Management Reporting Framework for public entities.
2. Provide inputs regarding vertical and Horizontal division of revenue.
3. Participate in the review of equitable share formula.
4. Evaluate the intergovernmental systems and provide recommendations to the budget council.
5. Contribute to discuss on DORA(DIVISION OF REVENUE ACT)

POST:

- 1 x Director (13)
- 3 x Budget Analyst (11)(1 newly created)

MEC for Finance: Ms.NP Nkonyeni

Signature :.....

Date : 13/10/23

BRANCH: FINANCIAL GOVERNANCE

PURPOSE:

To promote sound financial management practices in the province in accordance with various financial legislative mandates.

FUNCTIONS:

- 1.Promote and enforce transparency effective supply chain management in the province
2. Provide accounting practice and solution services throughout the province to ensure the improvement of transversal accounting procedures and processes.
3. Provide supporting interlinked financial systems support services.
4. Provide an integrated cash management and liabilities support services to institutions to ensure compliance with legislative mandates.
5. Provide strategic executive services to the entire branch in support of achieving the branch's strategic and service delivery objectives.

POST:

- 1 x Deputy Director General (15)
- 1 x Personal Assistant (7)

CHIEF-DIRECTORATE: PROVINCIAL SUPPLY CHAIN MANAGEMENT

PURPOSE:

To promote and enforce transparency effective supply chain management practices in the province.

FUNCTIONS:

1. To ensure the provision of specialized support services in the Province
2. Provide transversal SCM contract management and strategic procurement services to provincial, municipal and public institutions.
3. Provide transversal SCM services to provincial departments, municipality and public institutions for cluster 1-3.
4. Provide supply chain management information management services.
5. Provide specialised advisory support to provincial departments, public entities, municipalities and external stakeholders.
6. Provide supply chain management office support services .

POST:

- 1 x Chief Director(14)
- 1 x Secretary (5)

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CHIEF DIRECTORATE: ACCOUNTING PRACTICE

PURPOSE:

To provide accounting practice and solution services throughout the province to ensure the improvement of transversal accounting procedures and processes.

FUNCTIONS:

1. Enhance performance oriented financial management in provincial departments and their respective public entities by developing, implementing and monitoring compliance.
2. Ensure that financial statements of provincial departments are in compliance with national and provincial financial reporting imperatives.
3. Ensure that financial statements of public entities are in compliance with national and provincial financial reporting imperatives.
4. Enhance, monitor and enforce the transparent and effective management of movable assets to provincial departments and public entities.
- 5.To manage the training and capacity building for the public sector financial management in line with legislative mandates.

POST:

- 1 x Chief Director (14)
- 1 x Secretary (5)

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DIRECTORATE: FINANCIAL INFORMATION MANAGEMENT SYSTEMS

PURPOSE:

To provide financial information management systems support services.

FUNCTIONS:

1. Provide transversal systems support services.
2. Provide transversal technical systems support.

POST:

- 1 x Director(13)
- 1 x Secretary(5)

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DIRECTORATE: CASH MANAGEMENT & LIABILITIES

PURPOSE:

To provide an integrated cash management and liabilities support services to institutions to ensure compliance with legislative mandates.

FUNCTIONS:

1. Provide cash management (banking) support services.
2. Provide liability management (tax) support services.

POST:

- 1 x Director (13)
- 1 x Office Administrator (8)

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SUB-DIRECTORATE: STRATEGIC EXECUTIVE SUPPORT SERVICES

PURPOSE:

To provide strategic executive services to the entire branch in support of supporting the branch strategic and services delivery objectives.

FUNCTIONS:

1. Provide administration, financial, human resources and asset management support services to the branch.
2. Provide executive secretariat services.
3. Provide research support.
4. Render training and development support for the branch.

POST:

- 1 x Deputy Director(11)
- 1 x Administrative Officer (8)

**CHIEF-DIRECTORATE:
PROVINCIAL SUPPLY CHAIN MANAGEMENT**

PURPOSE:

To promote and enforce transparency effective supply chain management in the province.

FUNCTIONS:

1. Provide transversal SCM Policy and bid appeals tribunal support services to provincial, municipal and public institutions in the province.
2. Provide transversal SCM contract management and strategic procurement services to provincial, municipal and public institutions.
3. Provide transversal SCM governance, compliance, monitoring services to provincial departments, municipality and public entities for cluster 1-3.
4. Provide supply chain management information management services.
5. Provide supply chain management office support services.

POST:

- 1 x Chief Director(14)
- 1 x Secretary (5)

**UNIT: SUPPLY CHAIN MANAGEMENT OFFICE
SUPPORT**

PURPOSE:

Provide supply chain management office support services.

FUNCTIONS:

1. Provide general office administration support.
2. Provide general financial management support.
3. Provide general human resources management support.
4. Provide general asset management support.

POST:

- 1 x Assistant Director (9)
- 4 x Administrative Assistant (5)

**DIRECTORATE: SUPPLY CHAIN
MANAGEMENT TRANSFORMATION**

PURPOSE:

To ensure the provision of specialized support services in the Province

FUNCTIONS:

1. Provide transversal SCM policy and capacity building in the Province.
2. Monitor bids tribunal in the province.

POST:

- 1. Director (13)

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**DIRECTORATE: TRANSVERSAL SUPPLY
CHAIN CONTRACT MANAGEMENT AND
STRATEGIC PROCUREMENT**

PURPOSE:

To provide transversal SCM contract management and strategic procurement services to provincial, municipal and public institutions.

FUNCTIONS:

1. Provide SCM strategic support on procurement mechanism.
2. Provide advice, guidance and support on SCM transversal contract.

POST:

- 1 x Director (13)

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**DIRECTORATE: SUPPLY CHAIN
MANAGEMENT GOVERNANCE,
COMPLIANCE, MONITORING &
EVALUATION (ECONOMIC CLUSTER)**

PURPOSE:

To provide transversal SCM services to provincial departments, municipality and public institutions for cluster 1-3.

FUNCTIONS:

1. Provide SCM support to departments, municipalities and public entities.
2. Monitor and evaluate SCM compliance in provincial departments, municipalities and public entities i.t.o. legislative mandates.
3. Consolidate and report on all transversal SCM matters in the provincial departments and public entities.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 4 x Assistant Director (9)
- 1 x Administrative Officer (7)

**DIRECTORATE: SUPPLY CHAIN
MANAGEMENT GOVERNANCE,
COMPLIANCE, MONITORING & EVALUATION
(SOCIAL CLUSTER)**

PURPOSE:

To provide transversal SCM services to provincial departments, municipality and public institutions for cluster 1-3.

FUNCTIONS:

1. Provide SCM support to departments, municipalities and public entities.
2. Monitor and evaluate SCM compliance in provincial departments, municipalities and public entities i.t.o. legislative mandates.
3. Consolidate and report on all transversal SCM matters in the provincial departments and public entities.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 4 x Assistant Director (9)
- 1 x Administrative Officer (7)

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT
GOVERNANCE, COMPLIANCE, MONITORING &
EVALUATION (GOVERNANCE CLUSTER)**

PURPOSE:

To provide transversal SCM services to provincial departments, municipality and public institutions for cluster 1-3.

FUNCTIONS:

1. Provide SCM support to departments, municipalities and public entities.
2. Monitor and evaluate SCM compliance in provincial departments, municipalities and public entities i.t.o. legislative mandates.
3. Consolidate and report on all transversal SCM matters in the provincial departments and public entities.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 4 x Assistant Director (9)
- 1 x Administrative Officer (7)

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT
INFORMATION MANAGEMENT**

PURPOSE:

To provide SCM information management services.

FUNCTIONS:

1. Develop, implement and maintain the SCM information management plan in line with legislative and good governance.
2. Analyse SCM- related information collected and compile reports and recommendations in respect thereof.
3. Distribute SCM related information in support of the requirements of stakeholders and components within provincial, municipal and public entities to comply with the oversight responsibilities, statutory imperatives and operational processes.
4. Administer the SCM database

POST:

- 1 x Director (13)
- 1 x Deputy Director: Information Management(11)
- 2 x Assistant Director: Information Management(9)
- 2 x Administrative Officer: SCM Information Centre (7)
- 2 x Administrative Officer: SCM Database Admin Support Services (7)
- 4 x SCM Clerks (5)

DIRECTORATE: SCM TRANSFORMATION

PURPOSE:

To ensure the provision of specialized support services in the Province

FUNCTIONS:

1. Provide transversal SCM policy and capacity building in the Province.
2. Monitor bids tribunal in the province.

POST:

1. Director (13)

SUB-DIRECTORATE: SCM POLICY & CAPACITY BUILDING

PURPOSE:

To provide transversal SCM and capacity building in the Province:

FUNCTIONS:

1. Research and analyze various legislation pertaining to SCM.
2. Develop and maintain SCM policies, practice notes norms and standards and guidelines.
3. Provide advice to internal and external stakeholders on aspects pertaining to SCM policies practice notes and norms and standards.
4. Provide SCM capacity building in the Province.

POST:

- 1 x Deputy Director (11)
2 x Assistant Director (9) 1 new post
2 x Administrative Officer (7) 1 new post

SUB-DIRECTORATE: BIDS TRIBUNAL

PURPOSE:

To monitor the bids tribunal in the province.

FUNCTIONS:

1. Provide SCM Provincial Bids Appeals Tribunal Secretariat services in the provincial departments and public entities.
2. Provide SCM Municipal Provincial Bids Appeals Tribunal Secretariat services in the provincial municipalities.

POST:

- 1 x Deputy Director (11)

UNIT: SCM PROVINCIAL BIDS APPEALS TRIBUNAL (PBAT)

PURPOSE:

To provide SCM Provincial Bids Appeals Tribunal Secretariat services to provincial departments and public entities.

FUNCTIONS:

1. Develop and maintain PBAT best practice notes, procedures and systems.
2. Provide secretariat services to the PBAT.
3. Provide reports on outcome of appeals.
4. Provide advice and guidance to internal and external stakeholders.

POST:

- 1 x Assistant Director (9)
1 x Administrative Officer (7)
2 x SCM Clerk (5)

UNIT: SCM MUNICIPAL BIDS APPEALS TRIBUNAL (MBAT)

PURPOSE:

To provide SCM Municipal Bids Appeals Tribunal Secretariat services to provincial municipalities.

FUNCTIONS:

1. Develop and maintain MBAT best practice notes, procedures and systems.
2. Provide secretariat services to the MBAT.
3. Provide reports on outcome of appeals.
4. Provide advice and guidance to internal and external stakeholders.

POST:

- 1 x Assistant Director (9)
1 x Administrative Officer (7)
2 x SCM Clerk (5)

MEC for Finance: Ms NP Nkonyeni
Signature :
Date : 13/10/23

**DIRECTORATE: TRANSVERSAL SUPPLY CHAIN CONTRACT MANAGEMENT
AND STRATEGIC PROCUREMENT**

PURPOSE:

To provide transversal SCM contract management and strategic procurement services to provincial, municipal and public institutions.

FUNCTIONS:

1. Provide SCM strategic support on procurement mechanism.
2. Provide advice, guidance and support on SCM transversal contract.

POST:

1 x Director (13)

**SUB-DIRECTORATE:
SUPPLY CHAIN MANAGEMENT STRATEGIC PROCUREMENT**

PURPOSE:

To provide SCM strategic support on procurement mechanism.

FUNCTIONS:

1. Provide advice and guidance on SCM system strategic procurement mechanism.
2. Develop and implement risk strategies on procurement outsourcing.
3. Monitor, evaluate and report on supply chain risks.
4. Monitor, evaluate and report on supplier's development on the province.

POST:

1 x Deputy Director (11)
1 x Strategic Procurement Specialist (9)
1 x Administrative Officer (8)

**SUB-DIRECTORATE:
SUPPLY CHAIN MANAGEMENT TRANSVERSAL CONTRACT MANAGEMENT**

PURPOSE:

To provide advice, guidance and support on SCM transversal contract.

FUNCTIONS:

1. Provide advice and guidance on SCM contracts and agreements.
2. Monitor and evaluate compliance i.t.o. SCM contracts and agreements.
3. Compile management reports on SCM contract and agreements.
4. Develop and maintain an electronic database of all SCM contracts and agreements for the province.

POST:

1 x Deputy Director (11)
2 x Assistant Director (9)
1 x Administrative Officer (8)

MEC for Finance: Ms NP Nkonyeni

Signature :.....

Date : 12/10/23

CHIEF DIRECTORATE: ACCOUNTING PRACTICE

PURPOSE:

To provide accounting practice and solution services throughout the province to ensure the improvement of transversal accounting procedures and processes.

FUNCTIONS:

1. Enhance performance oriented financial management in provincial departments and their respective public entities by developing, implementing and monitoring compliance.
2. Ensure that financial statements of provincial departments are in compliance with national and provincial financial reporting imperatives.
3. Ensure that financial statements of public entities are in compliance with national and provincial financial reporting imperatives.
4. Manage, monitor and enforce the effective management of assets and inventory to provincial departments and public entities.
5. Manage the training and capacity building for the public sector financial management in line with legislative mandates.

POST:

- 1 x Chief Director (14)
- 1 x Secretary (5)

DIRECTORATE: NORMS AND STANDARDS

PURPOSE:

To enhance performance oriented financial management in provincial departments and their respective public entities by developing, implementing and monitoring compliance.

FUNCTIONS:

1. Develop and facilitate the implementation of financial management norms and standards in provincial departments and public entities and enforce compliance.
2. Ensure compliance by municipalities and municipal entities with MFMA, 2003 and the compilation and issuing of guidelines municipalities on financial management norms and standards.
3. Improve accountability through effective financial delegations.
4. Facilitate and manage financial management training and strategies.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 6 x Norms and Standards Specialist (9)

DIRECTORATE: PROVINCIAL FINANCIAL REPORTING

PURPOSE:

To ensure that financial statements of provincial departments are in compliance with national and provincial financial reporting imperatives.

FUNCTIONS:

1. Ensure compliance, implementation and maintenance of generally recognised accounting practice and financial systems.
2. Co-ordinate the consolidation of the annual financial statements for tabling at provincial legislator.
3. Analyse and report on the financial recovery plans.
4. Monitor and assure the submission of annual reports.
5. Liaise with AUDITOR General, National Treasury and SCOPA to improve standards of financial reporting practices.

POST:

- 1 x Director(13)
- 3 x Deputy Director(11) (1 new post)
- 4 x Financial Reporting Specialist (9)
- 1 x Administrative Assistant (5)

DIRECTORATE: PUBLIC ENTITIES FINANCIAL REPORTING

PURPOSE:

To ensure that financial statements of public entities are in compliance with national and provincial financial reporting imperatives.

FUNCTIONS:

1. Ensure compliance, implementation and maintenance of generally recognised accounting practice and financial systems.
2. Co-ordinate the consolidation of the annual financial statements for tabling at provincial legislator.
3. Analyse and report on the financial recovery plans.
4. Monitor and assure the submission of annual reports.
5. Liaise with AUDITOR General, National Treasury and SCOPA to improve standards of financial reporting practices.

POST:

- 1 x Director(13)
- 1 x Deputy Director(11)
- 3 x Financial Reporting Specialist (9)

DIRECTORATE: PROVINCIAL MOVEABLE ASSET

PURPOSE:

To manage, monitor and enforce the effective management of assets and inventory to provincial departments and public entities.

FUNCTIONS:

1. Manage and monitor the implementation of asset management frameworks within Provincial Departments and Public Entities.
2. Manage the Improvement and implementation of asset and inventory management:
3. Ensure the provision of guidance and technical advice on assets and inventory management.
4. Manage the provision of knowledge management and capacity development services.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 3 x Provincial Movable Asset Specialist (9)

DIRECTORATE: TRAINING AND CAPACITY BUILDING

PURPOSE

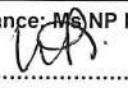
To manage the training and capacity building for the public sector financial management in line with legislative mandates.

FUNCTIONS:

1. Manage the provisioning of the rotational and generic plans, policies, systems and processes aligned to South African Institute Of Chartered Accountants (SAICA) requirements:
2. Manage, monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attending to non-compliance issues.
3. Provide and manage training relating to financial management in Public Sector.
4. Ensure quality assurance of the programme in order to ensure accreditation standards are met at all times.

POST:

- 1x Director (13)
- 1x Deputy Director (11)
- 1 x Administrative Officer (8)

MEC for Finance: Ms NP Nkonyeni
 Signature : 
 Date : 13/10/23

DIRECTORATE: FINANCIAL INFORMATION MANAGEMENT SYSTEMS

PURPOSE:
 To provide financial information management systems support services.

FUNCTIONS:
 1. Provide transversal functional systems support services.
 2. Provide transversal technical systems support.

POST:
 1 x Director(13)
 1 x Secretary(5)

**SUB-DIRECTORATE:
 TRANSVERSAL FUNCTIONAL SYSTEMS SUPPORT SERVICES**

PURPOSE:
 To provide transversal functional systems support services.

FUNCTIONS:
 1. Provide financial systems support services from national.
 2. Provide financial systems support from province.

POST:
 1 x Deputy Director (11)

**SUB-DIRECTORATE:
 TRANSVERSAL TECHNICAL SYSTEMS SUPPORT SERVICES**

PURPOSE:
 Provide transversal technical systems support.

FUNCTIONS:
 1. Provide transversal systems support services.
 2. Provide business support services..

POST:
 1 x Deputy Director (11)

UNIT: NATIONAL FINANCIAL SYSTEMS SUPPORT

PURPOSE:
 To provide financial systems support services from national.

FUNCTIONS:
 1. Render transversal financial systems support on national systems such as BAS ect.
 2. Perform financial systems support for the department,
 3. Manage the facilitation of the enhancement on financial systems between National Treasury and all departments of KZNPA.
 4. Provide management report pertaining to financial systems, such as BAS etc.

POST:
 1 x Assistant Director (9)
 3 x Financial System Supporter (8)

UNIT: PROVINCIAL FINANCIAL SYSTEMS SUPPORT

PURPOSE:
 Provide functional financial systems support from province.

FUNCTIONS:
 1. Render transversal financial systems support on provincial systems, such as HARDCAT etc.
 2. Perform financial systems support for the department.
 3. Manage the facilitation of the enhancements on financial systems between National Treasury and all departments of KZNPA.
 4. Provide management report pertaining to financial systems, such as HARDCAT.

POST:
 1 x Assistant Director (9)
 3 x Financial Systems Supporter (8)

UNIT: PROVINCIAL TECHNICAL SUPPORT

PURPOSE:
 To provide provincial technical support services.

FUNCTIONS:
 1. Render technical support on systems such as BACS, BAS, HARDCAT, etc..
 2. Render systems support on BACS, BAS and HARDCAT.
 3. Provide BACS, BAS and HARDCAT administrative support services.
 4. Facilitate BACS, BAS and HARDCAT enhancement.

POST:
 1 x Assistant Director (9)
 3 x Technical Systems Supporter (8)

UNIT: BUSINESS SYSTEMS SUPPORT UNIT

PURPOSE:
 To provide business support services.

FUNCTIONS:
 1. Coordinate the effective and efficient implementation of operational process of all transversal systems.
 2. Coordinate integration and utilization of all systems in the province.
 3. Facilitate the enhancement on all transversal financial systems through a formal change control procedure.
 4. Coordinate Service Level Agreements on all transversal financial systems
 5. Coordinate the helpdesk services to transversal financial systems.

POST:
 1 x Assistant Director (9)
 1 x Business Systems Support (8)
 1 x IT Help Desk Coordinator (6)

MEC for Finance: Ms NP Nkonyeni
Signature :.....
Date : 13/10/23

DIRECTORATE: CASH MANAGEMENT & LIABILITIES

PURPOSE:
To provide an integrated cash management and liabilities support services to institutions to ensure to ensure compliance with legislative mandates.

FUNCTIONS:
1. Provide cash management (banking) support services.
2. Provide liability management (tax) support services.

POST:
1 x Director (13)
1 x Office Administrator (8)

**SUB-DIRECTORATE:
CASH MANAGEMENT (BANKING)**

PURPOSE:
To provide banking services to client departments and to improve cash management.

FUNCTIONS:
1. Provide transversal (banking) cash management technical support services.
2. Monitor and evaluate all (banking) cash management related matters.
3. Conduct risk assessments pertaining to (banking) cash management related matters.
4. Report on (banking) cash management related matters.

POST:
1 x Deputy Director (11)
2 x Cash Management Specialist (9)

**SUB-DIRECTORATE:
LIABILITIES MANAGEMENT (TAX)**

PURPOSE:
To assist all provincial departments in the province with liabilities management.

FUNCTIONS:
1. Provide transversal (tax) liability support services.
2. Monitor and evaluate all (tax) liability management related matters.
3. Conduct risk assessments pertaining to (tax) liability related matters.
4. Report on (tax) liability related matters.

POST:
1 x Deputy Director (11)
2 x Liability Management Specialist (9)

BRANCH: INTERNAL AUDIT & RISK MANAGEMENT

PURPOSE:

To provide effective and efficient provincial internal audit and risk and advisory services.

FUNCTIONS:

1. Provide internal audit services.
2. Provide risk and advisory services.
3. Provide Audit Committee Secretariat services, quality assurance, technical and strategic executive support to the entire branch in order to achieve strategic and service delivery objectives.

POST

- 1 x Deputy Director General (15)
1 x Personal Assistant (7)

CHIEF DIRECTORATE: INTERNAL AUDIT

PURPOSE:

To provide Internal audit services.

FUNCTIONS:

1. Provide internal audit services within provincial administration under cluster 1.
2. . Provide internal audit services within provincial administration under cluster 2.
3. . Provide internal audit services within provincial administration under cluster 3.
4. Provide performance auditing services within provincial administration.
5. Provide the information technology audit services within provincial administration.
6. Provide the financial auditing services within provincial administration.
7. Provide secretariat support services to the entire Assurance Services.

POST:

- 1 x Chief Director(14)
1 x Secretary (5)

See page 13

**CHIEF DIRECTORATE:
RISK & ADVISORY SERVICES**

PURPOSE:

To provide risk and advisory services.

FUNCTIONS:

1. Oversee and enforce provincial risk management services in Cluster 1.
2. Oversee and enforce provincial risk management services in Cluster 2
3. Oversee and enforce provincial risk management services in Cluster 3
4. Provide risk and advisory services i.t.o municipal and public entities.

POST:

- 1 x Chief Director (14)
1 x Secretary (5)

See page 14

**DIRECTORATE: TECHNICAL AND STRATEGIC EXECUTIVE
SUPPORT SERVICES**

PURPOSE:

To provide Audit Committee Secretariat, quality assurance, technical and strategic executive services to the entire branch in order to achieve strategic and services delivery objectives.

FUNCTIONS:

1. Provide technical internal audit and research services.
2. Provide quality assurance services.
3. Provide Audit Committee Secretariat services.
4. Provide administration, financial, supplier services, human resources and asset management support services to the branch.
5. Provide internal audit systems support.

POST:

- 1 x Director :Internal Audit Technical Director (13)
1 x Deputy Director: Quality Assurance and Internal Audit Support (11)
1 x Deputy Director :Audit Committee Support (11)
2 x Assistant Director: Audit Committee Support (9)
1 x Assistant Director: Quality Assurance and Internal Audit Support (9)
1 x Administrative Officer: Executive Support (8)

CHIEF DIRECTORATE: INTERNAL AUDIT

PURPOSE:

To provide Internal audit services in the province.

FUNCTIONS:

1. Provide internal audit services within provincial administration under cluster 1.
2. . Provide internal audit services within provincial administration under cluster 2.
3. . Provide internal audit services within provincial administration under cluster 3.
4. Provide performance auditing services within provincial administration.
5. Provide information technology audit services within provincial administration.
6. Provide the financial auditing services within provincial administration.
7. Provide secretariat support services to the entire Assurance

services.

POST:

- 1 x Chief Director(14)
- 1 x Secretary (5)

DIRECTORATE: FINANCIAL AUDITS

PURPOSE:

To provide financial auditing services within the provincial administration.

FUNCTION:

1. Develop and maintain methodologies, policies and procedure manuals for financial audits for the province.
2. Implement internal audit policies, methodologies and procedure manual.
3. Provide value adding recommendations to improve the provincial institutions financial processes and monitor the implementation thereof.
4. Facilitate training , development and support programmes to the cluster on areas of financial auditing, internal audit methodologies and processes and systems of internal control.
5. Foster relationship management with internal and external stakeholders.

POSTS

- 1 x Director (13)
- 6 x Deputy Director (11)
- 6 x Assistant Director (9)
- 6 x Internal Auditors (8)

SECTION: SECRETARIAL SUPPORT SERVICES

PURPOSE:

To provide secretarial support services to entire Assurance Services.

FUNCTIONS:

1. Provide secretariat receptionist support services to senior management team.
2. Provide clerical support services to the senior management team.
3. Remain up to date with regards to prescribed policies and procedures.

POST:

- 3 x Secretariat (5)

DIIRECTORATE: CLUSTER 1 (Sport Arts & Culture, Treasury Soc Dev)

PURPOSE:

To provide internal audit services within the provincial administration for departments under cluster1

FUNCTIONS

1. Develop and maintain methodologies, policies and procedure manuals for internal audit services.
2. Implement internal audit policies, methodologies and procedure manual.
3. Provide value adding recommendations to improve the provincial institutions financial processes and monitor the implementation thereof.
4. Facilitate training , development and support programmes to the cluster on areas of internal auditing, internal audit methodologies and processes and systems of internal control.
5. Foster relationship management with internal and external stakeholders.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 3 x Assistant Director (9)(2 new post)
- 7 x Internal Auditor (8)(4 new post)

DIRECTORATE: CLUSTER 2(EDTEA,DARD & DCSL)

PURPOSE:

To provide internal audit services within the provincial administration for departments under cluster 2.

FUNCTIONS

1. Develop and maintain methodologies, policies and procedure manuals for internal audit services.
2. Implement internal audit policies, methodologies and procedure manual.
3. Provide value adding recommendations to improve the provincial institutions financial processes and monitor the implementation thereof.
4. Facilitate training , development and support programmes to the cluster on areas of internal auditing, internal audit methodologies and processes and systems of internal control.
5. Foster relationship management with internal and external stakeholders

POST:

- 1 x Director (13)
- 3 x Deputy Director (11)
- 4 x Assistant Director (9) (3 new post)
- 9 x Internal Auditor (8) (5 new post)

DIRECTORATE: CLUSTER 3 (Cogta OTP DHS & DPW)

PURPOSE:

To provide internal audit services within the provincial administration for departments under cluster 3.

FUNCTIONS:

1. Develop and maintain methodologies, policies and procedure manuals for internal audit services.
2. Implement internal audit policies, methodologies and procedure manual.
3. Provide value adding recommendations to improve the provincial institutions financial processes and monitor the implementation thereof.
4. Facilitate training , development and support programmes to the cluster on areas of internal auditing, internal audit methodologies and processes and systems of internal control.
5. Foster relationship management with internal and external stakeholders.

POST:

- 1 x Director (13)
- 3 x Deputy Director (11)
- 3 x Assistant Director (9)
- 5 x Internal Audit (8)

DIRECTORATE: PERFORMANCE AUDITING

PURPOSE:

To provide provincial performance auditing services.

FUNCTIONS:

1. Develop and maintain methodologies, policies and procedure manuals for performance audits for the province.
2. Implement performance audit policies, methodologies and procedure manual.
3. Provide value adding recommendations to improve the provincial institutions performance and monitor the implementation thereof.
4. Facilitate training, development and support programmes to the cluster on areas of performance auditing and governance.
5. Foster relationship management with internal and external stakeholders.

POST:

- 1 x Director (13)
- 4 x Deputy Director (11) (1 new post)
- 4 x Assistant Director (9)
- 4 x Internal Audit (8)

DIRECTORATE: INFORMATION TECHNOLOGY AUDIT SERVICES

PURPOSE:

To provide the provincial information technology audit services.

FUNCTIONS:

1. Develop and maintain methodologies, policies and procedure manuals for Information technology audits for the province.
2. Implement information technology audit policies, methodologies and procedure manual.
3. Provide value adding recommendations to improve the provincial institutions performance and monitor the implementation thereof.
4. Facilitate training, development and support programmes To the cluster on areas of information technology and governance.
5. Foster relationship management with internal and external stakeholders.

POST:

- 1 x Director (13)
- 6 x Deputy Director (11) (4 new posts)
- 6 x Internal Audit (8)

**CHIEF DIRECTORATE:
RISK & ADVISORY SERVICES**

PURPOSE:

To promote good governance through effective risk and advisory services.

FUNCTIONS:

1. Oversee and enforce provincial risk management services in Cluster 1.
2. Oversee and enforce provincial risk management services in Cluster 2
3. Oversee and enforce provincial risk management services in Cluster 3
4. Oversee and enforce provincial risk management services.

POST:

- 1 x Chief Director (14)
- 1 x Secretary (5)

**DIRECTORATE: CLUSTER 1(PUBLIC
WORKS,TREASURY,COMMUNITY SAFETY AND
LIAISON & HUMAN SETTLEMENT)**

PURPOSE:

To oversee and enforce provincial risk management services.

FUNCTIONS:

1. Establish norms and standards on risk management.
2. Monitor, enforce and report on the effectiveness on the implementation of risk standards and framework.
3. Provide support and capacity building.
4. Develop and maintain provincial risk register.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 1 x Risk Practitioner (8)

**DIRECTORATE: CLUSTER 2(TRANSPORT,
AGRICULTURE, EDUCATION & COGTA)**

PURPOSE:

To oversee and enforce provincial risk management services.

FUNCTIONS:

1. Establish norms and standards on risk management.
2. Monitor, enforce and report on the effectiveness on the implementation of risk standards and framework.
3. Provide support and capacity building.
4. Develop and maintain provincial risk register.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 1 x Risk Practitioner (8)

**DIRECTORATE: CLUSTER 3(ARTS &SPORT
OFFICE OF THE PREMIER , ECONOMIC
DEVELOPMENT & HEALTH)**

PURPOSE:

To oversee and enforce provincial risk management services.

FUNCTIONS:

1. Establish norms and standards on risk management.
2. Monitor, enforce and report on the effectiveness on the implementation of risk standards and framework.
3. Provide support and capacity building.
4. Develop and maintain provincial risk register.

POST:

- 1 x Director (13)
- 2 x Deputy Director (11)
- 1 x Risk Management System Administrator (9)
- 1 x Risk Practitioner (8)

**DIRECTORATE: MUNICIPALITIES & MUNICIPAL
ENTITIES RISK & ADVISORY SERVICES**

PURPOSE:

To oversee and enforce provincial risk management services.

FUNCTIONS:

1. Establish norms and standards on risk management.
2. Monitor, enforce and report on the effectiveness on the implementation of risk standards and framework.
3. Provide support and capacity building.
4. Develop and maintain provincial risk register.

POST:

- 1 x Director (13)
- 4 x Deputy Director (11)
- 4 x Risk Practitioner (8)

2 x Secretary (5)

These post will provide a shared service
to the 4 Directorate

CHIEF DIRECTORATE: MUNICIPAL FINANCE

PURPOSE:

To enhance effective and efficient financial management in municipalities and municipal entities.

FUNCTIONS:

1. Ensure optimal and sustainable budget management in cluster 1-5.
2. Monitor effective compliance with Financial management and annual reporting framework.
3. Provide technical support services to municipalities to ensure sound financial management and sustainability.
4. Manage the provision of technical support on revenue and debt management.
5. Provide executive support services to the entire Municipal Finance.

POST:

- 1 x Chief Director (14)
- 1 x Secretary (5)

SECTION: EXECUTIVE SUPPORT SERVICES

PURPOSE:

To provide executive support services to the entire Municipal Finance.

FUNCTIONS:

1. Provide Administrative, financial, human resource and asset management support.
2. Render research support.
4. Render training and development support for the branch
5. Provide secretariat services.

POST:

- 1 x Deputy Director: Strategic Executive (11)
- 1 x Administrative Officer (8)
- 5 x Secretary (5)

DIRECTORATE: MUNICIPAL BUDGET MANAGEMENT

PURPOSE:

To ensure optimal and sustainable budget management in municipalities

FUNCTIONS:

1. Monitor the implementation of the budgeting framework by municipalities.
2. Provide guidance on budget planning and implementation.
3. Monitor, evaluate and report on budget implementation (e.g In Year Monitoring).
4. Monitor and report on compliance by municipalities.

POST:

- 5 x Director (13)
- 5 x Municipal Finance Co-ordinator (11)
- 17x Municipal Budget Analyst (11)

See page 16 for break-down

DIRECTORATE : MUNICIPAL ACCOUNTING AND REPORTING

PURPOSE:

To monitor effective compliance with Financial management and annual reporting framework.

FUNCTIONS:

1. Promote the understanding and implementation of accounting standards (GRAP).
2. Ensure the compliance, implementation and maintenance of generally accepted accounting practice, financial systems and reporting requirements.
3. Provide accounting services and support.
4. Develop and implement systems and processes to improve sound financial management and audit outcomes.
5. Review and report on quality and annual financial statements.
6. Monitor, evaluate and report on compliance with Municipal Asset Management Regulations and remedial actions, and report on the implementation thereof.
7. Monitor, evaluate and report on financial management assets and liabilities.
8. Evaluate, review and monitor the implementation of Financial Recovery Plans.

POST:

- 3 x Director (13)
- 3 x Deputy Director (11)
- 9 x Assistant Director (9)

* These posts are responsible for 10 District and 1 Metropolitan*

DIRECTORATE: GENERAL MUNICIPAL SUPPORT

PURPOSE:

To provide technical support services to municipalities to ensure sound financial management and sustainability.

FUNCTIONS:

1. Institute financial improvement measures that would assist in resolving the financial management issues encountered by municipalities.
2. Improve transparency, reduce risk and enhance internal control.
3. Develop and implement systems/ processes to improve financial viability and sustainability.
4. Provide technical training and enhancing management capabilities.

POST:

- 3 x Director (13)
- 3 x Deputy Director (11)
- 3 x Assistant Director (9)

* These posts are responsible for 10 District and 1 Metropolitan*

DIRECTORATE: REVENUE AND DEBT MANAGEMENT

PURPOSE:

To manage the provision of technical support on revenue and debt management.


FUNCTIONS:

1. Manage the revenue management support initiatives provided to municipalities.
2. Manage the cash management support provided to municipalities.
3. Manage the debt management support initiatives provided to municipalities.
4. Manage the indigents households support initiatives provided to municipalities.

POST

- 1 x Director (13)
- 5 X Deputy Director (11)
- 2 x Assistant Director (9)

MEC for Finance: Ms NP Nkonyeni

Signature : 

Date : 13/10/23

**DIRECTORATE: MUNICIPAL BUDGET MANAGEMENT
(UTHUKELA, HARRY GWALA DISTRICT & LOCAL
MUNICIPALITIES)
CLUSTER 1**

PURPOSE:

To ensure optimal and sustainable budget management in municipalities

FUNCTIONS:

1. Monitor the implementation of the budgeting framework by municipalities.
2. Provide guidance on budget planning and implementation.
3. Monitor, evaluate and report on budget implementation (e.g In Year Monitoring).
4. Monitor and report on compliance by municipalities.

POST:

- 1 x Director (13)
- 1 x Municipal Finance Co-ordinator (11)
- 3 x Municipal Budget Analyst (11)

**DIRECTORATE: MUNICIPAL BUDGET MANAGEMENT
(AMAJUBA, UMZINYATHI DISTRICT & LOCAL
MUNICIPALITIES)
CLUSTER 2**

PURPOSE:

To ensure optimal and sustainable budget management in municipalities

FUNCTIONS:

1. Monitor the implementation of the budgeting framework by municipalities.
2. Provide guidance on budget planning and implementation.
3. Monitor, evaluate and report on budget implementation (e.g In Year Monitoring).
4. Monitor and report on compliance by municipalities.

POST:

- 1 x Director (13)
- 1 x Municipal Finance Co-ordinator (11)
- 3 x Municipal Budget Analyst (11)

**DIRECTORATE: MUNICIPAL BUDGET
MANAGEMENT (KING CETSHWAYO, ZULULAND &
LOCAL MUNICIPALITIES)
CLUSTER 3**

PURPOSE:

To ensure optimal and sustainable budget management in municipalities

FUNCTIONS:

1. Monitor the implementation of the budgeting framework by municipalities.
2. Provide guidance on budget planning and implementation.
3. Monitor, evaluate and report on budget implementation (e.g In Year Monitoring).
4. Monitor and report on compliance by municipalities.

POST:

- 1 x Director (13)
- 1 x Municipal Finance Co-ordinator (11)
- 3 x Municipal Budget Analyst (11)

**DIRECTORATE: MUNICIPAL BUDGET
MANAGEMENT (UMKHANYAKUDE DISTRICT &
LOCAL MUNICIPALITIES)
CLUSTER 4**

PURPOSE:

To ensure optimal and sustainable budget management in municipalities

FUNCTIONS:

1. Monitor the implementation of the budgeting framework by municipalities.
2. Provide guidance on budget planning and implementation.
3. Monitor, evaluate and report on budget implementation (e.g In Year Monitoring).
4. Monitor and report on compliance by municipalities.

POST:

- 1 x Director (13)
- 1 x Municipal Finance Co-ordinator (11)
- 4 x Municipal Budget Analyst (11)

**DIRECTORATE: MUNICIPAL BUDGET
MANAGEMENT (UMNGUNGUNDLOVU DISTRICT &
LOCAL MUNICIPALITIES)
CLUSTER 5**

PURPOSE:

To ensure optimal and sustainable budget management in municipalities

FUNCTIONS:

1. Monitor the implementation of the budgeting framework by municipalities.
2. Provide guidance on budget planning and implementation.
3. Monitor, evaluate and report on budget implementation (e.g In Year Monitoring).
4. Monitor and report on compliance by municipalities.

POST:

- 1 x Director (13)
- 1 x Municipal Finance Co-ordinator (11)
- 4 x Municipal Budget Analyst (11)

Signature :.....

Date :.....13/10/23

**CHIEF DIRECTORATE:
CORPORATE SERVICES**

PURPOSE:

To provide corporate services in the department.

FUNCTIONS:

1. Manage and monitor the provision of human resource management services.
2. Render outstanding legal professional guidance in operational matters of the department.
3. Provide information communication and technology management services.
4. Provide auxiliary services.
5. Manage strategic planning, organisational design and institutional performance services.
6. Provide transversal and specialized security risk management services.
7. Provide corporate communications services.

POST:

- 1 x Chief Director (14)
1 x Personal Assistant (7)

**DIRECTORATE: HUMAN
RESOURCES**

PURPOSE:

To manage and facilitate the provision of human resources services.

FUNCTIONS:

1. Provide human resource strategy, policy and development services.
2. Provide human resource practice and administration services.
3. Provide employee relations services.
4. Provide employee health and wellness services.

POST:

- 1 x Director (13)
1 X Secretary (5)

See page 18

DIRECTORATE: LEGAL SERVICES

PURPOSE:

To render outstanding legal professional guidance in operational matters of the department.

FUNCTIONS:

1. Co-ordinate with other departments on legal issues.
2. Draft sub-ordinate legislation (rules, regs policies) for the department.
3. Ensure compliance in the implementation of procedures and systems designed to manage potential risk areas.
4. Manage and mitigate legal risk to department.
5. Develop effective legal information centre.
6. Draft, scrutinise and edit departmental contract.
7. Manage, co-ordinate preparation and referral of litigation matters to the Office of the State Attorney or private firms.

POST:

- 1 x Director (13)
1 x Legal Administration Officer (MR5)
1 x Secretary (5)

**DIRECTORATE: AUXILIARY
SERVICES**

PURPOSE:

To provide auxiliary services.

FUNCTIONS:

1. Provide general office support services.
2. Provide technical office support services.
3. Provide Occupational Health and Safety services.

POST:

- 1 x Director (13)
1 x Secretary (5)

See page 19

**DIRECTORATE: INFORMATION
TECHNOLOGY MANAGEMENT**

PURPOSE:

To provide information management support services.

FUNCTIONS:

1. Provide information management and development services.
2. Provide information governance services.

POST:

- 1 x Director (13)
1 x Administrative Assistant (5)

See page 20

**DIRECTORATE: STRATEGIC
MANAGEMENT AND INSTITUTIONAL
PERFORMANCE SERVICES**

PURPOSE:

To manage strategic planning, organisational development and institutional performance services.

FUNCTIONS:

1. Provide organisational development services.
2. Provide integrated monitoring and evaluation services.
3. Provide integrated planning and reporting services.

POST:

- 1 x Director (13)
1 x Secretary (5)

See page 21

**DIRECTORATE: CORPORATE
COMMUNICATIONS**

PURPOSE:

To provide corporate communications services.

FUNCTIONS:

1. Provide internal communication services.
2. Provide external communication services.

POST:

- 1 x Director(13)
1 x Administrative Assistant(5)

See page 22

**DIRECTORATE: SECURITY RISK
MANAGEMENT SERVICES**

PURPOSE:

Provide transversal and specialized security risk management services.

FUNCTIONS:

1. Manage the physical security in the Department.
2. Manage personnel security in the Department.
3. Plan, organise and implement effective security related risk management strategies.
4. Manage all security information/communications mediums.
5. Liaise with internal and external security stakeholders.
6. Provide specialized security risk management services.

POST:

- 1 x Director(13)
1 x Administrative Assistant(5)
1 x Deputy Director: Transversal Security (11)
1 x Deputy Director: Specialized Security (11)
1 x Assistant Director (9)
1 x Administrator Officer (7)

MEC for Finance: M&NP Nkonyeni
 Signature :
 Date : 13/10/23

DIRECTORATE: HUMAN RESOURCES

PURPOSE:
 To manage and facilitate the provision of human resources services.

FUNCTIONS:
 1. Provide human resource strategy, policy and development services.
 2. Provide human resource practice and administration services.
 3. Provide employee relations services.
 4. Provide employee health and wellness services.

POST:
 1 x Director (13)
 1 X Secretary (5)

SUB DIRECTORATE: HUMAN RESOURCE STRATEGY, POLICY & DEVELOPMENT

PURPOSE:
 To provide human resources strategies, policy and development services.

FUNCTIONS:
 1. Provide human resource strategies and planning services.
 2. Provide human resource development services.

POST:
 1 x Deputy Director (11)

SUB DIRECTORATE: PRACTICES & ADMINISTRATION

PURPOSE:
 To provide human resource practice and administration services.

FUNCTIONS:
 1. Provide recruitment and selection services.
 2. Provide human resource provisioning, conditions of services and remuneration services.
 3. Provide human resource administration systems and control services.

POST:
 1 x Deputy Director (11)

SUB-DIRECTORATE: EMPLOYEE RELATIONS

PURPOSE:
 To provide employee relations services.

FUNCTIONS:
 1. Deal with grievances, disputes and disciplinary matters.
 2. Deal with collective bargaining processes.
 3. Develop and implement labour relations policies and practices.
 4. Provide labour relations support to department on labour relations issues.

POST:
 1 x Deputy Director (11)
 1 x Labour Relations Practitioner (7)

SUB-DIRECTORATE: EMPLOYEE HEALTH & WELLNESS

PURPOSE:
 To provide employee health and wellness services.

FUNCTIONS:
 1. Develop and implement employee health and wellness strategies and programmes.
 2. Manage and facilitate HIV and AIDS and TB prevention, support and treatment care programmes.
 3. Facilitate and manage health and productivity management programmes.
 4. Facilitate and promote occupational health education and quality of work life programmes.

POST:
 1 x Deputy Director (11)
 1 x Employee Wellness Practitioner (7)

UNIT: HUMAN RESOURCE STRATEGIES & POLICIES

PURPOSE:
 To provide human resource strategies and policies services.

FUNCTIONS:
 1. Develop, review and implement transversal human resource management and development policies.
 2. Develop, review and implement human resource management and development strategies and plans.
 3. Facilitate special human resource projects.

POST:
 1 x Assistant Director (9)
 2 x HR Practitioner (7)

UNIT: HUMAN RESOURCE DEVELOPMENT

PURPOSE:
 To provide human resource development services.

FUNCTIONS:
 1. Develop and implement a Departmental Workplace Skills and Human Resource Development strategic plan.
 2. Administer all departmental bursaries.
 3. Implement learnership, internship and skills programmes.
 4. Provide career management services.

POST:
 1 x Assistant Director (9)
 2 x Human Resource Development Co-ordinator (8)
 1 x HR Officer (5)

UNIT: RECRUITMENT & SELECTION

PURPOSE:
 To provide recruitment and selection support services.

FUNCTIONS:
 1. Develop a departmental recruitment plan.
 2. Provide a recruitment and selection support services in line with departmental recruitment plan.
 3. Monitor and evaluate the implementation of the departmental recruitment plan.
 4. Provide management reports i.t.o. recruitment targets

POST:
 1 x Assistant Director (9)
 3 x HR Practitioner (7)

UNIT: HUMAN RESOURCE PROVISIONING & SERVICE CONDITION

PURPOSE:
 To provide human resource provisioning, conditions of service and remuneration services.

FUNCTIONS:
 1. Provide human resource administration in respect of:-
 - Conditions of service
 - Appointments
 - Transfers
 - Exits, and
 - Salary Administrations
 2. Provide specialised advice and guidance to senior management on Human Resource Administration issues

POST:
 1 x Assistant Director (9)
 3 x HR Officer (5)

UNIT: HUMAN RESOURCE INFORMATION & PERFORMANCE MANAGEMENT

PURPOSE:
 To provide human resource administration systems and performance management services

FUNCTIONS:
 1. Provide departmental Persal control support services.
 1. Maintain the departmental organisation and post establishment on Persal.
 2. Provide registry and records management services to the component.
 3. Provide performance management and development services.
 4. Provide specialised advise and guidance to senior management on all transversal Human Resource Systems and Performance Management issues.

POST:
 1 x Assistant Director (9)
 1 x Persal Controller (8)
 1 x Human Resource Practitioner (7)
 1 x Registry Clerk Supervisor (7)
 1 x Registry Clerk (5)

DIRECTORATE: AUXILIARY SERVICES

PURPOSE:

To provide auxiliary services.

FUNCTIONS:

1. Provide general support office services.
2. Provide technical support services.
3. Provide occupational health and safety services.

POST:

1 x Director (13)
1 x Secretary (5)

UNIT: GENERAL OFFICE SUPPORT SERVICES

PURPOSE:

To provide general office support services.

FUNCTIONS:

1. Provide general records management services.
2. Provide library and information services.
3. Provide office support services.

POST:

1 x Assistant Director (9)

UNIT: TECHNICAL OFFICE SUPPORT SERVICES

PURPOSE:

To provide technical support services.

FUNCTIONS:

1. Provide transport and fleet management services.
2. Provide facilities management services.

POST:

1 x Assistant Director (9)

UNIT: OCCUPATIONAL HEALTH & SAFETY SERVICES

PURPOSE:

To provide occupational health and safety services (OHS).

FUNCTIONS:

1. Develop, implement and maintain strategies, policies and procedures for OHS within department.
2. Establish and maintain OHS structures.
3. Undertake OHS inspection and investigations.
4. Provide transversal OHS advice and guidance.

POST:

1 x Occupational Health and Safety Specialist (9)

SECTION: GENERAL RECORDS MANAGEMENT

PURPOSE:

To provide general records management services.

FUNCTIONS:

1. Develop, maintain and manage the general records classification system.
2. Develop, implement and maintain general records management strategies, policies and procedures.
3. Evaluate and monitor compliance with sound records management practices.
4. Ensure overall records management of all general records.

POST:

1 x Records Officer (8)
1 x Registry Clerk Supervisor (7)
4 x Registry Clerk (5)
2 x Messenger (3)

SECTION: LIBRARY & INFORMATION SERVICES

PURPOSE:

To provide library and information support services to the department.

FUNCTIONS:

1. Develop, maintain and manage library resources.
2. Maintain and manage the library reference system, policy and procedure manual.
3. Provide support to internal and external clients.

POST:

1 x Librarian (7)

SECTION: OFFICE SUPPORT SERVICES

PURPOSE:

To provide office support services to the department.

FUNCTIONS:

1. Provide office support services with regard to:-
 - Telecom services,
 - Boardroom bookings,
 - Receptionist services
 - Office automation services.
2. Develop, maintain and manage office support systems, policies and procedure manuals.

POST:

1 x Administration Clerk Supervisor (7)
1 x Receptionist x 4
2 x Telecom Operator (4)

SECTION: TRANSPORT & FLEET MANAGEMENT SERVICES

PURPOSE:

To provide transport and fleet management services to the department.

FUNCTIONS:

1. Manage departmental transport and fleet services.
2. Develop, maintain and manage the transport and fleet management system, policy and procedure manual.
3. Provide transport services to internal and external clients.

POST:

1 x Transport Control Officer (7)
2 x Administration Clerk (5)
2 x Driver / Messenger (4)

SECTION: FACILITIES MANAGEMENT SERVICES

PURPOSE:

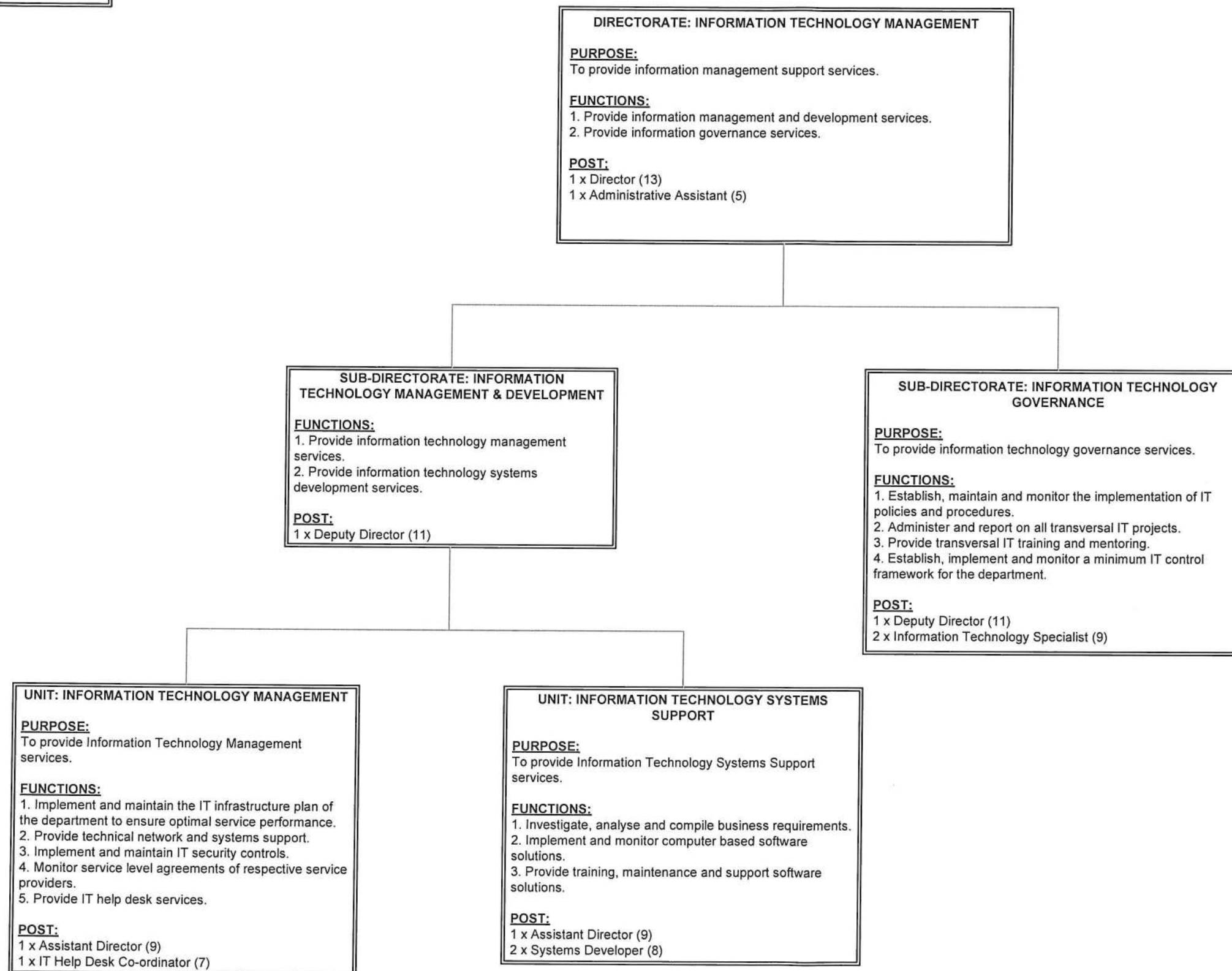
To provide facilities management services to the department.

FUNCTIONS:

1. Manage facilities services.
2. Develop, maintain and manage the facilities management, systems, policy and procedure manual.
3. Provide facilities support services to internal clients

POST:

2 x Facilities Management Officer (6)
1 x Handyman (3)



**DIRECTORATE: STRATEGIC MANAGEMENT AND INSTITUTIONAL
PERFORMANCE SERVICES**

PURPOSE:

To manage organisational development, strategic planning, and institutional performance services.

FUNCTIONS:

1. Provide organisational development interventions
2. Provide integrated monitoring and evaluation services.
3. Provide integrated planning and reporting services.

POST:

- 1 x Director (13)
1 x Secretary (5)

**SUB-DIRECTORATE: ORGANISATIONAL
DEVELOPMENT SERVICES**

PURPOSE:

To provide organisational development services. s.

FUNCTIONS:

1. Provide organisational design services.
2. Provide job evaluations services.
3. Provide technical advice on the development of job descriptions.
4. Provide business process re-engineering services.
5. Develop transversal policies, procedure, manual and guidelines i.t.o. organisational development services.

POST:

- 1 x Deputy Director (11)
2 x Work Study Analyst (8)

**SUB-DIRECTORATE: MONITORING &
EVALUATION**

PURPOSE:

To provide monitoring and evaluation services.

FUNCTIONS:

1. Develop, manage and maintain M&E framework and systems.
2. Develop and implement monitoring and evaluation principles and practice.
3. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes.
4. Coordinate and compile institutional performance and provide reports.

POST:

- 1 x Deputy Director (11)
1 x Assistant Director (9)
1 x Administrative Officer (8)

SUB-DIRECTORATE: STRATEGIC PLANNING

PURPOSE:

To provide planning and reporting services.

FUNCTIONS:

1. Develop and maintain strategic planning and reporting guidelines.
2. Facilitate, coordinate and support the implementation of priority programmes.
3. Coordinate and facilitate strategic and operational planning process.
4. Facilitate the development and implementation of service delivery improvement plans and activities.

POST:

- 1 x Deputy Director (11)
1 x Assistant Director (9)
1 x Administrative Officer (8)

MEC for Finance: Ms NP Nkonyeni
Signature :
Date : 13/10/23

DIRECTORATE: CORPORATE COMMUNICATIONS

PURPOSE

To provide corporate communications services.

FUNCTIONS:

1. Provide internal communication services.
2. Provide external communication services.

POST:

- 1 x Director(13)
1 x Administrative Assistant(5)

**SUB-DIRECTORATE:
INTERNAL COMMUNICATION SERVICES**

PURPOSE:

To provide internal communication services.

FUNCTIONS:

1. Liaise with relevant stakeholders to source information to be disseminated to all staff.
2. Liaise with relevant stakeholders including to coordinate and promote departmental events.
3. Liaise with other government departments and agencies to implement intra-governmental programmes.
4. Coordinate the compilation, designing, printing and distribution of internal publications.
5. Plan and organise departmental internal events.
6. Update and maintain internet and intranet

POST:

- 1 x Internal Communication Specialist (11)

**UNIT:
EXTERNAL COMMUNICATION**

PURPOSE:

To provide external communication services.

FUNCTIONS:

1. Establish and maintain a good image for the MEC, HOD and the departmental external stakeholders.
2. Facilitate the production of external publications.
3. Plan and coordinate external events.
4. Coordinate branding and exhibition material.

POST:

- 1 x External Communication Specialist (9)

MEC for Finance: Ms NP Nkonyeni

Signature :.....

Date :.....13/10/23.....

**CHIEFF DIRECTORATE : OFFICE OF THE CHIEF
FINANCIAL OFFICER**

PURPOSE:

To provide transversal financial management support services to the department in terms of legislative mandates.

FUNCTIONS:

1. Provide financial and management accounting support services.
2. Provide supply chain management, asset management and loss control services.
3. Provide internal control services

POST:

1x Chief Financial Officer (14)
1 x Personal Assistant (7)

**DIRECTORATE : FINANCIAL MANAGEMENT & ACCOUNTING
MANAGEMENT**

PURPOSE:

To provide financial management and accounting management services to the department in terms of legislative mandate.

FUNCTIONS:

1. Provide financial accounting support services in department.
2. Provide management accounting support services in the department .

POST:

1 x Director (13)

See page 24

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT,
ASSETS MANAGEMENT & LOSS CONTROL**

PURPOSE:

To provide Supply Chain Management, Asset Management and Loss Control in terms of legislative mandates.

FUNCTIONS:

1. Provide Asset, Disposal Management and Loss Control services.
2. Provide Supply Chain Management services.

POST:

1 x Director (13)

See page 25

**SUB-DIRECTORATE: INTERNAL CONTROL
SERVICES**

PURPOSE:

To provide departmental internal control services.

FUNCTIONS:

1. Monitor, evaluate and report on the implementation of internal control systems and strategies within department.
2. Develop and implement internal control policies, frameworks and procedure manual.
3. Develop, implement and maintain internal control monitoring and evaluation mechanism within the department.
4. Provide transversal support, advice and guidance in terms of internal control prescripts.
5. Compile and issue reports to the Executing Authority on internal control compliance programmes.

POST:

1 x Deputy Director (11)
1 x Assistant Director (9)
5 x Internal Control Officer (8)

MEC for Finance: Ms NP Nkonyeni

Signature :.....

Date :.....13/10/23.....

DIRECTORATE : FINANCIAL MANAGEMENT & ACCOUNTING MANAGEMENT

PURPOSE:
To provide financial and management accounting services to the department in terms of legislative mandate.

FUNCTIONS:
1. Provide financial accounting support services in the department.
2. Provide management accounting support services in the department .

POST:
1 x Director (13)

SUB-DIRECTORATE: FINANCIAL ACCOUNTING SERVICES

PURPOSE:
To provide financial accounting support services in the department.

FUNCTIONS:
1. Provide expenditure control services.
2. Provide revenue and systems control services.

POST:
1 x Deputy Director (11)

SUB-DIRECTORATE: MANAGEMENT ACCOUNTING

PURPOSE:
To provide management accounting services.

FUNCTIONS:
1. Provide cash flow statements.
2. Plan, prepare and compile the departmental MTEF Budget.
3. Compile budget statements.
4. Capture original budget, virement, adjustment and rollover budget on BAS.
4. Compile annual, quarterly and monthly reports on virements, rollovers, in year monitoring, quarterly performance report.
5.. Provide budget planning, management and reporting services.

POST:
1 x Deputy Director (11)
2 x Assistant Director (9)
2 x Sate Accountant (8)

UNIT: EXPENDITURE CONTROL SERVICES

PURPOSE:
To provide expenditure control services.

FUNCTIONS:
1. Administer subsistence and travel claims and advances.
2. Maintain payroll for the department.
3. Administer travel and accommodation payments.
4. Reconcile BAS and Persal systems.
5. Administer suspense accounts.
6. Administer order, sundry payments and journals on BAS.
7. Administer interdepartmental payables.

POST:
1 x Assistant Director (9)
3 x Finance Officer (8)
1 x Finance Clerk (5)

UNIT: REVENUE & SYSTEMS CONTROL

PURPOSE:
To provide revenue and systems control services.

FUNCTIONS:
1. Administer departmental revenue accounts.
2. Administer departmental debtors accounts.
3. Administer the banking services of the department.
4. Administer the tax account for the department.
5. Manage petty cash limits and signatories.
6. Provide transversal financial systems support.

POST:
1 x Assistant Director (9)
3 X Finance Officer (8)
1 x Finance Clerk (5)

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT, ASSETS
MANAGEMENT & LOSS CONTROL**

PURPOSE:

To provide Supply Chain Management, Asset Management and Loss Control in terms of legislative mandates.

FUNCTIONS:

1. Provide Asset, Disposal Management and Loss Control services.
2. Provide Supply Chain Management services.

POST:

1 x Director (13)

**SUB-DIRECTORATE: ASSET DISPOSAL MANAGEMENT &
LOSS CONTROL**

PURPOSE:

To provide asset management and loss control services.

FUNCTIONS:

1. Provide asset management services.
2. Provide disposal management services.
3. Provide loss control services.

POST:

1 x Deputy Director (11)
2 x Assistant Director (9)
2 x Administrative Officer (8)
2 x Administrative Clerk (5)

SUB-DIRECTORATE: SUPPLY CHAIN MANAGEMENT

PURPOSE:

To provide supply chain management services.

FUNCTIONS:

1. Provide demand and acquisition management services.
2. Provide logistics and contract management services.

POST:

1 x Deputy Director (11)

UNIT: DEMAND & ACQUISITION MANAGEMENT

PURPOSE:

To provide demand and acquisition management services for goods and services.

FUNCTIONS:

1. Conduct needs assessments for the provisioning of goods and services to be acquired for the department annually.
2. Conduct supply Industry analysis i.t.o. the companies to supply the required goods and services in the province.
3. Compile annual procurement plan for the department.
4. Ensure supplying industries are registered on the Suppliers Database for the supplying of goods and services.
5. Source quotations and bids received for goods and services.
6. Administer quotations and bids received for goods and services.
7. Provide secretariat services to the respective departmental bid evaluation and adjudication committees.
8. Administer provincial and departmental tenders.

POST:

1 x Assistant Director (9)
3 x SCM Officer (8)
1 x Supply Chain Clerk (5)

**UNIT: LOGISTICS AND CONTRACT MANAGEMENT
SERVICES**

PURPOSE:

To provide logistics and contract management services.

FUNCTIONS:

1. Receive and process goods orders for goods and services.
2. Ensure the received goods and services are provided i.t.o. the approved tender, quotation and order forms from suppliers.
3. Manage the receiving and distribution of goods in the central stores.
4. Report on the goods and services received monthly, quarterly and annual basis.
5. Administer suppliers contracts and service level agreement for goods and services.
6. Report any non-compliance of suppliers i.t.o SCM policies, procedures and directives.
7. Maintain entities on BAS.

POST:

1 x Assistant Director (9)
3 x SCM Officer (8)
1 x SCM Clerk (5)