

## EMTHANJENI MUNICIPALITY



NOTICE NO: 25/2015



### QUOTATIONS: REVIEW OF ORGANOGRAM

Notice is hereby given in terms of Section 111 of the MFMA (No. 56 of 2003) and Clause 12(1) of the MFMA (No 56 of 2003) and Clause 12 (1) of the Municipal Supply Chain Management Policy that Emthanjani Municipality intends to review the Organisational Structure.

#### Specifications:

- To review the functional and organisational structure for Emthanjani Municipality in order to provide for changed organisational needs, specifically regarding the following issues:
- PMU Functions & Responsibilities
- Possible conversion of Technical Officer into Engineering Technician
- Investigate possible Merger of Engineering Technician in Civil Services Section with PMU support section
- Investigate conversion of a Building Inspector post to Building Control Officer
- Investigate the functional responsibilities of the administrative support section of the Infrastructure Directorate; ensure that all support functions are properly defined
- Revise all technical services sections of the Hanover structure and determine correct staffing levels
- Define structural options and determine staffing levels for meter reading function
- Determine need for an additional asset management post
- Determine need for Transport Officer post, and investigate functional needs for Fleet Management
- Investigate the merging of posts of Outreach Officer and Special Programme Officer into one position
- Investigate the establishment of a Labour Relations Section and define the functions and responsibilities
- Investigate the justification for a separate Commonage Section and the abolishment of the post Commonage Officer; possible merging of those responsibilities within either IDP or LED Sections
- Investigate the impact of the eradication of bucket system on the staff establishment
- Investigate the justification for additional General Workers posts at Hanover

- Investigate the need for additional posts at various libraries in the Libraries Division
- Investigate the justification for additional Cashier/Clerk post at Traffic Services
- Investigate the justification of additional Driver post at Parks & Cemeteries (De Aar)
- Amend all staff establishments as needed
- Compile JD's for all posts created and benchmark

### **Special Conditions**

#### **The company or individual who intends to quote:**

1. Should have a clear reference on ability to compile or review the organisational structure
2. Must be registered with a recognised HR Professional body.

### **General Conditions**

#### **The following documents must be attached:**

- Emthanjeni Municipality's Supply Chain Management Policy will apply
- Proof of Municipal Account
- Certified copy of a valid BBBEE Certificate
- Valid Tax Clearance Certificate
- Documentary proof of qualifications and professional registration
- The Council is not obliged to accept lowest or any quotation and reserves the right to accept any quotation or portion thereof
- Quotations must be valid for 90 days after the closing date
- All documentary proof such as original tax clearance certificates etc. must be submitted along with the quotations

All quotations must be sealed and clearly marked Notice 25/2015 and placed in the tender box not later than **12h00 on Friday 12 July 2015**

Further details can be obtained from **Ms EV Diamane** at telephone no **053 632 9100** or **053 632 9106** email: [vuyelwad@emthanjeni.co.za](mailto:vuyelwad@emthanjeni.co.za)

The website can be visited at [www.emthanjeni.co.za](http://www.emthanjeni.co.za)

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